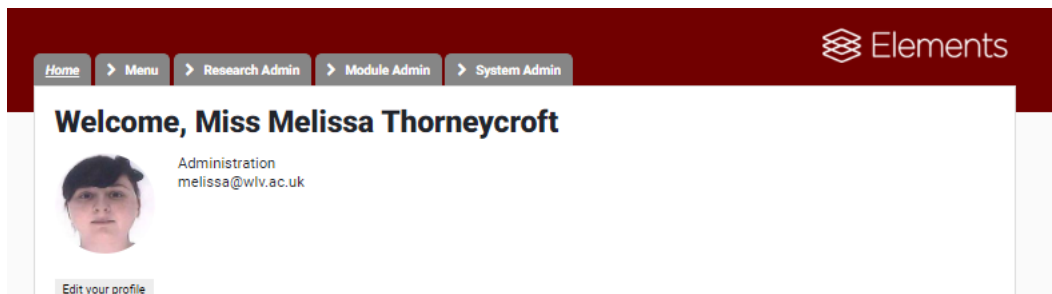# SYMPLECTIC ELEMENTS

Editing your Staff Profile

Edit Mode

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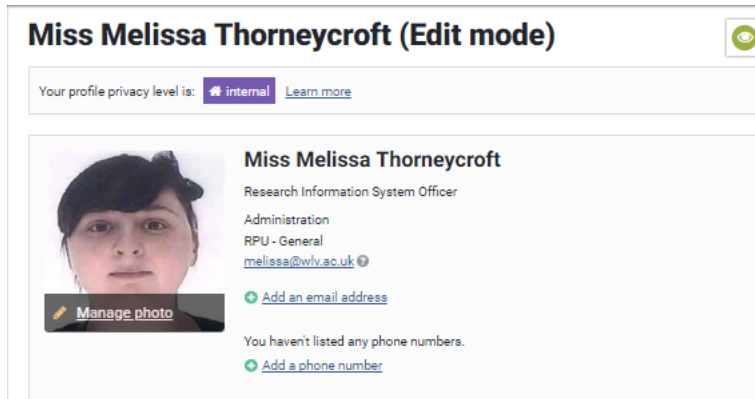

You will then see your profile in edit mode.

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'.
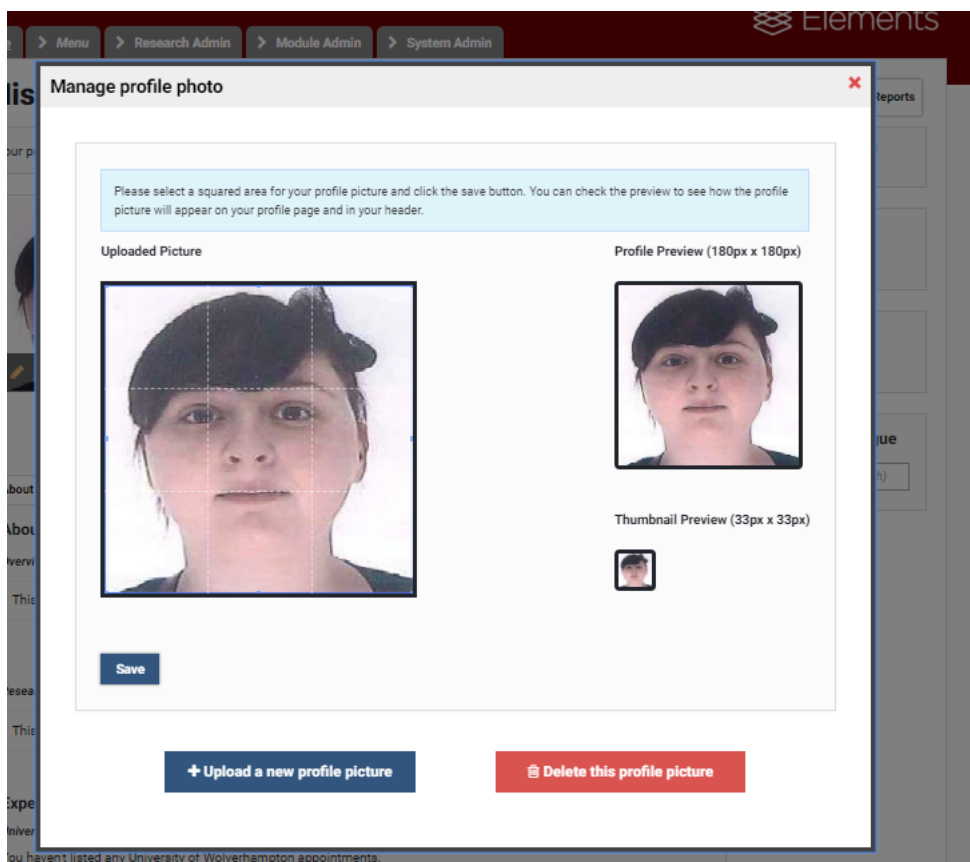
If you have chosen to upload a new picture, you will be presented with a screen to browse your pictures for you to select. Click on browse and locate the picture you would like to use.
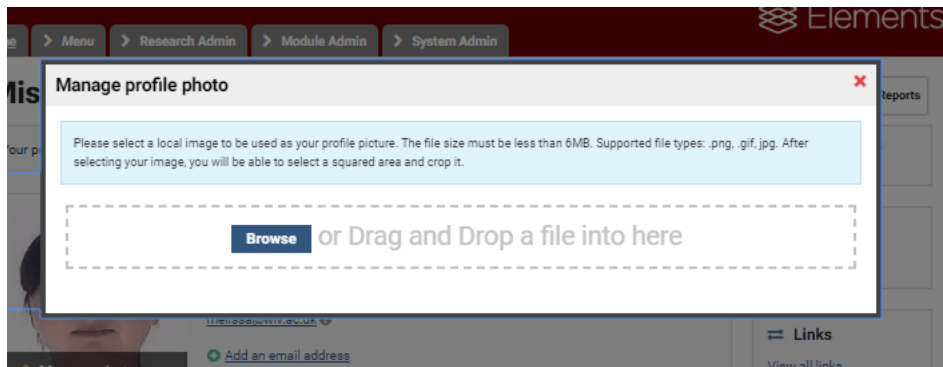
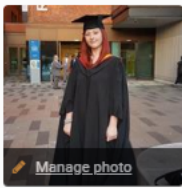Once you have found the picture you wish to use, click on the picture and then click on open.
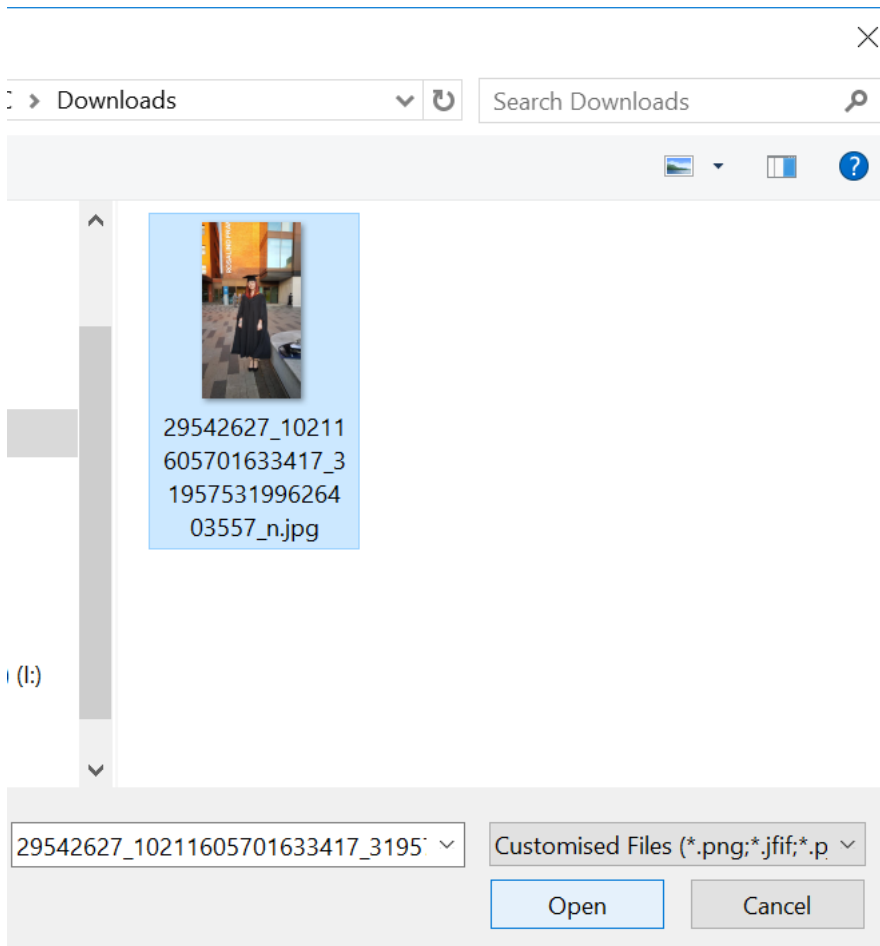
You will then see your new picture. Once you are happy with the positioning of your picture, click save. If you would rather go back to the original setting, you can click on revert to previous picture.
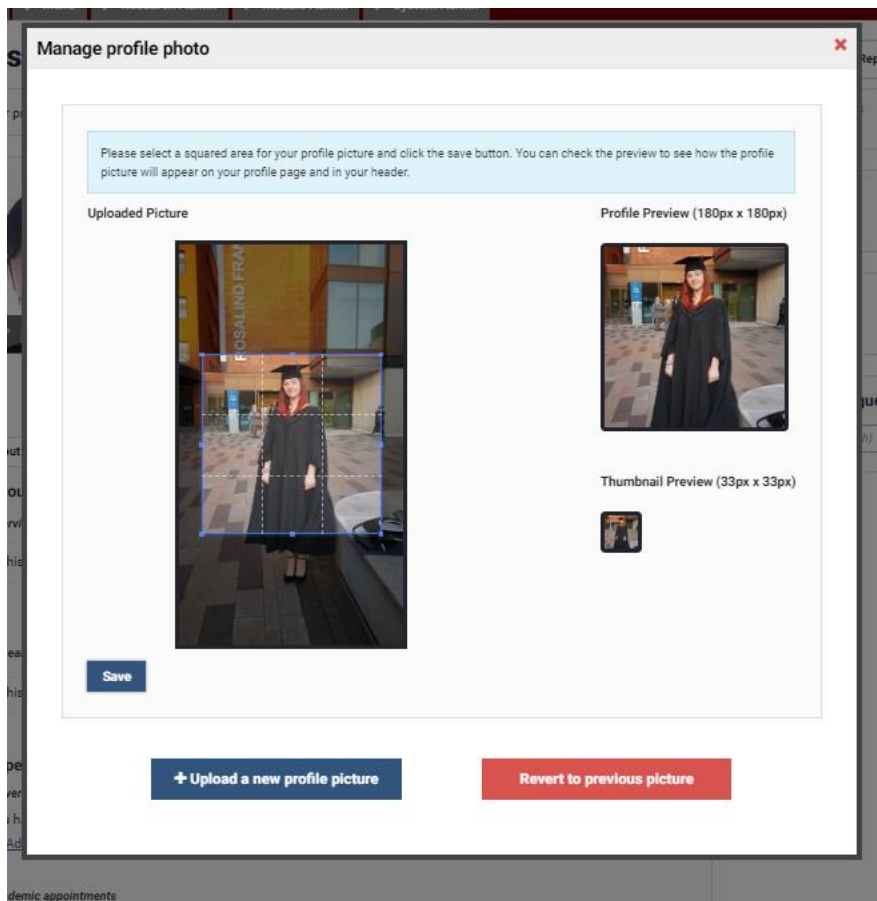
You should now see your new picture displayed on your profile.
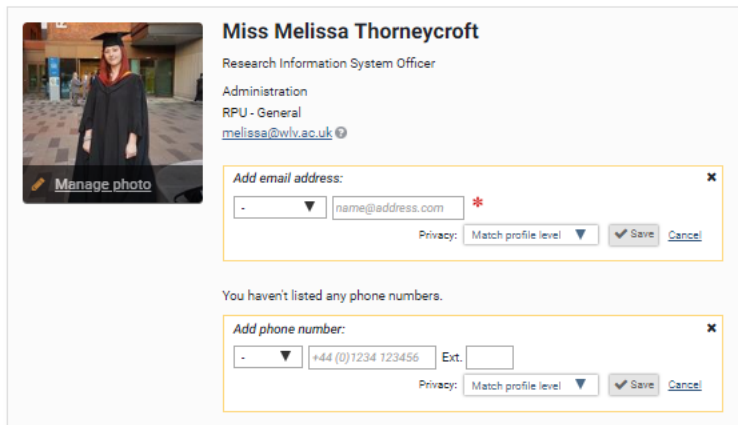
There are various options where you can add further information to your profile.

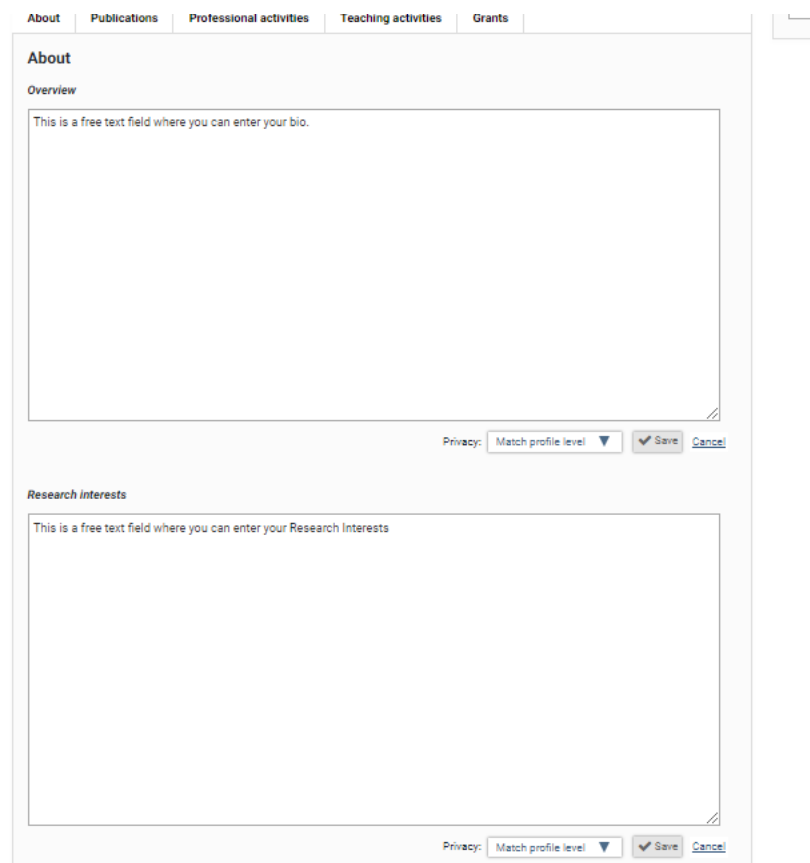You can add another email address or an additional phone number.

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.

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.

Adding Experiences to your profile

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

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.

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

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.

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.

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.

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.

Adding Language Competencies

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

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.

Adding Additional Addresses

To add another mailing address, click on the 'add an address' button.
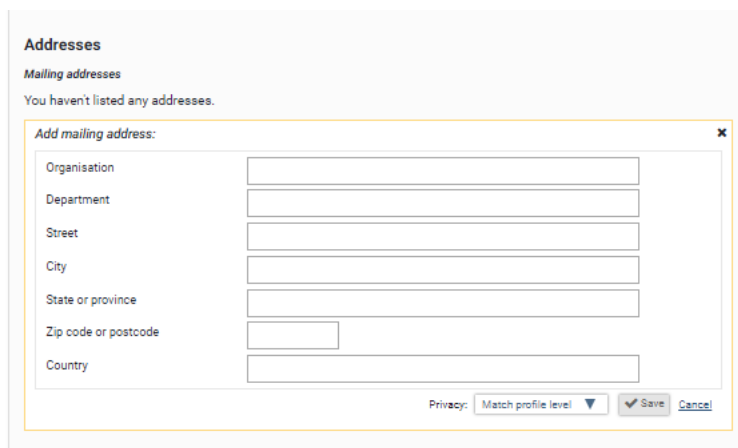
Please enter the required details, choose the privacy level and click save.
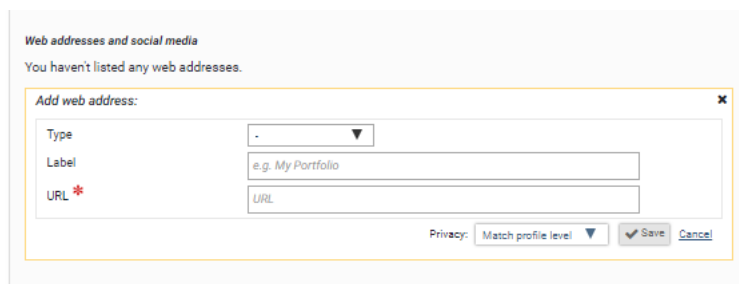
To add a web address and social media links click on 'add a web address' button. Choose the type, type a label (what you want the link to appear as in your Profile i.e. Facebook.) and enter the URL (Website Address).

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.
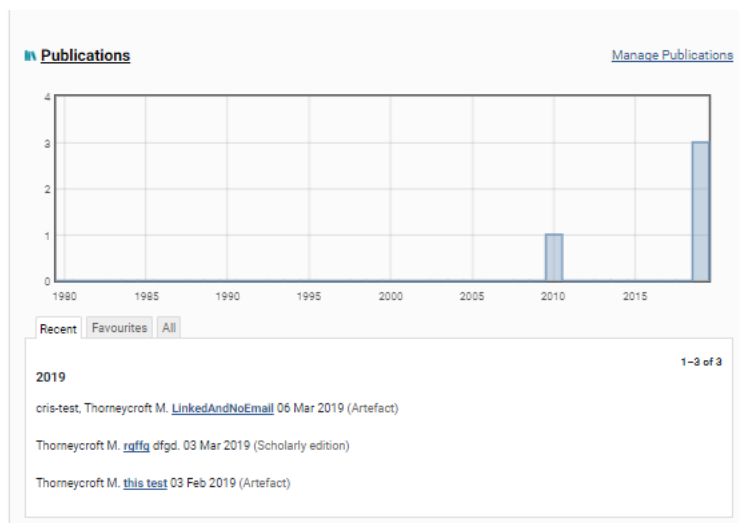
The recent tab lists all your latest publications. The favourite tab will display all the publications you have marked as a favourite.
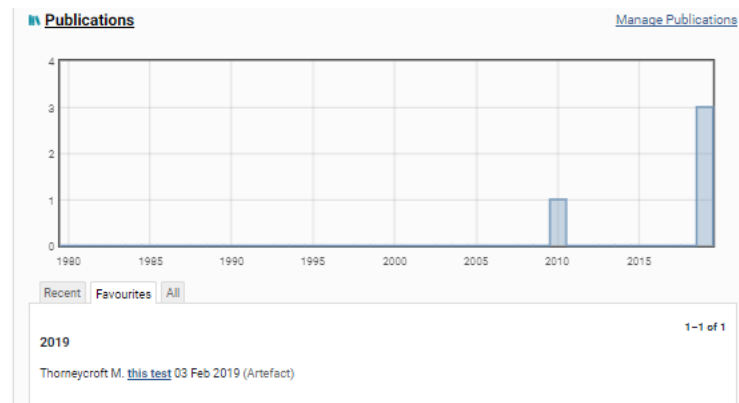
The All tab will list all of your publications within your profile in date order.

Professional Activities

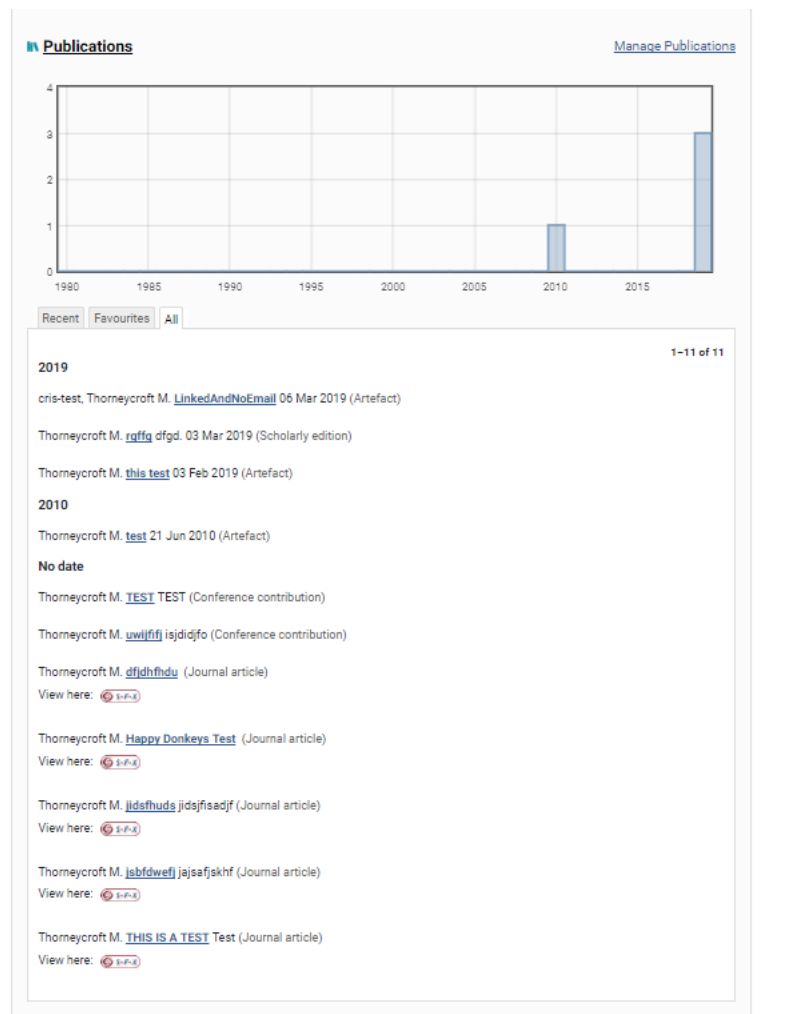Professional activities will also be displayed in your profile, just like publications with the three tabs; recent, favourites and all.

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