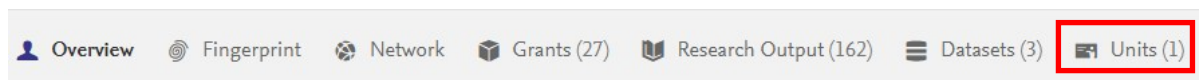


How do I add teaching units to my profile?

You can add current UWA **Teaching units** to your profile. They will display under the **Units** tab on your public profile.

It is recommended that you update your profile each Semester to remove units that are no longer running.



Login to start:

1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **login to the UWA Profiles and Research Repository here**.
3. Log in with your UWA Office365 login details. `staffnumber@uwa.edu.au` and PHEME password, or `studentnumber@uwa.edu.au` and PHEME password

Welcome to the UWA Profiles and Research Repository

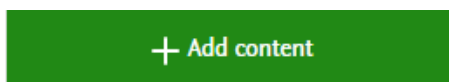
The UWA Profiles and Research Repository is an open platform where you can discover UWA staff, find information about their research, teaching, grants, and activities, and access their research outputs.

UWA Staff and HDR students can [log in to the UWA Profiles and Research Repository here](#).

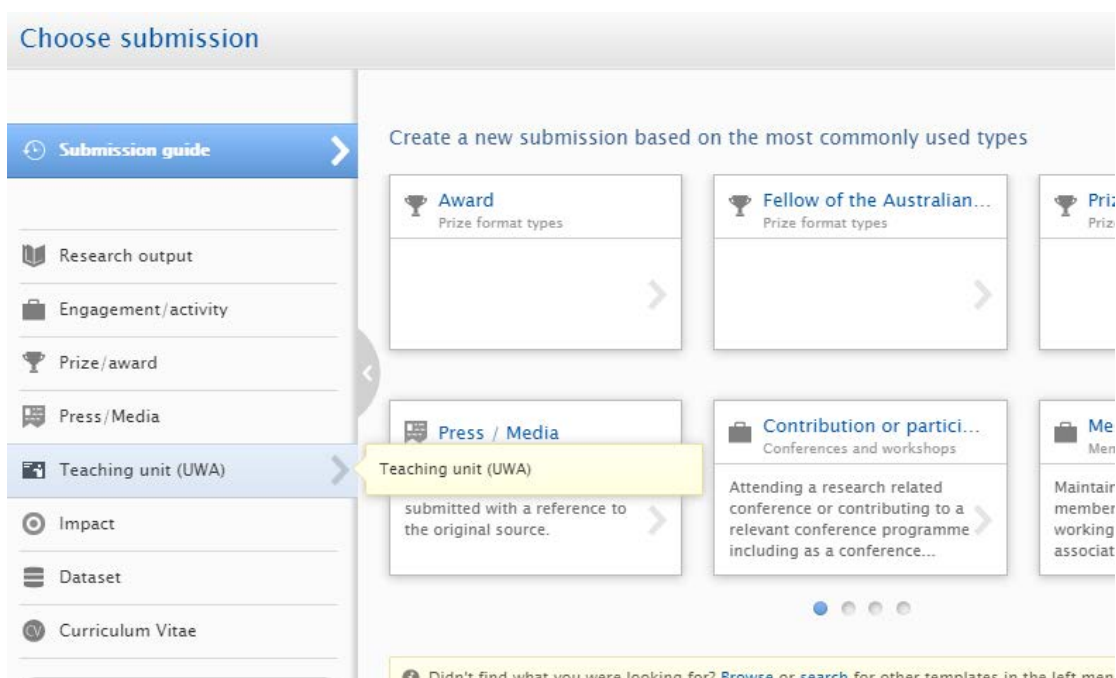
For further assistance please contact staffsupport-lib@uwa.edu.au (for staff) and hdrsupport-lib@uwa.edu.au (for students)



1. Click on the green **+Add Content** button.



2. Select Teaching unit (UWA)



- To add a unit **Title**, enter the unit code followed by a space and then the unittitle.

Title *

- Enter the **Start date** for the unit. An **End date** is not compulsory.

- Under **Taught by**, you can add other staff teaching in this course.

Taught by ⓘ

Taught by *

 **John Howard Smith** (John Smith)
Internal person

 **School of Earth Sciences**
Organisational unit: School

- Under **Course level**, select from the options **Undergraduate**, **Postgraduate Coursework**, or **Postgraduate Research**.

Course level

- Under **Format**, select from the options **Course** or **Unit**.

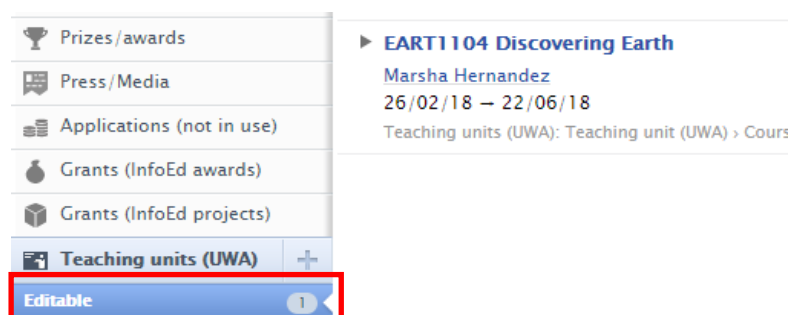
Format

It is not necessary to enter anything in the **Occurrences** field.

- Click the **Save** button at the bottom of the screen.

Once a **Teaching unit** has been added, it will display under your **Editable** teaching units. To edit a **Teaching unit**, click on the **Teaching units (UWA)** heading and then the unit title to open the record.

📖 Research outputs (4)		📁 Engagement/activities (2)		📚 Teaching units (UWA) (1)
Article	Conference presentation/epher	Contribution or participation in ...	Membership of professional...	Course
3	1	1	1	1



The screenshot shows a user profile page. On the left is a sidebar menu with the following items: Prizes/awards, Press/Media, Applications (not in use), Grants (InfoEd awards), Grants (InfoEd projects), and Teaching units (UWA). The 'Teaching units (UWA)' item is highlighted in blue and has a red box around it with the word 'Editable' and a small '1' icon. To the right of the sidebar, the main content area shows a record for 'EART1104 Discovering Earth' by Marsha Hernandez, with dates 26/02/18 – 22/06/18 and a breadcrumb trail: Teaching units (UWA): Teaching unit (UWA) > Cours

Remember: When updating fields in your profile, the **Create** or **Update** button will apply your changes, but you will still need to press the blue **Save** button to retain any changes (this is always located at the bottom of the record window).

