Quick Reference Guide to Supervision Activities (Researcher Profile)
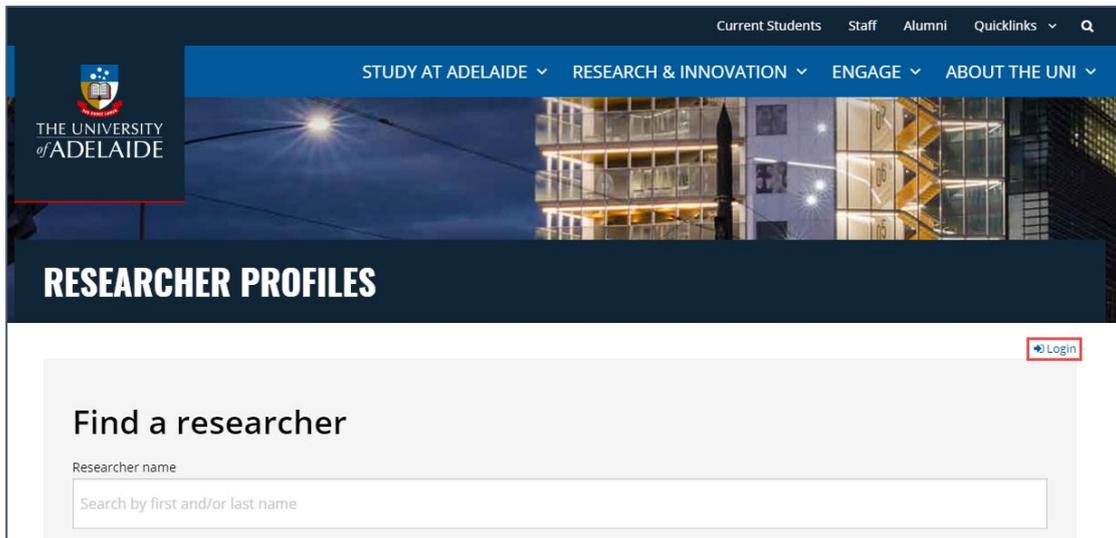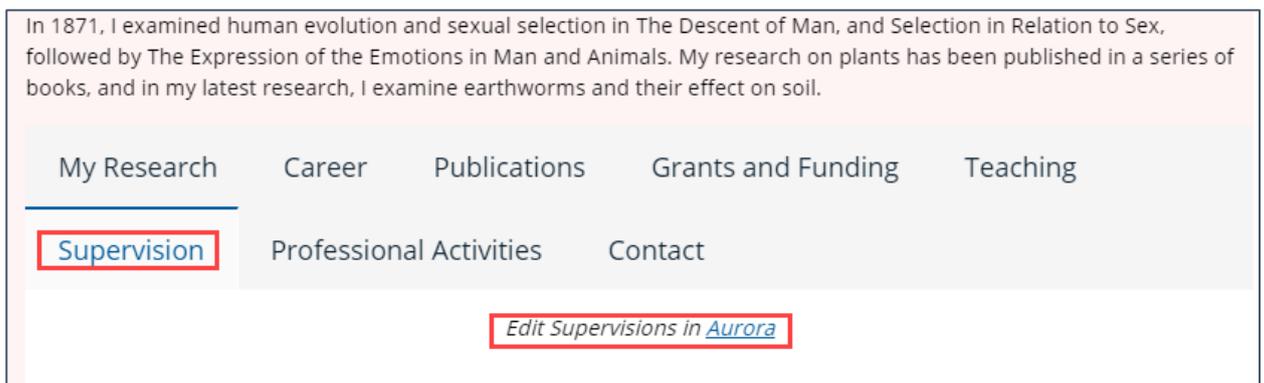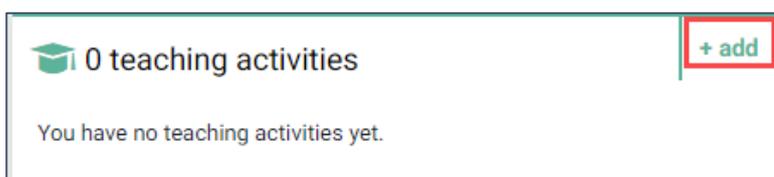
Editing your Supervision

1. To add and / or edit a description of your Supervision Activities, firstly login to your profile.

2. Select the **Supervision** tab from the Home Page. Click on the **Aurora** link to edit the supervisions.


3. On the Aurora Homepage, scroll down to find the **Teaching Activity** under **My Summary** section. Click **+add**.

4. From the **Add a new…** window, Select the relevant option – **supervision activity excluding mentoring** or **mentoring**.

Add a new...	✖
supervision activity excluding mentoring	mentoring
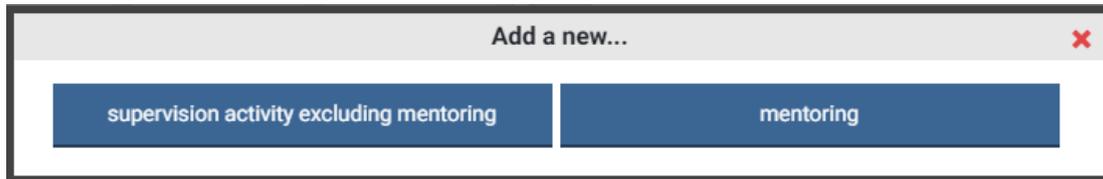
5. If you select **supervision activity excluding mentoring,** you will be directed to a form with details on the activity. Fill the information and click **Save**.
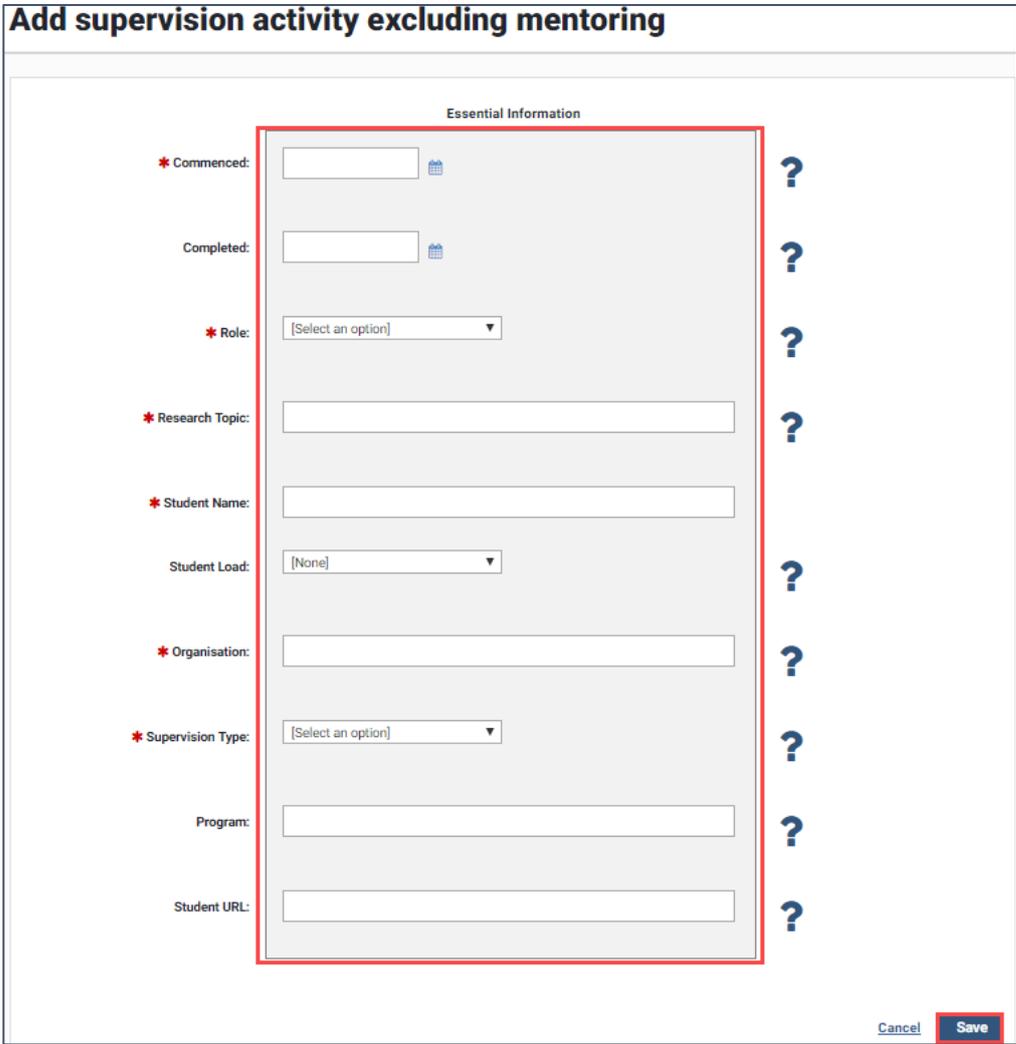
Add supervision activity excluding mentoring

Essential Information

✱ Commenced:	📅 ?
Completed:	📅 ?
✱ Role:	[Select an option] ▼ ?
✱ Research Topic:	?
✱ Student Name:	
Student Load:	[None] ▼ ?
✱ Organisation:	?
✱ Supervision Type:	[Select an option] ▼ ?
Program:	?
Student URL:	?

Cancel   **Save**

6. You will get a message that the information has been added.

7. If you select **mentoring,** you will be directed to a form with details on the activity. Fill the information and click **Save**.

8. You will get a message that the information has been added.

9. You can view your updated data in Researcher profile in 10-15 minutes. Login to your profile and click **GET LATEST CHANGES FROM AURORA** button. The supervision tab will display all the updated information from Teaching activties.

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