Esploro Essentials: Additional Entities

Activities

Researchers do more than just create research outputs. Activities in Esploro are used to recognize the many other important ways researchers spend their time, such as mentoring, teaching, peer-reviewing, and attending conferences.

In this session, we will demonstrate how to add and edit activities from the Research Hub and from a Researcher Profile.

To add and edit activities in the Research Hub, you will need the role of Activities Manager.

Open Research Management > Manage Activities.

Here you can see the activities that have already been created for your institution. Click on an Activity to see more details and to edit it. Each Activity has many sections, each of which is saved when you finish editing that section.

To create a new Activity, click Add Activity. You will need to give it a name, a Category, and a Type within that Category. The types available depend on the Category.

Click Save. Then, edit as before.

You can associate this Activity with one or more researchers and organizations.

Visibility works the same way as for other entities in Esploro.

Some categories have additional fields that are relevant to those categories. For this category, there is an additional field for Thesis Information.

You can use this Sections menu to jump to a particular section and to add additional sections, the ones with the plus signs.

That’s how to add and edit Activities in the Research Hub. You can also search for Activities in the Research Hub with the persistent search bar.

Now, let’s leave the Research Hub and see how Activities look on a researcher profile.

On a Researcher Profile, click the Activities tab to see the Activities associated with this researcher. Each Activity appears in brief but can be clicked on to show more information. When signed in, this researcher can view, edit, delete, or hide each Activity that appears on her page. As in the Research Hub, each section of the Activity is edited and saved independently. Activities can be shared by more than one researcher. Any researcher associated with an Activity can edit and update the shared Activity.

For a researcher to add an Activity, they click on Add Content and then Activity. As in the Research Hub, they first give the activity a Title, Category, and Type. Then click Submit. The Activity is now visible on the profile page. As with other information on the researcher profile, the researcher can choose to hide an Activity that they don’t want to display on their public profile. After submitting the Activity, more fields are available to fill out. The researcher can also edit the Activity at any time.

That’s how a researcher can add and edit an Activity on their profile.

There are several configuration tables for Activities which are used for customizing categories, types, local fields and more. They can be found in Configuration > Research Administration. There is also a table that can be found in Portals and Profiles > Activities Display Configuration. This controls which fields display, and in which order, when viewing Activities in a researcher’s profile. Empty fields or sections will be skipped and not displayed.

There is a way to load Activities in bulk with a spreadsheet template. This can be found in Research Management > Import Researcher Activities. This will be explained in a separate video.

Displaying a researcher’s Activities paints a more complete picture of the work of that researcher.