

Entering Community Engagement into Symplectic Elements

1. Log in at Elements.utk.edu
2. From the Home Screen, choose “+add” under Professional Activities (Figure 1)
3. Select “service to community” from the right side column (Figure 2)
4. Enter the requested information. (You can use this form to include board service, community partner projects, or other community engagement activity. You can also link activities to publications and grants entered elsewhere in Elements.) (Figure 3)

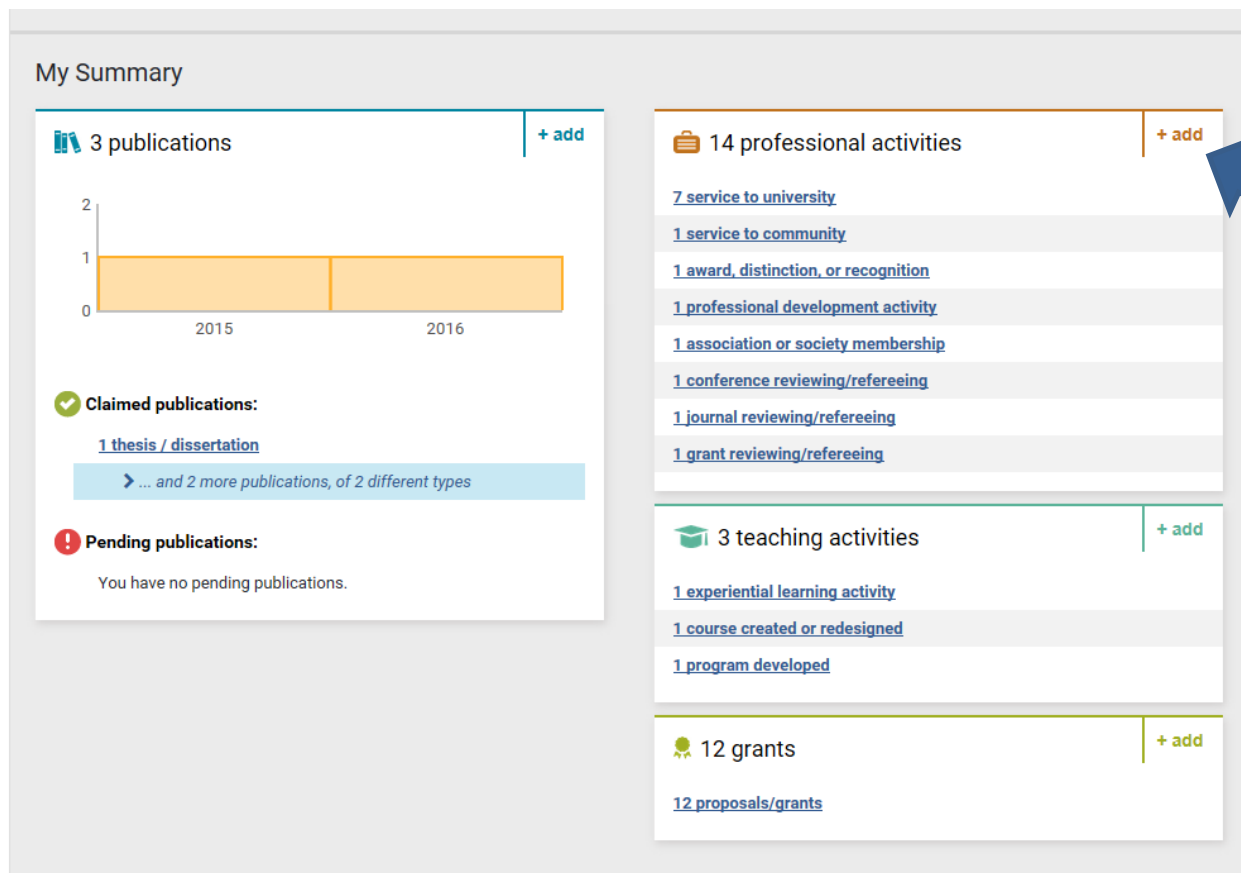


Figure 1

Contact the Office of Community Engagement
if you have any questions.



Figure 2

The image shows a form titled "Add service to community". The form is divided into sections, with the "Essential Information" section highlighted. The fields in this section are:

- * Name of Committee or Service: [text input]
- * Name of Organization: [text input]
- * Your role: [text input]
- * Start date: [date picker]
- * End date: [date picker]
- Ongoing:
- * Description/Other Information: [text area]

At the bottom right of the form are "Cancel" and "Save" buttons. A blue arrow points to the "Name of Organization" field, and two question marks are visible to the right of the form.

Figure 3