Warwick SkillsForge

Researchers – DNA

> ### Sign in to Warwick SkillsForge
> [Click] on DNA in the upper navigation of the Warwick SkillsForge screen:

DNA

The following screen will appear:

Development Needs Analysis

Broadening Your Academic Skills

This theme develops skills that may be directly applied to your individual research projects e.g. digital tools for researchers

Review

Research Ethics and Governance

This theme also shows you how to effectively navigate academic infrastructure to gain the information and data essential to your doctoral studies e.g. research integrity: Epigeum

Review

Impact and Public Engagement

This theme helps you articulate the social, economic or cultural value of your research to a range of backgrounds e.g. getting published

Review

Developing Your Academic Profile

This theme encourages you to consider how you engage with a range of academic audiences and how this can affect your research e.g. the confident networker

Review

Personal Effectiveness

This theme creates a safe space, outside your department/CDT, where you can reflect on your strengths and achievements. e.g. interpersonal skills

Review

Career Development

This theme equips you for the requirements/ realities of academic careers as well as for developing research careers outside academia e.g. essential leadership skills
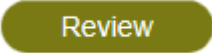
Review

DNA Tools

- See recommended training courses   **Find courses**

- Print the DNA   **Print**

To note: before you make any changes to a DNA, the following text will appear under DNA Tools:

- Please complete your DNA to gain access to the recommended training and printing tools

The 'Find courses' and 'Print' buttons only appear when changes are made and saved

> [Click] onto the **Review** button for the Theme you wish to complete (e.g. Developing your Academic Profile. The following pop out screen will appear:
> *NB. Different internet browsers may show different views e.g. Internet Explorer/Google Chrome*

You will see a list of Skills that are linked to that Theme, with a vertical scroll bar on the right hand side to move up and down this list

Development Needs Analysis

Save   Close

History: Latest

Developing your Academic Profile

	Confidence		Priority			Find me a course
	Low	High	Low	Med	High	
Career Development			○	○	○	☐
Digital identity			○	○	○	☐
Digital literacy			○	○	○	☐
Equality and diversity			○	○	○	☐
Evaluating			○	○	○	☐
Global citizenship			○	○	○	☐

To note: If you hover over the skill title, a tooltip text will appear explaining the broad term for that skill:

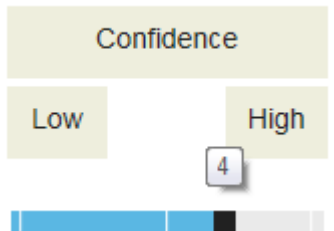|	Confidence		Pric
	Low	High	Low	M
Career Development ◄ Examine the many options available to you during & after your PG research			○	○

Move away from the hover to hide the tooltip text.

On this screen:

- ➢ [Click] onto the sliding scale in the 'Confidence' section and indicate how confident you are in that Skill (these are rated 1 to 5 with 5 being highly confident)

- ➢ [Click] into the 'Priority' radio button to indicate whether this Skill is a High, Low or Medium priority for you
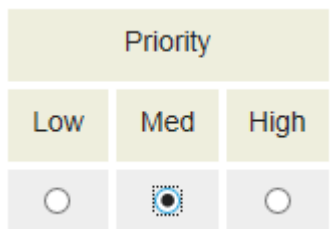
- ➢ [Click] the tick box in the 'Find me a course' section to flag that you want to find events with that Skill
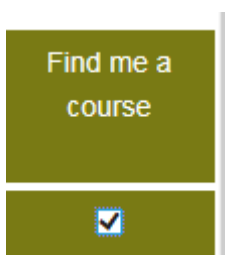
To note: You can complete as many or as little Skills as you wish, **but you must Save your results before exiting this screen if you have made changes**

Once you have completed all the Skills you wish to:

Developing your Academic Profile

	Confidence		Priority			Find me a course
	Low	High	Low	Med	High	
Career Development			○	◉	○	☑
Digital identity			○	○	◉	☑
Digital literacy			◉	○	○	☐
Equality and diversity			○	◉	○	☑

➢ [Click] on the **Save** button in the top right hand corner. You will return to the DNA screen

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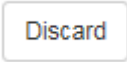
If you don't wish to save your changes, [Click] on the **Discard** button in the top right hand corner. The following screen will appear:

Closing this form without saving will cause you to lose any unsaved changes.

Discard   **Cancel**

➢ To cancel the discard of changes, [Click] on the *Cancel* button. You will return to the pop out Theme screen with changes remaining
➢ To continue with discarding the changes, [Click] on the *Discard* button. You will return to the DNA screen

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To complete more DNA themes, enter the relevant **Review** button and complete the Skill – Confidence/Priority/Find me a course actions above and saving your changes.

To note: If you complete a Skill in one theme and that Skill is repeated in another or multiple Themes, your saved choice will automatically be populated (you do not need to re-enter them but can change should you wish to do so):

Developing your Academic Profile

	Confidence		Priority			Find me a course
	Low	High	Low	Med	High	
Career Development			○	◉	○	☑
Digital identity			○	○	◉	☑
Digital literacy			◉	○	○	☐
Equality and diversity			○	◉	○	☑

Research Ethics and Governance

	Confidence		Priority			Find me a course
	Low	High	Low	Med	High	
Equality and diversity			○	◉	○	☑

Once you have completed all DNA elements you wish to:

> [Click] on the **Find courses** button in the DNA Tools field to see events based on your 'find me a course' entries in your Themes/Skills.
> You will be taken to the Search page with results shown for those selected and can book places {see **User Guide: Booking onto Events**}
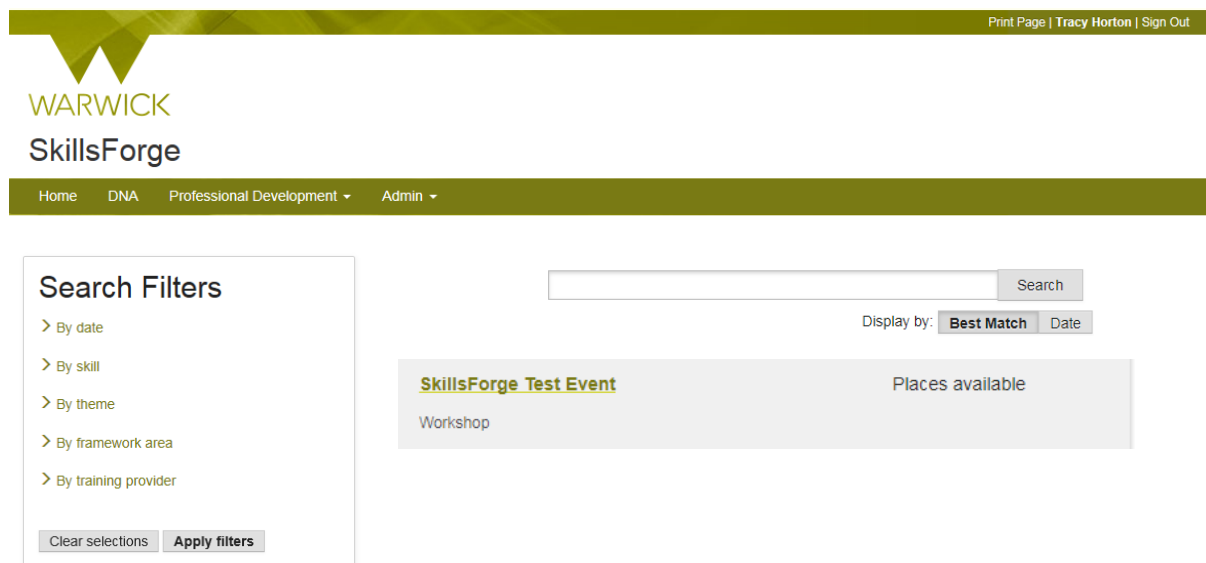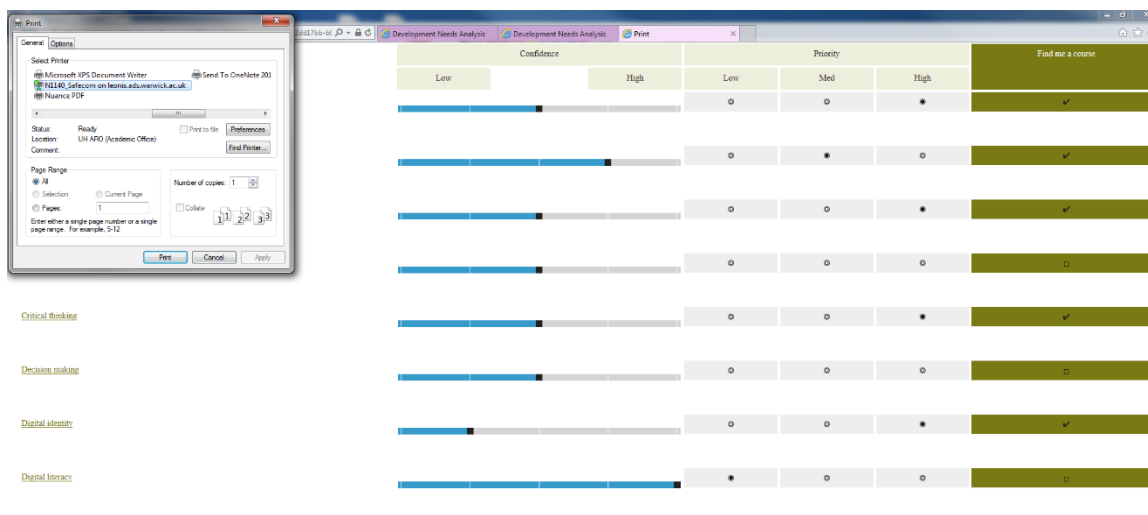

To return to the DNA screen:
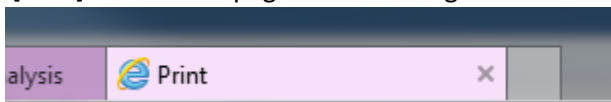
> [Click] on the DNA Tab in the upper navigation

> [Click] on the **Print** button in the DNA Tools field to print your DNA entries. A new web page will appear:

> ➢ [Click] on the *Print* button to print your shown DNA. Once printed you will return to the DNA screen print page:
> ➢ To cancel the Print, [Click] on the *Cancel* button. You will then be taken to the DNA screen print page:
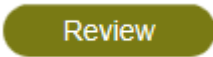

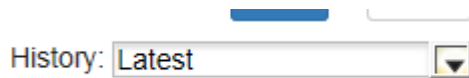> ➢ [Click] on the web page *X* in the navigation

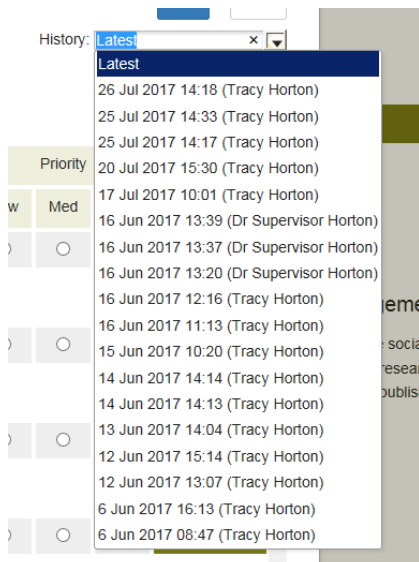to close this page and return to the DNA web page

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You can look back to previous Skills entries within each Theme Review. This will allow you to see changes in your Skill levels.

To see previous entries.

> ➢ [Click] onto the relevant Theme ⬤Review⬤ button.
> ➢ In the Review screen, [Click] on the History drop down box:

History: Latest ▼

A set of options will appear:

➢ [Click] on the date you wish to review. The date will populate the History box and you will be able to see your previous entries:

To note: The option boxes are no longer accessible as this is a historical page, and the Show Latest Version button replaces the Save and Close buttons.

➢ To return to the Latest version, [Click] on the *Show latest version* button.

You will return to the Latest version of your Theme Review; options boxes return to being accessible and the Save and Close button will become visible.

You can also look at other versions in History before returning to the Latest version page by using the drop down History: box

Contact:

Should you have any issues or queries (or feedback on this user guide) with regard to using the **DNA**

Tab please contact the PGR Professional Development Officer in the Doctoral College via:

PGRDevelopment@warwick.ac.uk or tel: **024 761 50401 (ext. 50401)**