

# ALES Awards and Exchange and Study Abroad Board Documentation



NOTE – THIS INTERIM DOCUMENTATION IS BASED ON THE ALES GRAD POSITIONS BOARD AND SOME IMAGES WILL REFERENCE THAT SYSTEM (TEMPORARILY)

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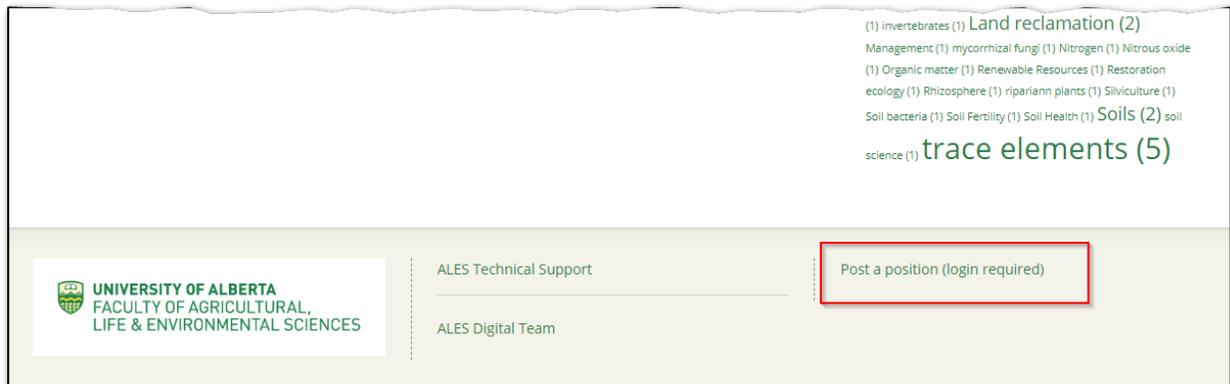
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Log in

Navigate to: <https://alesawards.ualberta.ca>

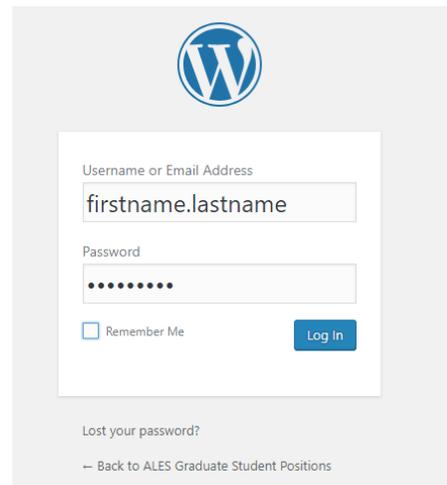
Or <https://alesabroad.ualberta.ca>

Scroll down to the bottom right corner, click on the **Post a position (login required)** link.



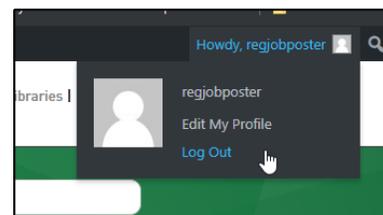
This will open a screen where you enter your user id and password;

- **your** first name, followed by a period, followed by your last name: `firstname.lastname`
- Password – usually the one you use to log into your work computer. If this doesn't work, please contact the ALES Digital Team: [webmaster@ales.ualberta.ca](mailto:webmaster@ales.ualberta.ca)



Successful login will take you to the FORM used to post your content.

**To log out**, use the dropdown menu in the upper right corner.



## Posting content (for grad form – to be updated)

The screenshot shows the University of Alberta ALES Graduate Student Positions website. The header includes the university logo and navigation links. The main navigation bar has tabs for HOME (3), GRADUATE PROGRAMS (4), and POST A GRADUATE STUDENT POSITION (5). The 'Post a Graduate Student Position' page (1) features a submission form with fields for Project Title, Degree Required (MA), and Supervisor. A sidebar (2) lists popular keywords such as 'Analytical geochemistry' (4), 'Forest ecology' (2), 'Land reclamation' (2), 'Soils' (2), and 'trace elements' (5).

The Exchange and Study Abroad and Awards websites are a simple database that have a form (requiring login) and a listing of currently available opportunities.

Anyone can view postings on the website, but you must be logged in to create a new posting.

New postings are live for public viewing upon completion and submission of the form.

### Form features: (for grad form – to be updated)

#### Form

- (1) Main submission form. All fields with an **asterix(\*)** must be completed.

#### Popular Keywords

- (2) Listing and usage count of keywords used in postings. Helpful to maintain consistency between postings.

#### Home tab

- (3) Returns to the main home screen for the site. If you have not submitted a posting before clicking Home, your posting will not be saved.

#### Graduate Programs tab

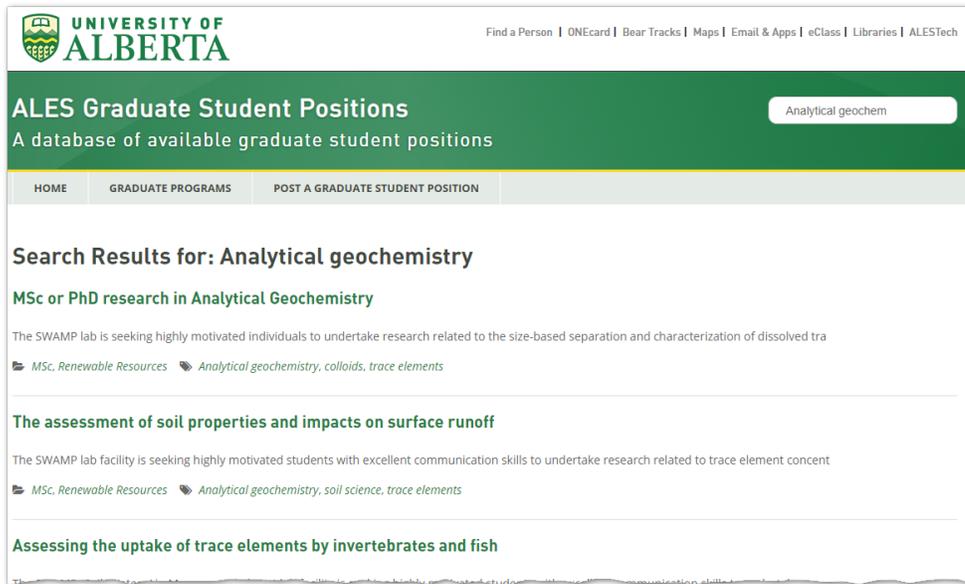
- (4) Returns to the ALES Graduate Programs landing page on the main ALES website.

#### Post a Graduate Student Position tab

- (5) Opens a new screen to enter a position availability. An easy way to start a subsequent position posting.

## Site Search box

- (6) Enables searching of all published postings. Returns a summary page containing all postings that match the search results.

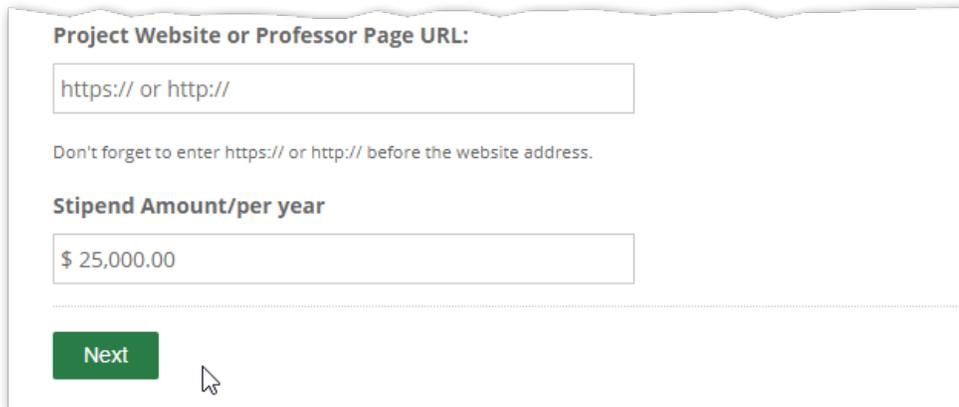


The screenshot shows the University of Alberta ALES Graduate Student Positions website. The header includes the University of Alberta logo and navigation links: Find a Person | ONEcard | Bear Tracks | Maps | Email & Apps | eClass | Libraries | ALESTech. The main heading is "ALES Graduate Student Positions" with a subtitle "A database of available graduate student positions". A search bar contains the text "Analytical geochem". Below the search bar is a navigation menu with "HOME", "GRADUATE PROGRAMS", and "POST A GRADUATE STUDENT POSITION". The search results are titled "Search Results for: Analytical geochemistry" and list three research opportunities:

- MSc or PhD research in Analytical Geochemistry**  
The SWAMP lab is seeking highly motivated individuals to undertake research related to the size-based separation and characterization of dissolved tra  
MSC, Renewable Resources Analytical geochemistry, colloids, trace elements
- The assessment of soil properties and impacts on surface runoff**  
The SWAMP lab facility is seeking highly motivated students with excellent communication skills to undertake research related to trace element concent  
MSC, Renewable Resources Analytical geochemistry, soil science, trace elements
- Assessing the uptake of trace elements by invertebrates and fish**

## Next button

- (7) Submit and publish the posting.



The screenshot shows a form for submitting a posting. The form includes the following fields and buttons:

- Project Website or Professor Page URL:** A text input field containing "https:// or http://". Below the field is a note: "Don't forget to enter https:// or http:// before the website address."
- Stipend Amount/per year:** A text input field containing "\$ 25,000.00".
- Next:** A green button with a white mouse cursor pointing to it.

Clicking Next will open a screen where you can review the posting for accuracy.

# ALES Graduate Student Positions

A database of available graduate student positions

[HOME](#)

[GRADUATE PROGRAMS](#)

[POST A GRADUATE STUDENT POSITION](#)

## Post a Graduate Student Position

The ALES Graduate Student Position Posting service is administered by the ALES Digital Team. If you have questions or feedback, please send them to [webmaster@ales.ualberta.ca](mailto:webmaster@ales.ualberta.ca)

### ALES Grad Job Posting submission

Project Title
Past Atmospheric Deposition of Trace Metals
Degree Required
PhD
Supervisor
Joe Supervisor
Professorial Rank
Professor
Department
Renewable Resources
Project Start Date
07/01/2016

### Submitting an opportunity

Once you've reviewed an opportunity (from the previous step), press the **Submit** button to publish the posting. If you wish to edit the posting prior to publishing, press **Previous** button to return to the previous screen and continue editing.

Contact Email:
<a href="mailto:webmaster@ales.ualberta.ca">webmaster@ales.ualberta.ca</a>
Stipend Amount/per year
\$ 25,000.00

[Previous](#) [Submit](#)

Once the posting is submitted and published, a message will be sent to the email address entered into the **Contact Email** field.

**Contact Email: \***

webmaster@ales.ualberta.ca

The position posting will be available to view on the site until the date entered in the **Posting Removal Date** field has passed.

**Posting Removal Date \***

12/31/2019

Date the posting to be removed from the Graduate Position Posting system.

## Editing or changing an Opportunity after it has been published

To change an Opportunity after it has been published, please use the [ALES Digital Team Website Request](#) form. Select the **An edit to the content on a page** option from the **Tell us about your project** section.

**Tell us about your project... \***

- A general website question or feedback
- An edit to the content on a page
- Help with a web page
- Consultation
- A change to my professor page

Then complete the form describing your changes in the **Describe your project** section.

A member of the ALES Digital Team will follow up with your edits as required.

**Describe your project. \***

Include as much information as possible and the page location (link to the page) so we can find it easily!