



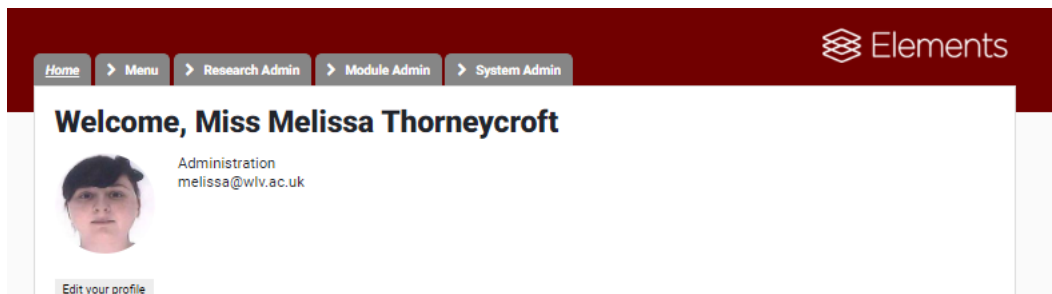
Elements

SYMPLECTIC ELEMENTS

Editing your Staff Profile

Edit Mode

To edit your profile, click on the edit profile button on your homepage.



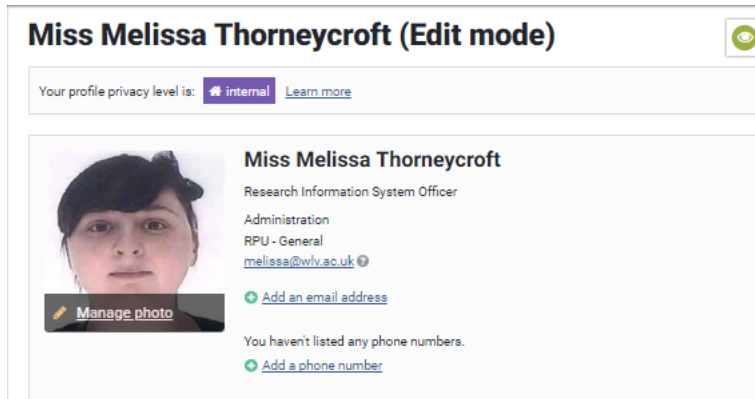
You will then see your profile in edit mode.

The screenshot shows the 'Miss Melissa Thorneycroft (Edit mode)' profile page. At the top, there are buttons for 'View profile' and 'CV and Reports'. Below this, a box indicates the profile privacy level is 'internal' with a 'Learn more' link. The main profile section includes a photo, name, title 'Research Information System Officer', and contact information. There are buttons to 'Manage photo', 'Add an email address', and 'Add a phone number'. A sidebar on the right contains sections for 'Other profiles', 'Co-authors' (listing 'cris-test (1)'), 'Links' (with a 'View all links' button), and 'Find a colleague' (with a search input field). The main content area has tabs for 'About', 'Publications', 'Professional activities', 'Teaching activities', and 'Grants'. The 'About' tab is active, showing an 'Overview' section with a bio text field, 'Research interests' text field, and sections for 'Experience' (University of Wolverhampton appointments, Academic appointments, Non-academic employment) and 'Education' (Degrees). Each section has a button to 'Add' a new entry.

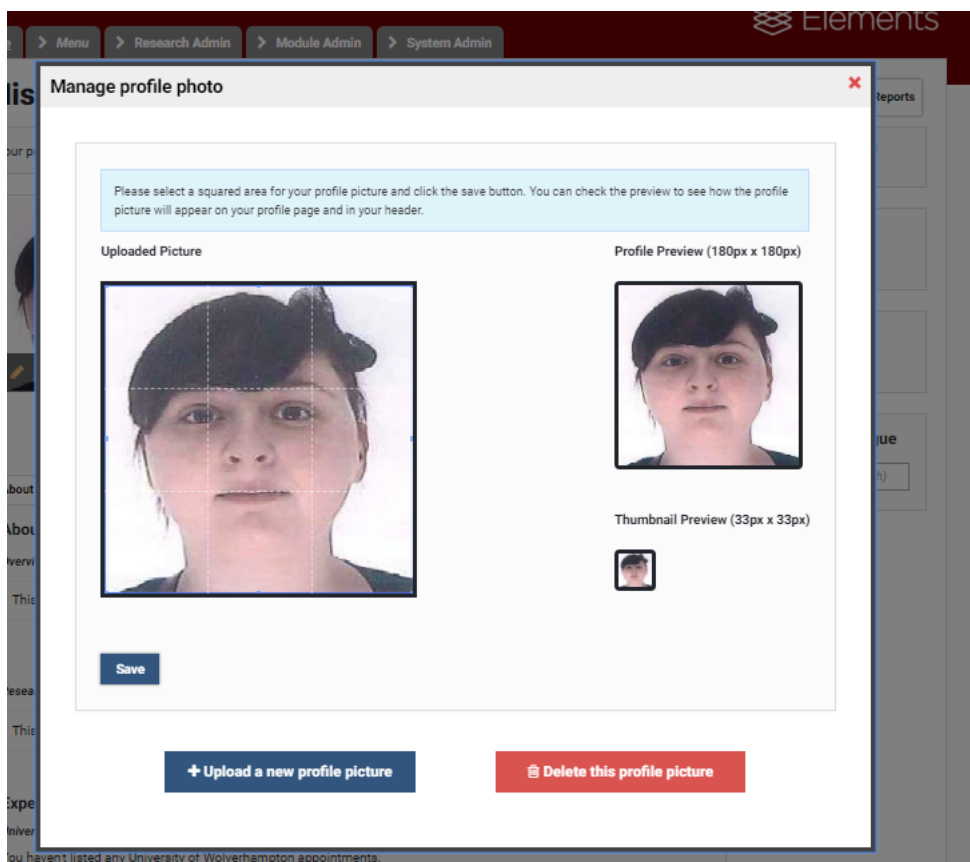
Managing your photo

Before changing your photo, please read the photo guidance set out in the Elements Usage Policy available at www.wlv.ac.uk/Elements.

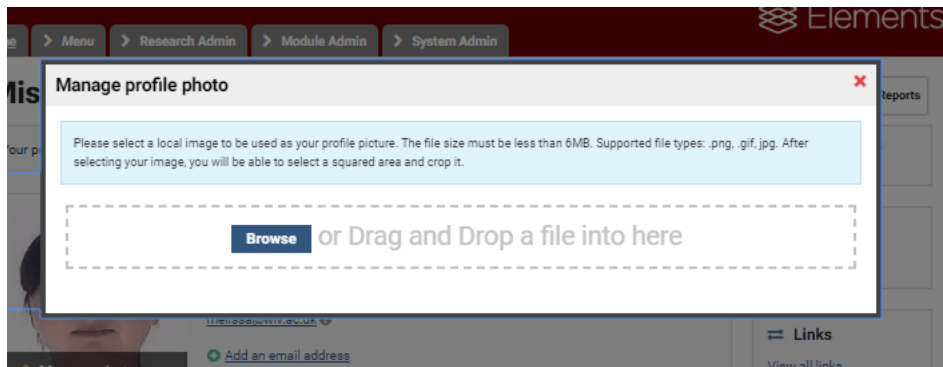
To change your profile picture, click on the manage photo button.



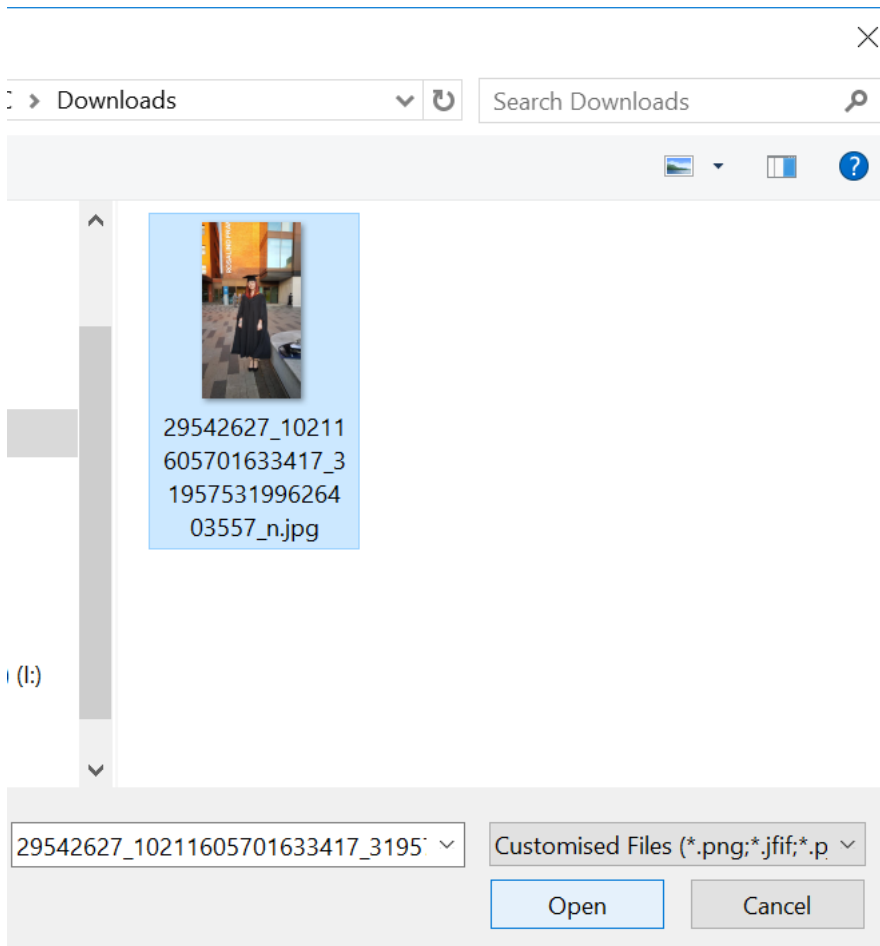
You can then choose to delete the photo by clicking 'Delete this profile picture' or you can choose to upload a new profile picture by selecting 'upload a new profile picture'.



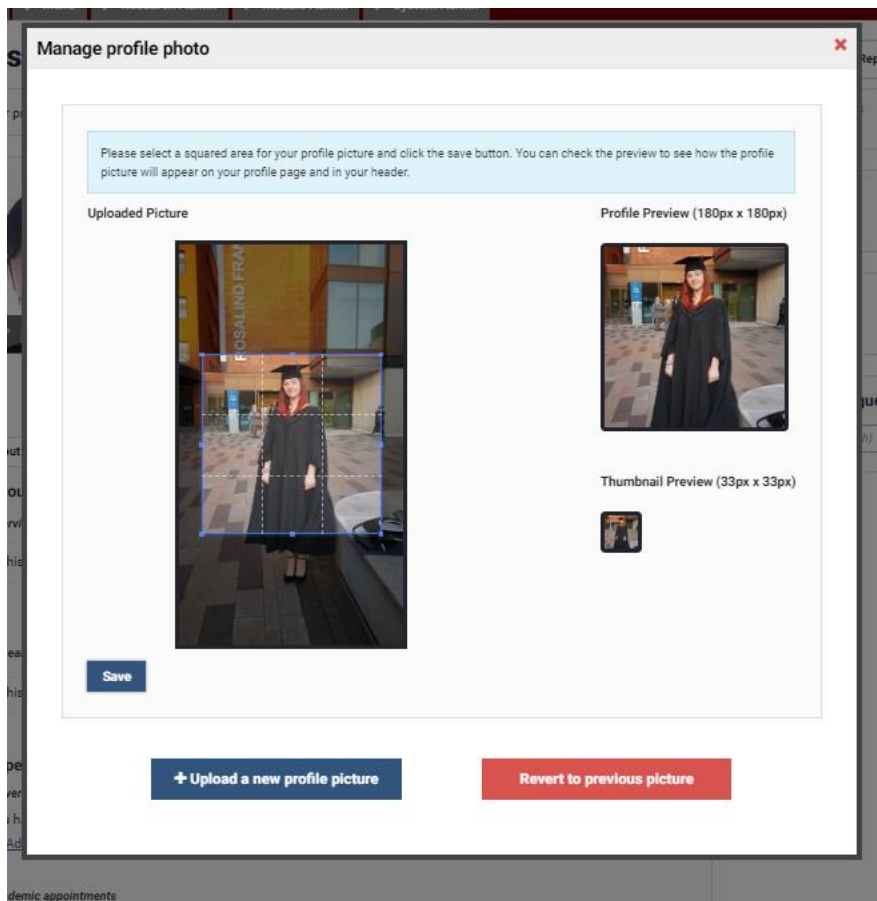
If you have chosen to upload a new picture, you will be presented with a screen to browse your pictures for you to select. Click on browse and locate the picture you would like to use.



Once you have found the picture you wish to use, click on the picture and then click on open.



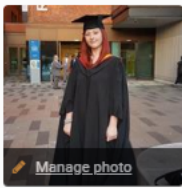
You will then see your new picture. Once you are happy with the positioning of your picture, click save. If you would rather go back to the original setting, you can click on revert to previous picture.



You should now see your new picture displayed on your profile.

Miss Melissa Thorneycroft (Edit mode)

Your profile privacy level is: internal [Learn more](#)




Miss Melissa Thorneycroft

Research Information System Officer

Administration

RPU - General

melissa@wlv.ac.uk 

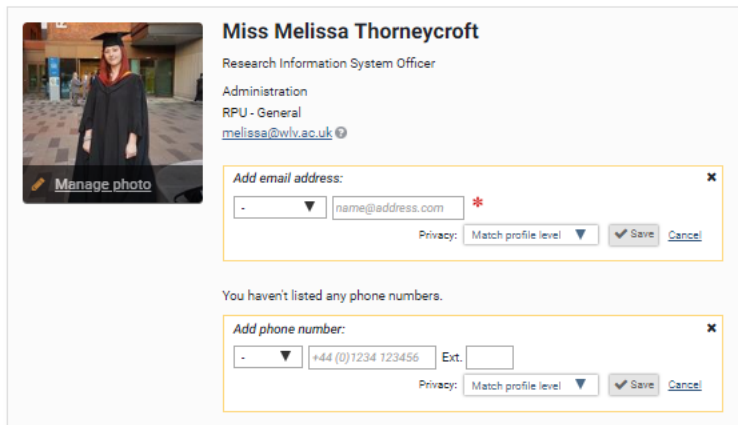
[Add an email address](#)

You haven't listed any phone numbers.

[Add a phone number](#)

There are various options where you can add further information to your profile.

You can add another email address or an additional phone number.



Miss Melissa Thorneycroft
Research Information System Officer
Administration
RPU - General
melissa@wlv.ac.uk

Add email address:

*

Privacy:

You haven't listed any phone numbers.

Add phone number:

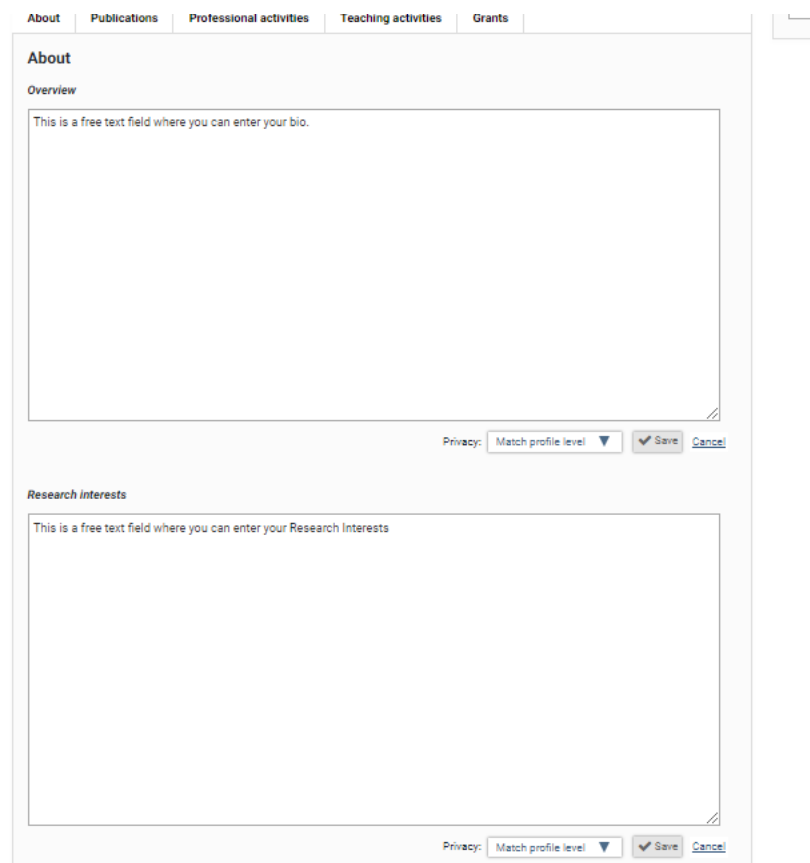
Ext.

Privacy:

Remember to click save for these amendments to be added to your profile.

Adding an Overview/Research Interests

You can add in an Overview and a Research Interests field. If these text boxes are blank, they will not show in your profile.



About

Overview

This is a free text field where you can enter your bio.

Privacy:

Research Interests

This is a free text field where you can enter your Research Interests

Privacy:

These text boxes are both free text. You can then choose if these remain private or if they are shown on your profile by clicking the drop down list under each text box. Please remember to click save.

The screenshot shows the 'About' section of a profile. It has a sub-header 'Overview' and a large text box for a bio with the placeholder text 'This is a free text field where you can enter your bio.' Below the text box is a privacy dropdown menu currently set to 'Match profile level'. Other options in the dropdown are 'Match profile level' and 'Private'. To the right of the dropdown are 'Save' and 'Cancel' buttons. At the bottom left, there is a section for 'Research Interests'.

Adding Experiences to your profile

The screenshot shows the 'Experience' section. It has a sub-header 'University of Wolverhampton appointments' and a message 'You haven't listed any University of Wolverhampton appointments.' Below this is a link 'Add an institutional appointment'. There are also sections for 'Academic appointments' and 'Non-academic employment', each with a message 'You haven't listed any...' and a corresponding 'Add...' link.

You can list any appointments you hold within the University of Wolverhampton by clicking the 'Add an institutional appointment'.



The screenshot shows the 'Add University of Wolverhampton appointment' form. It has a title bar with a close button. The form contains several input fields: 'Position *', 'Institution name *', 'Department', 'City', 'Country *', 'Start date *', and 'End date'. Each field has a corresponding input box. There are also calendar icons for the date fields. At the bottom right, there is a privacy dropdown menu set to 'Match profile level' and 'Save' and 'Cancel' buttons.

Complete the form, all mandatory fields (marked with a red asterix) need to be completed in order to save the record. As described above you can also set the privacy level if you didn't want an appointment to be displayed on your profile.

To add other academic appointments, click on 'Add an academic appointment' and complete the form. All mandatory fields need to be completed before the record can be saved.

Academic appointments
You haven't listed any academic appointments.

Add academic appointment:



Position *	<input type="text"/>
Institution name *	<input type="text"/>
Department	<input type="text"/>
City	<input type="text"/>
Country *	<input type="text"/>
Start date *	<input type="text"/> 
End date	<input type="text"/> 

Privacy:

If you have any non-academic appointments, you can add them by clicking on 'Add a non-academic employment'.

Non-academic employment
You haven't listed any non-academic employments.

Add non-academic employment:

Position *	<input type="text"/>
Employer *	<input type="text"/>
Department	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Start date *	<input type="text"/> 
End date	<input type="text"/> 

Privacy:

Adding Education to Profile

Education

Degrees
You haven't listed any degrees.
[Add a degree](#)

Certifications
You haven't listed any certifications.
[Add a certification](#)

Postgraduate training
You haven't listed any postgraduate training.
[Add postgraduate training](#)


Language competencies
You haven't listed any language competencies.
[Add a language competency](#)


To add details of your degrees click on the 'Add a degree' button.

Education

Degrees
You haven't listed any degrees.


Add degree:


Qualification * 


Institution name * 

City

Country *

Start date 

End date 


Privacy: 

You can click the blue arrows to see the full fields available. Please complete all mandatory fields. Once complete you can then choose the privacy level and click save.

Education

Degrees
You haven't listed any degrees.

Add degree:


Qualification * 

Major / Field of study

Thesis title

Supervisor last name

Supervisor initials

Institution name * 

Department


Street


City


State or province

Zip code or postcode

Country *

Start date 

End date 

Privacy: 

To add in your certifications, click on the 'add a certification' button. Again click on the blue arrow button to show the full fields available.

Certifications
You haven't listed any certifications.

Add certification:

Institution name *	<input type="text" value="Name of the institution awarding the certification, e.g. Microsoft"/>	⬆
Department	<input type="text"/>	
Street	<input type="text"/>	
City	<input type="text"/>	
State or province	<input type="text"/>	
Zip code or postcode	<input type="text"/>	
Country	<input type="text"/>	
Name or title *	<input type="text" value="The name or title of the certification earned"/>	
Effective date	<input type="text"/>	📅
Expiry date	<input type="text"/>	📅
Description	<input type="text"/>	

Privacy:

You can also add any postgraduate training that you have received by clicking 'add postgraduate training' button. If you wish to see all fields available click on the blue arrow button. Complete the all mandatory fields (marked with red asterisk) and click save.

Postgraduate training
You haven't listed any postgraduate training.

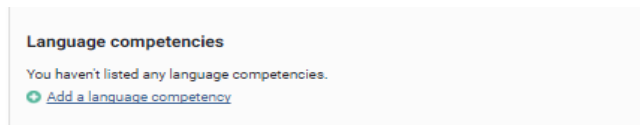
Add postgraduate training:

Title *	<input type="text"/>	
Institution name *	<input type="text"/>	⬆
Department	<input type="text"/>	
Street	<input type="text"/>	
City	<input type="text"/>	
State or province	<input type="text"/>	
Zip code or postcode	<input type="text"/>	
Country *	<input type="text"/>	
Category	<input type="text" value="-"/>	▼
Specialisation	<input type="text"/>	
Supervisor last name	<input type="text"/>	
Supervisor initials	<input type="text"/>	
Start date	<input type="text"/>	📅
End date	<input type="text"/>	📅

Privacy:

Adding Language Competencies

You can add any language competencies by clicking on the 'add a language competency' button.

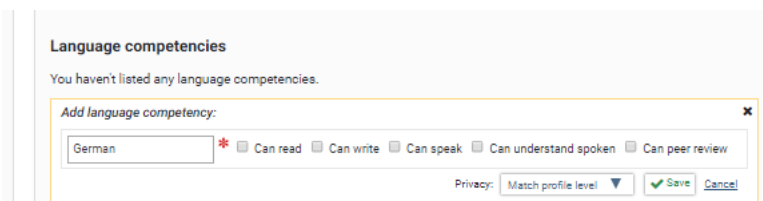


Language competencies

You haven't listed any language competencies.

[Add a language competency](#)

Then enter the language you wish to add and tick the applicable boxes. Select all that apply and then choose the privacy level and click save. To add multiple languages, re-click the 'add a language competency' button and follow the process through again.



Language competencies

You haven't listed any language competencies.

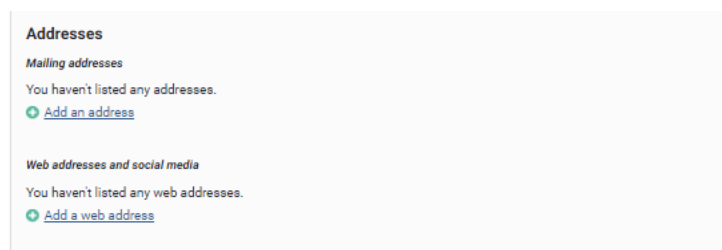
Add language competency:

German ☐ Can read ☐ Can write ☐ Can speak ☐ Can understand spoken ☐ Can peer review

Privacy: Match profile level

Adding Additional Addresses

To add another mailing address, click on the 'add an address' button.



Addresses

Mailing addresses

You haven't listed any addresses.

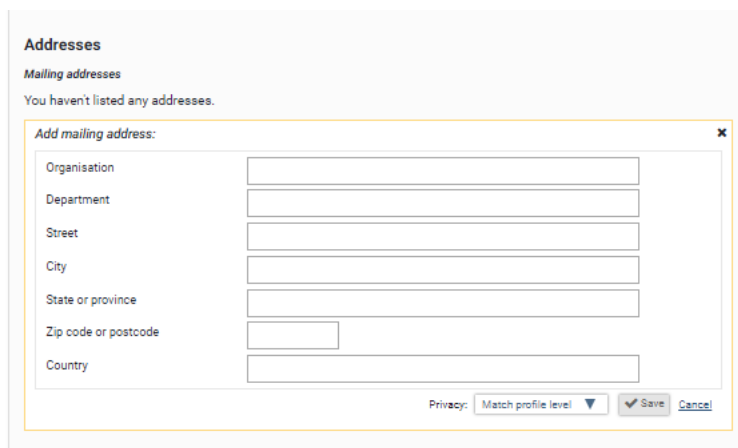
[Add an address](#)

Web addresses and social media

You haven't listed any web addresses.

[Add a web address](#)

Please enter the required details, choose the privacy level and click save.



Addresses

Mailing addresses

You haven't listed any addresses.

Add mailing address:

Organisation

Department

Street

City

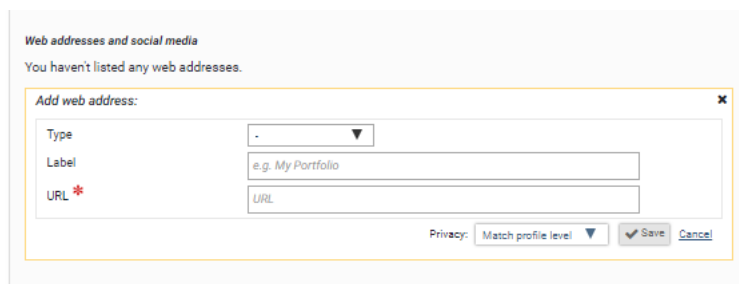
State or province

Zip code or postcode

Country

Privacy: Match profile level

To add a web address and social media links click on 'add a web address' button. Choose the type, type a label (what you want the link to appear as in your Profile i.e. Facebook.) and enter the URL (Website Address).

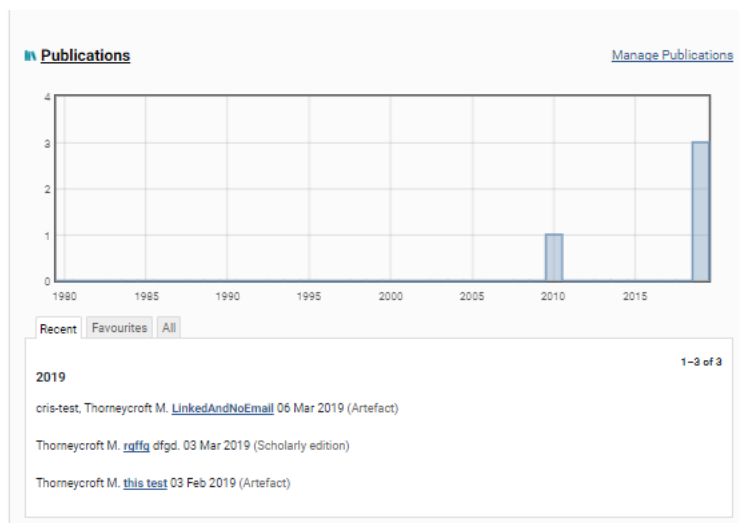


The screenshot shows a dialog box titled "Add web address:" with a close button (X) in the top right corner. Inside the dialog, there are three input fields: "Type" with a dropdown menu showing a dash, "Label" with the text "e.g. My Portfolio", and "URL" with the text "URL" and a red asterisk indicating it is required. Below these fields is a "Privacy" dropdown menu set to "Match profile level", and two buttons: "Save" (with a checkmark icon) and "Cancel".

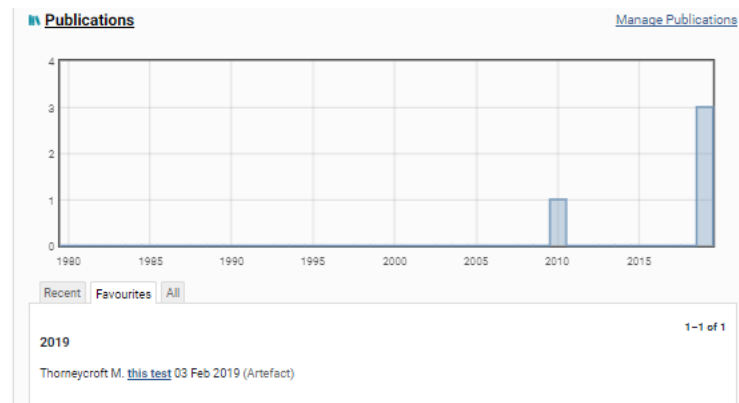
Choose the privacy level and click the save button. Repeat the process until you have entered all the required website addresses.

Displaying Publications

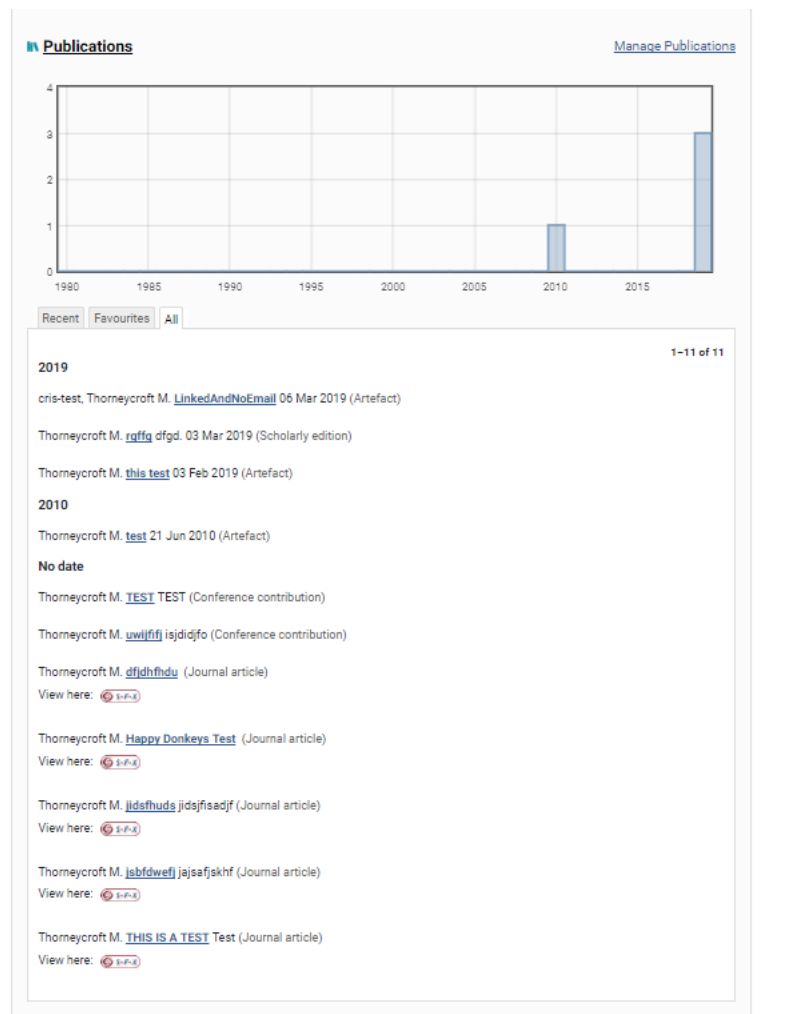
When you are claiming/depositing your publications, they will automatically appear on your profile. You will see three tabs; recent, favourites and all.



The recent tab lists all your latest publications. The favourite tab will display all the publications you have marked as a favourite.



The All tab will list all of your publications within your profile in date order.



Professional Activities

Professional activities will also be displayed in your profile, just like publications with the three tabs; recent, favourites and all.

Teaching Activities

Teaching activities will also be displayed in your profile, just like publications with the three tabs; recent, favourites and all.

Grants

Grants will also be displayed in your profile, just like publications with the three tabs; recent, favourites and all.

Feedback on Training Materials

Many thanks for taking the time to review the training materials for Elements. If you have any comments on what you would like to see in the future or any feedback on the materials or system please email elementsupport@wlv.ac.uk.

You can view other self-help guides for Elements by visiting;
www.wlv.ac.uk/elements