

# Warwick SkillsForge

## Supervisor – 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

Showing DNA for: Grigsby, Mr Paul

<p><b>Broadening Your Academic Skills</b></p> <p>This theme develops skills that may be directly applied to your individual research projects e.g. digital tools for researchers</p> <p><a href="#">Review</a></p>	<p><b>Research Ethics and Governance</b></p> <p>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</p> <p><a href="#">Review</a></p>	<p><b>Impact and Public Engagement</b></p> <p>This theme helps you articulate the social, economic or cultural value of your research to a range of backgrounds e.g. getting published</p> <p><a href="#">Review</a></p>
<p><b>Developing Your Academic Profile</b></p> <p>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</p> <p><a href="#">Review</a></p>	<p><b>Personal Effectiveness</b></p> <p>This theme creates a safe space, outside your department/CDT, where you can reflect on your strengths and achievements. e.g. interpersonal skills</p> <p><a href="#">Review</a></p>	<p><b>Career Development</b></p> <p>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</p> <p><a href="#">Review</a></p>

### DNA Tools

▪ See recommended training courses [Find courses](#)

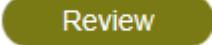
▪ Print the DNA [Print](#)

**To note:** before researchers 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] into the *Showing DNA for* drop down box and [Choose] the researcher you wish to view. The DNA page will reload

- [Click] onto the  button for the Theme you wish to view (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*

## Development Needs Analysis

Close

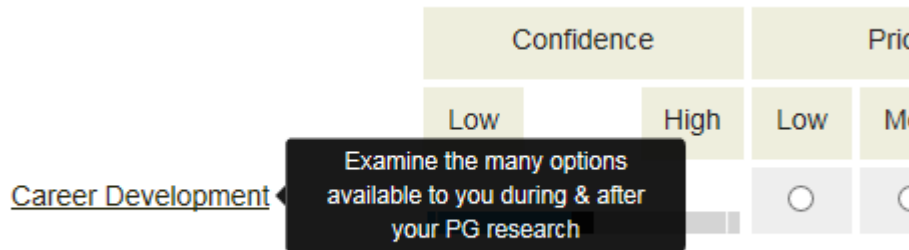
History: Latest

### Developing your Academic Profile

	Confidence		Priority			Find me a course
	Low	High	Low	Med	High	
<a href="#">Career Development</a>			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<a href="#">Digital identity</a>			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
<a href="#">Digital literacy</a>			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<a href="#">Equality and diversity</a>			<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<a href="#">Evaluating</a>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<a href="#">Global citizenship</a>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<a href="#">Influencing skills</a>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

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

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

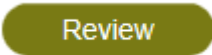


Move away from the hover to hide the tooltip text.

On this screen you can see:


- The 'Confidence' section where the researcher has indicated their confidence in that Skill (these are rated on Internet Explorer as 1 to 5 with 5 being highly confident)
- The 'Priority' radio button where the researcher has indicated whether this Skill is a High, Low or Medium priority for them
- The tick box in the 'Find me a course' section to flag that that these are the Skills they want to find events for

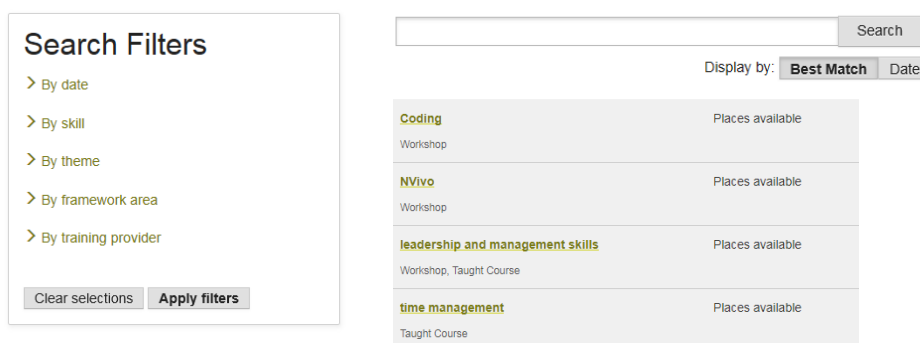
**To note:** The researcher can choose as few or as many Skills as they wish but must save the page to record changes

To see more DNA themes, enter the relevant  button and view the Skill – Confidence/Priority/Find me a course

**To note:** If a Skill is completed in one Theme and that Skill is repeated in another or multiple Themes, the saved choice will automatically be populated (the researcher does not need to re-enter them but can change should they wish to do so):

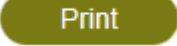
Once you have reviewed all DNA elements you wish to:

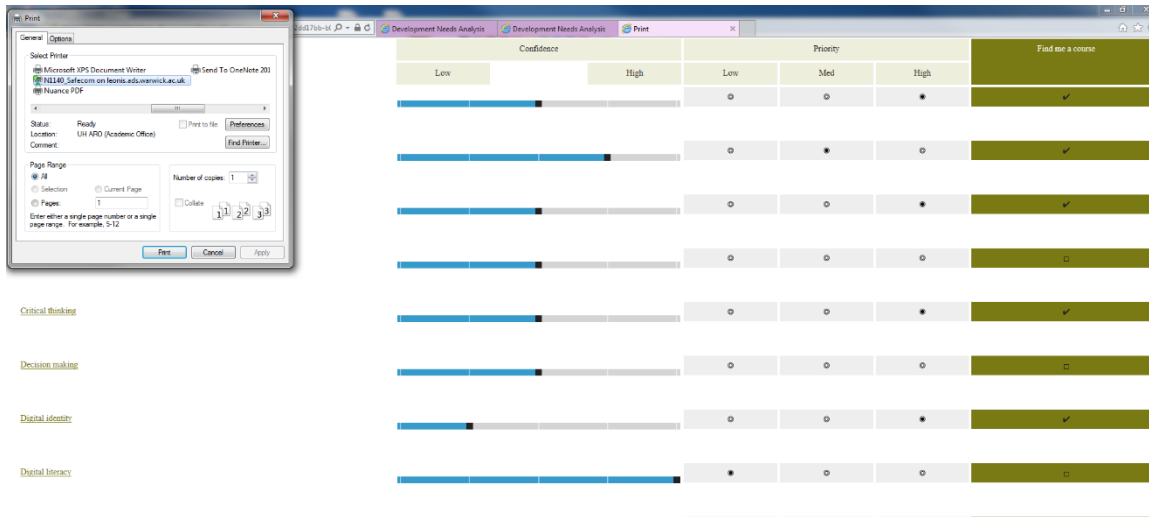
- [Click] on the  button in the DNA Tools field to see events based on the 'find me a course' entries in Themes/Skills.  
You will be taken to the Search page with results shown for those selected:



To return to the DNA screen:

- [Click] on the DNA Tab in the upper navigation

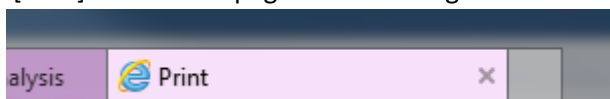
- [Click] on the  button in the DNA Tools field to print the DNA entries. A new web page will appear:



- [Click] on the *Print* button to print the 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:

	Confidence		Priority			Find me a course
	Low	High	Low	Med	High	
<a href="#">Argument Construction</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
<a href="#">Career Development</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
<a href="#">Communication</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
<a href="#">Communication to non-experts</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<a href="#">Critical thinking</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
<a href="#">Decision making</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<a href="#">Digital Identity</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>


- [Click] on the web page X in the navigation



to close this page and return to the DNA web page

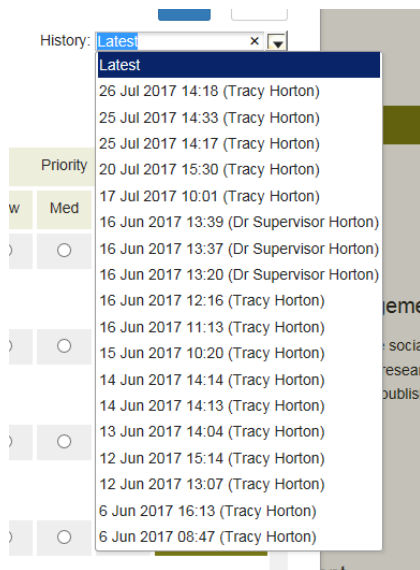
You can look back to previous Skills entries within each Theme Review. This will allow you to see changes in the researchers Skill levels.

To see previous entries.

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

History:  

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 previous entries:

### Broadening Your Academic Skills

	Confidence		Priority			Find me a course
	Low	High	Low	Med	High	
<a href="#">Argument Construction</a>			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
<a href="#">Communication</a>			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
<a href="#">Critical thinking</a>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<a href="#">Decision making</a>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<a href="#">Digital literacy</a>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<a href="#">Entrepreneurship</a>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
<a href="#">Equality and diversity</a>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

The Show Latest Version button replaces the Close button.

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

You will return to the Latest version of the Theme Review; the 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 Graduate School via:

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