OVERVIEW

In LSU Elements, activities are imported into your profile via data that was migrated from our previous faculty information system, Digital Measures, and online databases such as Web of Science, Scopus and Figshare. This tutorial will walk you through how to edit these activities.

EDIT AN EXHISTING ACTIVITY

- When you login to Elements, four buckets of activities appear at the bottom of your profile. There is a bucket for **Publications**, **Grants**, **Professional activities**, and **Teaching activities**.

- Click on the activity type you would like to edit. For this example, we will edit a professional membership.

- Click on the title of the specific activity you want to edit.

- Click the **Edit Record** icon.

- Enter the information you would like to edit on the record in the appropriate fields and click **Add**. For this example, the City, State, Country and Zip code were added to the professional membership activity. *Note, fields with a red asterisk are required.*

LSU Elements

* Name of Organization*

Association for Psychological Science   edit 🗑

Name

Organisation

Department

Street address

City   State or province

Baton Rouge   LA

Country   Zip code/postcode

United States   70818

➕ Add

- Click **SAVE.**

➕ Add

* Membership start date*   01 Jan 2022 📅 ✖   ?

Membership end date*   30 Jun 2023 ✅ 📅 ✖   ?

URL

Description*   The Association for Psychological Science (previously the American Psychological Society) is a nonprofit   Ω   ?

* PS36CV Classification   Related to Research ⌄

Scope of Organization*   [None] ⌄

Leadership Position Held*   Vice President

CANCEL   SAVE