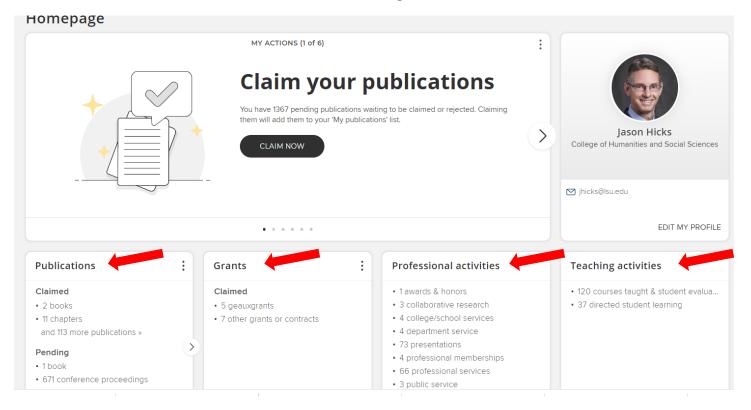


OVERVIEW

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.

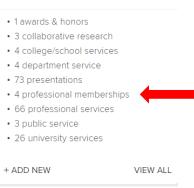
EDIT AN EXHISTING ACTIVITY

• 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.

Professional activities





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

MY WORK

My professional activities

	showing 1 - 4 out of 4			
view: 10 🗸	er page sort by:	Reporting da	te (new	est first) 🗸
EXPORT		focus on:	sumr	nary 👻
Association	for Psychological Science	(26	Ð :
	PROFESSIONAL MEMBERSHIP 2 Description*: The Association for Psychological Science (previously the American Psy nonprofit organization dedicated to the advancement of scientific psychology and its national and international level. The Association s mission is to promote, protect, and scientifically oriented psychology in research, application, teaching, and the improvem Reporting Dates: 01 Jan 2022 - C	representatio advance the i	n at th nteres	e sts of
SUMMARY	LABELS (0) RELATIONSHIPS (1) SOURCES (2) HISTORY (2)			

• Click the **Edit Record** icon.

DA	TA SOURCES					° ↓
© [®]	Manual ID: 31031EF5-003F-4A7D-9	Association for Psychological Science	Ø	-¢	\$	^
	Name of Organization*: Membership start date*:	Association for Psychological Science 01 Jan 2022				
	Description*:	The Association for Psychological Science (previously the American Psychological Society) organization dedicated to the advancement of scientific psychology and its representation and international level. The Association s mission is to promote, protect, and advance the i scientifically oriented psychology in research, application, teaching, and the improvement of	at the n nterests	nation s of	al	
	PS36CV Classification:	Other				
¢ [®]	Manual	Association for Psychological Science	<u>0</u>	-\$	☆	\sim

• 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*.



Name of Organization*	Association for Psychol	ogical Science	edit 💼	
	Name			
	Organisation			
	Department			
	Street address			
	City	State or province		
	Baton Rouge Country	Zip code/postcode		
	United States	70818	C 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	?
* PS36CV Classification	Related to Research	
Scope of Organization*	[None]	
Leadership Position Held*	Vice President	
		CANCEL