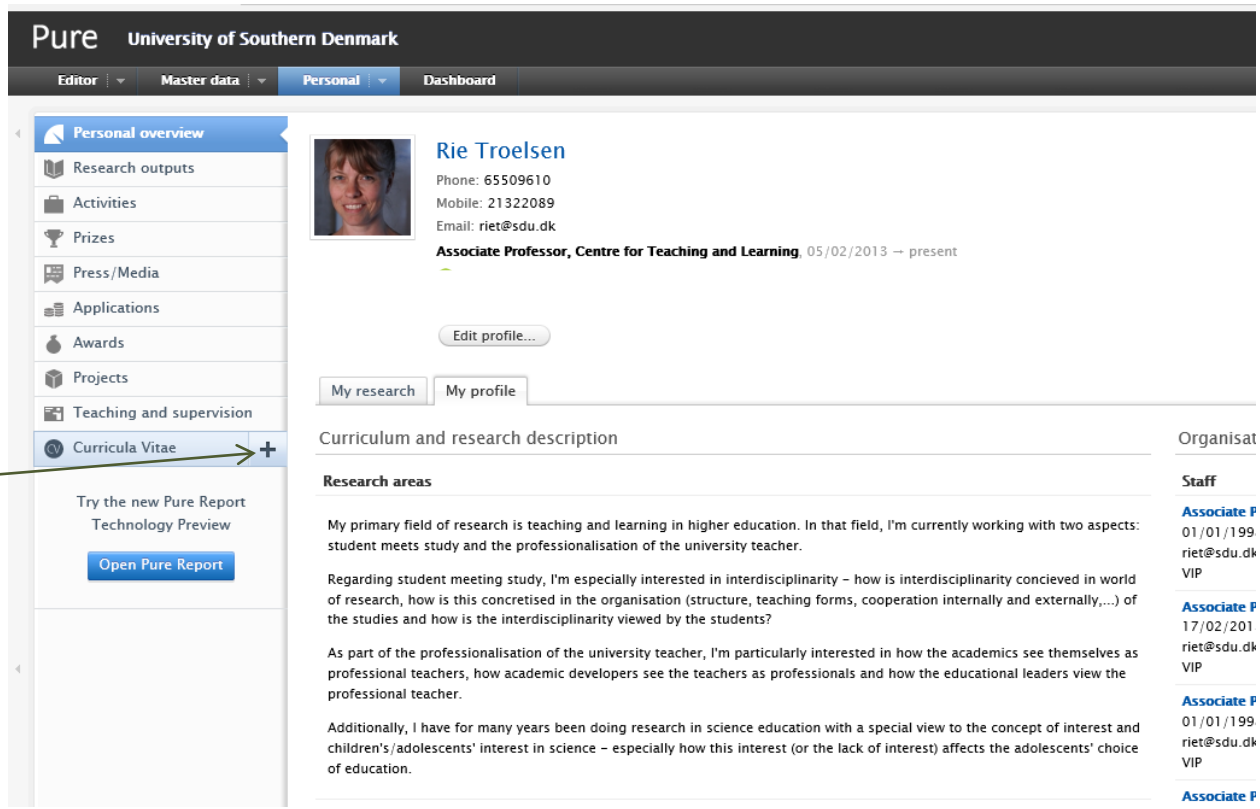
The CV function in Pure

Right here your profile information will show in Pure. It will show your publications, activities, press releases and CVs.

New CVs can be produced by clicking the + sign (press the cross).

The CV won't be public before you tick the box "Publish" and click Save. You can always save a draft.



Updates to Pure may occur that will render this guide out of date.

Note that your choice of browser and browser settings can affect what you see on your screen while working in Pure. Therefore, your screen might not look exactly like the screen dumps in this guide.

SDU

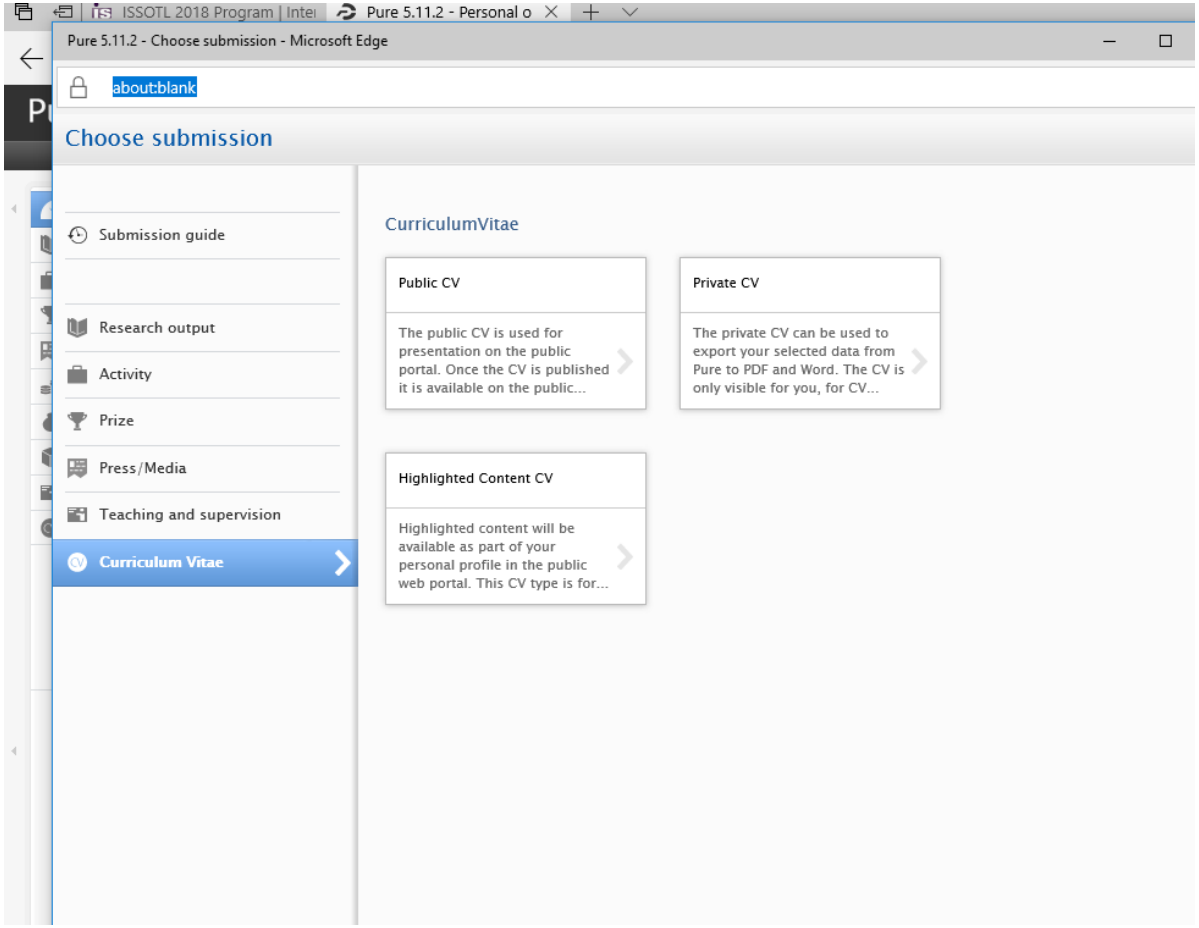
Public or Private CV

Public CVs are visible on your Public SDU profile, while the Private CV only can be seen in Pure.

It is not possible to change your status, once you have chosen it.

Despite of this you can pick the Public CV, but choose to wait with publishing it – in this case, it will not be visible at the website yet. (make this selection in case you are not done with the CV)

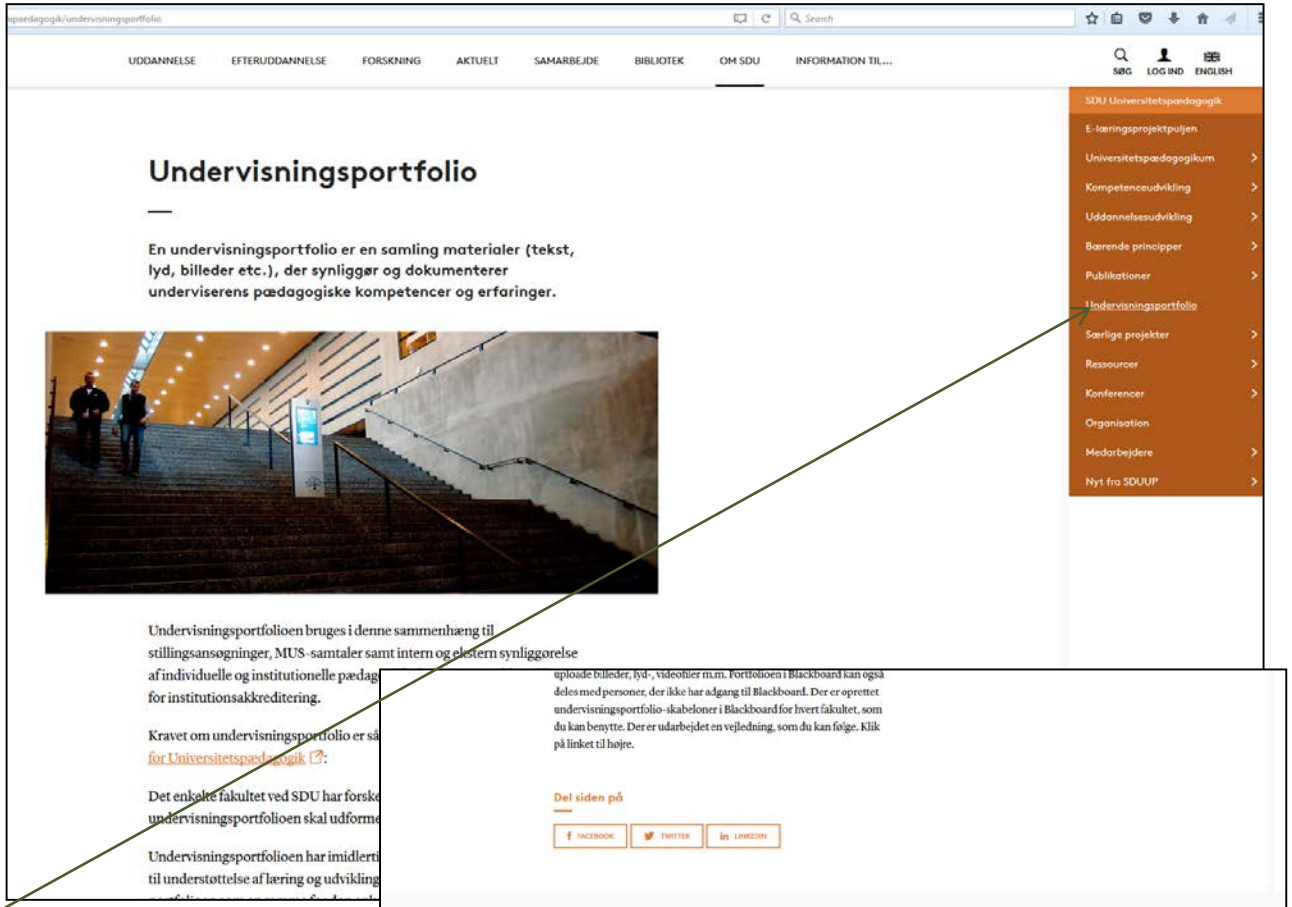
It is possible to create more than one Public CV. It is the CV which is first created, that is displayed on your public SDU profile.



Which information should be included in your Teacher CV?

SDU faculties have their own views on the content and format of Teaching CVs, which means each faculty has its own Teaching CV model.

At SDU Centre for Teaching and Learning website: www.sdu.dk/sduup you can get information and guidelines about CV content from your faculty. Click the Teacher Portfolio and scroll to the end of the page



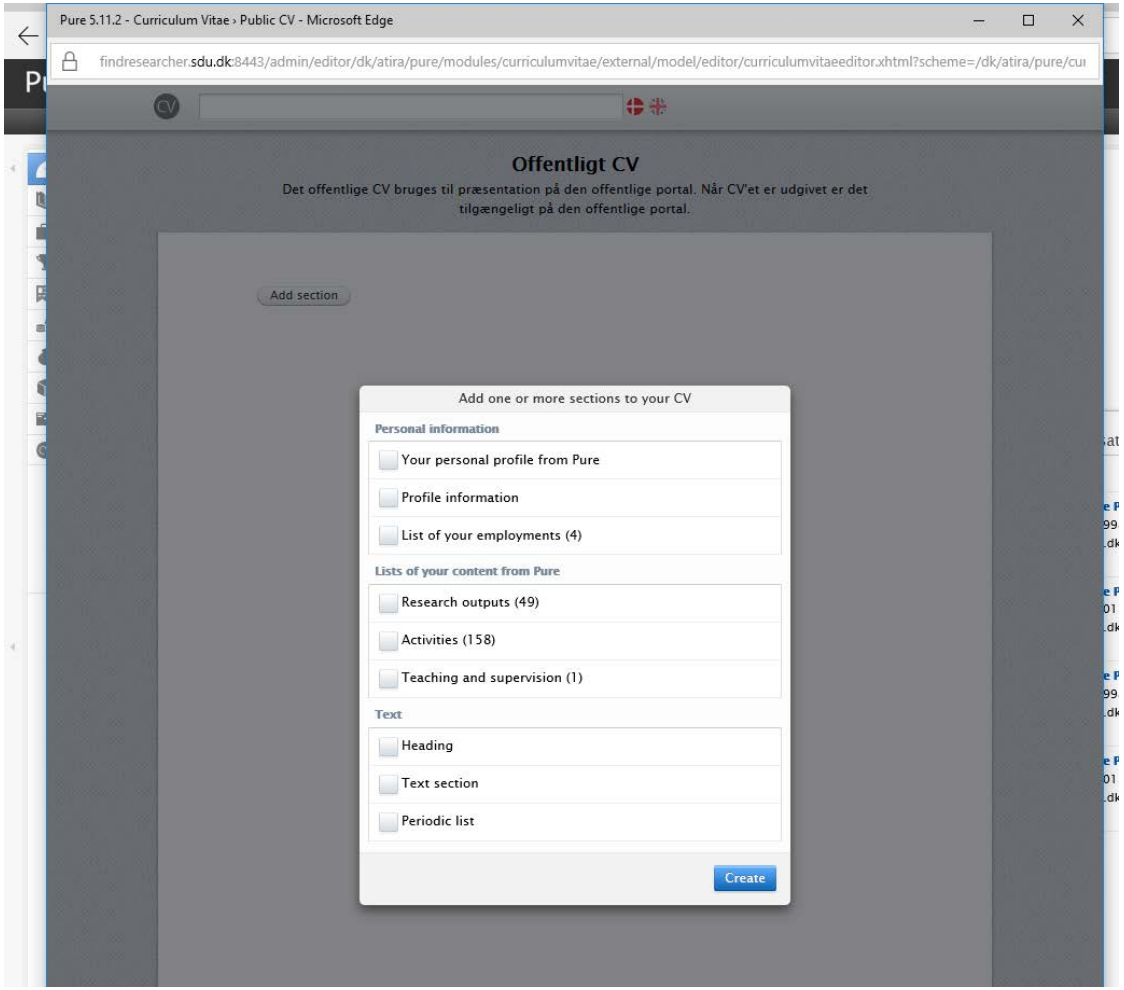
Add information to the Teacher CV

Different information can be added automatically

Personal master data includes the organisational circumstances (sdu-email, organisational relations, phone number etc.)

The list from the module “Teaching” can be downloaded from Pure, just like elements from the module “Activities” – which are relevant regarding the Teacher Portfolio.

You can also create blank spaces with headlines and text, if you would prefer this.



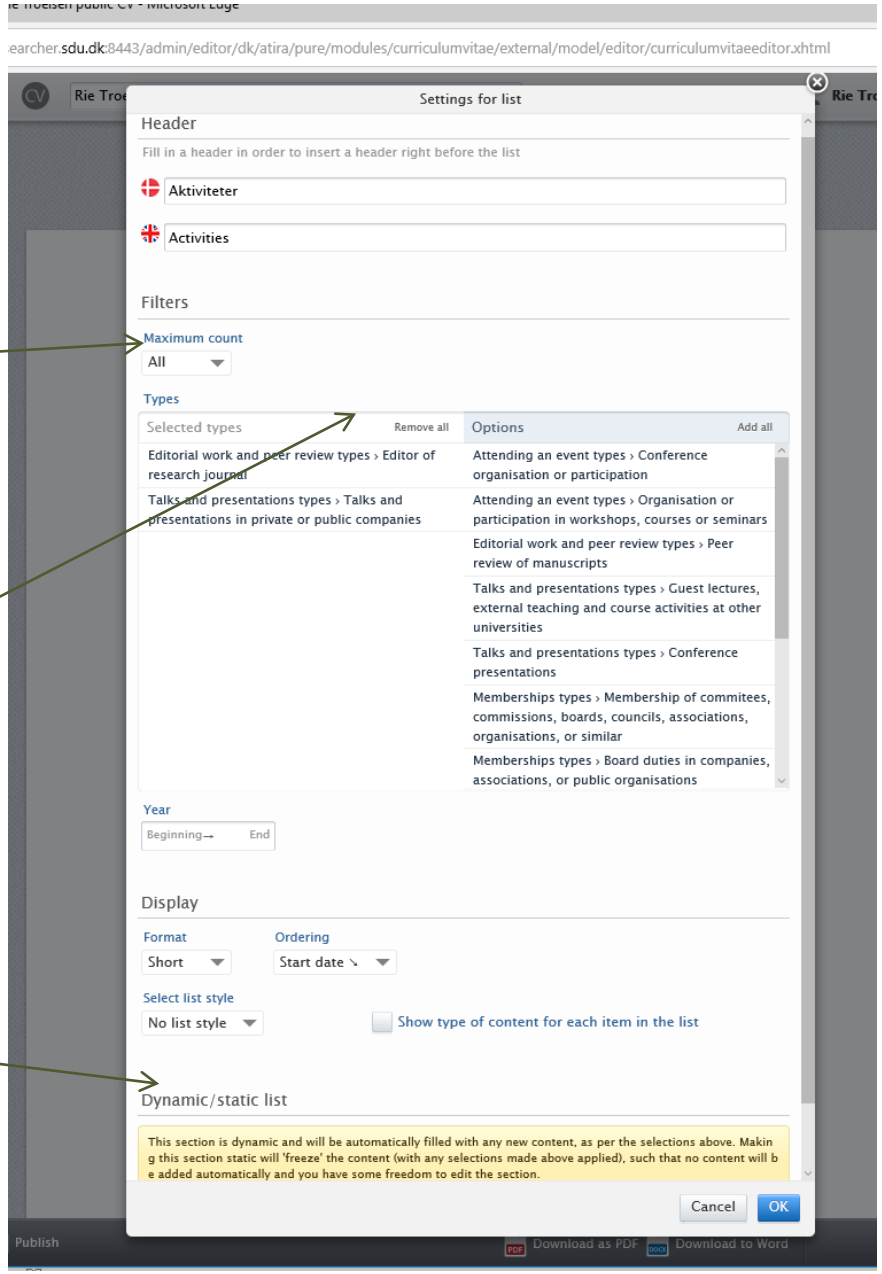
Editing activities

There are different possibilities when it comes to selecting/deselecting

The maximum count refers to the number of activities, which should be visible (e.g. if you only want to show the 5 most recent activities).

Categories and types makes it possible to show only the teaching relevant activities (e.g. experience with supervision, guest lecture, involvement in colleague supervision or other relevant information).

A dynamic list means that the CV automatically gets an update, when a new activity is added to Pure (if it fits the criteria)

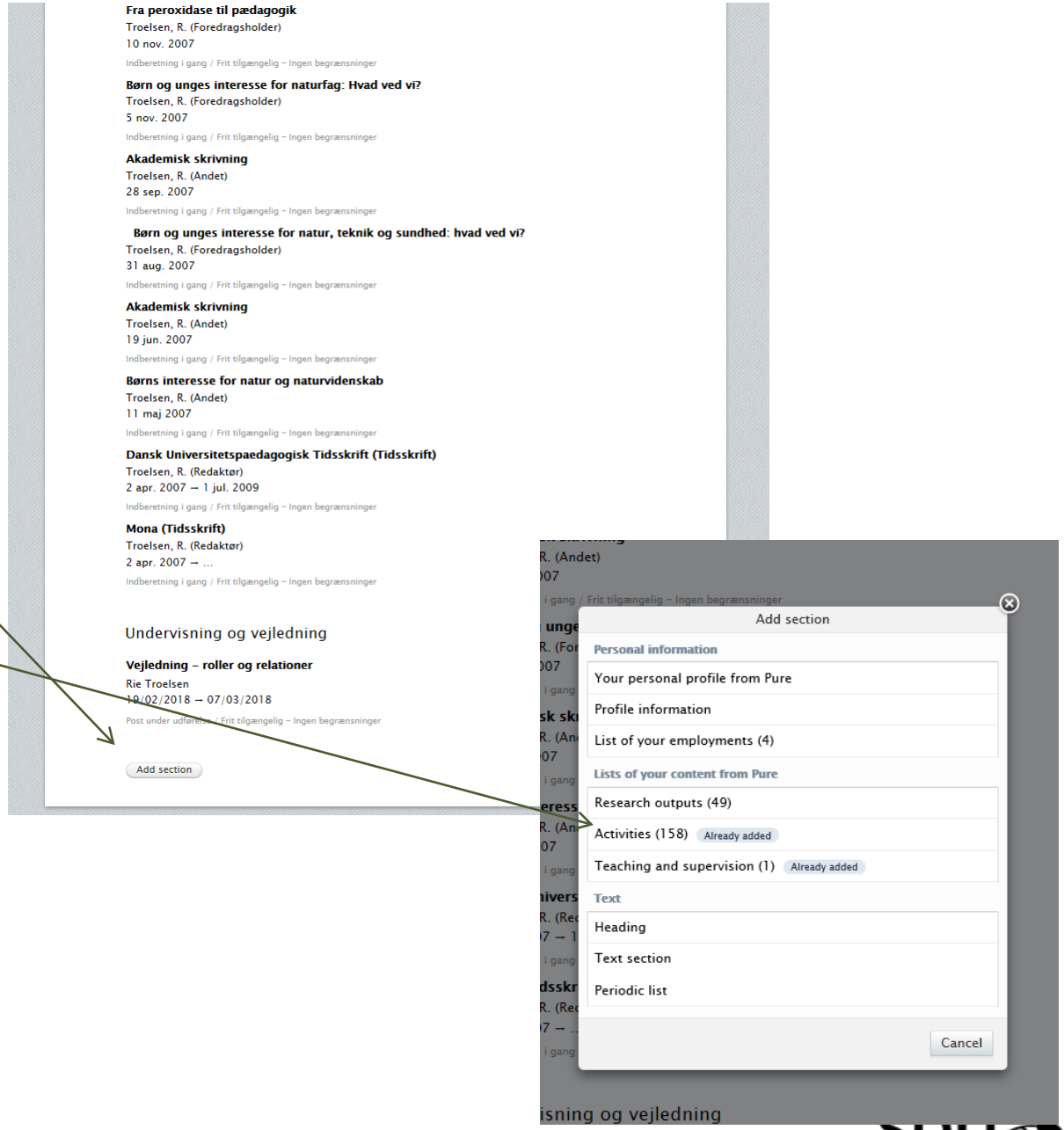


Organizing your activities

If you would like to organize your activities (e.g. projects, supervision, exams, colleague supervision…) you simply have to add a section:

Then you will be able to:

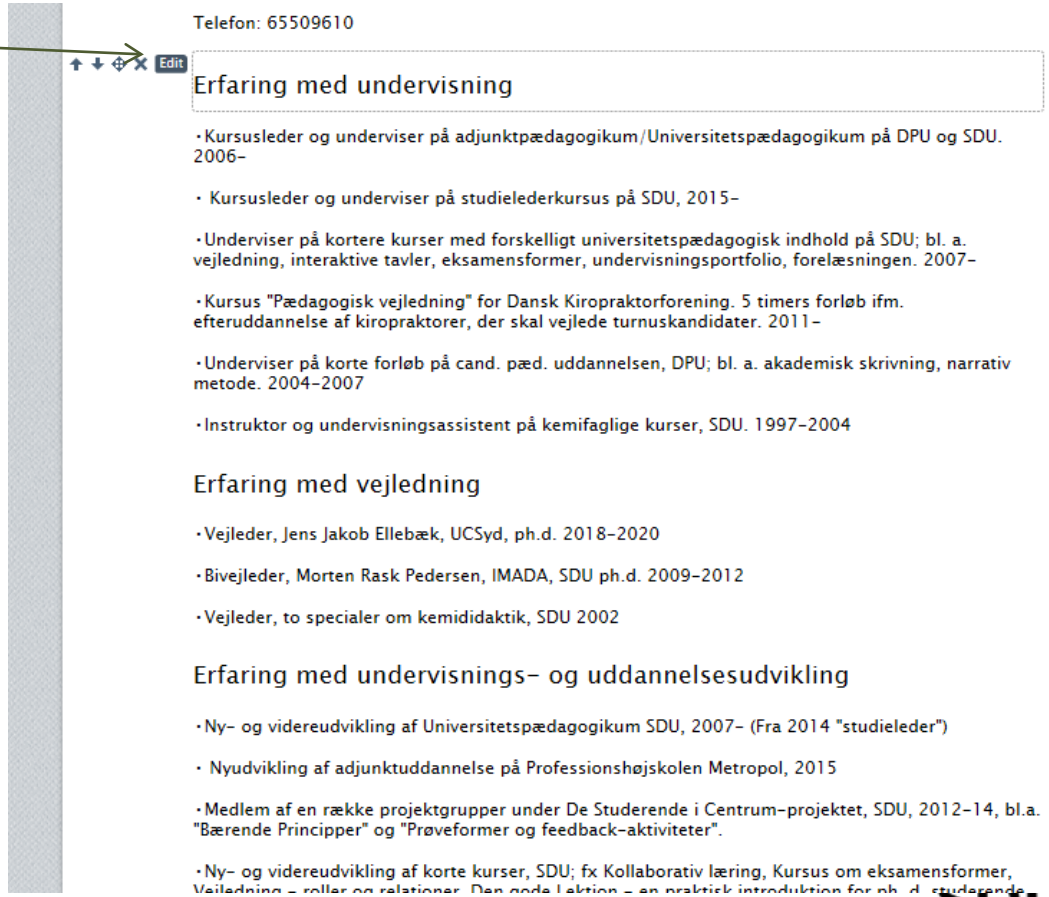
- choose activities again (even if it says you have already added it),
- name the section something specific (e.g. “Experience in Supervision) and then
- choose which kind of activities, you would like to include (e.g. Internal and External Supervision).



Editing information

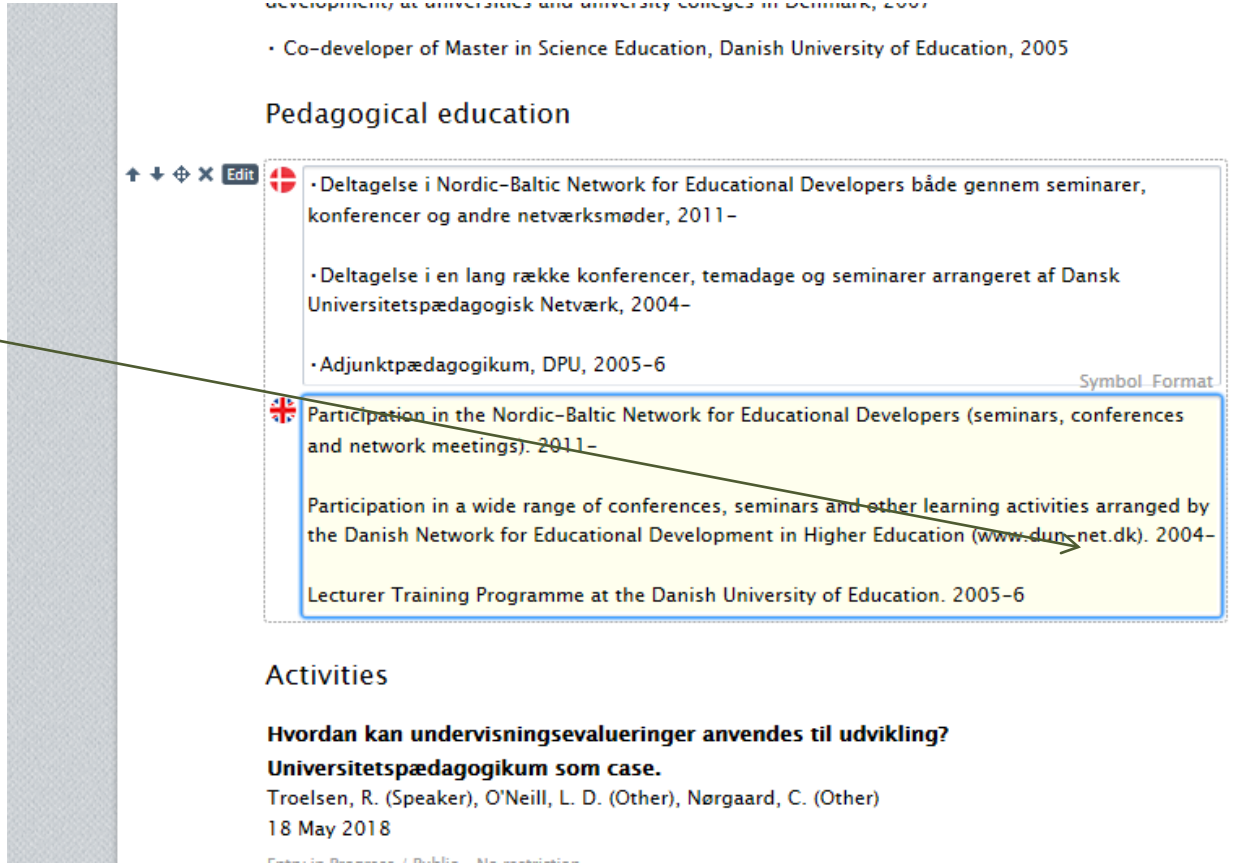
To the left from the headline it is possible to edit the content (this includes lists). Hover the mouse on the headline and an editing-button will appear.

It is also possible to move the entire headline up or down – depending on how you would like it to look.



Editing, cont.

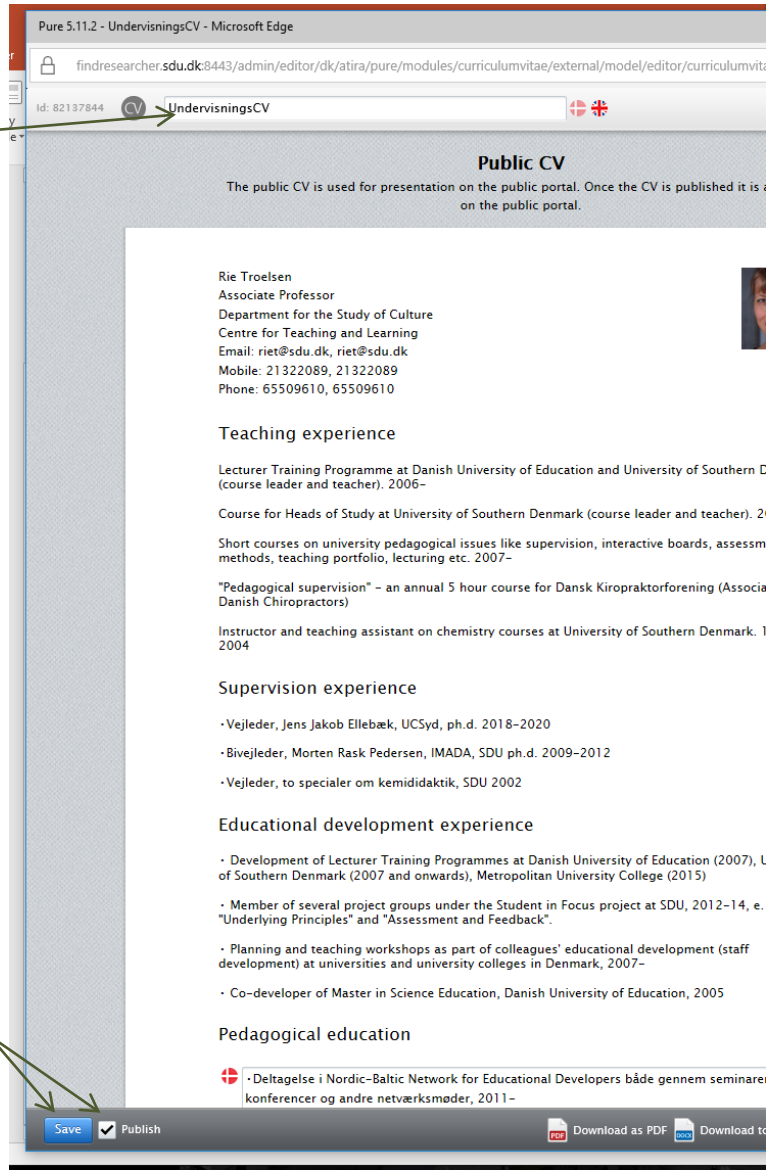
Possibilities for lists, bold and italic fonts you will find by clicking the text, and then “Symbol” and “Format” will appear in the bottom of the right-hand corner of the textbox.



Publish the CV

On the top of the page it is possible to change the title of the CV

In the bottom you will find a ”Save” and ”Finish” function

It is important to save your CV – you don’t want your work to disappear!

If the CV is marked as published, it will also be visible on the website