Collecting Your Work in Google Scholar for Use in Faculty180

Google Scholar makes it fairly simple to collect citations to your work so that you can export a bibliography to Faculty180. The instructions below will help you do this efficiently.

If you do not have a Google Scholar profile, start with Setting Up Your Google Scholar Profile first, and navigate through the sections.

If you already have a profile, continue to Adding Articles, Publications, and Other Contributions Manually, Fixing Errors in Google Scholar, or Exporting Your Citations from Google Scholar for Use in Faculty180 as needed.

Setting Up Your Google Scholar Profile

1. Go to Google Scholar (scholar.google.com) and make sure that you’re logged in. It’s helpful to be logged in using your URI account, and you can verify by clicking on your user icon in the upper right, then looking for a notification that the “account is managed by uri.edu” as shown in the screenshot below. If you’re not signed in, sign in before proceeding.
2. After verifying that you’re logged in, click on **My Profile** in the upper left.

![My Profile in Google Scholar](image1.png)

3. If you haven’t created a profile, now is a good time to do so. Google Scholar will assist you in creating a profile. Feel free to adjust anything in your description and research interests that you’d like to modify.

![Profile Creation in Google Scholar](image2.png)
4. Once you have a profile, you can add items to your profile. Keep in mind that if something gets added to your profile that is incorrect, you can delete it. Click on the + icon to add items.

5. From the dialog box, start at the top with “Add article groups.”

6. Google Scholar will start searching for articles you may have written and list them on the following pages. Check the box next to your name for any articles you would like to add. Keep in mind that this will pull in any articles Google Scholar considers yours. This may not be correct, but you can remove incorrect articles later.
7. To do a more precise search of your articles, click on the link on the right that shows how many articles Google Scholar has found for you.

8. This will reveal a list of articles that you can select individually to add to your profile using the checkboxes to the left of the titles. (It's possible there may be errors in some of the citations, but you can fix this manually after the items are added to your profile.)
9. Once you’ve made your selections, click on the check button in the upper right.

![Articles: 69]

10. Now you will see articles populating your profile.

![Amanda Izenstark]

11. If you’ve published under another name or another version of your name, you may want to click on the + button again, and search for variations of your name. Repeat the steps above until you have located your publications and added them to your profile.
Adding Articles, Publications, and Other Contributions Manually

Google Scholar may not show all of your contributions. These items can be added manually.

1. Click on the + icon on your profile page and select “Add article manually.”

![Add article manually](image)

2. This will bring up an editing page where you can select the format of your contribution and enter details about the work.

![Editing page](image)
3. Make changes as needed (including changing the format of the contribution if required), and click the checkmark icon when complete.

<table>
<thead>
<tr>
<th>Title</th>
<th>Tips &amp; Trends: Screencasting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authors</td>
<td>Belanger, Jackie; Izenstark, Amanda</td>
</tr>
<tr>
<td>Publication date</td>
<td>2011</td>
</tr>
<tr>
<td>Source</td>
<td>Tips &amp; Trends (ACRL Instruction Section, Instructional Technologies Committee)</td>
</tr>
</tbody>
</table>
Fixing Errors in Google Scholar

On occasion, the data that Google Scholar has imported about your publications will contain errors.

Some examples include incorrect authors, incomplete citations, and incorrect formats of publications.

It’s easy to make these adjustments manually.

1. In the example below, the article has an author (“S Tag”) in the list that doesn’t exist.

   ![Article with incorrect author](image1)

   - The real world: developing information age issues forums
     - S Tag, MC MacDonald, A Izenstark, BT Gallagher, J Kinnie, P Larsen
     - Reference services review

2. To fix an error, start by clicking on the title of the article to access more information about the item.

   ![Article title with pencil icon](image2)

   - The real world: developing information age issues forums
     - S Tag, MC MacDonald, A Izenstark, BT Gallagher, J Kinnie, P Larsen
     - Reference services review

3. This will bring up details about the article, and provide an edit and trash function. Click on the pencil to edit the details.
4. On the edit page, you can change the format of the document, adjust the title, authors, date, journal title, and more.

5. Once you’ve made your changes, click on the checkmark button in the upper right.

6. Now the item is correctly listed in Google Scholar’s list of publications.

Repeat as needed to correct materials in your profile.
Exporting Your Citations from Google Scholar for Use in Faculty180

Once your collection is complete, and you've checked to see if your citations are categorized in the correct format, you can export this information from Google Scholar and import it to Faculty180.

1. Select the items from your profile that you would like to export by clicking the checkboxes next to individual items, or use the checkbox at the top to select all items.

2. Click the Export button at the top of the list of citations.

3. From the list of options, select BibTeX.
4. You will be prompted to choose between downloading your selected articles, or all of your articles. Check the option that fits your needs, and click **Export**.

5. This may open a page of code in your browser. If that is the case, go to your browser’s File menu and select **Save** or **Save as** and save it in a location where you will be able to locate it for uploading to Faculty180.
6. Log into Faculty180, and locate the Import Records section and click on the Import button.

7. From the next screen, select **Generic (RIS / BibTeX)** from the list of options and click **Continue**.
8. The next page will prompt you for your file. Select **BibTeX** format from the Citation Format menu, and Browse to locate your file. When you’re done, click **Save**.

9. Faculty180 will read the code that’s been imported and show you a list of citations it’s ready to add to your profile. Select all, or select the ones you want to import. Click on the **Import Selected** button located at the bottom of the list of citations.
10. Once the import is complete, there will be a summary of the items imported, and you’ll receive a notification if there are any duplicates. You’ll also see how closely the items match - the higher the percentage match, the more likely the item is to be a duplicate of something in your collection.

11. For each possible duplicate, there is an action menu on the right where you can decide whether the item should be imported as a new item (because it's not a duplicate), replace the existing item (because it has more complete information), or should be discarded from the import (because it is less complete or a duplicate).
12. Select the appropriate action, and click on **Save** if you wish to continue working on your Duplicate Activities list, or **Save and Go Back** to save your choices and return to updating your profile as a whole.

![Import Results](image-url)