Quick Reference Guide to Teaching Activities

Researcher Profiles


Editing your Teaching Activities

1. To add and / or edit a description of your teaching activities, firstly login to your profile.
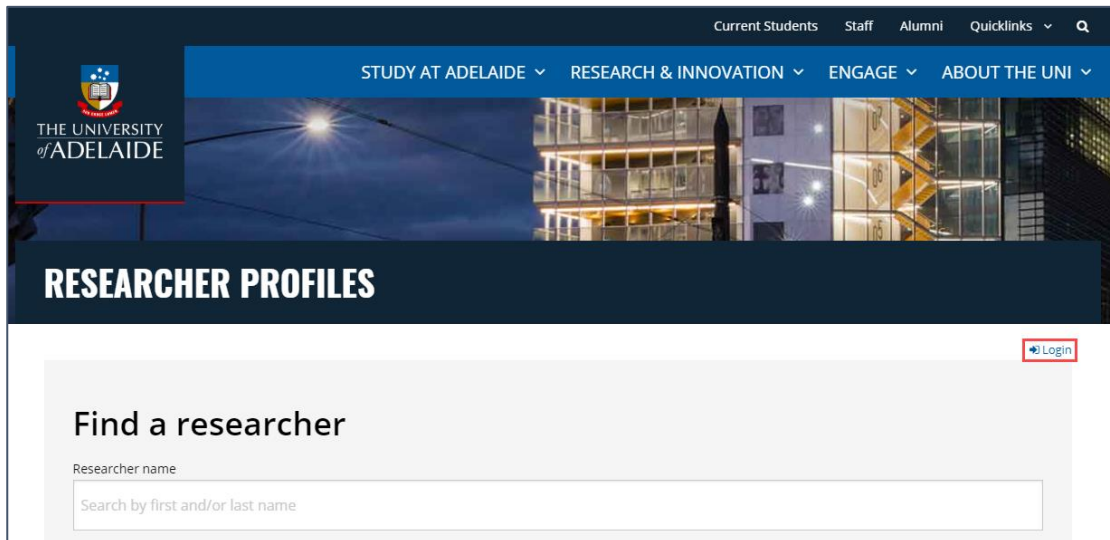
2. Select the **Teaching** tab from the Home Page. Click the Teaching Activities Link to edit.

3. Scroll down to the **Teaching** text area. Enter a description of your Teaching Activities, or cut and paste from another source into the window (for example your CV). Click **Save** when you have completed your entry.

Researcher Profiles

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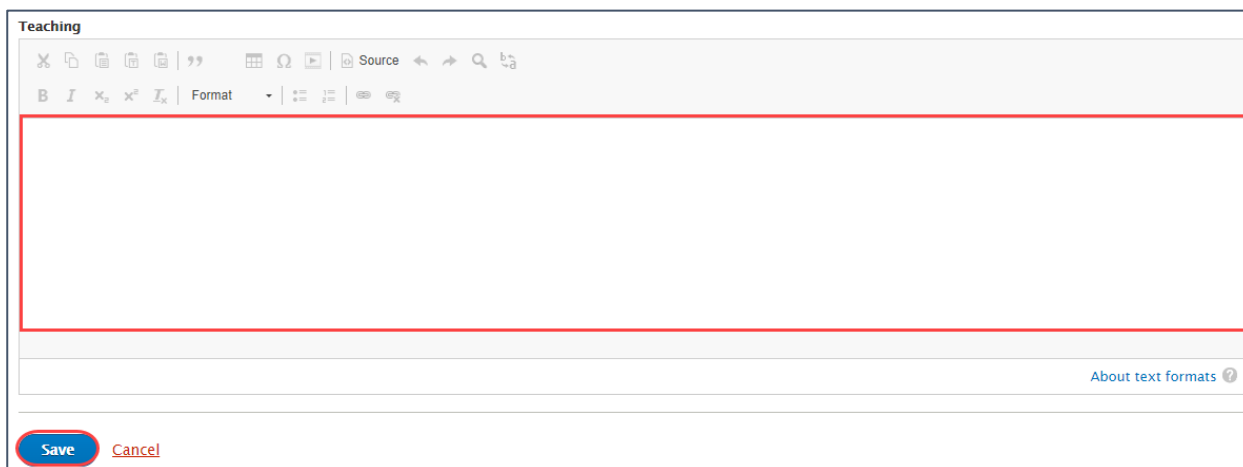
Note: The **Cancel** option will close the Edit window without saving changes.

Adding a Formatted Table - Teaching information

1. It is possible to apply formatting and tables within the edit window by using HTML code. There are two example options provided.
   a. Option 1. Course Summary Table
   b. Option 2. Separate Course Table for Courses Taught, Courses Developed and Courses Coordinated

   See below for an example of titles and tables that have been added and how they display. Individual should decide on which option suites their needs best.

   Option 1 - Course Summary Table

Courses Summary

Date	Taught	Developed	Coordinated	Course Title	Institution	Course Level/ Code	URL
2016/17	x	x		Complex Decision Making	University of Adelaide	CODEM 1101	Link

   Option 2 - Separate Course Table for Courses Taught, Courses Developed and Courses Coordinated

Courses Taught

Date	Course Title	Institution	Course Level/ Code	URL

Courses Developed

Date	Course Title	Institution	Course Level/ Code	URL

Courses Coordinated

Date	Course Title	Institution	Course Level/ Code	URL

2. To do this, select the **Teaching** tab and click the **Teaching Activities** link.
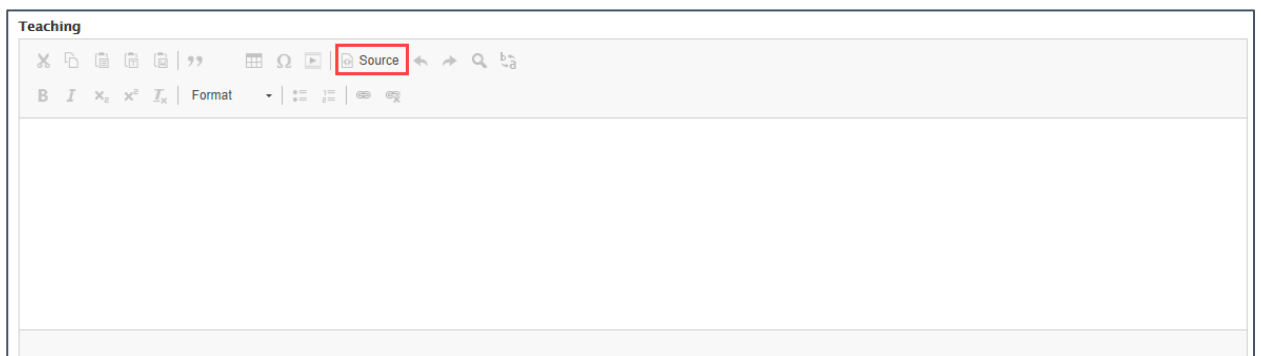
Quick Reference Guide to Editing Teaching

In 1871, I examined human evolution and sexual selection in The Descent of Man, and Selection in Relation to Sex, followed by The Expression of the Emotions in Man and Animals. My research on plants has been published in a series of books, and in my latest research, I examine earthworms and their effect on soil.

My Research   Career   Publications   Grants and Funding   Teaching

Supervision   Professional Activities   Contact

Edit *Teaching Activities*

3. Within the **Teaching** field, select the **Source** button.

Teaching

Source

B I x₂ x² Iₓ | Format ▾ |

4. Now copy and paste the HTML code below, into the field.

Option 1 - Course Summary Table

<h3>Courses Summary</h3>

<table class="c-table c-table--striped responsive-enabled">

    <thead>

     <tr>

       <th>Date</th>

       <th>Taught</th>

       <th>Developed </th>

       <th>Coordinated</th>

       <th>Course Title</th>

       <th>Institution</th>

       <th>Course Level/ Code</th>

       <th>URL</th>

```
            </tr>
          </thead>
          <tbody>
            <tr class="odd">
                <td>2016/17</td>
                <td>x</td>
                <td>x</td>
                <td> </td>
                <td>Complex Decision Making</td>
                <td>University of Adelaide</td>
                <td>CODEM 1101</td>
                <td><a href="#">Link</a></td>
            </tr>
            <tr class="even">
                <td> </td>
                <td> </td>
                <td> </td>
                <td> </td>
                <td> </td>
                <td> </td>
                <td> </td>
                <td> </td>
            </tr>
            <tr class="odd">
                <td> </td>
                <td> </td>
                <td> </td>
                <td> </td>
                <td> </td>
                <td> </td>
                <td> </td>
                <td> </td>
            </tr>
          </tbody>
    </table>
```

Download the HTML Code

Quick Reference Guide to Editing Teaching

Option 2 - Separate Course Table for Courses Taught, Courses Developed and Courses Coordinated

<h3>Courses Taught</h3>

```
<table class="c-table c-table--striped responsive-enabled">
        <thead>
          <tr>
              <th>Date</th>
              <th>Course Title</th>
              <th>Institution</th>
              <th>Course Level/ Code</th>
              <th>URL</th>
          </tr>
        </thead>
        <tbody>
          <tr class="odd">
              <td> </td>
              <td> </td>
              <td> </td>
              <td> </td>
              <td> </td>
          </tr>
          <tr class="even">
              <td> </td>
              <td> </td>
              <td> </td>
              <td> </td>
              <td> </td>
          </tr>
          <tr class="odd">
              <td> </td>
              <td> </td>
              <td> </td>
              <td> </td>
              <td> </td>
          </tr>
        </tbody>
</table>
```

Quick Reference Guide to Editing Teaching

```
<h3>Courses Developed</h3>

<table class="c-table c-table--striped responsive-enabled">
        <thead>
          <tr>
              <th>Date</th>
              <th>Course Title</th>
              <th>Institution</th>
              <th>Course Level/ Code</th>
              <th>URL</th>
          </tr>
        </thead>
        <tbody>
          <tr class="odd">
              <td> </td>
              <td> </td>
              <td> </td>
              <td> </td>
              <td> </td>
          </tr>
          <tr class="even">
              <td> </td>
              <td> </td>
              <td> </td>
              <td> </td>
              <td> </td>
          </tr>
          <tr class="odd">
              <td> </td>
              <td> </td>
              <td> </td>
              <td> </td>
              <td> </td>
          </tr>
        </tbody>
</table>
```

<h3>Courses Coordinated</h3>

```
<table class="c-table c-table--striped responsive-enabled">
        <thead>
         <tr>
            <th>Date</th>
            <th>Course Title</th>
            <th>Institution</th>
            <th>Course Level/ Code</th>
            <th>URL</th>
         </tr>
        </thead>
        <tbody>
         <tr class="odd">
            <td> </td>
            <td> </td>
            <td> </td>
            <td> </td>
            <td> </td>
         </tr>
         <tr class="even">
            <td> </td>
            <td> </td>
            <td> </td>
            <td> </td>
            <td> </td>
         </tr>
         <tr class="odd">
            <td> </td>
            <td> </td>
            <td> </td>
            <td> </td>
            <td> </td>
         </tr>
        </tbody>
</table>
```

5. Click the Source button again. You will be able to view the formatted table. You can now add relevant information or delete unwanted table columns/ rows as required.

Option 1 - Course Summary Table

Courses Summary

Date	Taught	Developed	Coordinated	Course Title	Institution	Course Level/ Code	URL
2016/17	x	x		Complex Decision Making	University of Adelaide	CODEM 1101	Link

Option 2 - Separate Course Table for Courses Taught, Courses Developed and Courses Coordinated

Courses Taught

Date	Course Title	Institution	Course Level/ Code	URL

Courses Developed

Date	Course Title	Institution	Course Level/ Code	URL

Courses Coordinated

Date	Course Title	Institution	Course Level/ Code	URL

6. Once you have completed your entry, scroll to the bottom of the page and select Save.

Save   Cancel

Note: The **Cancel** option will close the Edit window without saving changes.

7. The **Teaching** area will now appear updated on your Profile Page with a Status message confirming the update.

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Text Editor icons explained

The Edit page allows the addition of free text to your profile. It provides a rich text edit environment with the following toolbars enabling formatting and presentation of text as required.

Cut   *Copy*   *Paste*   *Paste as plain text*   *Paste from word*

Block Quote   *Insert Image from the*   *Insert Table*   *Insert Video from the web*   *Insert special character*

Switches edit window to HTML Source code view   *Undo*   *Redo*   *Find*   *Replace*

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Bold

Italics

Underline

Strike Through

Subscript

Superscript

Remove Format

Paragraph Format

Insert / Remove Bulleted List

Insert / Remove Numbered List

Link

Unlink

Anchor