

DiscoverResearch (Symplectic Elements)

Drop-In Session 4 - Q&A Summary

May 8, 2026

The following questions and answers were drawn from the fourth Elements Drop-In Session, held on May 8, 2026. Questions have been edited for clarity and organized by topic. This session was open to all Temerty Faculty of Medicine administrators and delegates.

Known Issues & Bug Fixes

Q Is the decimal score issue in teaching evaluations resolved?

The system still only accepts whole numbers (integers) in the teaching evaluation score field - decimal values are not currently supported. The issue has been escalated and is being followed up with the development team. As a workaround, you can manually edit the score in the exported MS Word version of your report.

CV Report & Profile Fields

Q Some information in the Postgraduate Research and Specialty Training section is not printing on the CV, even though it is entered in the profile. Why?

The TFoM CV report is designed to print only selected fields from each profile section - not all information entered in a record will appear in the generated report. This is consistent with Temerty promotions formatted CV.

For the Postgraduate Research and Specialty Training section, the fields that print include: role, department/specialization, institution, city, and supervisor. Additional details such as a named endowed chair or other supplementary information may not print.

To confirm exactly which fields are mapped to each section of the CV report, refer to the mapping documents available at medit.med.utoronto.ca/elements.

Q Education items such as degrees, residencies, and fellowships are not appearing when a CV is generated for a specific date range. Why?

Education and training records in the profile section print based on the data entered but may be affected by the date range selected at the time of report generation. Ensure that the date range includes the years when the education records were active. If records are still not appearing, please send a screen capture of the issue to the Elements support team at elements.med@utoronto.ca so the team can investigate.

Q Some migrated records had their end dates set to 2025, even for activities that are still ongoing. Is this a known migration issue?

Yes. This appears to be a data migration artefact where the end dates of ongoing activities were set to the migration cut-off year (2025) rather than being left blank. For records that are still active, the end date field should be left blank - the system will automatically display these as "Present" on generated reports.

Q How do I enter a Creative Professional Activity (CPA) statement, and where does it appear on the report?

The Creative Professional Activity statement is entered under the Professional Activities module in Elements homepage. To ensure it prints:

1. Navigate to the Professional Activities section.
2. Click on Add New and choose Introduction to CPA (MED) and enter your statement.
3. Ensure the "Print in CPA" checkbox is ticked.

On the generated report, the Teaching Introduction/Philosophy will appear first, followed by the Creative Professional Activity statement.

Honours, Awards & Distinctions

Q Awards are not printing on the CV unless "Distinction" is selected as the type. Is this correct?

Yes. For all awards, honours, and recognitions to print in the TFoM CV report, the record type must be set to Distinction. This applies to leadership awards, research awards, and other general award types.

The one exception is teaching awards, which should be entered using the Teaching Award info type rather than Distinction.

Professional Activities & Committee Memberships

Q Can multiple committee memberships within the same organization be grouped together to avoid repeating the organization name on each line?

Grouping is only possible if both the organization name and the committee name are identical across records. If a faculty member holds multiple roles on different committees within the same organization, each committee must be entered as a separate record, and the organization name will repeat for each entry.

This is a known limitation. A feature request for more flexible grouping has been noted and will be discussed with the product owner.

Scholarly & Creative Works

Q Abstracts were automatically harvested into Elements but have no geographical scope assigned. Do I need to update each record manually?

Yes. Geographical scope is not captured in bibliographic sources and must be entered manually for each conference or presentation record. To update the geographical scope:

1. Navigate to Scholarly & Creative Works — Conferences.
2. Open the record.
3. Scroll down to the Conference Contribution section.
4. Click Edit (or Add if no contribution has been entered yet).
5. Select the appropriate Geographical Scope (e.g., International, National, Provincial/Local) and save.

Q An editor of a journal wrote an editorial about a faculty member's paper regarding its significance. How should this be recorded in Elements?

This type of recognition can be recorded as a Most Significant Publication. Open the relevant publication record and enter the editorial details in the Most Significant Contribution section (usually located within the Contribution section - open the specific record and scroll down to find it), noting the significance of the publication and the recognition received.

Grants & Contracts

Q There is a typographical error in a grant record that was fed into Elements from the institutional system. Can it be corrected directly?

No. Grant records populated through the institutional feed (RIS) cannot be edited directly by users in Elements. Errors must be corrected at the source system. To request a correction, please contact raise@utoronto.ca with the RIS application number and, if available, a copy of the notice of award from the sponsor.

Searching & Navigating Elements

Q The search function in Elements does not seem to locate specific records accurately. Is there a better way to find records?

The search function searches within the module you are currently viewing. For best results:

- Increase the number of records displayed per page (e.g., set the view to 100) to browse more records at once.
- Use the title search bar within the module to search for a specific record.
- Search using complete words rather than splitting terms or using partial phrases, as the search function performs better with full words.

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