UWE Staff Profiles (USP)
User Guide

Learning and Development

About this training manual

This manual is yours to keep and is intended as a guide to be used during the training course and as a reference once the course is completed. Each section begins with a list of topics to be explored. The courseware is designed so that each topic is fully explained and step–by-step instructions are given.

There are a number of conventions used in this training manual:

Format	Description
BOLD ITALICS	This is indicates a command to follow e.g. an option or button to press
[ ]	Keys to press are shown in square brackets e.g. ***[space]***
☞	This marks the start of a method for performing a specific task
NOTE:	This marks additional information or points out a common pitfall
[CTRL] + [Page Up]	This means the first key is used in conjunction with the second

UWE Staff Profiles (USP) Contents

Chapter 1

About USP

Topics

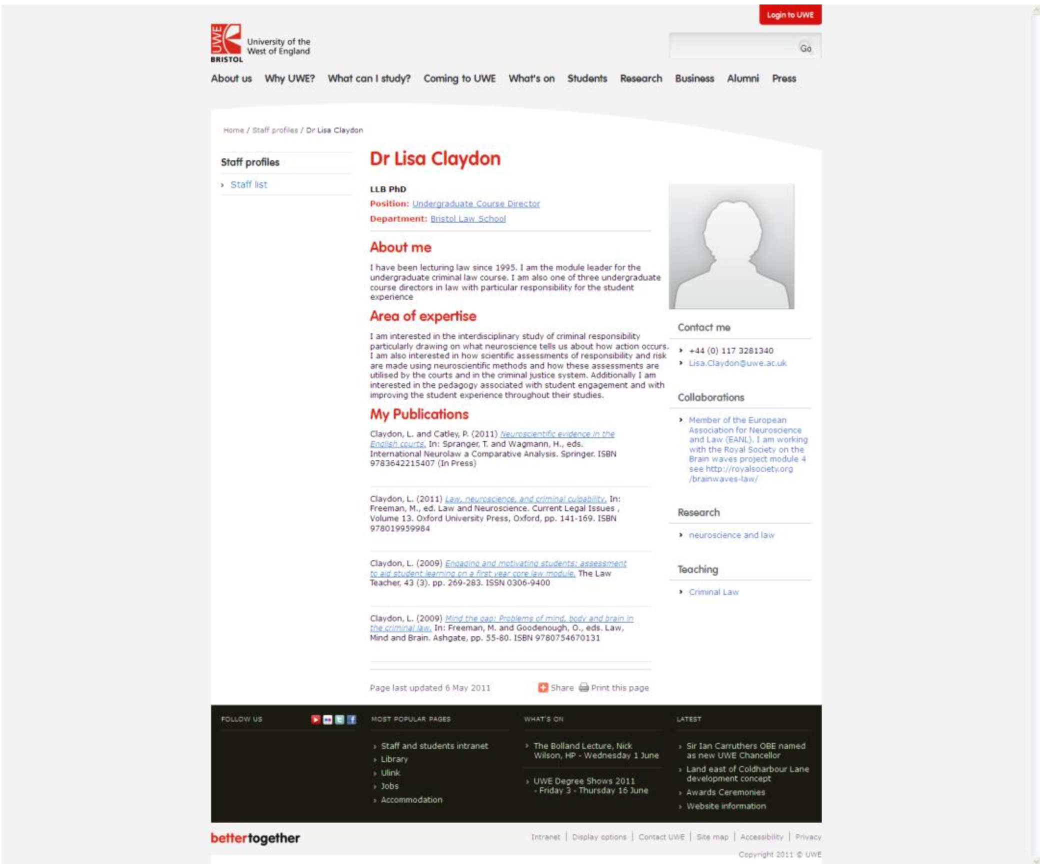
The following topics are covered in this chapter:

- What is the USP system
- Why is it needed
- Why is it important to UWE and/or me
- Viewing your profile

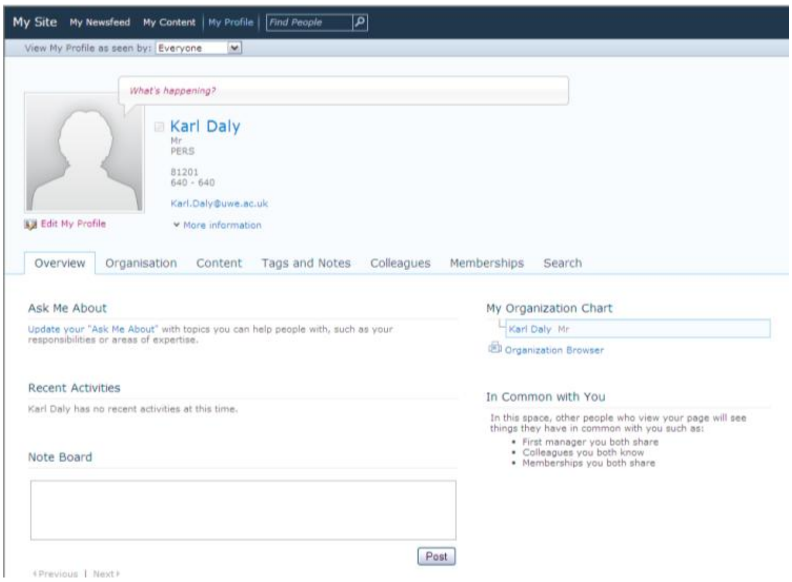
What is the USP system?

The aim of the new University wide staff profiles system is to raise the profile of the University and its academic and professional staff on the externally facing web. While some of the attributes in the profile will be visible on the public facing web (public profile), others will be for internal use only. The system will enable staff to update their content easily and quickly in one single location.

External Profile

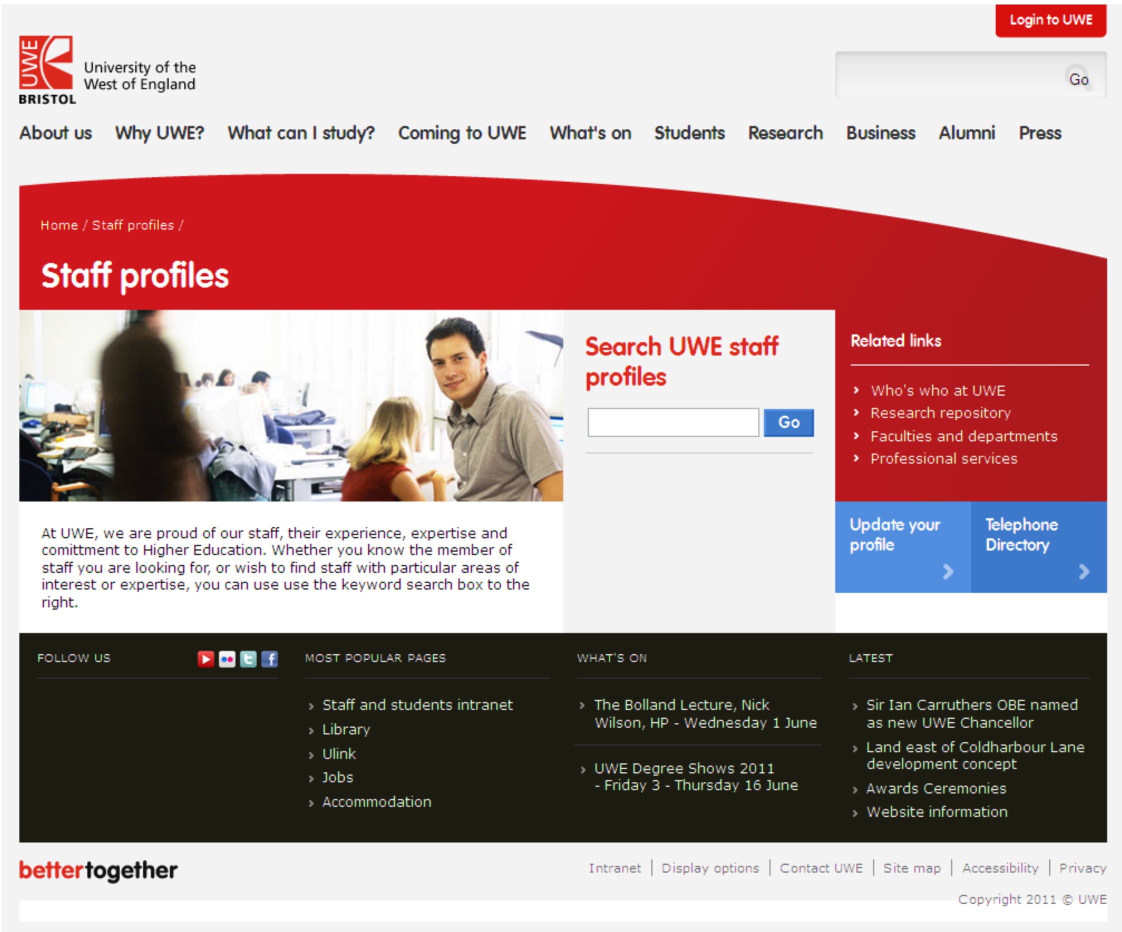


Internal Profile



Why is it needed?

There has previously been an inconsistent approach to displaying staff information for the public facing web. This has grown in a piecemeal way over a number of years and has resulted in varying types and styles of displaying UWE staff profile content, sometimes differing across schools and departments within the same faculty.



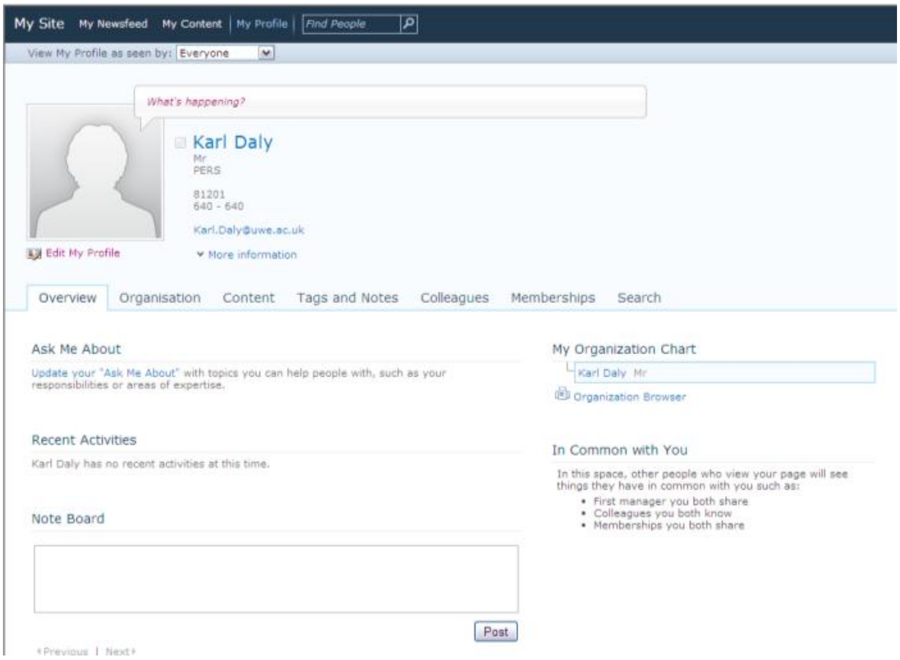
Why is it important to UWE and/or me?

The aim of the new University wide staff profiles system is to raise the profile of the University and its academic and professional staff on the externally facing web. It will be a place for prospective students and University partners to learn more about you.

Viewing your profile

You can view your profile in 2 different ways.

The first is ***'My Site'***, where you update your profile and share it with others internally (authenticated UWE users only). All staff will be able to access your 'My Site' page however you will have some control on how much of the information is visible.



The second is your public profile, which is where those external to UWE can find some of the information. The public profile has a feed from your 'My Site' such as your picture, job title, expertise. Even if you do not amend your 'My Site' there will still be a public facing profile but it will only contain basic information.

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Chapter 2

Updating Your Profile

Topics

The following topics are covered in this chapter:

- Opening 'My Site'
- Updating your 'My Site' profile
- Profile property types
- Modifying/adding information to a free text property
- Modifying/adding information to a choice property
- Giving other staff delegate access to edit your profile
- Control 'who sees what' by using privacy categories
- Editing someone else's profile
- Use your My Site to ask and answer questions

Opening 'My Site'

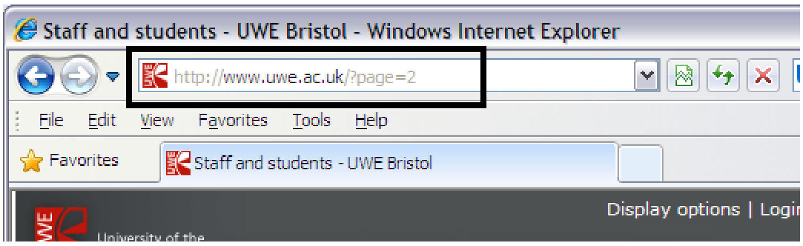
'My Site' can be accessed through a web browser. If you are on a UWE networked PC then you only need to go to the 'My Site' web address to open your profile. If you are outside of UWE then you will need to enter your UWE username and password to access the site.

☞ To open 'My Site' from a UWE networked computer

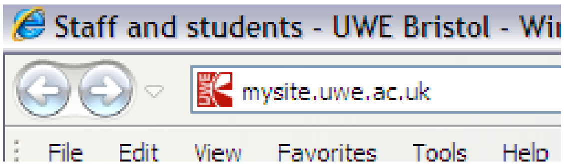
1. Open a web browser e.g. double click the Internet Explorer icon

   Internet Explorer should now be launched

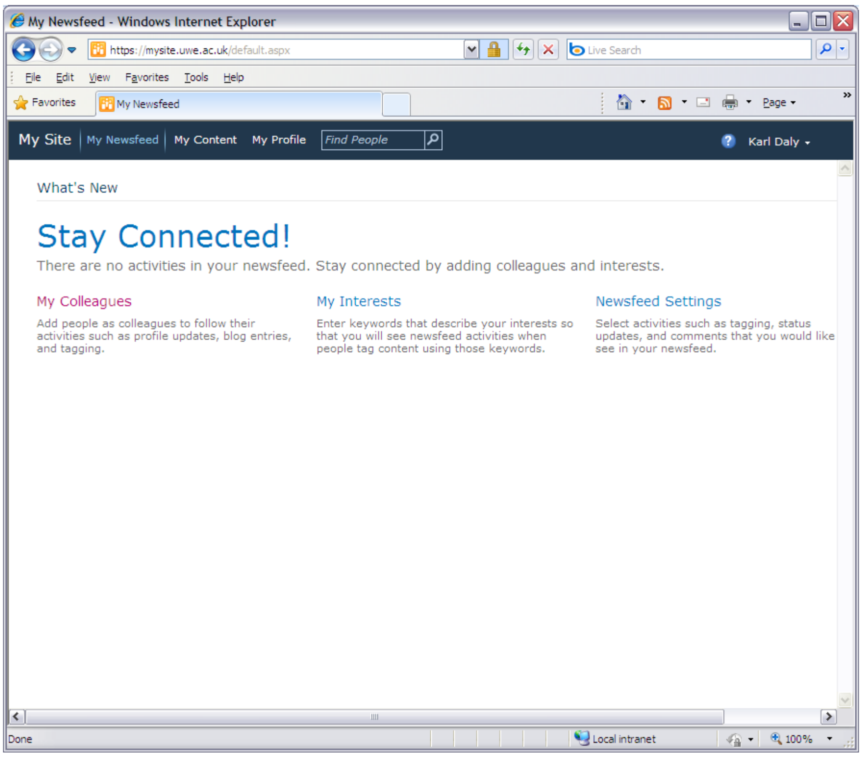
2. Click into the address bar at the top of the browser window



3. Type **mysite.uwe.ac.uk** and tap ***[Return]***



Your profile page should open

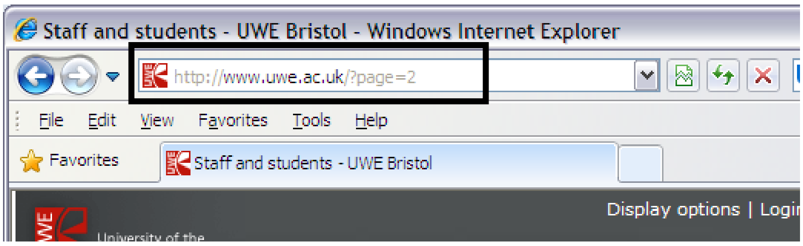


☞ To open 'My Site' from outside of UWE

1. Open a Web Browser *e.g. double click the Internet Explorer icon*

   Internet Explorer should now be launched

2. Click into the address bar at the top of the browser window



3. Type **https://mysite.uwe.ac.uk** and tap ***[Return]***

   You will be prompted for a username and password

4. Type in the required details

   Your 'My Site' page should now load

Updating your ‘My Site’ profile

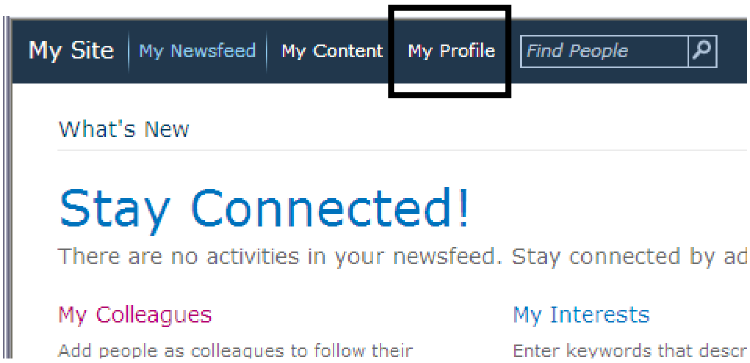
Before you begin
All staff will need to be aware of their responsibilities as a publisher, and to refer to the UWE Web Guidance area for further advice and guidance on areas such as writing for the web.

Staff will also be expected to adhere to University policies on copyright, data protection and acceptable use.

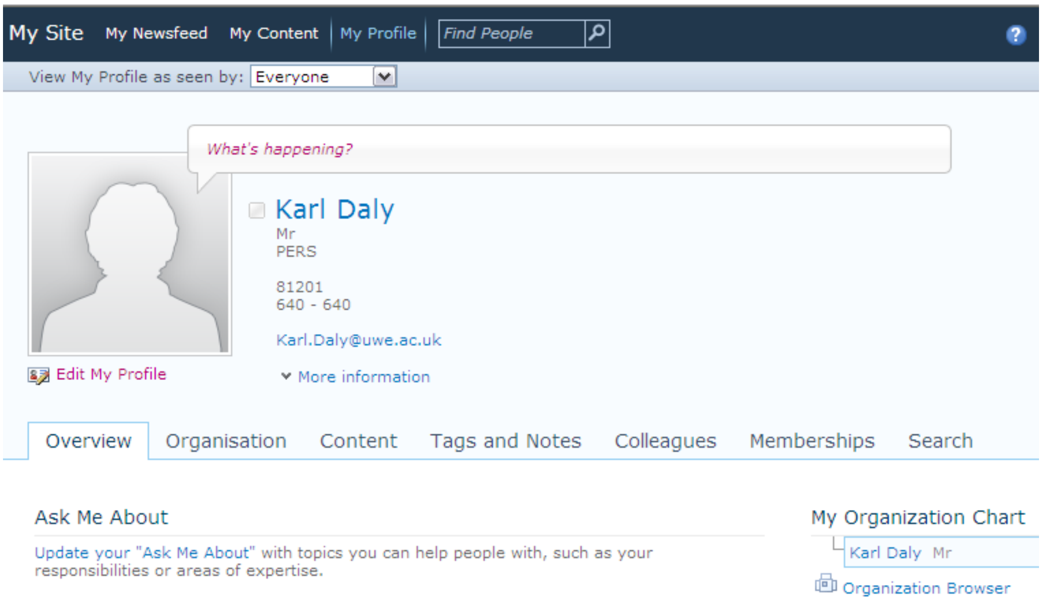
Once you have logged onto ‘My Site’, your home page shows you colleagues you have added, interests you have, and any news feeds you have set up. We will show you how to add these later on in the guide.

☞ To View your ‘My Site’ Profile

1. Once you have logged into ‘My Site’, click the ***My Profile*** link at the top of the screen



Your profile page will now appear

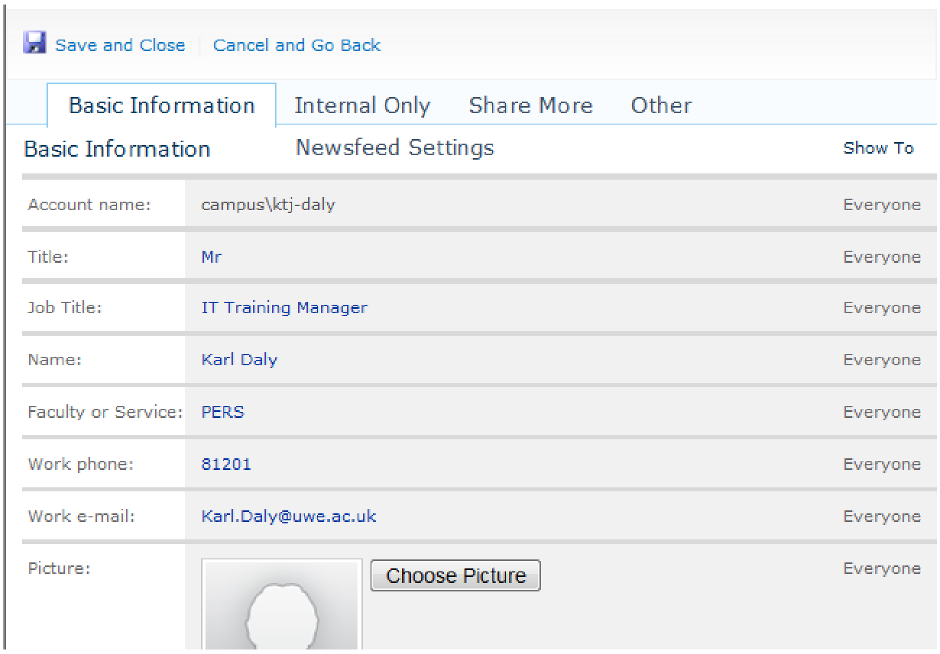


This page shows the information that others internal to UWE will see about you and the information you share. You’ll notice that there is the ability to share “what’s happening?” status updates as well as content you have found that may be useful for others, plus a wealth of other information relevant to you.

☞ To Edit your 'My Site' Profile

1. On your profile page, you can edit the details by clicking the ***Edit My Profile*** which is under the Image placeholder

The edit profile screen appears



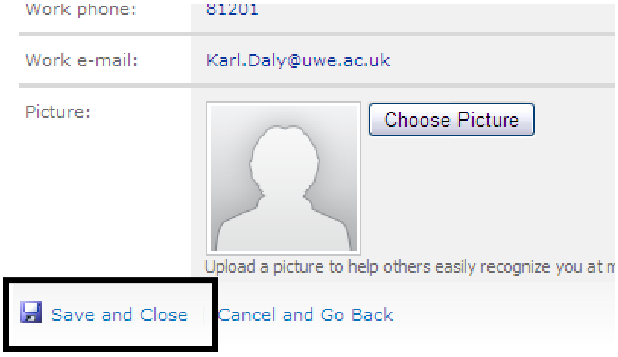
Each tab across the top gives you access to different editable areas. The table below explains each tab in more detail:

Tab	**What is it?**
Basic Details	Basic contact information, mostly taken from central systems (e.g. ISIS, Telephone System) and therefore read-only, plus a place for you to upload a photo. **[Externally visible]**
Internal Only	Additional Information which you can share but which is only visible to current staff and students. A number of these attributes can also be restricted to colleagues, your line manager or team.
Share More	Additional Information which will be visible via the public facing web site. **[Externally visible]**
Other	Provide links to direct people to your twitter, Facebook and/or LinkedIn profiles. **[Externally visible]**
Newsfeed Settings	Helps filter the information you are interested hearing about from others via internal profiles.

2. Click onto the relevant tab

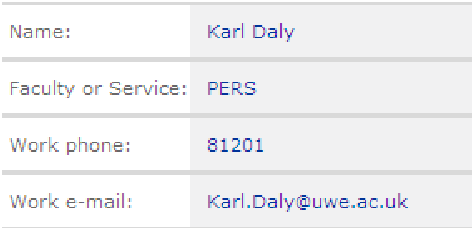
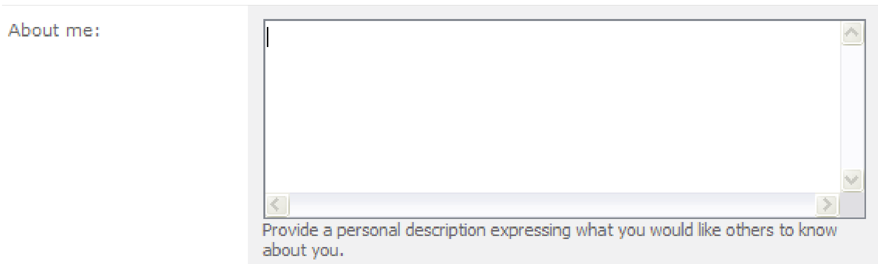
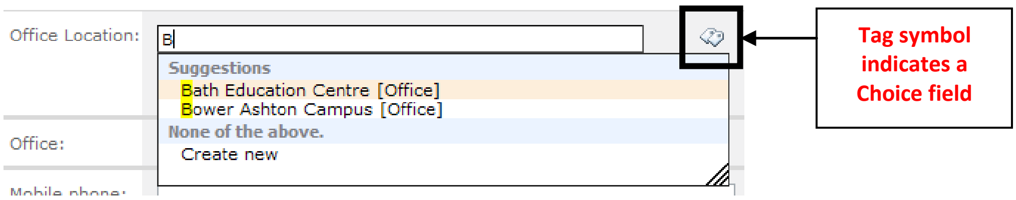
3. Edit the required details

4. When finished click ***Save and Close*** at the bottom of the screen



Profile property types

Once you have clicked onto the relevant tab when editing your 'My Site', you can start modifying/adding some of the properties. Within each of the tabs are three types of properties:

<table>
<tr><th>Type</th><th>Description</th></tr>
<tr><td>Pre-populated</td><td>Properties which are pre-populated take values from existing systems within UWE such as ISIS and the Telephone System. They cannot be updated within your My Site. If you feel that some information is incorrect, please contact the appropriate UWE department to get the source system data amended.

</td></tr>
<tr><td>Free Format Text</td><td>Free format text attributes allow you to enter whatever you want, as appropriate to the property and within the constraints detailed in 'Before you begin' above. Some properties are limited to a single line of text of fixed number of characters, while others allow multiple lines allowing you to be more descriptive. For example, the "About me" property can be used for your bio.

</td></tr>
<tr><td>Choice</td><td>Choice properties are used to limit the range of terms you can use (e.g. departments), or to encourage you to use terms that are already used so that staff can be found via the terms, or linked to other staff using the same term (e.g. all staff who have the same research interest).
Most lookup properties can have multiple terms separated by semi-colons (e.g. <u>English</u>; <u>History</u>;).


Where a choice is limited, you will only be able to use the term if it is in the list. Where a choice is not limited, you should first attempt to use one of the suggested terms, but have the option of creating a new term if a suitable option cannot be found.
Please note: Choice fields can be identified by the tag symbol to the right of the property box.</td></tr>
</table>

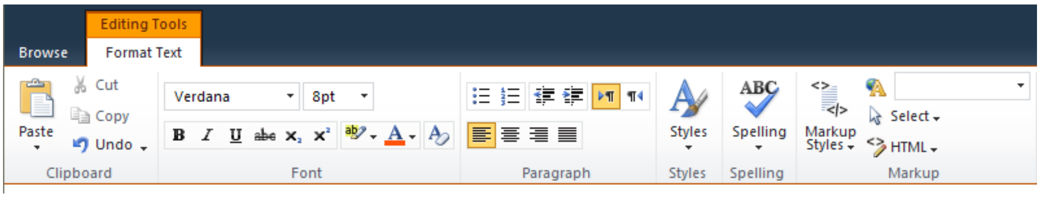
Modifying/adding information to a 'free text' property

Adding information to a free text field is very simple. You simply type whatever text you think is appropriate and format as necessary.

☞ To edit a free text field

1. Click into a free text field e.g. about me

2. Type the required text
3. A toolbar appears at the top of the page, with relevant editing options. Use these to format your text.



4. Once you finished typing your text, click ***Save and Close*** at the bottom of the screen

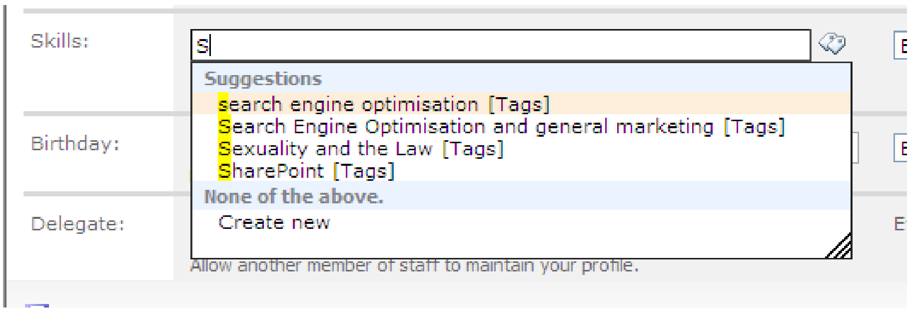
Modifying/adding information to a 'choice' property

Adding information to a property field that allows you to choose from a pre-defined set of categories can be approached in 2 different ways.

☞ To edit a choice field – method 1

1. Click into a choice field e.g. skills

2. Start typing and if anything matches the characters you use then a list of suggestions will start appearing.



3. If the term you are looking for appears, simply select it from the list of 'suggestions' and the term will be added to your property.

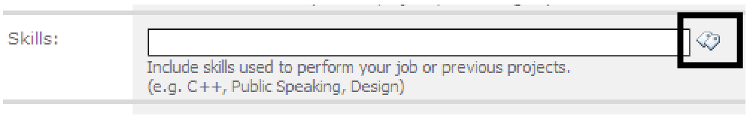
4. Repeat for each term you wish to add

5. Once you finished, click ***Save and Close*** at the bottom of the screen

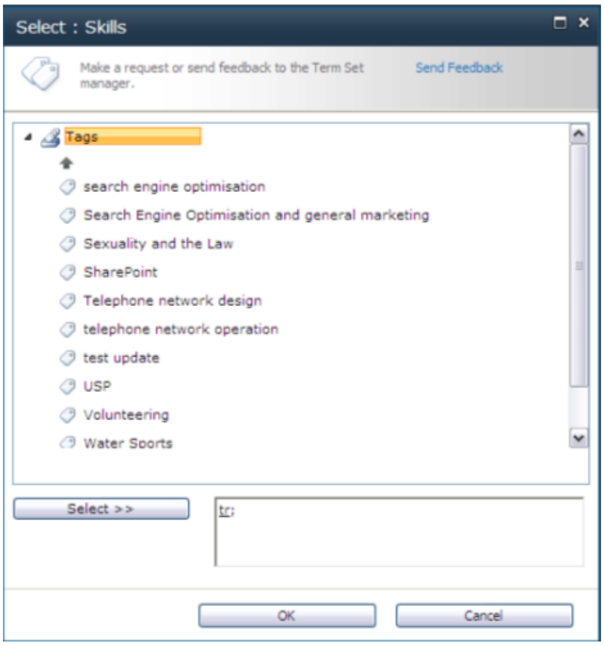
☞ To edit a choice field – method 2

1. Click into a choice field e.g. skills

2. Click the Tag symbol that appears to the right hand side of the property box

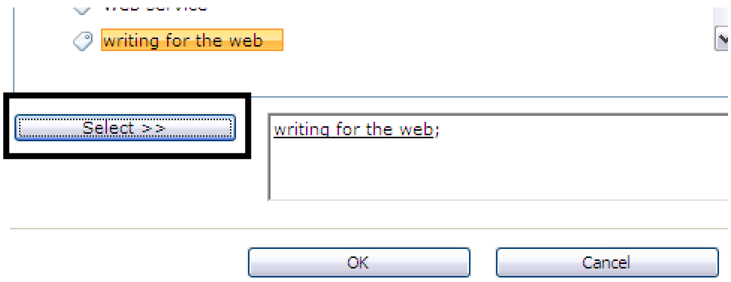


A dialog box will open



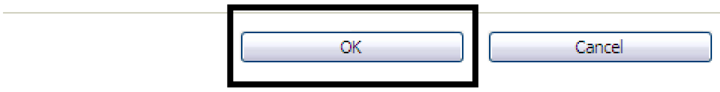
3. Use the arrows to move up and down the list to find the term you wish to add

4. When you find a term, simply click it to select it and click the ***Select*** button

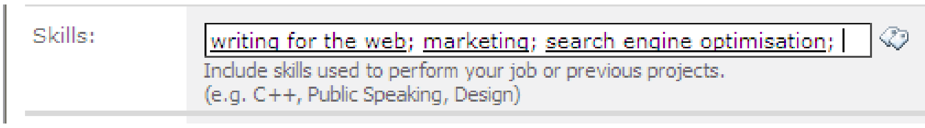


5. Repeat for other terms you wish to use

6. Click ***OK*** to confirm



7. Your choices will now be added

8. 

9. Once you finished, click ***Save and Close*** at the bottom of the screen

Adding new terms to a 'choice' property

Guidance for adding new terms

When adding new terms, it is important that you consider how they will be used. Their primary use will be to help people find you based on the information you have provided. For example, if someone is looking for people with expertise in 'Secondary Education' and that is your area of expertise, the terms you use will determine if they find you.

- Keep terms short as it is better to use multiple short terms than a long term. (e.g. People Management and Leadership Development should be People Management; Leadership Development;)
- Where possible avoid using prepositions
- Use multiple terms to cover different bases (e.g. Education; Secondary Education;)
- Think carefully about what the other staff or people attempting to find you may type

Finally, remember that the term will be linked to your profile so ensure it is appropriate for the use.

☞ To add a term that doesn't already exist in a choice field

1. Click into a choice field e.g. skills
2. First ensure that the term doesn't already exist in another variation by following steps 1 and 2 in the previous section.
3. If you're confident the term doesn't already exist, type the new term into the property box
4. Once you finished typing your text, click ***Save and Close*** at the bottom of the screen

Note: Once you add a new term, it will now be available for others to use

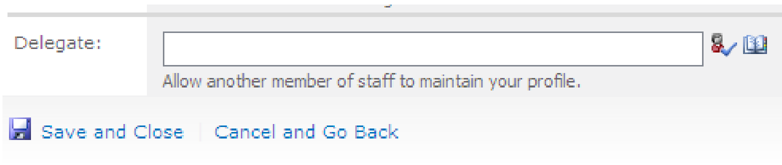
Giving other staff delegate access to edit your profile

There may be a requirement for you to give colleagues access to edit your profile. This can be done through something called 'Delegate' access to your profile. Once you have given someone the required delegate permissions, that person can then access and edit your profile.

Giving delegate access to another member of staff can be done using the people picker.

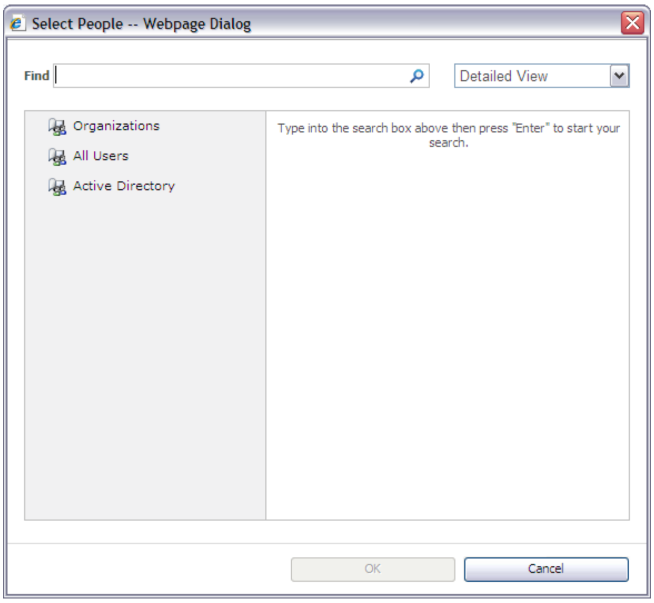
☞ To add a delegate

1. Log onto your 'My Site' and go into edit your profile
2. Click the **Internal only** tab
3. At the bottom of this screen you can see a Delegate property.



4. Click the book icon on the right hand side of the property field

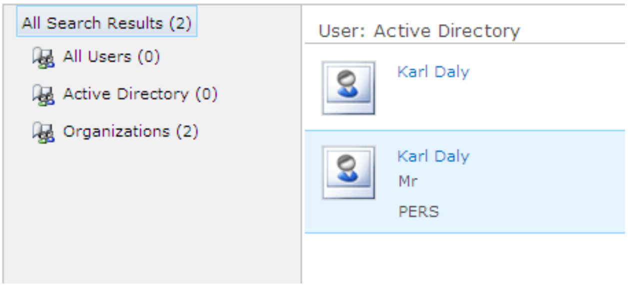
The people picker dialogue box appears



5. Type the name of the person you wish to add as a delegate in the find box

6. Click the magnifying glass symbol to search for the name

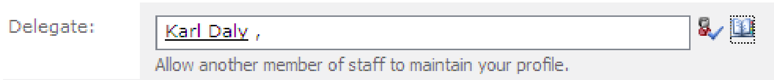
7. Any results will appear in the results box



8. Select the required staff member

9. Click ***OK***

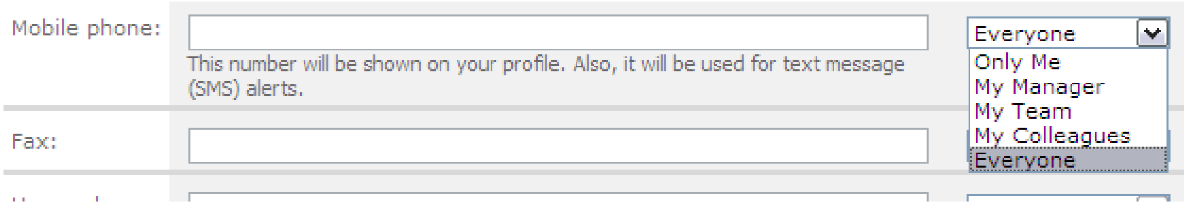
Your delegate will now be added to the delegate property



10. Once you finished adding your delegate, click ***Save and Close*** at the bottom of the screen

Control 'who sees what' by using privacy categories

By using privacy settings on your 'My Site' profile page, you can manage which groups of people can view some details in your profile. This topic describes how to view your public profile page the way that people in each privacy category would view it.



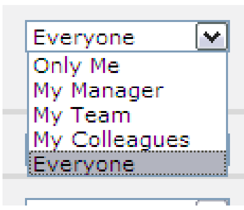
***Note**: There are some details that cannot be controlled by privacy categories, and 'My Site' may be customised to determine which details in your profile that you control. If the privacy drop-down list does not appear, you cannot change the setting.*

Setting	***Who can see it***
Only Me	Yourself
My Manager	Your direct manager
My Team	Depending on your settings, this category could include people who report to your manager, your manager, and direct reports. You can also add other colleagues to your My Team group, such as people you work closely with or know well. If you plan to apply the privacy categories, you can use this category for people whom you want to share the most amount of information with.
My Colleagues	Your 'colleagues' include members of your team, plus other people whose activities you are following.
Everyone	All the people that your organization has granted permissions to view your profile

***Note**: for more information about colleagues and teams, see page 34*

☞ To change privacy settings

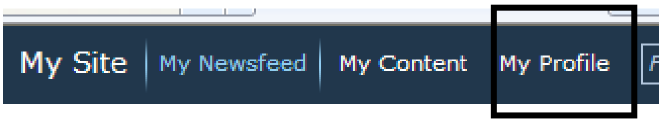
1. Log onto your 'My Site' and go into edit your profile
2. For a setting that allows you to change the privacy setting, click the drop down



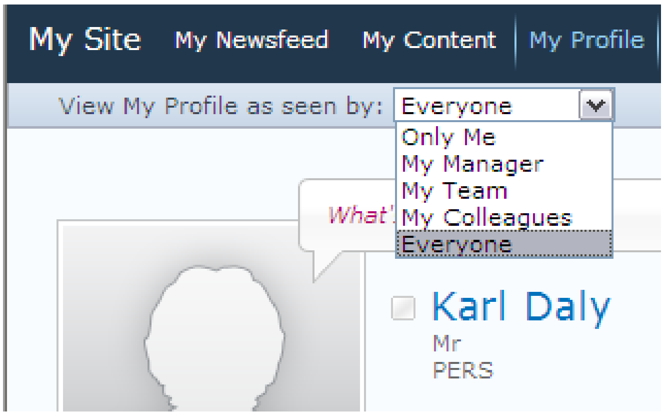
3.
4. Choose the required setting
5. Repeat for other properties if required and once finished click ***Save and Close***

☞ To view your profile as seen by others

1. Log onto your 'My Site' and go your profile



2. At the top of the page, next to ***View My Profile as seen by***, choose the privacy category you want to apply.



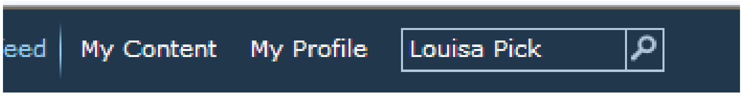
3. You will now be able to see you profile as seen by the setting selected.

Editing someone else’s profile

The ability to edit someone else’s profile will rely on you being assigned as a delegate by the person in question. If you have been added as someone’s delegate you can simply find their profile and then edit it in the normal way.

☞ To edit someone else’s profile

1. Log onto your ‘My Site’
2. Using the Find facility at the top of the screen, type in the name of the person whose profile you wish to edit



3. Click the magnifying glass to run the search

   Any results will appear on screen

4. Click the name of the staff members whose profile you wish to edit

   You will now enter that person’s profile

5. If you have the required delegate access you will see the option to ***Edit My Profile*** under the image
6. Edit the details as required
7. Once you finished adding your delegate, click ***Save and Close*** at the bottom of the screen

NOTES ✐

Chapter 3

Viewing your Public Profile

Topics

The following topics are covered in this chapter:

- Viewing your public profile
- Searching public profiles

Viewing your public profile

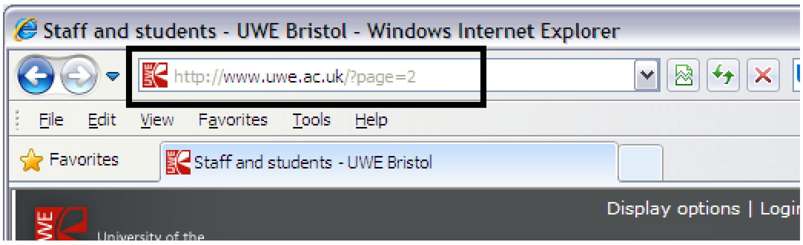
We can see our profile and other staff profiles directly from 'My Site'. However, part of your profile will be published publicly.

☞ To view your public profile

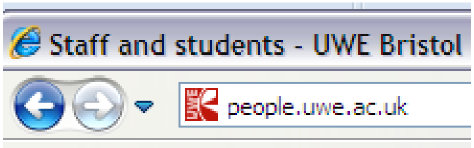
1. Open a Web Browser *e.g. double click the Internet Explorer icon*

   Internet Explorer should now be launched

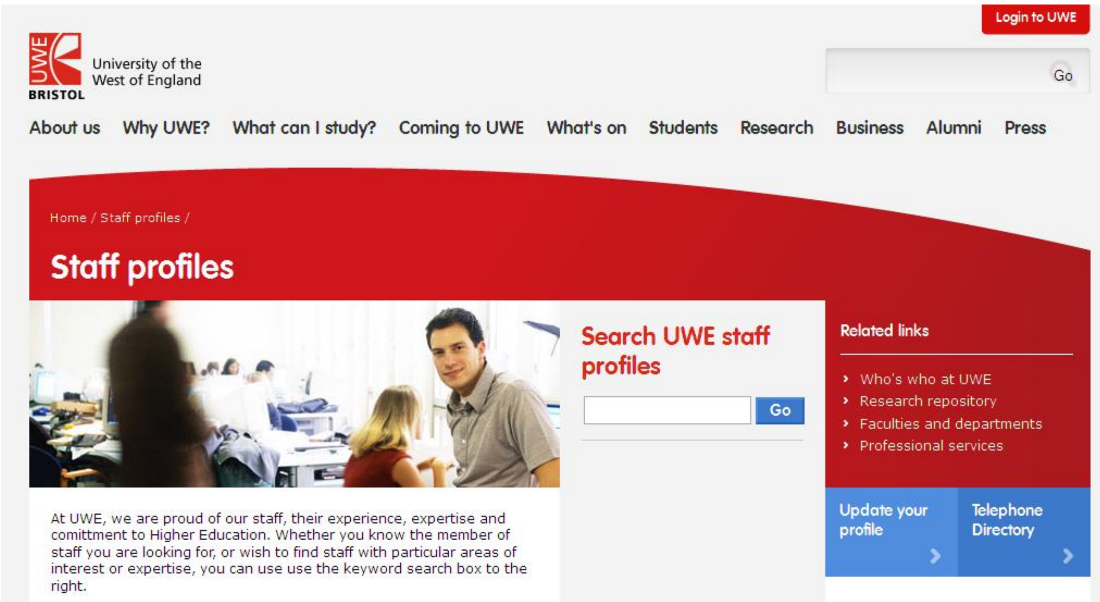
2. Click into the address bar at the top of the browser window



Type ***people.uwe.ac.uk*** (if not on a UWE networked pc type ***https:// people.uwe.ac.uk***)



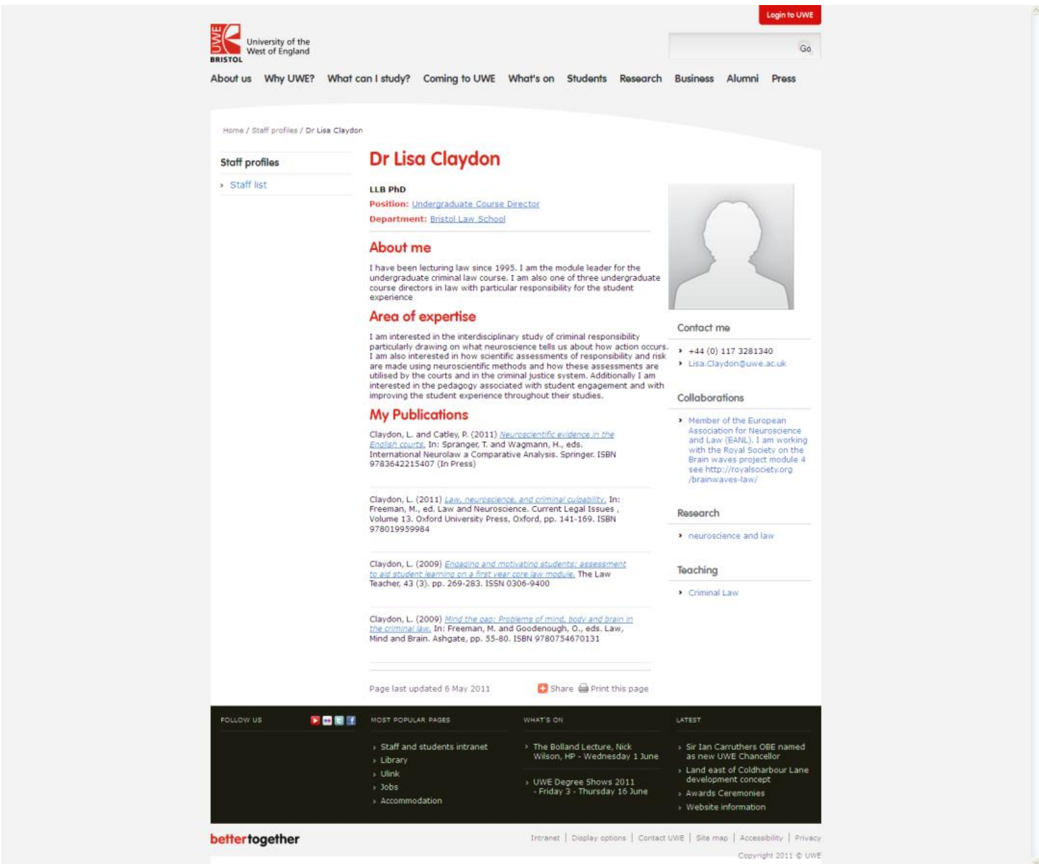
The staff profiles web page appears



3. Put your name in the search box and click ***Go***.

A list of results will appear

4. Find yourself in the returned results list and click on your name or photo to view your public profile.



5. If your changes are not yet visible, wait a short time and click the refresh button on your browser toolbar, or press the ***[F5]*** key.

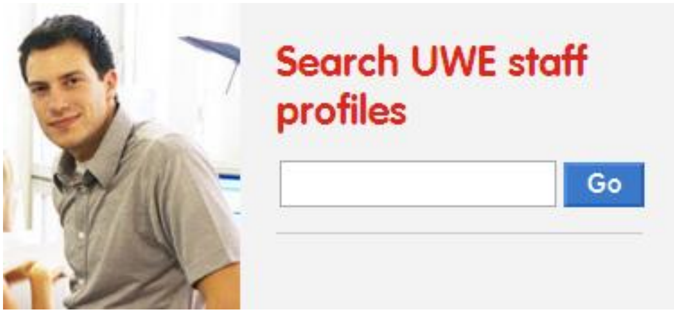
Searching public profiles

You can view any staff member's public profile from the *people.uwe.ac.uk* site. Even if they haven't edited their profile, they will still have a stub profile with basic information relating to them e.g. Job title, department etc.

You can search for people by name or get a list of people by category e.g. all staff in a particular department.

☞ To search for a profile

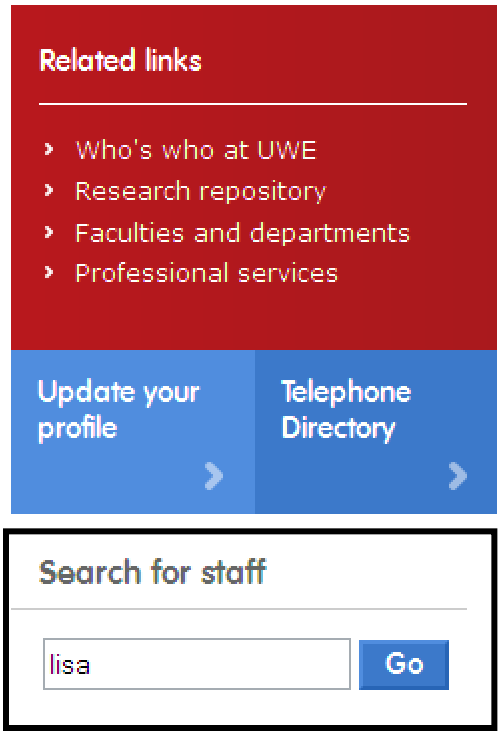
1. Go to ***people.uwe.ac.uk***
2. In the search box type the search text required. You can type a full name, partial name or any other bit of search criteria e.g. Law



3. Click ***Go***

   A list of results will appear

4. Click on the profile name you wish to view
5. If the results list does not include the profile you wish to see, you can try again with a different search by clicking into the search box on the right hand side.



NOTES ✐

Chapter 4

Extra My Site Features

Topics

The following topics are covered in this chapter:

- Adding colleagues
- Use your My Site to ask and answer questions
- Newsfeed settings

Adding colleagues

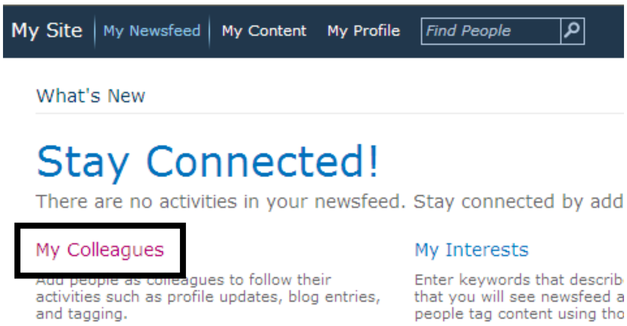
When you add people as colleagues, you can follow their activities in your newsfeed, such as when they update their profiles. They are also added to your colleagues list. You can organise your colleagues into groups, so that you can easily browse and manage your colleagues list.

Your colleagues list typically starts with your manager, people who report to your manager, and any direct reports. Depending on how your 'My Site' is set up, you might also see other colleagues that you have worked with. You can add and manage other colleagues whom you frequently work with or want to stay in touch with.

Sharing your Colleagues list with people in your organisation is useful for building relationships and growing your personal network. When people visit your 'My Site', they can see who you work with and in what capacity. By using this information, the people might be able to find the contacts and information they need to do their work.

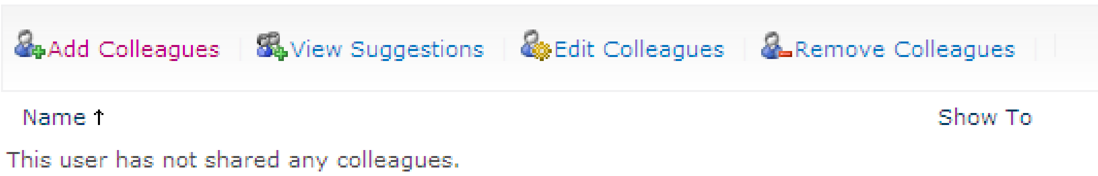
☞ To add a colleague

1. Go to ***mysite.uwe.ac.uk***



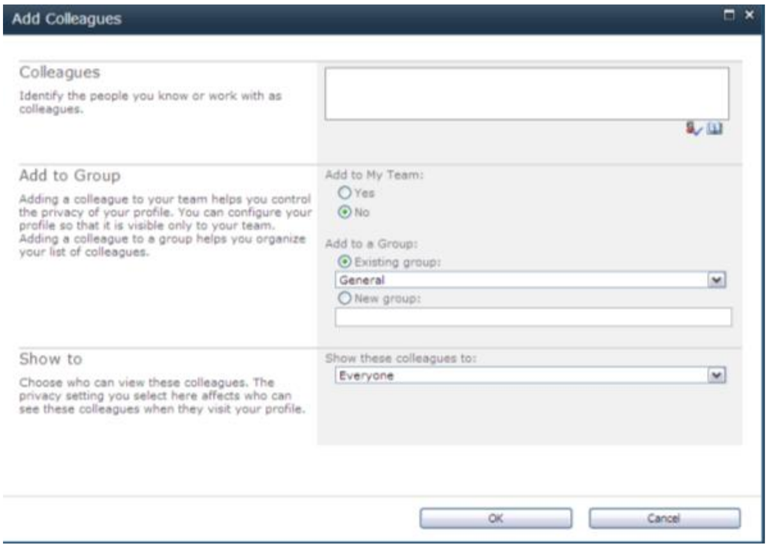
2. Click ***My Colleagues***

   Your colleagues screen appears

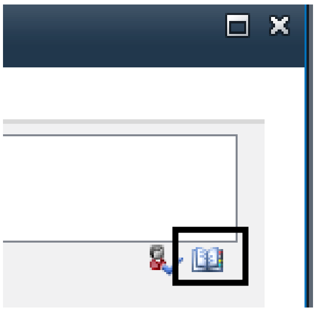


3. Click ***Add Colleagues***

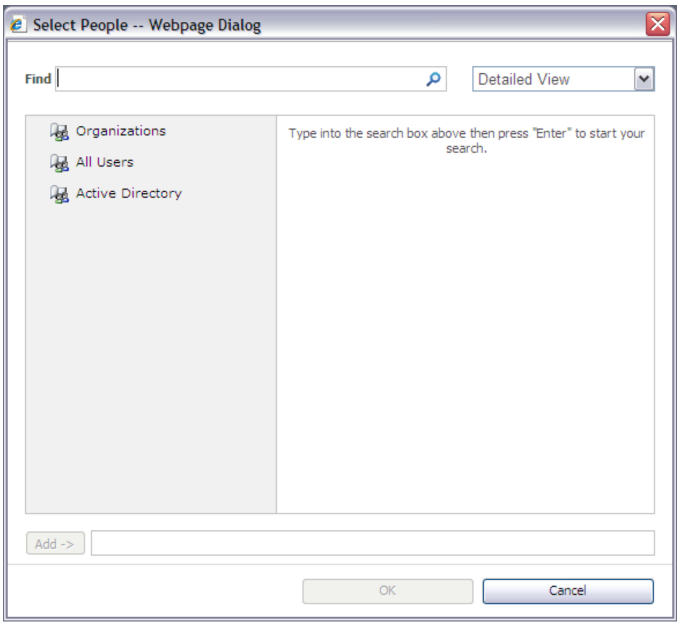
The add colleagues screen appears



4. Click the address book button

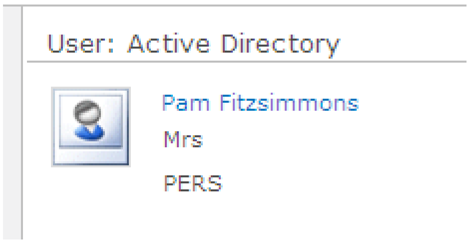


The address book appears



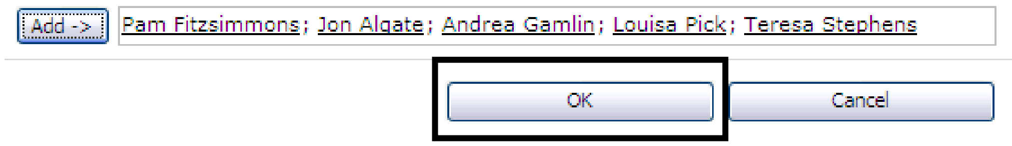
5. Type the name of the first colleague into the find box and click the search icon

A list of results will appear

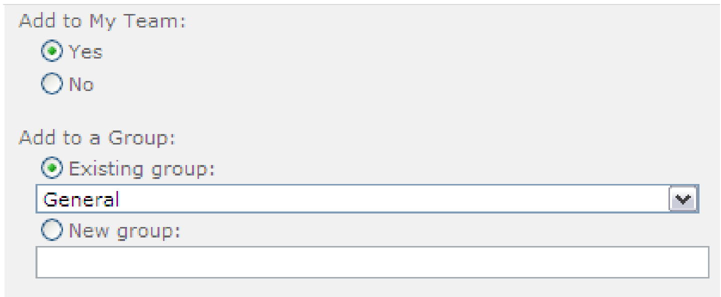


6. Select the correct result and click the **Add** button

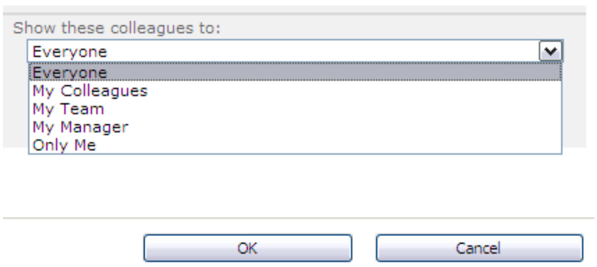
7. Repeat for all the other colleagues you wish to add
8. Once you have added all your colleagues click ***OK***



9. Once your colleagues have been identified, you can add them to your team or a group. Adding a colleague to your team helps you control the privacy of your profile. You can configure your profile so that it is visible only to your team. Adding a colleague to a group helps you organise your list of colleagues.

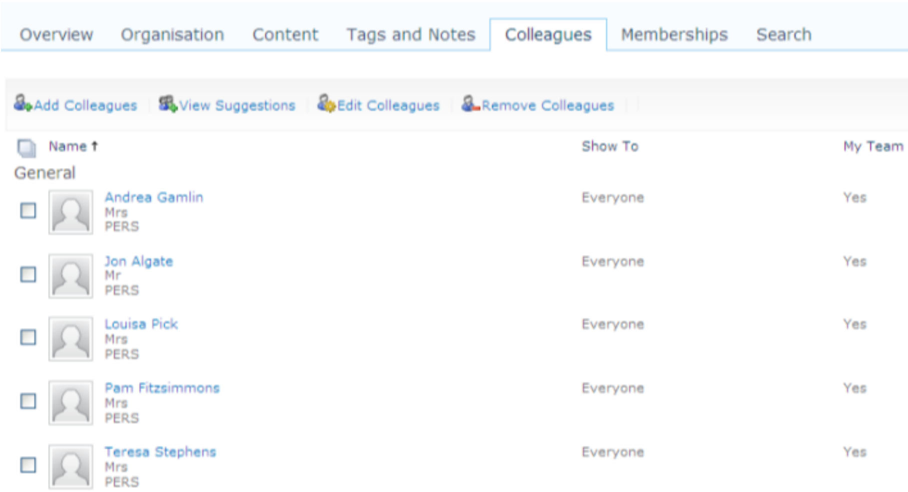


10. Once you have decided on the group your colleagues are in, you can also decide who sees your colleagues

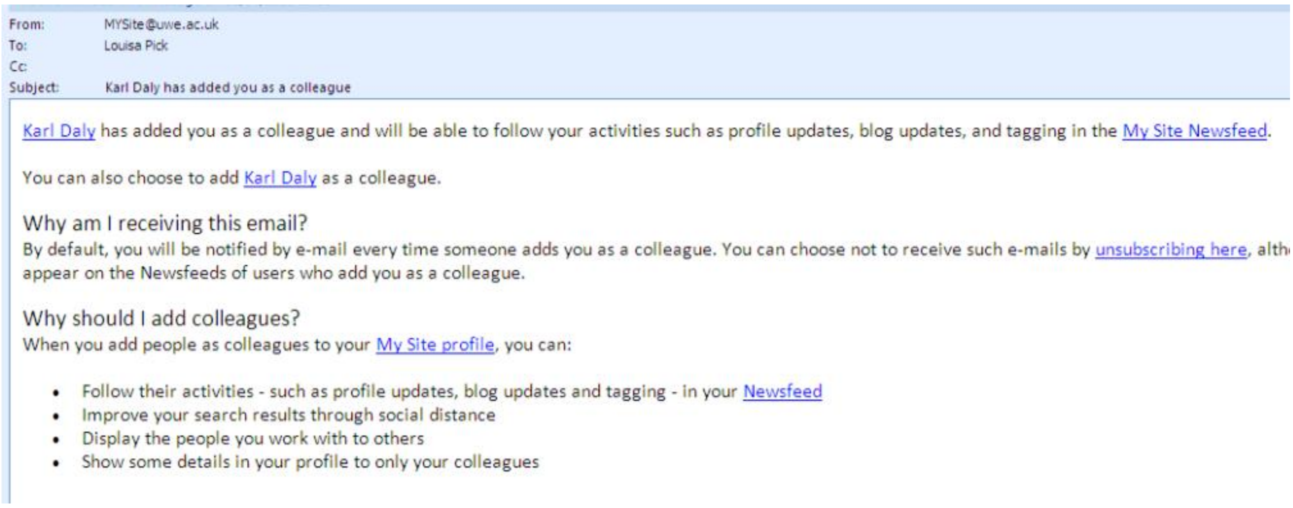


11. Once completed, click ***OK***
12. You may also get another screen which gives you a list of suggested colleagues. At this point you can either add them, or ***skip*** this step.

Your colleagues are now added

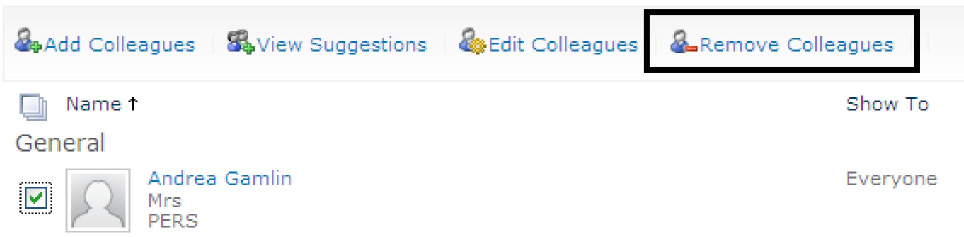


***Note**: If you add a colleague to your 'My site' profile it will automatically generate an email to the colleagues you have added.*



☞ To remove a colleague

1. On your colleagues screen, tick the colleagues you wish to remove
2. Click ***Remove Colleagues***



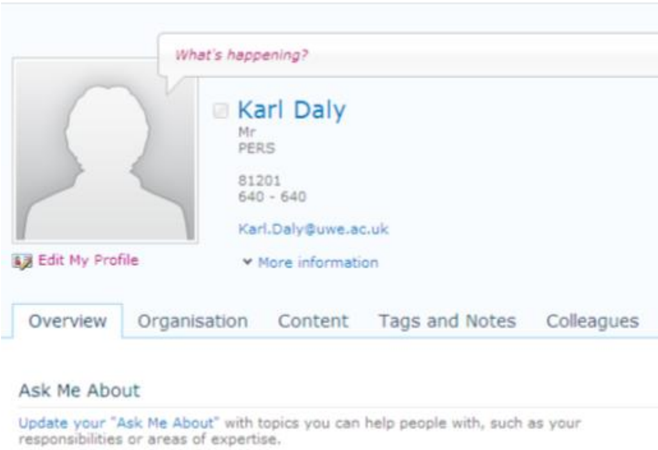
Your colleagues are now removed

Use your My Site to ask and answer questions

Staff at UWE bring different strengths and expertise to the organisation. By using the ***Ask Me About*** section of your 'My Site', you and your co-workers can tap into this knowledge pool by identifying these areas of strength and asking each other questions. ***Ask Me About*** encourages users to develop and use a community resource that taps into the knowledge of the organisation.

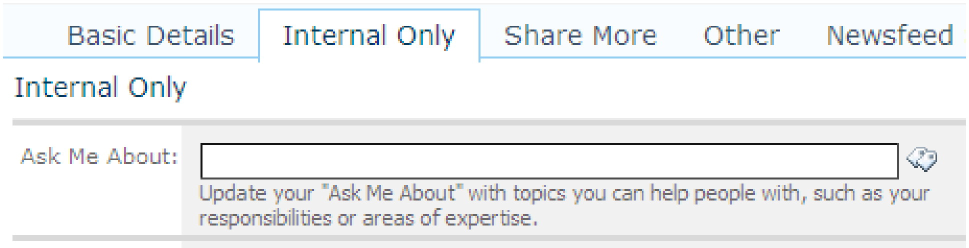
☞ To add keywords to 'Ask Me About' in your profile

1. Log onto your 'My Site'



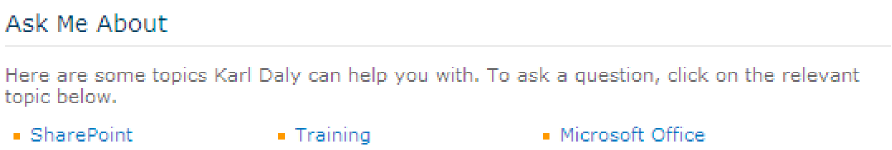
2. Click the update your ***'ask me about'*** link (or click to edit your profile and go to the *Internal* tab)

   Your 'Ask about me' Property will be displayed



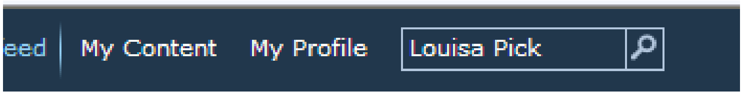
3. This is a choice field so search for terms already used or add your own (see page 21 for choosing/adding terms)
4. Once you have added your terms, **Save and Close**

Your 'Ask me about' section on your profile will now be updated

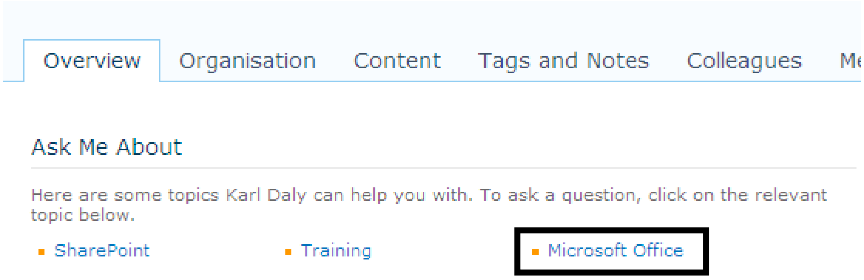


☞ To ask a question on someone else's My Site

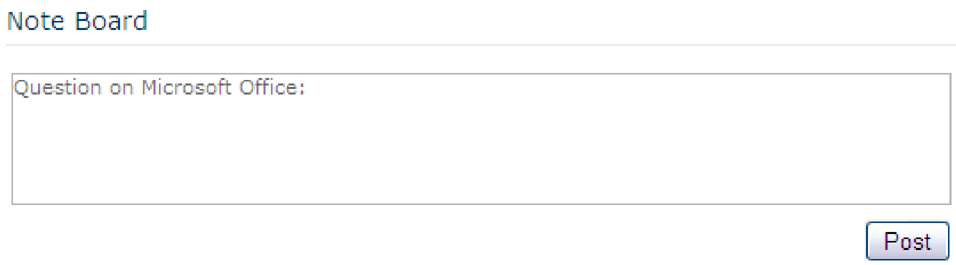
1. Log onto your 'My Site'
2. Search for the person for whom you wish to ask a question



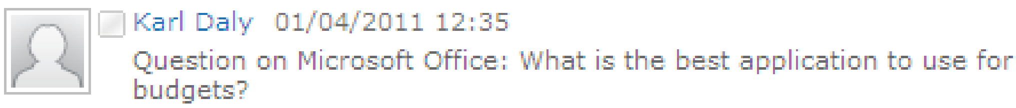
3. Open that persons My Site Profile
4. In the ***Ask Me About*** section, click on the term you wish to ask a question about



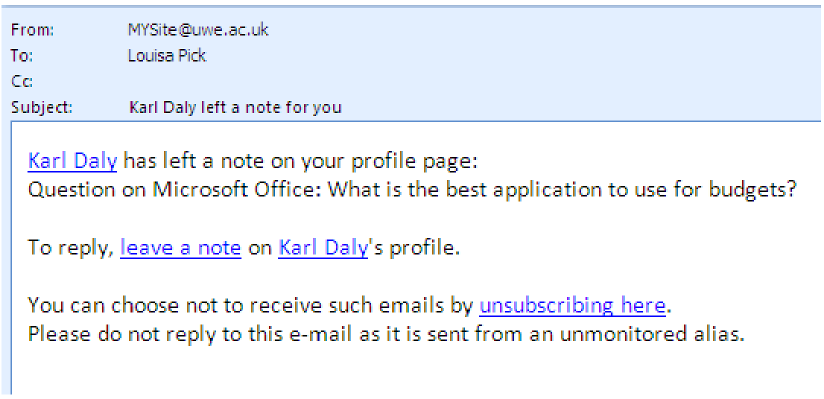
The term will be added to the Note Board where you can type the rest of your question



5. Once you have completed your question, click ***Post***
6. The question will now appear on the persons not board area



7. The staff member who receives the question will also receive an email the colleague also receives the question in an email. The email includes a link to facilitate responding to the question.



Social Tagging

A *Tag* is a word or phrase that identifies an individual piece of information according to a set of attributes or criteria. You can apply these tags to documents and pages that you want to easily track and remember. You can also apply keywords to pages or articles you are interested in on the Internet.

To help people discover content of interest, there are different ways to see when someone has applied a public tag to content, providing people have permission to view the content:

- You can receive updates in your Newsfeed when one of your colleagues applies a tag to content that you have permission to view. Your colleagues can also see when you apply tags to content that they have permission to view.

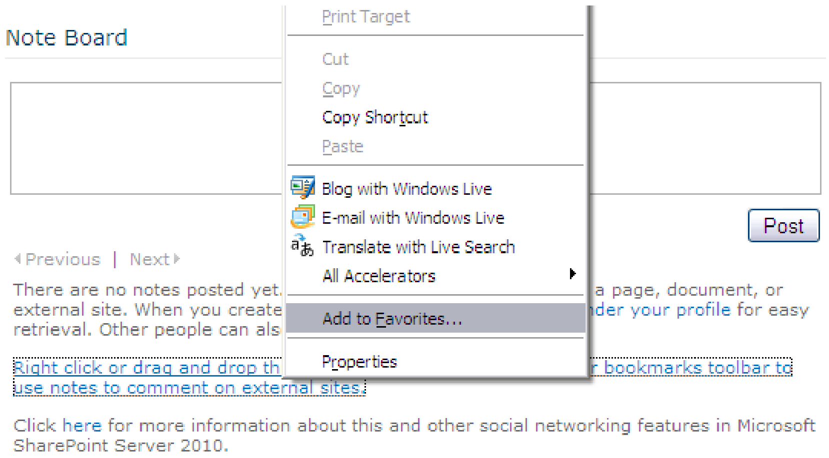
- If you have added keywords to the Interests section of your profile, you can see when people use that keyword as a tag. For example, if you are following “SharePoint” as an interest, and someone uses the term “SharePoint” in a public tag, you receive an update in your Newsfeed. Conversely, other people can see when you use a keyword that they have added as an interest.
- The Recent Activities section on your profile shows when you recently tagged content.
- Your tags also appear in a collection of tags, sometimes known as a tag cloud, which people can view on your profile. People can also view more information about a tag, as well as recent activities related to a tag, such as when someone has applied that tag.

You can mark a tag as public or private. If you create a tag as a public tag, but then mark it as private or delete it later, it will not affect the update that people receive in their Newsfeeds when the tag was first created. The initial update about the tag will remain in people's Newsfeeds. When you mark a tag as private, the URL or the document the tag points to is not accessible to users anymore. However, users will still be able to see the text of the tag you mark as private.

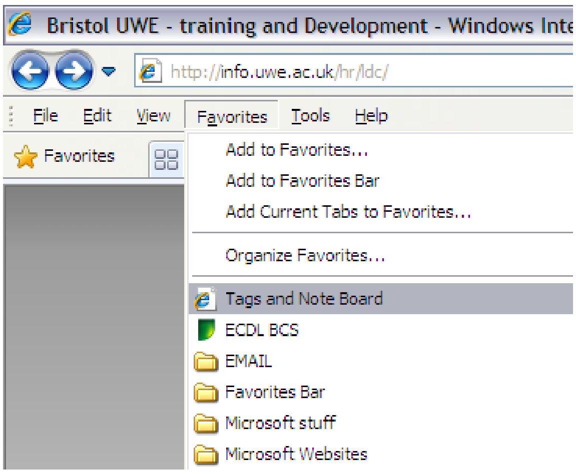
There are a few different ways to tag content. To tag online information anywhere, you can use the SharePoint tags and notes tool, which you can add to your browser's favourites, bookmarks, or link bar.

☞ To use the Tag and Note board

1. Log onto your 'My Site'
2. Click onto ***My Profile***
3. At the bottom of your profile, right click the link that allows you to use the Tag and Note board.

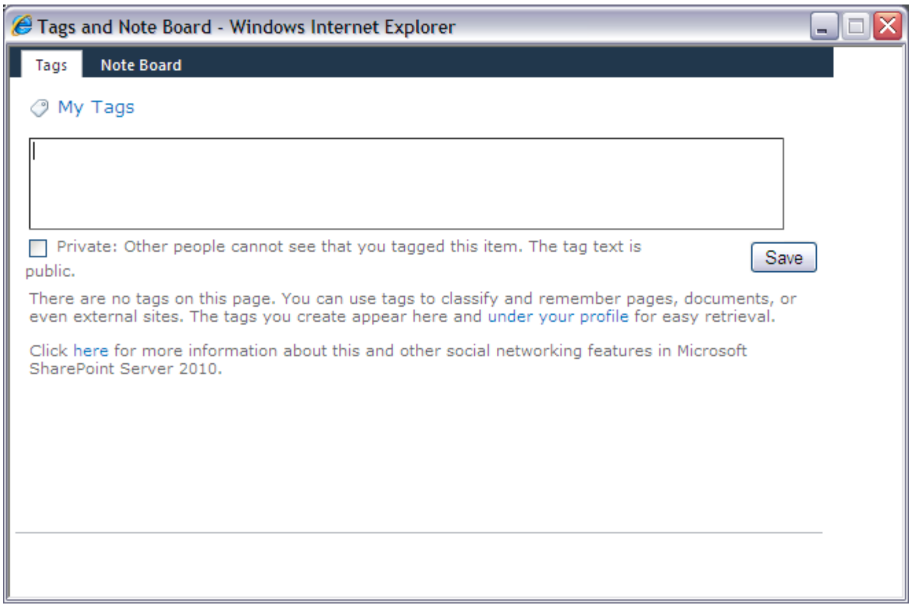


4. Choose ***Add to Favourites***
5. *The Tag and Note board will be added as a favourite*
6. Visit a website you wish to tag
7. Click to view your Favourites within your web browser



8. Choose the ***Tag and Note Board*** favourite link

The Tag and Note board will appear

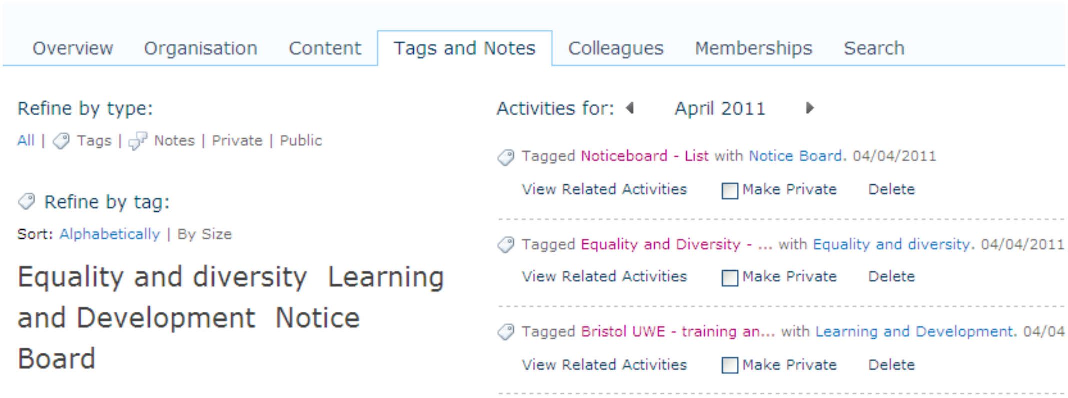


9. Type the term you would like to use as your tag (there may be some suggested terms)
10. Choose whether you wish to make this a public or private tag by click the privacy tick box as required
11. Click ***Save***

    Your tag will now saved

☞ To Viewing your Tags

1. Log onto your 'My Site'
2. Click onto ***My Profile***
3. Click the Tags and Notes tab



4. Your tags will appear as a tag cloud on the left and as a list of activities on the right.

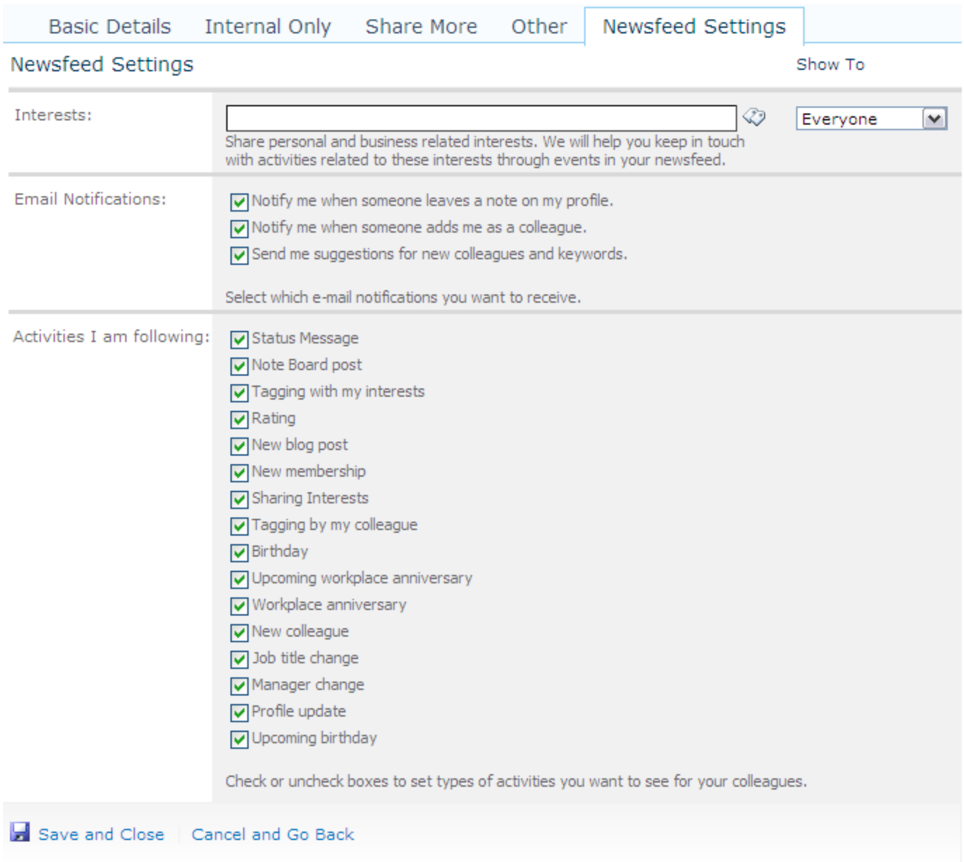
Newsfeed settings

Email notifications are sent when certain activities take place within My Site e.g. when someone adds you as a colleague you will be notified. By modifying your newsfeed setting say you can disable all or some of these notifications.

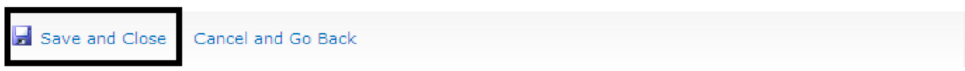
You also have the ability to record activities such as status messages, new blog posts, job title change etc. These activities will appear on your profile page. You can also modify which activities which are recorded by updating your newsfeed settings.

☞ To edit your Newsfeed settings

1. Log onto your ‘My Site’
2. Click onto ***My Profile***
3. Click ***Edit my Profile***
4. Click the ***Newsfeed Settings*** tab



5. Choose the required settings
6. Click ***Save and Close***



The settings will be updated

NOTES ✐