



## Using Label Schemes

Elements provides a comprehensive label scheme as part of its core functionality. Labels allow faculty members to tag their activities with relevant, additional meta data, which can then be used to sort Annual Review entries as well as in reporting. Each label scheme has a fixed vocabulary, so only the options set in the system are available for labelling.

Within Elements, Labels can be displayed on different components of the Elements' system including Researcher Profiles, Scholarly & Creative Works activities, Grants & Contracts activities, Service & Leadership activities, Teaching activities, and Journals.

### How to Apply a Label to an Activity

To apply a label, select the relevant Label Scheme text field and begin typing the label you would like to apply. Once you select it from the drop-down list, it will move to the top of the Labels section and begin a list.

You can add a label to an activity as you manually enter it, or you can add it at a later date from the activity details page.

#### Labels

A screenshot of the 'Labels' section in the Elements system. At the top, there is a text input field containing 'Area of Excellence: Teaching' and a trash icon. Below this, a message states: 'Label schemes restricted to a vocabulary: to add a keyword, start typing and select an option.' There are five labeled text input fields stacked vertically: 'International Engagement', 'Area of Excellence', 'Scope', 'IU Initiatives', and 'Accreditation'. To the right of the input fields is a blue question mark icon.

## *Accreditation*

The labels in this scheme are for accreditation reporting. To use, begin your search with the accreditation code such as AACSB and then select the appropriate label.

The Accreditation label scheme is available on Scholarly & Creative Works, Grants & Contracts, Service & Leadership, Teaching Activities, and Journals.

The current options in this label scheme are:

- AACSB: Applied or Integration/Application Scholarship
- AACSB: Basic or Discovery Scholarship
- AACSB: Teaching and Learning Scholarship

## *All Science Journal Classification*

The All Science Journal Classification created by Elsevier.

The All Science Journal Classification label scheme is available on Journals.

The current options in this label scheme are:

- Health Sciences
- Life Sciences
- Physical Sciences
- Social Sciences

## *Area of Excellence*

Area of Excellence labels are to be used to tag Research/Creative Activity, Teaching, and Service activities which reside outside of their traditional element, such as a grant with a teaching component. Area of Excellence is a categorization scheme, so only one label from this scheme can be applied at a time.

The Area of Excellence label scheme is available on Researcher Profiles, Scholarly & Creative Works activities, Grants & Contracts activities, Service & Leadership activities, Teaching activities, and Journals.

The current options in this label scheme are:

- Librarian Performance
- Research/Creative Activity
- Service
- Teaching

## *International Engagement*

The International Engagement labels should be used to tag the relevant country when collaborating with global partners.

The International Engagement label scheme is available on Researcher Profiles, Scholarly & Creative Works activities, Grants & Contracts activities, Service & Leadership activities, Teaching activities, and Journals.

## *IU Initiatives*

The IU Initiatives labels provide the opportunity to add labels related to key internal initiatives to any activity.

The IU Initiatives label scheme is available on Researcher Profiles, Scholarly & Creative Works activities, Grants & Contracts activities, Service & Leadership activities, Teaching activities, and Journals.

The current options in this label scheme are:

- Community Engaged Research
- Community Engagement
- Diversity, Equity, Inclusion, and Justice
- Interprofessional Education/Practice
- Public Scholarship
- Student Engaged Research
- Student Success

## *Patent Cooperation Treaty Countries*

This label scheme contains the 157 contracting states belonging to the Patent Cooperation Treaty.

The Patent Cooperation Treaty Countries label scheme is available within the Intellectual Property activity and on Grants & Contracts.

The label scheme options were last updated on 8/16/2024.

## *Scope*

This label scheme allows you to describe scope, audience, or service level for any activity in Elements. Scope is a categorization scheme, so only one label from this scheme can be applied at a time.

The Scope label scheme is available on Researcher Profiles, Scholarly & Creative Works activities, Grants & Contracts activities, Service & Leadership activities, Teaching activities, and Journals.

The current options in this label scheme are:

- Campus
- College/School
- Department
- International
- Local
- National
- Professional
- Public
- Regional
- State
- University

*Last Updated: 2/12/25*