

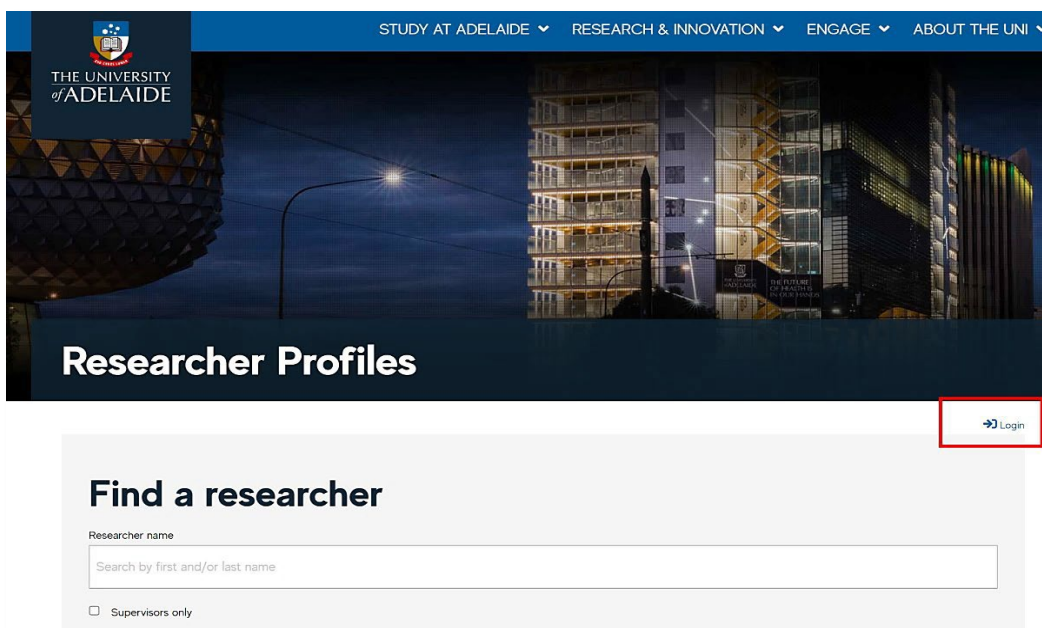
Editing Teaching Activities in Researcher Profile

This guide will assist with the following:

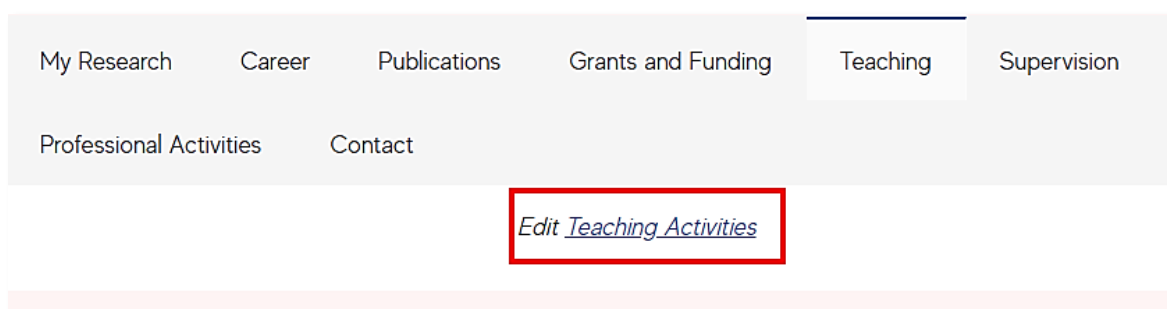
1. Editing your Teaching Activities
2. Adding a Formatted Table – Teaching Information
3. Text-Editor icons explained

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.



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

Courses Taught

Date	Course Title	Institution	Course Level/ Code	URL

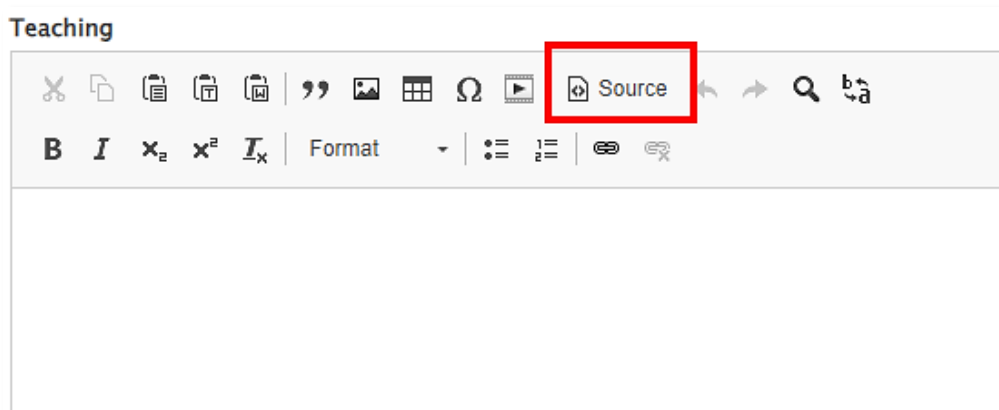
Courses Developed

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.



Step 2 – Now copy and paste the HTML code below in to 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&nbsp;</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>&nbsp;</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>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
      </tr>
      <tr class="odd">
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
      </tr>
    </tbody>
  </table>
```

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

Courses Taught

```
<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>&nbsp;</td>
      <td>&nbsp;</td>
      <td>&nbsp;</td>
      <td>&nbsp;</td>
      <td>&nbsp;</td>
    </tr>
    <tr class="even">
      <td>&nbsp;</td>
      <td>&nbsp;</td>
      <td>&nbsp;</td>
      <td>&nbsp;</td>
      <td>&nbsp;</td>
    </tr>
    <tr class="odd">
      <td>&nbsp;</td>
      <td>&nbsp;</td>
      <td>&nbsp;</td>
      <td>&nbsp;</td>
      <td>&nbsp;</td>
    </tr>
  </tbody>
```

```
</table>
```

Courses Developed

```
<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>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
</tr>
<tr class="even">
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
</tr>
<tr class="odd">
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</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>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
</tr>
<tr class="even">
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
  <td>&nbsp;</td>
```

```

        <td>&nbsp;</td>
        <td>&nbsp;</td>
    </tr>
    <tr class="odd">
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
        <td>&nbsp;</td>
    </tr>
</tbody>
</table>

```

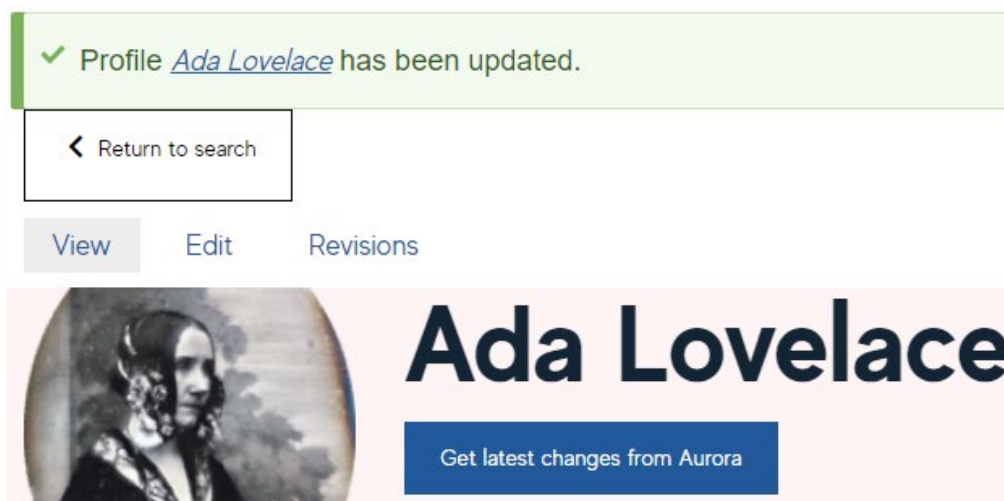
Step 3 – Click the Source button again. You will be able to view the formatted table. You can now add relevant information or delete unwanted table columns/ rows as required.

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.

