Updating a postgraduate research profile

A postgraduate research profile is a web page that contains information related to you and your work.

You may edit your postgraduate research profile using the University's web publishing content management system (t4).

Who gets a postgraduate research profile?

- All postgraduate research students are eligible to have their own research profile.

Registering for a t4 account and creating your profile

- To create your postgraduate research profile and get your t4 user account visit the webpage below:
  https://www.gla.ac.uk/myglasgow/staff/webpublishing/registerfort4/pgrprofile/pgrreg/

How postgraduate research profiles are displayed on the website

- To understand how to edit your postgraduate research profile, it's helpful to know how the information is displayed on the live site.

- Categories include **Contact Info, Research Summary, Publications, Supervisors, Conferences, Grants, Teaching and Additional Information.**

DR JOHN SMITH

- **Senior Lecturer**, **Adviser of Studies** (Your School)

telephone: 0141 330 1234
email: John.Smith@glasgow.ac.uk

ⓘ https://orcid.org/0000-0001-6643-0618

+ RESEARCH INTERESTS

+ SELECTED PUBLICATIONS

+ GRANTS

+ TEACHING

+ PROFESSIONAL ACTIVITIES & RECOGNITION

+ ALL PUBLICATIONS

Room 123
Fredrick Ake building
123 Fake Street
Glasgow G12 8QQ

- Note that you may not see all the same tabs on your own postgraduate research profile page when it is first created, as some tabs won't display until you add some content to them using t4.

- Also note that some of the information, such as your name and publications, cannot be edited in t4. This document will explain what to do if you need to edit those.

1. Sources of content for your postgraduate research profile

Name and thesis title

Both these elements are pulled from your MyCampus record. To change these you can do the following:

- **Name:** If your name is incorrect for any reason get in touch with webteam@gla.ac.uk and we can fix this, so your display name is correct.

- **Thesis title:** If the title of your thesis is wrong, please get in contact with **MyCampus** and they can help change this to the new title.

Publications

- This is automatically populated with a publications list drawn from Enlighten and may not be edited via t4.

- This is hidden in your live postgraduate research profile if you have no records in Enlighten.

- For guidance on how to edit your publications in the Enlighten system, visit: **http://www.gla.ac.uk/services/openaccess/managingyourresearchpublications/**

- Please note that each school may have its own procedures for depositing publications. For a list of contacts for each college, please visit: **http://www.gla.ac.uk/services/openaccess/managingyourresearchpublications/#tabs=2**

- You can view your Enlighten account at: **http://eprints.gla.ac.uk/**

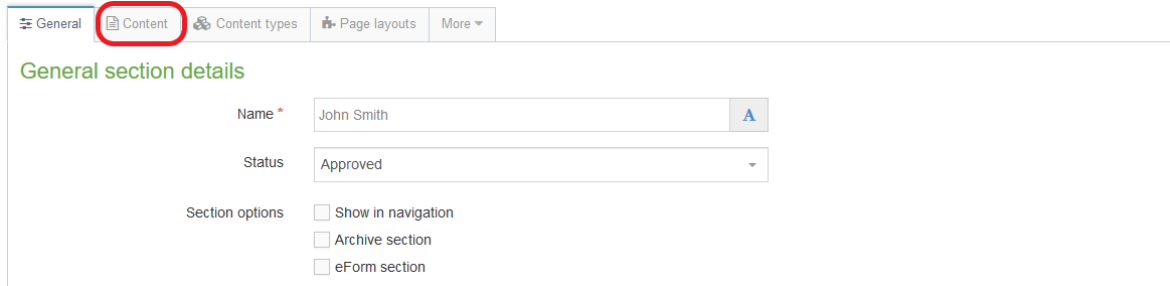- Log in to Enlighten with your standard GUID and Password.

Supervisors

- The supervisor section is populated by information from MyCampus linking to your supervisor's staff profile. Once you create your own profile, you will also appear on your supervisor's staff profile under their supervision section.

Research Summary, Grants, Teaching, Additional Information

- You will not see these sections appear in your live profile until you've added some content in the corresponding field in the t4 template. If there is no content in the field, it will not show.

2. Finding your profile and logging in to t4

- Your profile will not appear on the University website until the day after you register. Until then you can visit **https://t4.gla.ac.uk/t4** and click on your name to choose your profile. You should now see a row of tabs (see image below). To edit your profile you should click on the 'Content' tab. If you follow this step please move on to **3. Modifying your postgraduate research profile in t4.**

Accessing your profile in t4 using your live profile page

- To quickly access and edit your postgraduate research profile in t4, you can find a 'edit in t4' link on your live profile page. This will open t4 and (after logging in) take you straight to your own profile to edit it.

- **Important:** the 'edit in t4' link only appears if you are accessing the site on campus or using the VPN or Remote Desktop. The alternative is to access t4 directly **https://t4.gla.ac.uk/t4** and find your profile in t4.

- To access t4 from your live page, first navigate to your profile on the University of Glasgow website.
  If you don't already know where your profile is, you can:

  - navigate to your profile via your school, college or research institute pages.

  - search for yourself using the search bar

  - type your name (adding the word Glasgow may help) into a search engine and see if your profile is listed (typically your profile will rank highly in a search), select it

- once on your profile page, scroll down to the very bottom in the footer area and click on the **edit in t4** link (please note this will only appear if you are on campus or using the VPN or Remote Desktop):

STUDY

Subjects A-Z
Undergraduate
Postgraduate
Research opportunities A-Z
Online study
Short courses
Scholarships and funding
International students

RESEARCH

Research units A-Z
Research opportunities A-Z
Glasgow Research Beacons
Research strategy & policies
Research excellence
Our research environment

EXPLORE

Meet World Changing Glasgow
City of Glasgow
Visit us
Maps and travel
Facts & figures
News
Events
Schools
Research Institutes
Colleges
Services
Library

CONNECT

Ask a student
Information for our alumni
Support us
Business & innovation
Community and public engagement
Social Media listings

JOBS AT GLASGOW

Current vacancies

edit in t4

- at the t4 login screen enter your username and password

(t4 will jump directly to your profile if you are already logged in to t4).

3. Modifying your postgraduate research profile in t4

- To edit your profile page, click your name (blue text); or click the **Actions** button and then select **Edit.**

Name: this will be completed automatically

Student GUID: this will be completed automatically

photograph: see the guide to uploading and selecting an image (at the end of this guide)

Degree: what are you studying (PhD, MRes etc)

research summary: see 3a

grants: see 3b

external supervisors: see 3c

teaching: see 3d

additional information: see 3e

publications (temp): Old publications will be removed in due time.

twitter screen name: add a twitter widget to your profile

ePrints ID: this will be completed automatically do not remove if you wish publications to be available from Enlighten

Formatting your profile
You can make changes to the content of each field using the tools in this editor much like you would in a word processing document.
If you leave a field blank, it will not appear in your profile.

Tips for formatting text in the house style
Use Format > Heading 3 for headers.
Use Format > paragraph for body text.
Use bullet lists to keep list items together.

Content » new content

Content type : postgraduate profile 01

3a. Research Summary

- Place the cursor in the research Summary box
- It's good practice to separate the different sections of your information with headings.

- The first heading that should be used in a tab is **Heading 3**. Heading 4 can then be used to structure your content. These headings can be selected from the **Format** drop-down menu in the editor:
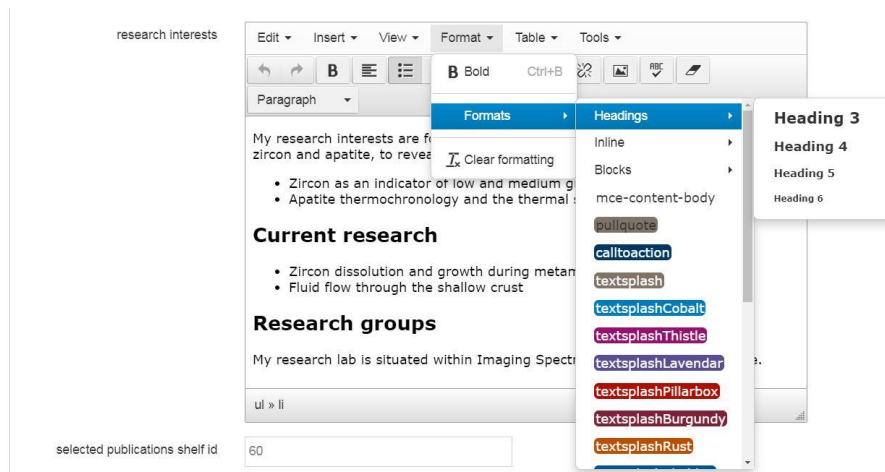
- Type your research interests in the paragraph below the 'Research interests' heading. Your interests can be a list or a paragraph describing your research interests.

3b. Grants

- Type in your recent grants (grant title, funder, start and end dates) in chronological order. You may wish to include the amount of the grant.

- **Tip:** press the keys **Shift** and **Enter** together to break a line without starting a new bullet or paragraph.

3c. External Supervisors

Important: To comply with data protection laws, if you are being supervised by someone not associated with the University you can add them here however they need to give their **explicit written consent** for you to list them on your profile.

3d. Teaching

- This should include information about the courses you teach and any teaching responsibilities you have. For example:

3e. Additional Information

This tab may be left empty or used for relevant information that does not fit well in the other tabs.

Some of these may be completed in your Enlighten Esteem data – see 3F. If so, they do not need to be added here.

- Academic and professional body membership
- Research collaborations
- Research projects
- Academic and professional body membership
- Consulting and advice
- Academic background
- Research and knowledge transfer

- Conference contributions
- Journal editorships
- Editorial board
- Posts held
- Podcasts
- Consultancy and knowledge transfer
- Conference presentations
- Book and journal reviewing

4. Saving your changes

- To save your changes, you must navigate to the drop-down menu and select one of three options, note: **only Save and approve will publish your edits to the live profile**
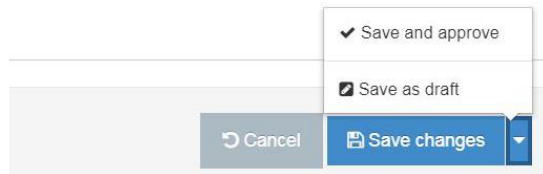
- Select **Save changes** if you want to save the changes you've made but not publish them just yet. Your profile will appear in the approval waiting list

- Select **Save and approve** if you want to save the changes you've made and publish them

- Select **Save as Draft** if you want to save the changes you've made but not publish them just yet. This option is not recommended as you cannot preview your changes

5. Preview

- You can preview your changes before or after saving them by selecting the **Preview** button.

6. Log out

- It's good practice to log out of t4 when you're done.

Creating links

Add a link to an external site

➔ Highlight the text you want to use as a link and then select the 'Insert/edit external link' option

A pop-up window named **Insert link** will appear

➔ In the box named 'URL' paste the full URL to the website you want to link to

➔ Leave all other options blank and select **Ok**

Add an email link

➔ Highlight the email address you want to use as a link and then select the 'Insert/edit external link' option

A pop-up window named **Insert link** will appear

➔ In the box named 'Link URL' paste the email link you want to use with the prefix – mailto:

➔ mailto:john.smith @glasgow.ac.uk

(if you miss out the 'mailto' and just paste in the email address, t4 will recognize it's an email address and ask to add the prefix anyway)

➔ in this case, click ok.

supervision

Edit ▼   Insert ▼   View ▼   Format ▼   Table ▼   Tools ▼

↶ ↷ **B** ≡ ⋮☰ ⋮☰ ⇤ ⇥ 𝒫 ▼ ✂ 🖼 ᴬᴮꟲ ✍

Paragraph ▼

🗁 Insert section link
📄 Insert content link
🔗 Insert/edit external link
🔖 Insert anchor

- Jane Smith (PhD candidate)
  Thesis title: Apatite thermochrono
- John Crossan (PhD candidate)
  Thesis title: Metamorphic processe

I would like to hear from students considering a PhD in my areas of research.
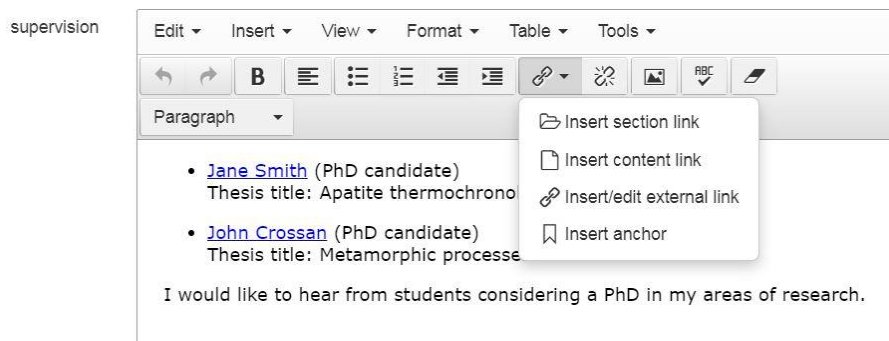
➔ Leave all other options blank and select **Insert**

Adding a section link

Create a link to another piece of t4 content. In t4 this is known as a 'section link'. You can use these to link to relevant schools, research groups, colleagues' profiles (or any page that is part of the University site produced in t4).

➔ Highlight the text you want to use to create a 'section link'
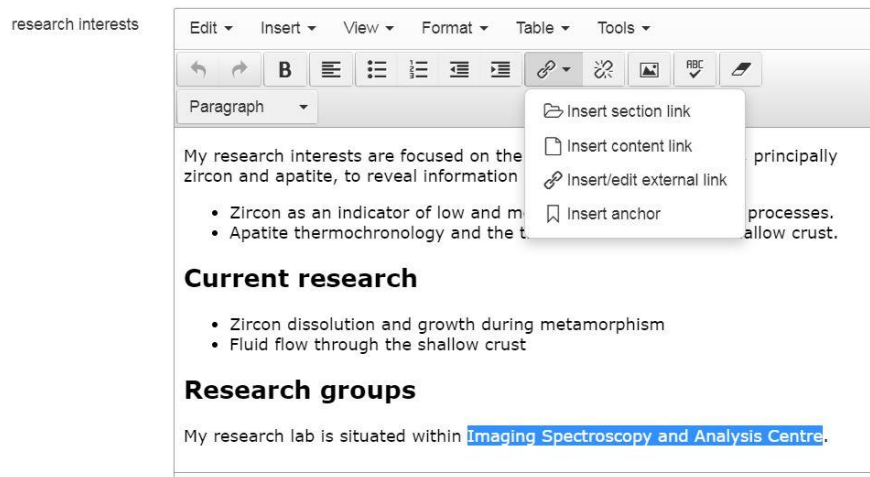
A pop-up window will appear that shows the entire site structure of everything within the t4 system.

➔ Expand the structure to find the section you want to link to.

Creating a section link to another staff profile

➔ Highlight the text you want to use to create a 'section link' icon (highlighted below)

Within each School site is another folder for staff who also have research profiles

➔ Expand the Staff folder within a School or Research Institute to see the list of staff with a profile

➔ Select the staff member you want to create a section link to.

Formatting your links

Format your links as an unordered (bullet) list

➔ Highlight any links you have created and select the unordered list icon

Profile photos - uploading images and adding them to your profile

Uploading a photo to the Media Library

You need to upload your profile image to t4 using the Media Library. We recommend your profile image should be 300 pixels wide.

- From the navigation menu, choose 'Content > Media Library'

- Open Categorised » PGR Profiles » [Your GUID]

- Select **+ Add media**.

Fill out the following boxes and leave the rest blank:

- **Drop file or click to choose** the file you want to upload.

- **Type**. In most cases, this will be chosen for you. If not, select the associated file type from the text links. Please contact the webteam if you wish to upload a file type not listed.

- **Name**. Insert your first name and surname

- **Description**. Insert your first name and surname.
  Text inserted here is used to describe the file within the final published web page. In the case of .jpg and .gif image files, this text is displayed in the browser when a visitor hovers over the image with their cursor. This text also forms the alternative text or "Alt tag" description that visitors using assistive browsing technology will have read out to them. For example, the descriptive text associated with an image allows meaning to be conveyed to a visually impaired person.

- Select **Save changes** to upload the file to the media library.

Adding a photo to your research profile

Once you've added your photo to the Media Library, you can insert it using the 'photograph' field in your profile template.

➔ Click the 'Select media' button from the photograph field

➔ 2. Work down the Media Library folder structure by clicking on the symbol

Media Library » Categorised » PGR Profiles » [Your GUID]

➔ 3. Select your own name

You should get a new window displaying your profile picture.

➔ **4.** Select your photo by clicking on it, or on the name of the file (blue text)