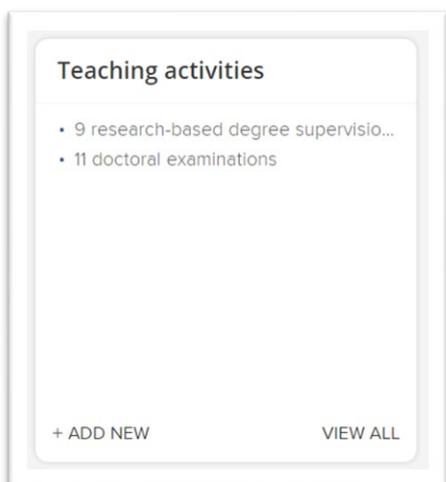




# Teaching Activities Module

## Introduction to the Teaching Activities Module

The Teaching Activities module can be found on your Elements homepage.



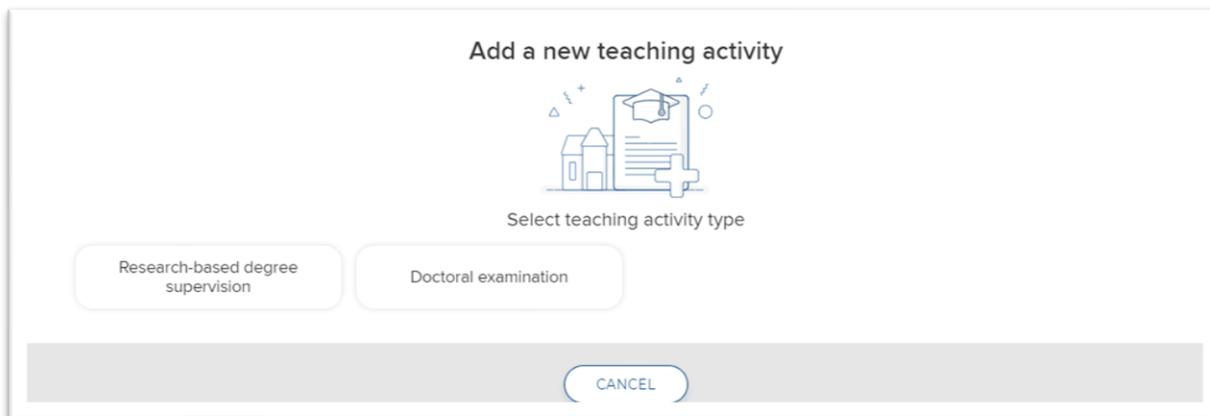
On logging into Elements, there will be no teaching activities shown on the home page.

Staff can record the details of any Doctoral Examinations they have been involved with and their Research-based Degree Supervisions.

### Adding a Teaching Activity

To add a teaching activity, click on the **+ Add New** link.

A dialogue box will then appear, choose either **Research-based degree supervision** or **Doctoral examination** to start the teaching activity workflow.



For this example I will choose Doctoral Examination. After you have made your selection, you will be presented with a screen with some fields for you to complete. You will see there are some blue question marks, if you hover over them they will give you a brief description of what information is expected in each field.

Please note all fields with a red asterisk are mandatory fields and will need to be completed in order for to be able to save the record.

## Add doctoral examination

Information entered on this form is discoverable by other users of the teaching activity module.

**Essential Information**

\* Thesis Title

Student name

Last name (required)  First name

Middle name(s)

\* Examination Role

Department / Division

Institution

Name

?

?

?

?

?

If you are adding the institution in, remember to click the +add button (shown below). If you don't press the add button, you will not be able to save the record.

**Institution**

No Institution - please add...

Name

Organisation

Department

Street address

City  State or province

Country  Zip code/postcode

+ Add

?

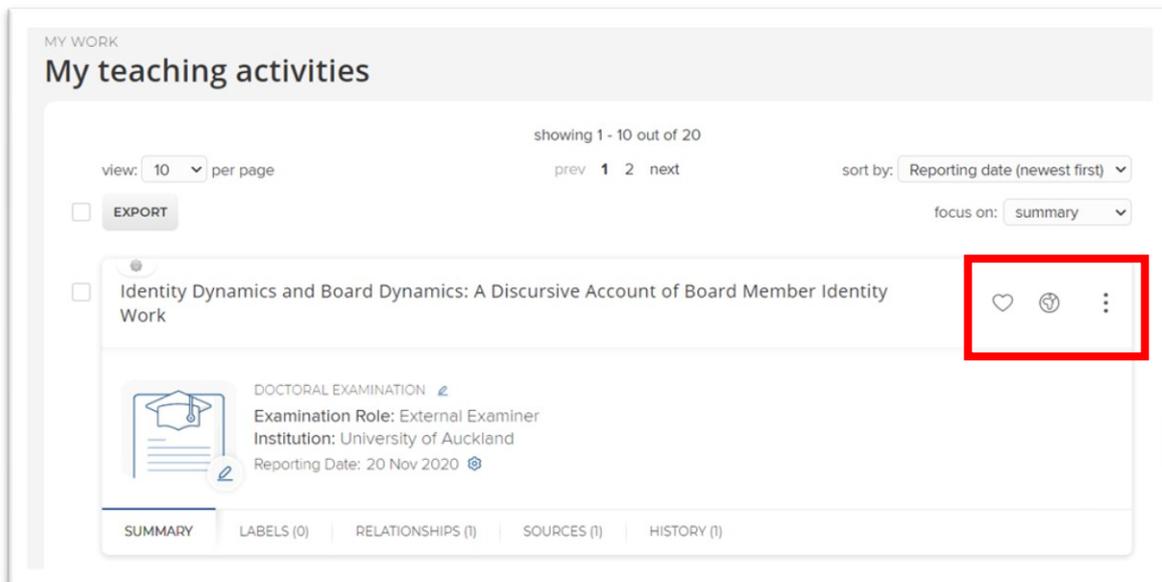
When you have finished entering the information click save.

After you have saved the record the full details of the record will be shown.

## Viewing Teaching Activities

You can view your teaching activities from the home page by clicking on the teaching activity heading.

You will then be presented with a list of your teaching activities.



On this screen you will see the action area. Clicking the 3 dots reveals more options.

- The **heart** is to mark the teaching activity as a favourite. This will appear at the top of your Elements profile within the teaching activity section.
- The **Globe** icon is to hide it from your profile. You will be able to see it, but other Elements users won't be able to view it.
- Click **View details** to view the full details of the teaching activity.
- **Add to workspace**. This is usually used if you are joining together or splitting records.
- **Remove relationship** will disassociate yourself with the item (delete it from your profile).

## Linking other users to Teaching Activities

If you have worked with another Elements user on a teaching activity, you can link them to the record you have created. The record would then only have to be created once and would appear on both of your profiles.

Click on the Teaching Activity you want to link someone too.

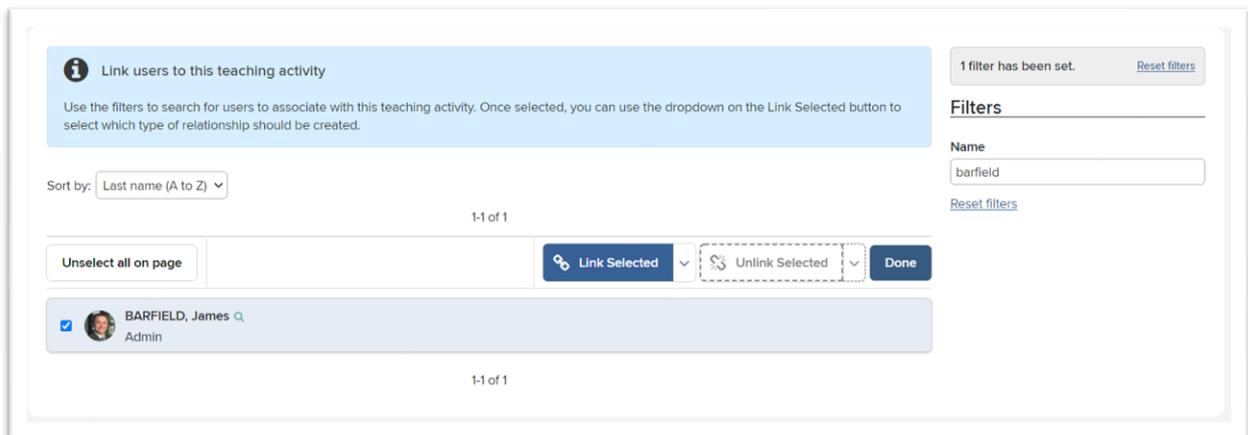


Click on **Relationships**.

You should see that the record is associated with yourself. Click add a new user relationship to link another user, then choose **User**.



Enter the name of the user you wish to link in the Filters box (entering surname first).



Select the Elements user and click **Link Selected**

Once finished, you can return to the teaching activity page by clicking **Done** or return to the home page by clicking on the home tab.

