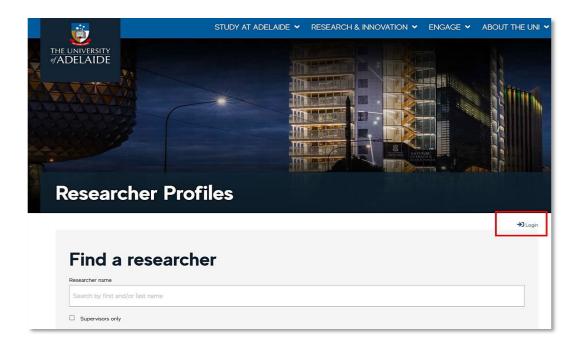
Editing Teaching Activities in Researcher Profile

This guide will assist with the following:

- 1. Editing your Teaching Activities
- 2. Adding a Formatted Table Teaching Information
- 3. Text-Editor icons explained

1. Editing your Teaching Activities

Step 1 – To add and / or edit a description of your Grants and Funding, firstly login to your profile: **researchers.adelaide.edu.au/profile/firstname.lastname**



Step 2 – Select the Teaching tab on the Home Page. Click on Teaching Activities link to edit.

My Research	Career	Publications	Grants and Funding	Teaching	Supervision
Professional Activ	vities	Contact			
		Ed	dit <u>Teaching Activities</u>		

Step 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.

Teaching

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Note: the Edit page can also be used to edit other fields of My Research, Grants & Funding, and Supervision.

2. Adding a Formatted Table - Teaching Information

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.

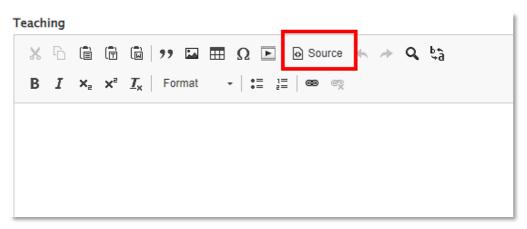
Option 1 - Course Summary Table:

Courses Summary						
laught	Developed	Coordinated	Course Title	Institution	Course Level/ Code	URL
K	x		Complex Decision Making	University of Adelaide	CODEM 1101	<u>Link</u>
F	aught	aught Developed	aught Developed Coordinated	aught Developed Coordinated Course Title Complex Decision	Faught Developed Coordinated Course Title Institution x Complex Decision University of	Faught Developed Coordinated Course Title Institution Course Level/ Code x Complex Decision University of CODEM 1101

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			

Step 1 - To do this, select the Teaching tab, go to the text- editor, and select the **Source** button.



Option 1 – Course Summary Table

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

<h3>Courses Taught</h3>

<thead>

Date

Course Title

Institution

Course Level/ Code

URL

</thead>

<h3>Courses Developed</h3>

<thead>

Date

Course Title

Institution

Course Level/ Code

- - -

URL

</thead>

<h3>Courses Coordinated</h3>

<thead>

Date

Course Title

Institution

Course Level/ Code

URL

</thead>

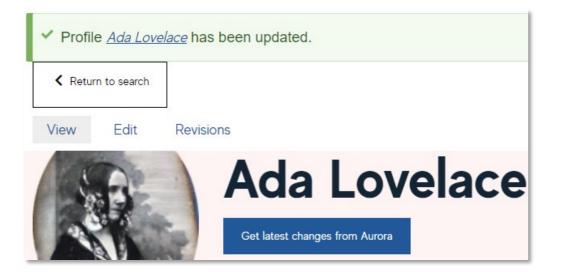
Step 3 – Click the Source button again. You will be able to view the formatted table. You can now add relevant information or delete unwanted table columns/ rows as required.

Step 4 – Once you have completed your entry, scroll to the bottom of the page and select Save.



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

The Teaching area will now appear updated on your Profile Page with a Status messaging to confirm.



3. 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.

