Managing your profile in Elements

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Benefits of a good profile

A good online profile helps to build your professional presence, boost your reputation and increase your prospects of obtaining funding and professional exposure.

The University of Sussex recommends developing your Sussex profile because:

- Your Sussex profile can be found in the sussex.ac.uk search bar, and is linked on school and departmental pages
- Detailed Sussex profiles appear high up in search engine results

As a minimum, it is recommended that you:

- Check your personal details are correct
- Upload a high-quality, up-to-date photo of yourself
- Include a sentence about your background in the *Overview* section
- If you are an academic or doctoral student; summarise your research in the *Research interests* section, and add *Fields of research* tags.

Editing your profile

Staff and doctoral student profiles are now managed within Elements.

To access Elements, go to elements.sussex.ac.uk and sign in using your University username (e.g. aa001@sussex.ac.uk) and password.

BSMS users will need to sign in using their BSMS username (e.g. BSMS####@sussex.ac.uk) and password.

Once you have logged in to Elements, you shall arrive on your homepage. Click the '**Go to your profile**' button (below your profile picture) to be taken to the profile editor:
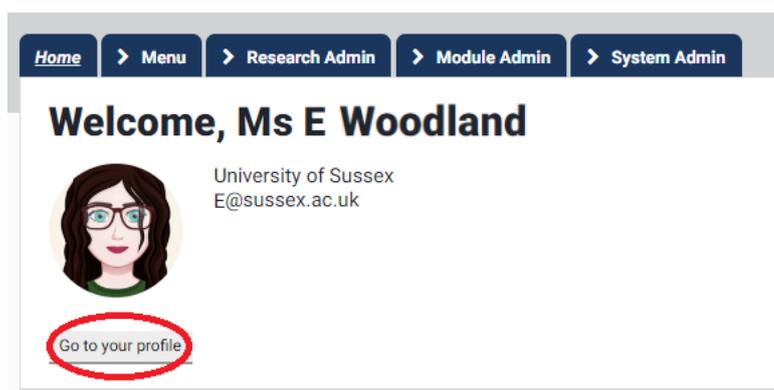
Your profile is made up of multiple sections and you will see all of these, regardless of your role at the University.

In general, completion of the sections within your profile is not a mandatory requirement of the University, but individual schools and services may set their own guidelines.

PLEASE NOTE: Data in Elements refreshes at intervals, meaning any changes you make to your profile may not be immediately visible. If your changes are still not visible after 24hrs, please contact the Elements team: elements@sussex.ac.uk

➤ Personal details

Your personal details will appear at the top of the editing screen and will include information such as your name, your role(s), your school or department, and your Sussex email address:

You can change your preferred name in Elements, but not your title. To do this, go to the **Menu > My Account > Account Settings**:
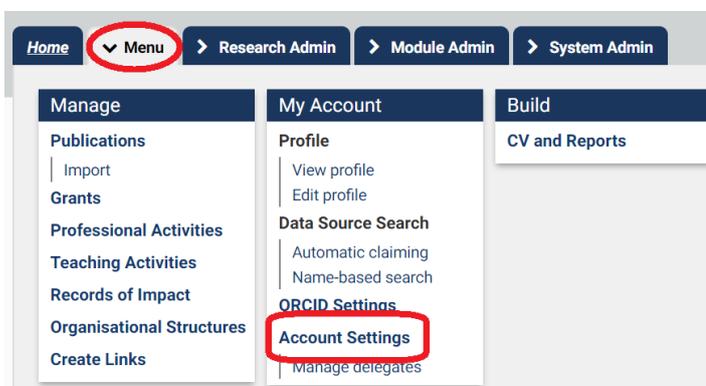
Scroll down the page to the '*Preferred Name*' section and follow the instructions to change your name.

PLEASE NOTE: this change will only be displayed on Elements, and you will need to contact HR if you wish to change your name across other university systems

All other details in this section are fed in from the HR central database and cannot be changed within Elements. If any of these details are incorrect, please

contact HR: human.resources@sussex.ac.uk . Any changes made by HR will be applied to your Elements profile on the next data refresh.

➢ Profile picture

Your profile picture is important aspect of profile and creates a strong first impression on those viewing your profile.

If you previously had a profile picture on Web Profiles, this will have automatically pulled across on to Elements.

Your picture should be in colour and evenly lit. Busy backgrounds and plain walls should be avoided.

It is preferable if your photo is current. You should not use holiday photos.

To add or change your profile picture, click on the '**Manage photo**' button at the bottom of your picture:
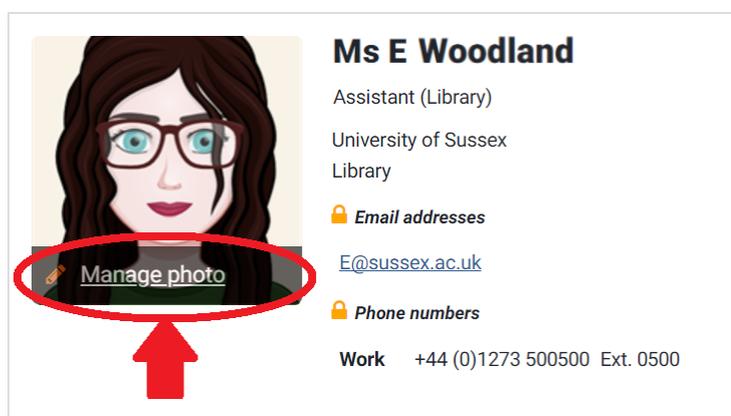
You can then reframe and resize the existing picture, upload a new profile picture or delete the existing profile picture.

If uploading a new photo, the image must be high quality and either a .jpg, .png, or .gif file type. The file size must be less than 6MB.

For further information on taking your own photo, read the University's photography principles.

Alternatively, the University's photography is available for photoshoots. Please contact you school or service administrator to arrange this.

➤ Overview

The *Overview* section of your profile is for your biography and is freetext.

To edit this section, click on the '**Add**' or '**Edit**' button below the *Overview* text box:

Once you have filled in the text box information, remember to click the '**Save**' button below it before exiting the page.

NB: If you had completed a biography section in Web Profiles, the information will have populated this box Elements.

Your biography should be written in first person and talk directly to the reader.

You should speak clearly and succinctly. Jargon should be avoided, and complex terms explained. Up to a quarter of Sussex profile views originate from foreign countries and a lot of our students are non-native English speakers.

Try to keep this section to around 200 words.

For further information on writing your profile, see the University guidelines on writing for the website.

➤ Research interests

This section is freetext and allows you to discuss your research interests and involvement. Anyone who undertakes research at Sussex is strongly encouraged to complete this section.

To edit your *Research interests* click on the '**Add**' or '**Edit**' button below the text box:

NB: Your information from the Research section of Web Profiles, if completed, will have been pulled into here.

As with the *Overview* section, you should write clearly and in first person. Complex terms and jargon are often necessary when discussing areas of research, but it is important that they are explained to the reader. This makes your research accessible and understandable to readers outside of your discipline.

Provided they are not subject to any confidentiality restrictions, you may also wish to include information about any major grants or funding you receive in this section.

➢ Teaching summary

The *Teaching summary* section is where you can highlight your teaching experience and interests. It is freetext and should be completed if you engage in any teaching activities.

To edit this section, click on the '**Add**' or '**Edit**' button below the *Teaching summary* text box:

NB: Content in the Teaching section of Web Profiles will have pulled across into this section.

You should also use this section to detail your office hours for student drop-in and feedback sessions.

➢ Fields of research

Fields of research tags are keywords that give people a quick sense of your areas of interest and research expertise and make it easier for them to find academics with similar interests.

Prospective postgraduate student can also use these tags to find relevant supervisors.

To add tags, click on the '**Edit**' button next to *Fields of Research*:
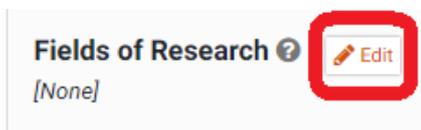
This will open a new box where you can select tags from a pre-defined, controlled list:
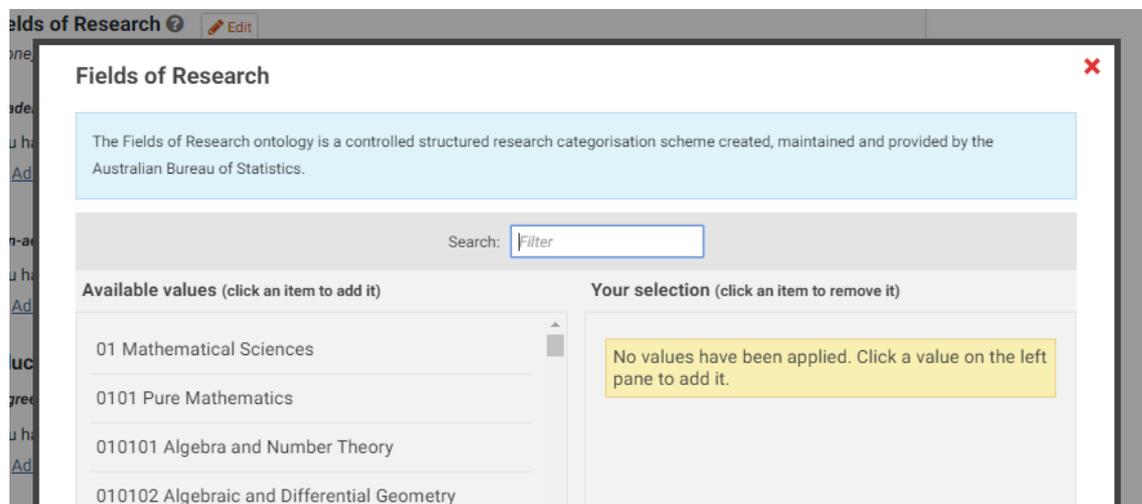
It is recommended that you limit your tags, selecting no more than seven.

A more in-depth explanation of your research can be written in the *Research interests* section.

➤ Employment

You have the option of detailing *Academic appointments* and *Non-academic employment*.

To add a new item to either of these sections, click the '**Add a…**' link under the relevant section:

Non-academic employment
You haven't listed any non-academic employments.
⊕ Add a non-academic employment
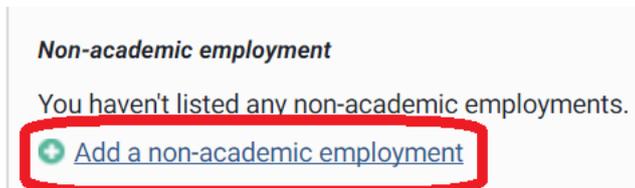
Complete all fields masked with an asterisk, then click '**Save**'.

➤ Education

Fill in any *Degrees*, *Certifications* or *Postgraduate training* you think may be relevant.

Detailing your education is not essential, but academic staff and doctoral students may find this section useful for displaying their higher education qualifications.

To add an item to these sections, click the '**Add…**' link under the relevant section:

Education
Degrees
You haven't listed any degrees.
⊕ Add a degree

Complete all fields masked with an asterisk, then click '**Save**'

Language competencies

This section allows you to summarise your language competencies and the level to which you are competent.

To add a new language, click on the '**Add a language competency**' link. This will open a new box:

Input the language in the text box, tick each competency as appropriate, then click '**Save**'.

Repeat for each additional language.

➢ Web addresses & social media

Use this section to link to social media accounts, blogs or other websites and research centres related to your work.

Click '**Add a web address**' to open a new box:

Select the type of web address from the drop-down menu and label the link with an appropriate title. Although not marked as mandatory, both fields need to be completed otherwise the link will display on your external profile as simply "link" or the full URL.

Add the URL, then click '**Save**'.

Check links regularly to make sure they work.

If linking to social media accounts, see the University [guidance on social media](#).

➢ Media

The *Media* section allows you to link videos to your profile. Currently this is limited to YouTube videos, as this is the only provider that meets accessibility requirements.

Click '**Add a video**' to open a new box:

Add in the URL and an accessible descriptor for the video, then click '**Save**'.

As with other web addresses, it is advisable to check your video links regularly to ensure they still work.

➢ Publications

This includes a histogram and publications list. These are populated using the publications you have claimed in Elements.

Click on '**Publications**' or '**Manage Publications**' to go through to the *Publications* section of Elements.

More information on how to manage your publications can be found in the publications user guides on our Elements Support pages.

➢ Professional activities

This section of your profile allows you to record details of any professional associations you have as well as professional activities you contributed to.

To add new items, click on '**Manage Professional Activities**' to go to your *Professional Activities* page.

Click on the '**Add a new professional activity**' button in the top right to open a list of professional activity types:
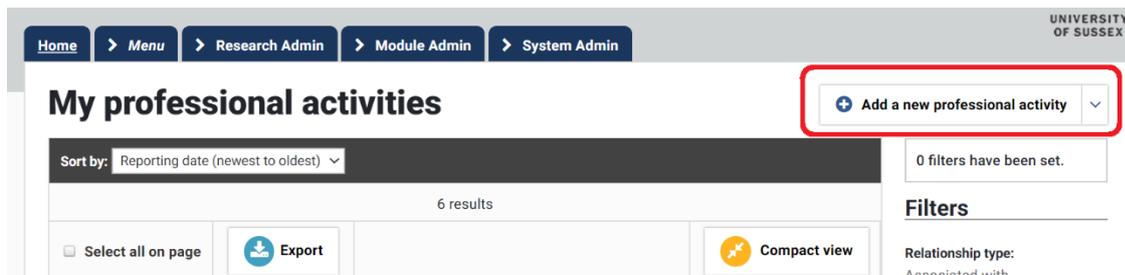
From the dropdown, select the most appropriate type for the activity you wish to record.

NB: For professional associations that do not fit easily into any of the listed types, it is recommended you use '**Office Held**'.

Once you have selected the relevant type, fill in the form with as much detail as you wish to provide and click '**save**'.

➢ Teaching activities

The *Teaching activities* section enables you to neatly record specific teaching work you carry out.

To add a new item, click '**Manage Teaching Activities**' to go through to your *Teaching Activities* page.

Click on '**Add a new teaching activity**' to open a dropdown of activity types and select the appropriate one.

Fill in the form with the relevant details and click '**Save**'.

➢ Grants

Grant information is fed into Elements by the University's Research & Enterprise team and cannot be added or edited by the individual.

Grants are not visible on your external profile but can still be viewed by other University of Sussex members on your internal profile. For this reason, grants which have any restrictions relating to confidentiality will not be uploaded to Elements.

Your Internal Profile

The internal view of your profile can be seen by clicking on the '**View profile**' button in the top right of your profile editing page:

This is the profile page that will be visible to University of Sussex members if the search for you within Elements.

The layout of the page is similar to the editing screen, however sections you have not filled in or have marked as '*private*' will not appear on this page:
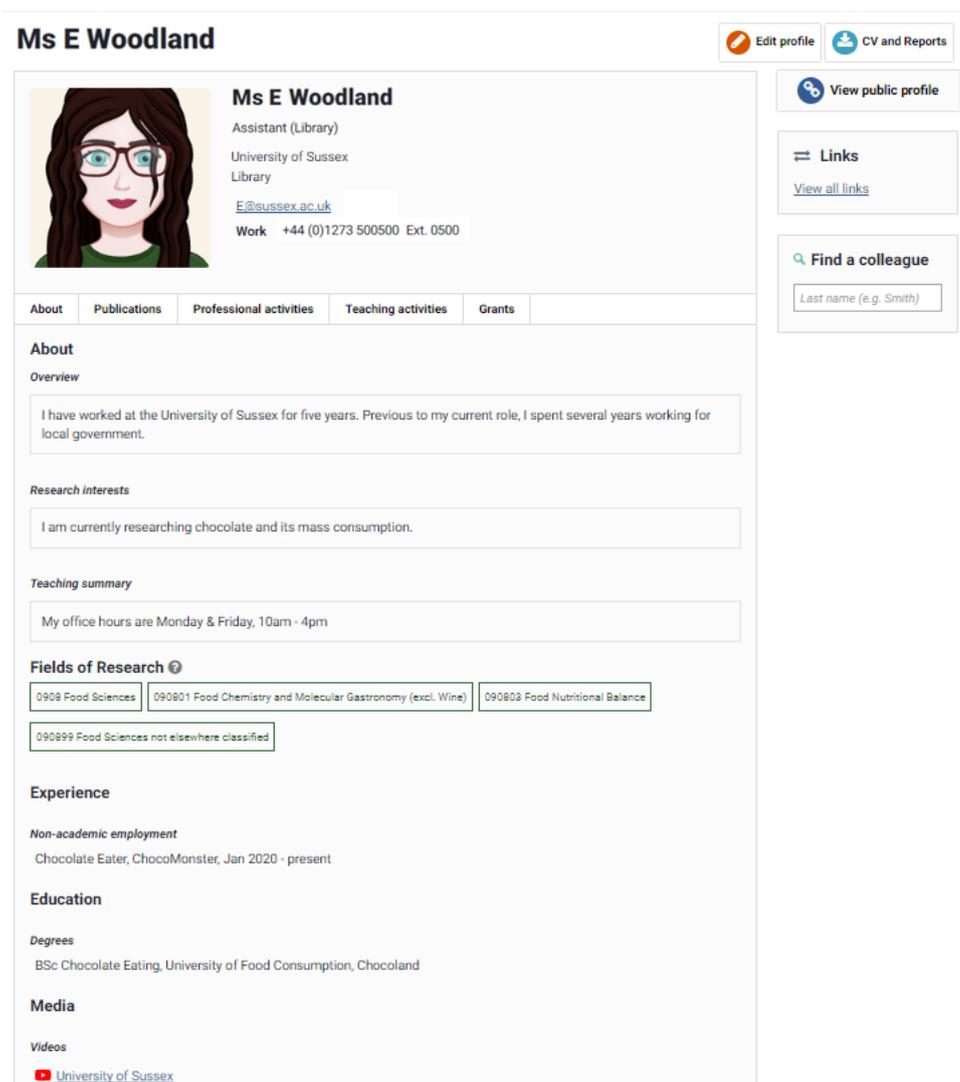
From this page (as well as the profile editing screen) you can also access the '**Find a colleague**' search bar, which allows to you find the internal profiles of other University of Sussex members:
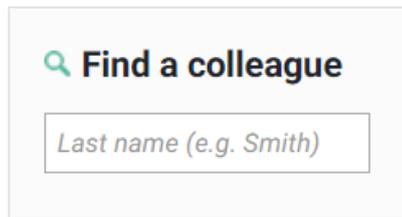
Your External Profile

Your external profile is the one that will be publicly visible. You can see how this looks by clicking '**View Public Profile**' in the top right of your profile editing page:

This page is publicly viewable and linked on the University of Sussex Website.

The format and layout are standardised, so will appear the same for all members of the university, regardless of department/service or role:
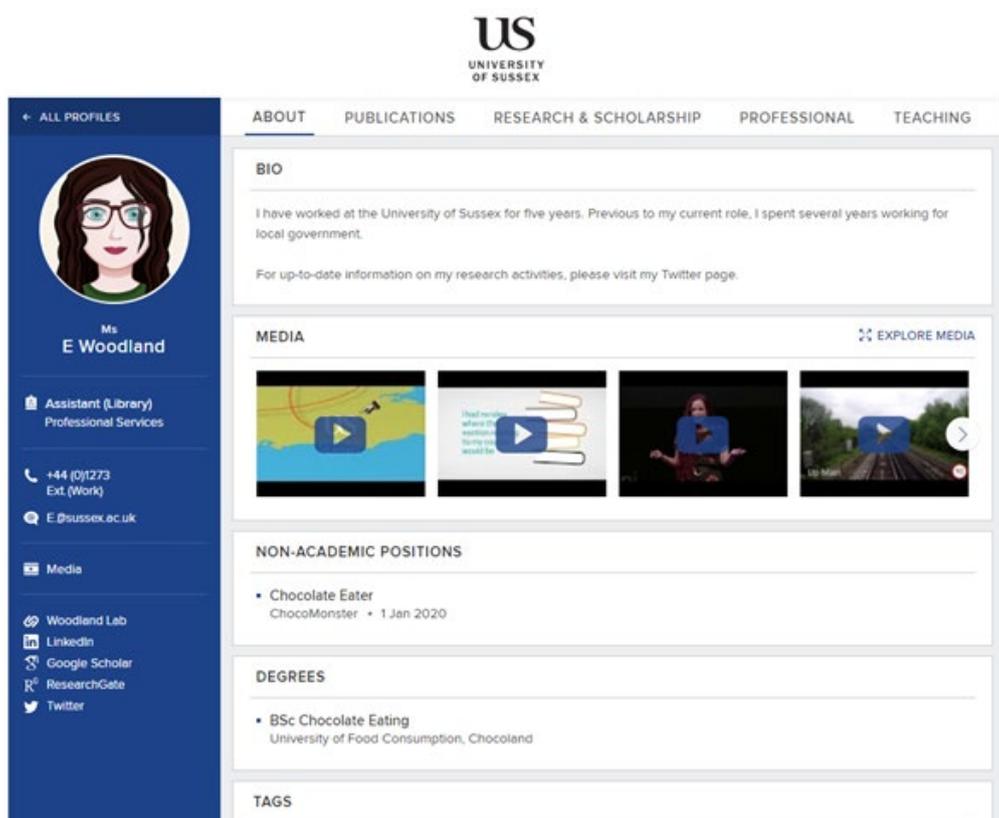
The blue banner on the left will appear on all the pages on your public profile. This banner contains your personal and contact details, as well as your web addresses and social media links:
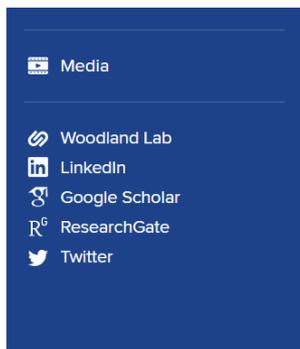
➢ About Page

The *About* page is what visitors to your profile will first see and acts as a your "front page".

This page will contain your *Overview* section, which is labelled as '*Bio*'. Any information you have filled in under the *Employment* or *Education* sections will appear under relevant section heading.

Your *Language Competencies* will also be listed.

If you have put any videos in the *Media* field, these will appear in a carousel:
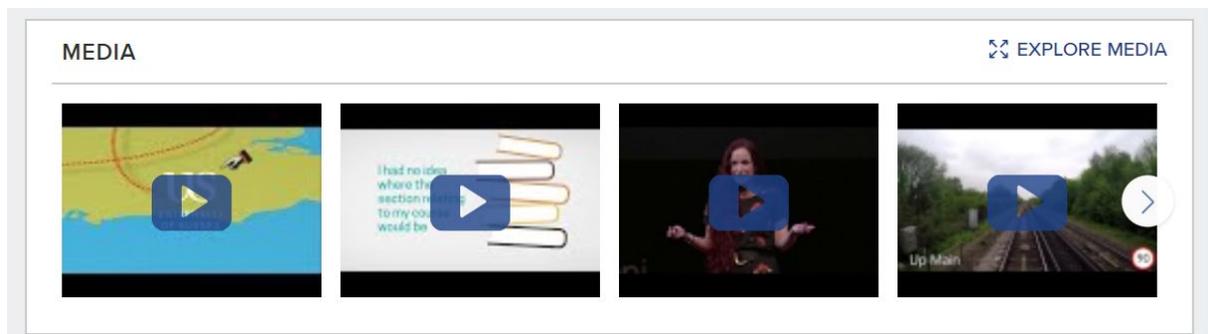
Your *Fields of Research* tags will appear at the bottom of the page:
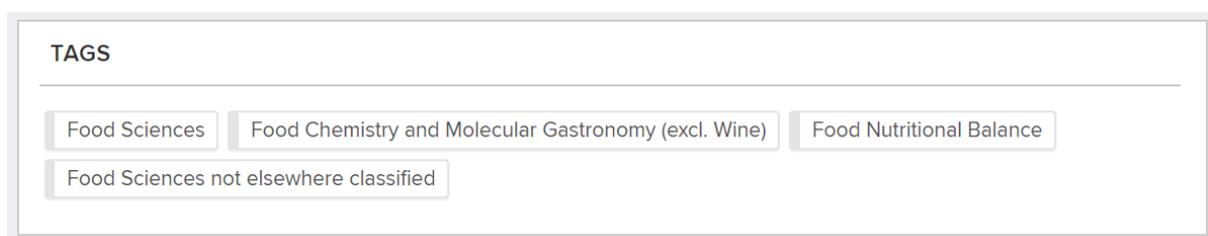
These tags are clickable and, if selected, will bring up a list of other University of Sussex members who have applied the same tag.

➢ Publications Page

This page will list all the publications you have claimed in Elements:

The order of the page defaults to date order, but visitors to the page can choose to order by title or publication type instead.

If you have set a publication as a favourite [see the Elements FAQs page for guidance how to do this], it will be marked with a "FEATURED" banner and appear at the top of the publications list, regardless of the order chosen:

Publication which have a file deposited in SRO will have a "View PDF" link appear the listing. Clicking this will open the PDF stored in the SRO repository, *if* it has no embargo or copyright restrictions.

➤ Research & Scholarship Page

This page displays any text you have input in your *Research Interests* section:
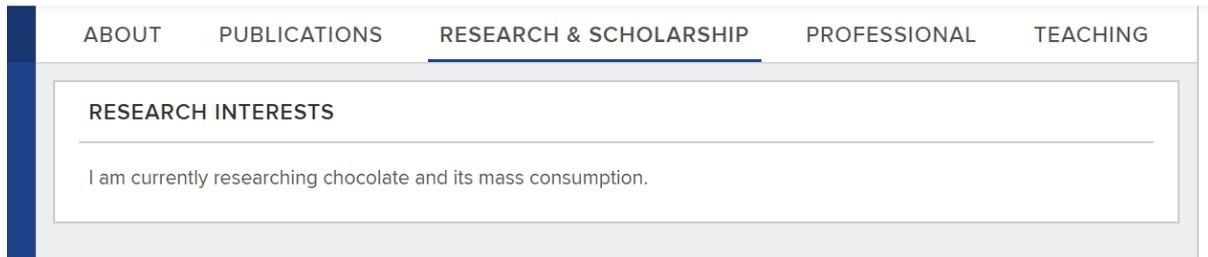
➤ Professional Page

Items recorded under your *Professional Activities* section will be displayed on this page:
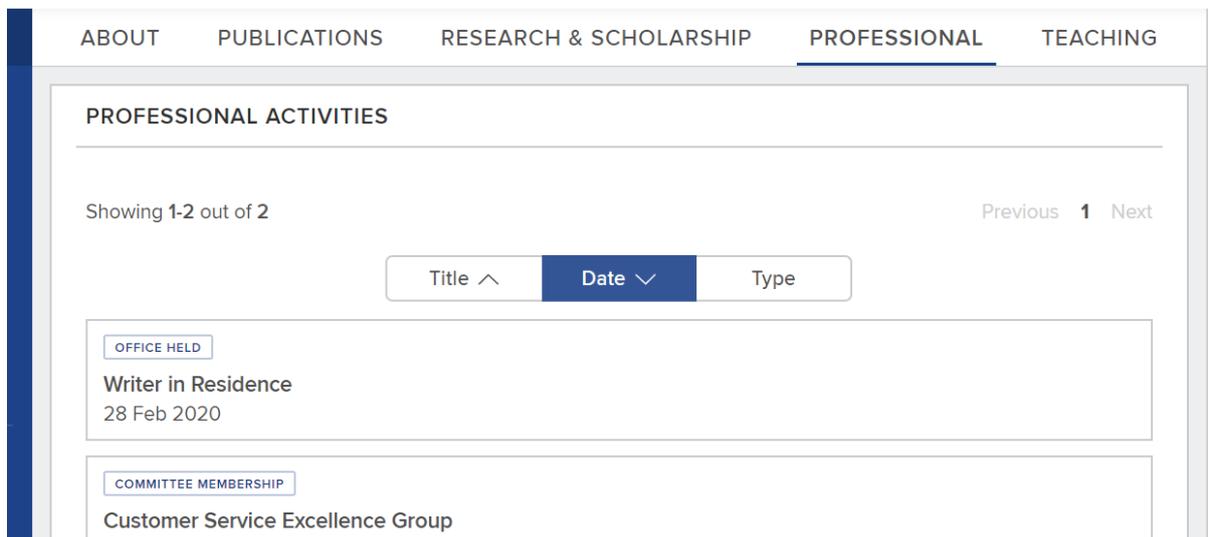
As with the publications page, visitors can choose to reorder the page by title or activity type.

➤ Teaching Page

The *Teaching Interests* section is displayed at the top of this page.

Below this will then be a display of any items recorded under the *Teaching Activities* section:

TEACHING INTERESTS

My office hours are Monday & Friday, 10am - 4pm

TEACHING ACTIVITIES

Showing **1-3** out of **3**　　　　　　　　　　　　　　Previous　**1**　Next

Title ∧　　**Date ∨**　　Type

COURSE DEVELOPED

Advanced Chocolate Science
1 Jun 2020

COURSE TAUGHT

Chocolate Science for Beginners
1 Jan 2020
CTFB05

RESEARCH-BASED DEGREE SUPERVISION

Cocoa bean use in the Caribbean : from 'Jungle M&Ms' to Cocoa Tea
1 Sep 2019
Lead supervisor

Privacy Settings

## ➤ Overall Profile Settings

It is University policy that all staff profiles are publicly visible, so external profiles for staff members will have automatically been generated and linked on the University of Sussex website at the same time as an Elements account was created.

▪ Doctoral Students

If you are a Doctoral Student, you will have exactly the same profile in Elements as staff members. The only difference is that the privacy level is set to '*Internal*' as default so you will not automatically have an external profile page. This is setting is regardless of your previous Web Profile settings, and is a conscious safeguarding decision made by the University.

If you wish to have a visible external profile, however, this can be done easily within Elements by going to your home page and clicking '**Go to my profile**'.

Once on the profile page, select '*Public*' to make the profile externally visible:
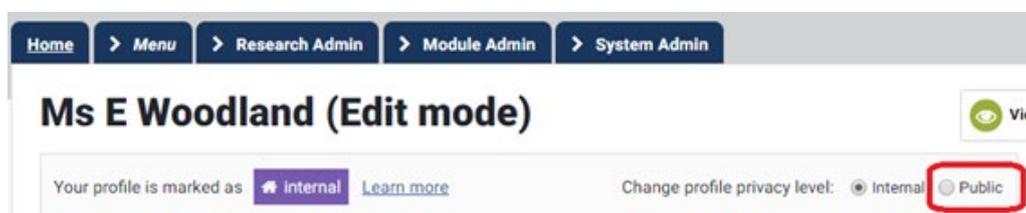
If you choose to remain internal only, you will not have a profile show up anywhere on the Sussex website.

➤ Privacy Settings for Individual Items

Regardless of the overall settings on your profile, you can still change the privacy setting of individual sections and items to reduce what information is displayed. This can be done in one of two ways, depending on what you wish to hide.

The only sections which cannot be hidden are the *Personal Details* at the top of the profile page and the *Fields of Research* tags, if you have applied any.

- **Toggling Individual Profile Sections & Items**

  The visibility of most parts of profile can be toggled from in the profile editing screen.

  Each section and item on the profile edit screen will have a box next to the '**Edit**' button which will tell you the current privacy setting:
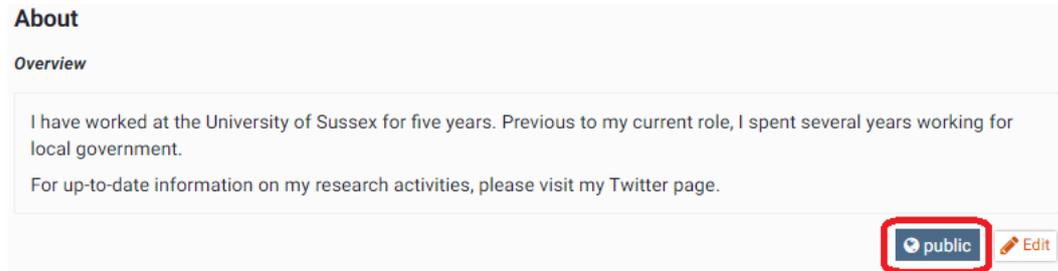
  To change the visibility, click on either the setting button or the '**Edit**' button. This will open the editing function and give you your privacy options:
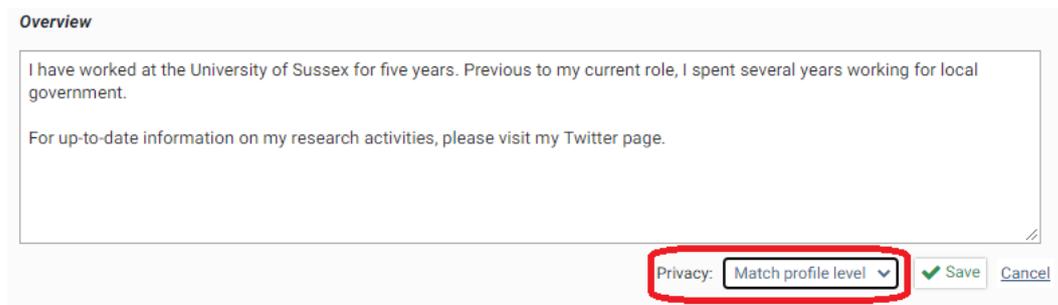
  '*Match profile level*' will set the privacy to the same level as the overall profile; *Public* for staff, *Internal* or *Public* for doctoral students.

  '*Private*' will hide the section or item from view on both your internal and external profile pages.

  Once you have selected your privacy level, click '**Save**'.

- **Toggling Other Items**

  The *Publications*, *Grants*, *Professional Activities* or *Teaching Activities* sections cannot be hidden as a whole, but individual items within these sections can be hidden.

  To toggle the visibility of items in these sections, click '**Manage…**' on relevant part of the profile editing page. This will take you to a list of items in that section.

Once on the section page, click on the eye icon to *'mark your relationship with this _____ as private'* in each individual item you wish to hide:

This will put lines across the item and remove it from your profile pages:

If you want to make a hidden item visible, just click the eye icon again.

Further Support

Further support for managing your profile and using Elements is available if you need it.

Please have a look at the [Elements webpages](#) on the Library website for responses to frequently asked questions and a variety of user guides.

If you cannot find an answer to your query on the Elements webpages, or you wish to enquire about training, please contact the Elements team at elements@sussex.ac.uk