

DiscoverResearch (Symplectic Elements)

Drop-In Session 3 — Q&A Summary

April 17, 2026

The following questions and answers were drawn from the third Elements Drop-In Session, held on April 17, 2026. Questions have been edited for clarity and organized by topic. This session was open to all Temerty Faculty of Medicine administrators and delegates.

Publications & Reports

Q Is the publication report that shows publications by year currently live, or still in development?

All eight major TFoM reports, including the Refereed Publication Data Summary, are now live in Elements.

Q Why are publications not appearing in the Refereed Publication Data Summary report?

Publications will not appear in this report if a publication role has not been assigned to the record. Publication roles must be added manually for each record - including those that were harvested automatically - in order for them to print on reports.

Q Do I need to assign a publication role for every harvested publication?

Yes. Publication roles must be manually added for all harvested records in order for them to appear in reports. Open each record, scroll to the relevant Contribution section, and assign the appropriate role.

Q Do the Claimed, Pending, or Rejected classifications affect what prints in reports?

No. The Claimed / Pending / Rejected classifications only indicate record ownership status. What prints on reports is controlled by the Status field within each record.

Q Which publication statuses will print in the TFoM CV report?

The following statuses will print in the TFoM CV report: Published, Submitted, In Press, and In Preparation.

Q Should Submitted or In-Press publications be added manually, or should I wait and claim them later?

Either approach is acceptable. However, waiting until the publication is fully published is recommended, as it ensures the record will be complete and accurate when it is claimed.

Q Does Elements print Submitted or In-Press presentations?

Yes. Submitted or In-Press presentations will print on reports as long as the Status field is set to the appropriate value.

Q How are presented abstracts distinguished from published abstracts in Elements?

The distinction is based on whether publication information and a publication role have been entered in the record. If publication details and a role are included, the abstract will be treated as published. If those fields are left blank, it will be treated as presented only.

Q Why do some records not appear in the TFoM CV?

The most common reasons are:

- A publication role has not been assigned to the record.
- The Status field is missing or set to an ineligible value.
- The activity type is not mapped to the TFoM CV report.

Please refer to the [Elements TFoM CV Report - A Data Entry Guide](#) on the MedIT website for a full list of required fields, and [Elements Modules Mapped Infotypes: CV Report](#) for which modules and infotypes feed into the CV report.

Teaching & Supervision

Q What is the difference between research-based supervision and clinical supervision?

Research-based supervision relates to students completing thesis or research projects. Clinical supervision relates to clinical training, such as supervising residents or students in a clinical setting. Use the appropriate info type for each to ensure records are correctly mapped to reports.

Q Why can't I save a supervision record?

The record cannot be saved if required fields are incomplete. The most common missing field is Academic Institution. Ensure all required fields are filled in before attempting to save.

Q Does entering student names affect what appears in reports?

Student names are not displayed in some reports. Please note that student names should only be entered in Elements if you have obtained consent from the student to use their name. Refer to your department's privacy guidelines if you are unsure.

Q Is there a known issue with entering decimal teaching evaluation scores?

Yes. Decimal values are currently not accepted - only whole numbers can be entered in the teaching score field. This issue has been reported to the team and a permanent fix is being investigated. As a workaround, you can manually edit the score in the exported MS Word version of your report.

Presentations, Lectures & Grand Rounds

Q Where should Grand Rounds be entered?

Grand Rounds should be entered under Presentation/Lecture in the Scholarly & Creative Works module. Please refer to the [Elements TFoM CV Report – A Data Entry Guide](#) (page 164-165) for detailed information.

Q Do Grand Rounds need to be entered twice to appear in both the CV and Teaching & Education reports?

No. Grand Rounds are entered once and will print in both the CV and Teaching & Education (TER) reports when configured correctly. See the question below for the required field settings.

Q How do I ensure Grand Rounds appear in Teaching & Education reports?

Within the Presentation/Lecture Contribution section of the record, set the following fields:

- Presentation Type: Grand Round
- Primary Audience: Continuing Education

Once these fields are set, the record will be eligible to print in Teaching & Education reports.

Q Where should conference presentations be entered?

Conference presentations should be entered manually under the Conference activity type in the Scholarly & Creative Works module, if they are not automatically harvested by the system.

Q Where should conference attendance with no presentation be recorded?

Conference attendance without a presentation should be recorded under Activity or Event Participation in the Professional Activities module.

Q Where should invited lectures and presentations be entered?

Invited lectures and presentations must be entered manually under the Scholarly & Creative Works module. They are not automatically harvested by the system.

Grants & Contracts

Q What is the difference between a Sponsored Research Agreement and an Other Research Agreement?

Sponsored Research Agreement should be used for Grants, Clinical Trials, Contracts, and Donations. This info type is mapped to TFoM reports and will print on the CV and other reports.

Other Research Agreement is not mapped to TFoM reports and will not appear on any generated report. Use Sponsored Research Agreement for all grant and contract entries that need to print.

Q What happens if no Funding Type is selected in a Sponsored Research Agreement record?

If the Funding Type field is left blank or set to None, the record will default to "Grant" when printed in TFoM reports.

Q Where should Trainee Salary Support or Personal Salary Support be entered?

Trainee Salary Support and Personal Salary Support should be entered under the Salary Support and Other Funding (MED) info type within the Grants and Contracts module.

Generating & Printing Reports

Q Can I print only specific sections of the CV?

You can apply a date range when generating a report so that only records within the specified period are included. You can also export all records from within each individual module.

Instructions for exporting module records are available at medit.med.utoronto.ca/media/3321/download?inline.

Record Management

Q How do I locate the test record in Elements that I want to delete?

If you forget where you created the new record, you can search for it within each of the four modules in Elements (Scholarly & Creative Works, Grants & Contracts, Professional Activities, or Teaching & Supervision).

Within the selected module, use the Title Filters panel on the right side. Enter a keyword related to the record title, then run the search to locate the record.

Once you find the record, open it and delete it as needed.

System Requirements & Participation

Q Will Elements become mandatory for all Temerty Faculty of Medicine faculty?

MedIT is not mandating the use of Elements. Please check with your department to determine whether there are any local requirements regarding use of the system.

For further assistance, please contact the Elements support team at elements.med@utoronto.ca or visit medit.med.utoronto.ca/elements.
