How Griffith Experts Works

Symplectic Elements is the database which Griffith University uses to capture research activities and outputs. Information that you enter/update in Symplectic Elements flows through to your public profile in Griffith Experts.

Information entered here …

This guide describes the steps required to edit/update your profile in Symplectic Elements. A companion document, the Griffith Experts Curation Guide, provides best practice advice and tips on how to easily create an effective academic profile.
Navigating your Profile

Essentially your profile is broken up into six areas:

1. **Sidebar** - Contains your photo, contact information such as phone number, address and email address, as well as links to key websites such as Centres and Institutes (as personalised by you).

2. **About** - Contains your bio, Griffith University appointments, Fields of Research codes (areas of expertise), and degrees/certifications.

3. **Research Outputs** - Contains an automatically populated list of your research outputs/publications.

4. **Funded Research** - Contains an automatically populated list of your Griffith administered grants (awarded grants or funding received not administered by Griffith can be manually added to your list, refer to the Add an Externally Managed Grant section of this guide).

5. **Professional** - Contains relevant activities and recognition related to your research expertise, as curated by you, i.e. awards/honours, news items, internal and external service roles, editorial roles, fellowships, memberships, etc.

6. **Teaching & Supervision** - Contains your supervisions and teaching activities.
Common Actions

A number of actions are common across all areas of your profile.

You can **feature** an item (for example, a publication, grant or professional activity). Featuring an item pins it to the top of a list. You can hide an item (for example, a publication, grant or professional activity) by marking it as **invisible** so that it does not display in your Griffith Experts profile.

Feature an Item (pin it to the top)

This example demonstrates how to feature a publication (that is, pin it to the top of your publications list in your Griffith Experts profile).

**STEP 1**

Navigate to your **publications** list from the **My Summary** section of your **Home** page.

**STEP 2**

To feature a publication click the **Favourite** icon for the relevant publication.
The publication name now displays with a Favourite icon beside it, and the Favourite icon is inverted to indicate it is active.

Griffith Experts displays the featured publication at the top of the list.
Hide an Item

This example demonstrates how to hide a grant so that it does not display in your Griffith Experts profile.

**STEP 1**

Navigate to your grants list from the My Summary section of your Home page.

**STEP 2**

To hide a grant, click the ‘invisible’ icon for the relevant grant. Note that hiding a grant does not delete it. It will simply be hidden from display in Griffith Experts, and can be “unhidden” if required.
The grant now displays with a greyed-out background, and the ‘invisible’ icon is inverted to indicate it is active.

The hidden grant no longer displays in Griffith Experts.

Unhide an Item

**STEP 1**

To unhide an item, click the ‘visible’ icon (the icon has a toggle on/off effect).

Once “unhidden”, the item no longer has a greyed-out background, indicating it is now visible.
Update your Photo, Contact Details & Links in the Sidebar

Note the following information is automatically ingested from Griffith systems:

- **Name** – From the HR system
- **ORCID ID** – From Elements
- **Position Description** – From the HR system
- **Department** – Primary Department is ingested from the HR system
- **Phone number** – From the Griffith phonebook
- **Email address** – From the HR system
- **Address** – From the Griffith phonebook

You can also add a profile picture (steps 3-9) and additional phone numbers, email addresses and addresses (steps 10-12).

All profile information (e.g. phone, email, address) on Griffith Experts is by default publicly accessible, therefore if you wish to keep anything private, it needs to be flagged as 'Private' in Elements (instructions are contained in the steps below).

**STEP 1**

Log in to Symplectic Elements using your Griffith University login details. The landing (Home page) page will display your name and basic profile information.

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**Welcome, Mrs Karen Dean**

Corporate Services
CS90PS+b.haan@griffith.edu.au

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**STEP 2**

Click the Go to your profile button.

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**Welcome, Mrs Karen Dean**

Corporate Services
CS90PS+b.haan@griffith.edu.au

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STEP 3
To add or change your photo, click Manage photo

STEP 4
Click the +Upload a new profile picture button.
STEP 5

Click the **Browse** button.

**Manage profile photo**

Please select a local image to be used as your profile picture. The file size must be less than 6MB. Supported file types: .png, .gif, .jpg. After selecting your image, you will be able to select a squared area and crop it.

For Drag and Drop a file into here

STEP 6

Browse to the file you wish to upload, and once selected, click **Open**
STEP 7

Elements shows you a preview of your picture on the right side of the dialog box (under the **Profile Preview** heading). Make any required adjustments by dragging the picture on the left side of the dialog box (under the **Uploaded Picture** heading). Click **Save** when finished.

![Profile Preview Dialog Box]

STEP 8

Elements is updated with your new photo.

![Profile Update]

Mrs Karen Dean (Edit mode)

Your profile privacy level is: public  Learn more

Mrs Karen Dean

Change Manager
Corporate Services
Change Delivery
CS90PS-haang@griffith.edu.au  Marked as
Other  research@abc.com.au
Add an email address
STEP 9

Your Griffith Experts profile now displays your updated photo.

STEP 10

To add a phone number, click **Add a phone number**
Select the required Type from the drop-down list (do not choose Work as it is used for integration with the HR system). Enter the phone number and click the Save button. Be sure to enter the phone number in the format +61 (0) 7 XXXX XXXX. Note that if you want to hide the phone number from displaying on your profile, select Private from the Privacy: drop-down list.

**STEP 11**

To add an email address, click Add an email address

Select the required Type from the drop-down list. Enter the email address and click the Save button. Note that if you want to hide the email address from displaying on your profile, select Private from the Privacy: drop-down list.
STEP 12

To add an address, on your landing page click **Add an address** (Addresses section).

Your work address is auto-populated from your Griffith phonebook entry (it is ingested from your **Griffith Location**). You can however manually add additional addresses. Enter the required address details and click the **Save** button.

**Note:** When entering additional addresses, please do not use the **Department** field. An entry using this field will be deleted during the next integration run.

**Note:** If you want to hide the address from displaying on your profile, select **Private** from the **Privacy:** drop-down list.

STEP 13

To add web links, on your landing page click **Add a web address** (Addresses section).
Select the required **Type** from the drop-down list (i.e. LinkedIn, Google Scholar, ResearchGate). Enter the **Label** you wish to display, then enter the **URL**. Click the **Save** button. Note that if you want to hide the URL from displaying on your profile, select **Private** from the **Privacy**: drop-down list.

**STEP 14**

Your Griffith Experts profile now displays your updated details.
Update your Bio, Griffith University Appointments, & Degrees in the About Section

Elements gives you the ability to add the following information into the About section of your profile.

- Bio (in the Overview field)
- Fields of Research codes (areas of expertise)
- Griffith appointments
- Academic appointments
- Non-academic appointments
- Degrees
- Certifications
- Postgraduate training
- Language competencies

All profile information (e.g. phone, email, address) on Griffith Experts is by default publicly accessible, therefore if you wish to keep anything private, it needs to be flagged as 'Private' in Elements (instructions are contained in the steps below).

**STEP 1**

Log in to [Symplectic Elements](#) using your Griffith University login details. The landing (Home page) page will display your name and basic profile information.

![Welcome, Mrs Karen Dean](image)

**STEP 2**

Click the Go to your profile button.

![Welcome, Mrs Karen Dean](image)

**STEP 3**
To add your Bio, click the Add button in the Overview field (About section).

Enter your bio text. Note that Elements does not allow for rich text formatting and hyperlinks. Bullets and numbering are the only permitted formatting.

Be succinct and relevant (refer to the Griffith Experts Curation Guide for best practice advice and tips on writing an effective Bio). Click the Save button.

STEP 4

You can add Fields of Research (FoR) codes to your profile to enable users to find you more easily. FoR codes essentially equate to your areas of expertise. To add Fields of Research (FoR) codes, click the Edit button beside the Fields of Research heading.
STEP 5

Add FoR codes by clicking on them in the Available values list (in the left-hand panel). As you click a code, it moves across to the Your selection list in the right-hand panel. Be sure to select all FoR codes (areas of expertise) that apply to you to increase discoverability of your profile. NB: To remove a code, click on it in the Your selection list. Click Save when finished.

Note that FoR codes do not display publicly on your Griffith Experts profile however they are indexed and searchable by Griffith Experts users.

![Fields of Research](image)

STEP 6

The FoR codes you selected are now added to your profile. Note that the codes do not display publicly on your Griffith Experts profile however they are indexed and searchable by Griffith Experts users.

![Fields of Research](image)
STEP 7

To add your Griffith appointments, click **Add an institutional appointment** in the **Griffith appointments** field (**Experience** section).

Note: Affiliations with Research Centres and Institutes are ingested from RIMS, and will automatically be added to this section along with a link in the Sidebar.

Enter the details of your Griffith appointment. Fields marked with a red asterisk are mandatory. Click the **Save** button.

STEP 8

To add other academic appointments (i.e. historical appointments pre-Griffith), click **Add an academic appointment** in the **Academic appointments** field (**Experience** section).
Enter the details of your academic appointment. Fields marked with a red asterisk are mandatory. Click the **Save** button.

**STEP 9**

To add non-academic employment, click **Add a non-academic employment** in the **Non-academic employment** field (Experience section).

Enter the details of your non-academic employment. Fields marked with a red asterisk are mandatory. Click the **Save** button.
STEP 10

To add degrees, click **Add a degree** in the **Degrees** field (**Education** section).

Enter the details of your degree. Fields marked with a red asterisk are mandatory. Click the **Save** button.

Note that if this is your highest-level qualification, be sure to also enter it in the People and Wellbeing Self Service System. Access via **Staff Portal > My Staff Page > About Me > My Profile > Qualifications**

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STEP 11

To add certifications, click **Add a certification** in the **Certifications** field (**Education** section).

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Enter the details of your certification. Fields marked with a red asterisk are mandatory. Click the Save button.

Note that if this is your highest-level qualification, be sure to also enter it in the People and Wellbeing Self Service System. Access via Staff Portal > My Staff Page > About Me > My Profile > Qualifications

**STEP 12**

To add postgraduate qualifications, click Add postgraduate training in the Postgraduate training field (Education section).

Enter the details of your postgraduate qualification. Fields marked with a red asterisk are mandatory. Click the Save button.
Note that if this is your highest-level qualification, be sure to also enter it in the People and Wellbeing Self Service System. Access via Staff Portal > My Staff Page > About Me > My Profile > Qualifications

**STEP 13**

To add language competencies, click **Add a language competency** in the Language competencies field (Language competencies section).

Enter the details of your language competency, ensuring you check the relevant checkbox(es) to indicate your proficiency. The field marked with a red asterisk is mandatory. Click the **Save** button.
STEP 14

Your Griffith Experts profile now displays your updated details.

BIO
A certified PRINCE2 Practitioner, I possess multi-disciplinary skills across a number of genres - change management, project management, communications, business analysis, and training. With a diverse IT background, I excel in environments undergoing business transformation where I can apply highly developed interpersonal skills to help minimise employee resistance, whilst concurrently achieving business objectives. Having also run my own IT training company I understand the machinations of business, the importance of meeting and exceeding client expectations, and how to lead high performance IT teams.

GRiffith University APPOINTMENTS
- Senior Lecturer in Environmental Health
  Griffith University, Gold Coast, Australia  • 2018

ACADEMIC POSITIONS
- Associate Professor
  Massachusetts Institute of Technology, Cambridge, United States  • 2017

NON-ACADEMIC POSITIONS
- Software Engineer
  Redlink Technologies  • 2005 - 2010

DEGREES
- Bachelor of Economics
  James Cook University, Townsville, Australia  • 1989

CERTIFICATIONS
- PRINCE2 Practitioner
  APMG International  • 2015

POSTGRADUATE TRAINING
- PhD Doctor of Philosophy
  London School of Economics and Political Science, London, United Kingdom  • 1990 - 1992

LANGUAGES
- French
  Can read, speak and understand
View/Add your Publications/Research Outputs in the Research Outputs Section

Provided you have set up “auto-claiming” in Elements, the system automatically claims your publications, and displays the automatically populated list in the Publications section of Elements (Note: if you wish to set up auto-claiming, click here for full instructions).

You can alternatively manually add outputs if they are not found in online databases (click here for full instructions). For creative research outputs, click here for instructions.

Mark a research output as a favourite if you want it featured at the top of the list. Refer to the Feature an Item (pin it to the top) instructions in this guide.

Hide a research output by marking it as invisible. Refer to the Hide an Item instructions in this guide. Note that hiding a publication or output does not delete it. It will simply be hidden from display, and can be "unhidden" if required.

Griffith Experts also provides the following additional functionality for indexed, online publications, mostly journal articles:

1. **DOWNLOAD PDF**: Where the publication has been made available in Griffith Research Online (GRO), this link will enable the user to download the publication for reading.

2. **VIEW MORE INFO**: Takes the user to either the publication record in Griffith Research Online (GRO), or the website that was entered in the URL field.

3. **DOI LINK**: Takes the user to the Publisher’s website.

4. **CITATIONS**: Hovering over this icon shows the citation count for the publication (sourced from Dimensions). Clicking on the icon takes the user to the Dimensions website where more detailed citation information is available.

5. **AM SCORE**: Altmetrics stands for "alternative metrics". The "alternative" references metrics other than the traditional citation metrics such as Tweets, Facebook posts, references in blogs, news outlets, and Mendeley readers. Hovering over this icon shows the "alternative metrics" mention count for the publication (sourced from Altmetrics). Clicking on the icon takes the user to the Altmetrics website where more detailed mention information is available.
Add Externally Managed Grants, and Research Interests in the Funded Research Section

The Funded Research section allows for a short free-text summary of your research interests. It is strongly recommended researchers use this field to describe their research expertise in plain simple language.

The Funded Research section also contains an automatically populated list of your Griffith-administered grants which are ingested from RIMS. A Griffith-administered grant is denoted with the label ‘Grant’.

‘External grants’ are non-Griffith administered grants, and should refer to valid data on funding awarded to the researcher while affiliated to a different institution. These grants are not administrated by the Office for Research so need to be manually entered. An external grant is denoted with the label ‘Externally Managed Grant’.

Mark a grant as a favourite if you want it featured at the top of the list. Refer to the Feature an Item (pin it to the top) instructions in this guide.

Hide a grant by marking it as invisible. Refer to the Hide an Item instructions in this guide. Note that hiding a grant does not delete it. It will simply be hidden from display, and can be “unhidden” if required.

Add an Externally Managed Grant

**STEP 1**

Log in to Symplectic Elements using your Griffith University login details. The landing (Home page) page will display your name and basic profile information.

Welcome, Dr Park Thaichon

Business School
CS90PS+rh.haan@griffith.edu.au
ORCID: 0000-0001-7512-7392

Go to your profile
STEP 2

Navigate to grants in the My Summary section of your Home page, and click + add

STEP 3

Click the Externally managed grant button.
**STEP 4**

Use the manual entry form to enter details of the non-Griffith administered grant, noting that mandatory fields are marked with an * (refer example below).

Note that the grant amount must be entered in AUD (if necessary, you may have to convert the original grant amount to AUD). When finished, click the **Save** button.
STEP 5

The non-Griffith administered grant you entered has been successfully added.

Note: The Display Reference field is a system-generated field that is a concatenation of the Managing Institution, Funder reference and Amount fields. This is automatically updated three times a day after a change has been applied to the grant. This field is used on your profile to provide additional helpful information.
STEP 6

Your newly added non-Griffith administered grant now displays on your profile under the **Funded Research** tab.

![Image of funded research tab]

Add Research Interests

STEP 1

Log in to [Symplectic Elements](https://example.com) using your Griffith University login details. The landing (Home page) page will display your name and basic profile information.

![Welcome image]
STEP 2

Click the **Go to your profile** button.

![Go to your profile button](image)

STEP 3

Click the **Add** button under the **Research interests** heading (About section).

![Add button](image)
STEP 4

Enter your Research interests text. Note that Elements does not allow for rich text formatting and hyperlinks. Bullets and numbering are the only permitted formatting.

Be succinct and relevant, ensuring you include keywords that people may use when searching (refer to the Griffith Experts Curation Guide for best practice advice and tips). Click the Save button.

STEP 5

Your Research interests now display on your profile under the Funded Research tab.
Add Impact and Esteem-related Items in the Professional Section

The Professional section contains other impact and esteem-related information as curated by you, i.e. awards/honours, news items, internal and external service roles, editorial roles, fellowships, memberships, etc.

Griffith News is automatically ingested from the Griffith News feed and The Conversation. It is hidden by default to give you the opportunity to curate which specific news items you would like displayed on your profile. To ‘unhide’ news items, refer to the instructions in the Unhide an Item section of this guide. You can also manually add news items. Refer to the Add a Professional Activity instructions in this section.

Professional activities include:

- Award/distinction
- Board membership
- News item
- Clinical role
- Commission
- Committee/Society or Association
- Community service
- Conference/Symposium Convenor
- Conference chair or panel membership
- Consulting/advisory/engagement
- Editorship
- Editorial board membership
- Event administration
- Event participation
- Expert witness
- Fellowship/Visiting Scholar
- Guest/Special Issue Editorship
- Interview – broadcast
- Interview – text
- Keynote address
- Mentoring
- Peer reviewer
- Professional association membership
- Sponsorship
- Thesis examiner

There is also an additional free-text Summary field for you to add a summarised narrative about your impact and esteem activities. This is strongly recommended. With your Summary, be sure to make the date a future date so that the summary displays at the top of your Professional Activities.

Mark an item as a favourite if you want it featured at the top of the list. Refer to the Feature an Item (pin it to the top) instructions in this guide.

Hide an item by marking it as invisible. Refer to the Hide an Item instructions in this guide. Note that hiding an item does not delete it. It will simply be hidden from display, and can be “unhidden” if required.
Add a Professional Activity

**STEP 1**

On your **Home** page, click **+ add** in the **professional activities** section under **My Summary**.
STEP 2

The list of professional activities displays. In this example, we will add an editorship.

STEP 3

Enter the details of your professional activity (sample below). Fields marked with a red asterisk are mandatory. Click the **Save** button.
STEP 4

The professional activity you entered is now added to your profile.

STEP 5

The Professional section of your Griffith Experts profile now displays your updated information.
Change a Professional Activity Type

Similar to publication records, professional activities are grouped by type on your home screen. In the example below, the researcher has 1 professional activity of type "editorship" and 18 professional activities of type "other".

![Professional Activities Example]

Edit the Type to better ‘categorise’ the professional activity. In particular, scrutinise any activities labelled as “other” and change accordingly.

**STEP 1**

On your Home page, click the <x> professional activities heading under My Summary.

![My Summary Page]
STEP 2

Your complete list of professional activities displays.

STEP 3

Locate the professional activity for which you wish to change the type.
STEP 4

Click the edit (pencil) icon to change the type.

Select the required **Type** from the drop-down list.

Click **Save**
STEP 5

The **Type** updates to reflect your selection.

![Diagram of 2016 Excellence in Research Award with options for Summary, Links (1), Data sources (1), Award/Distinction](image-url)
Teaching & Supervision Section

The Teaching & Supervision section contains your supervisions and teaching activities. Current and completed Griffith HDR Supervisions are automatically ingested, and display under the Teaching & Supervision section of your Griffith Experts profile.

You can manually add external HDR Supervisions. Refer to the instructions in the section below.

Teaching Courses are automatically ingested at the following levels:

- Program Director
- Program Advisor
- Research Program Convenor
- First Year Advisor

You have the ability to add a free-text teaching summary, and available research projects. Both are strongly recommended. Your teaching summary should include your areas of supervision, and availability.

Add a Teaching Summary

**STEP 1**

Add a summarised narrative of your teaching and supervisions by navigating to your profile page and clicking the Add button under the Teaching summary heading (About section).
STEP 2

Enter your Teaching summary text, including your areas of supervision, and availability. Note that Elements does not allow for rich text formatting and hyperlinks. Bullets and numbering are the only permitted formatting.

Be succinct and relevant (refer to the Griffith Experts Curation Guide for best practice advice and tips). Click the Save button.

STEP 3

The summary you entered is now added, and displays in the Teaching & Supervision section of your Griffith Experts profile.
Add an Available Research Project

The ‘Available Research Project’ record is aimed at providing potential HDR Candidates with information on available Masters (Research) or PhD projects.

**STEP 1**

On your Home page, click + add in the teaching activities section under My Summary.

**STEP 2**

Click the Available Research Project button.
STEP 3

Enter the details of your available research project, ensuring the date is a future date so that the project displays at the top of your Teaching Activities. Fields marked with a red asterisk are mandatory. Click the Save button when finished.

STEP 4

The available research project you entered has been successfully added.
STEP 5

The available research project you entered is now added, and displays in the Teaching & Supervision section of your Griffith Experts profile.
HDR Supervisions

Current and completed Griffith HDR Supervisions are automatically ingested, and display under the Teaching & Supervision section of your Griffith Experts profile.

You can manually add external HDR Supervisions. Refer to the instructions below.

Add an External HDR Supervision

When adding an external HDR Supervision, you have the choice of ‘External Doctoral supervision’ or ‘External Masters supervision’.

**STEP 1**

On your Home page, click + add in the teaching activities section under My Summary.

**STEP 2**

In this example, we will add an external Doctoral supervision by clicking the External Doctoral supervision button.
STEP 3

Enter the details of your external Doctoral supervision. Fields marked with a red asterisk are mandatory. Click the Save button when finished.

STEP 4

The external Doctoral supervision you entered has been successfully added. Note that a "[title field missing]" message displays because the Title field is a custom field that gets updated three times a day. Your Griffith Experts profile will correctly update by the end of the day.
Teaching Activities

Courses are automatically ingested at the following levels, and display under the Teaching & Supervision section of your profile:

- Program Director
- Research Program Convenor
- Program Advisor
- First-Year Advisor