

Collecting Your Work in Google Scholar for Use in Faculty180

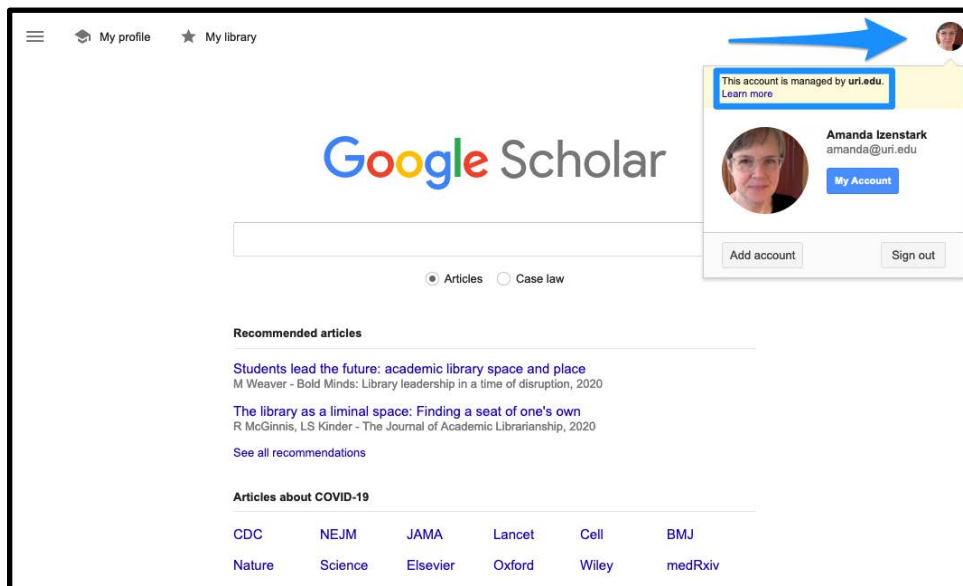
Google Scholar makes it fairly simple to collect citations to your work so that you can export a bibliography to Faculty180. The instructions below will help you do this efficiently.

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

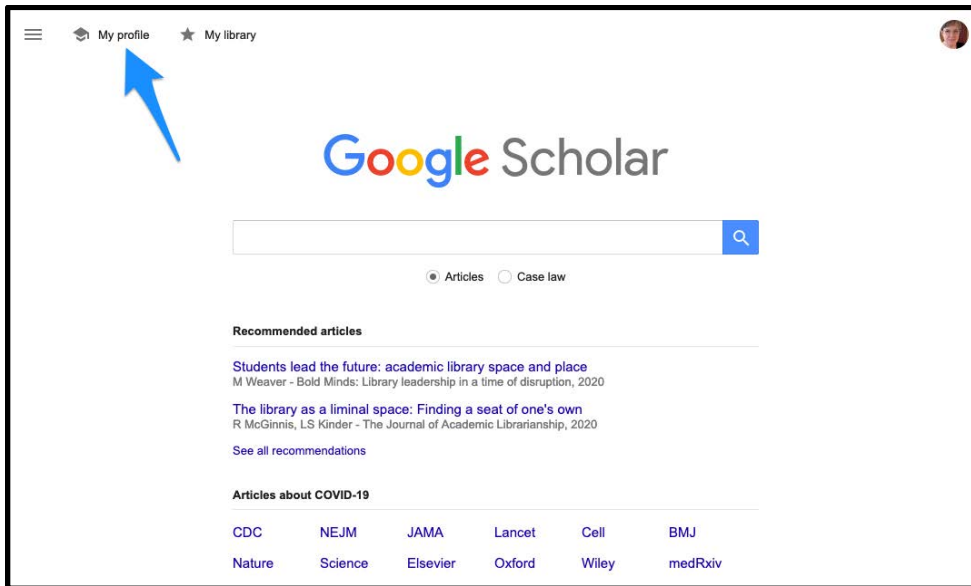
If you already have a profile, continue to [Adding Articles, Publications, and Other Contributions Manually](#), [Fixing Errors in Google Scholar](#), or [Exporting Your Citations from Google Scholar for Use in Faculty180](#) as needed.

Setting Up Your Google Scholar Profile

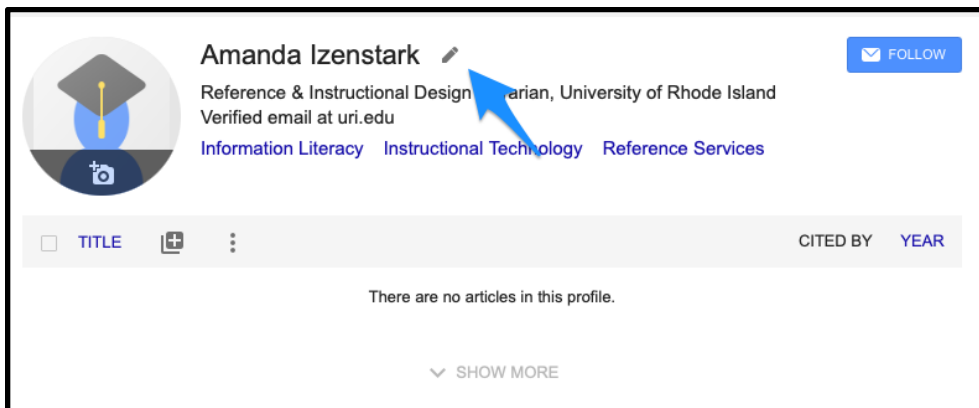
1. Go to Google Scholar (scholar.google.com) and make sure that you're logged in. It's helpful to be logged in using your URI account, and you can verify by clicking on your user icon in the upper right, then looking for a notification that the **"account is managed by uri.edu"** as shown in the screenshot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



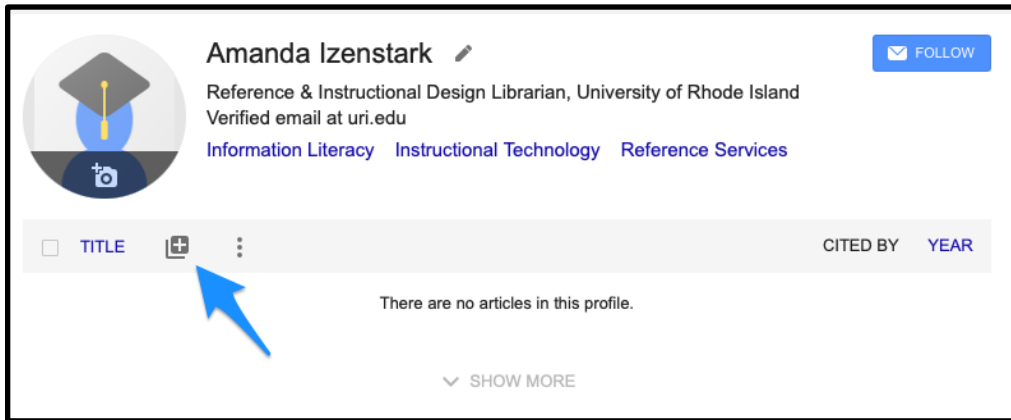
2. After verifying that you're logged in, click on **My Profile** in the upper left.



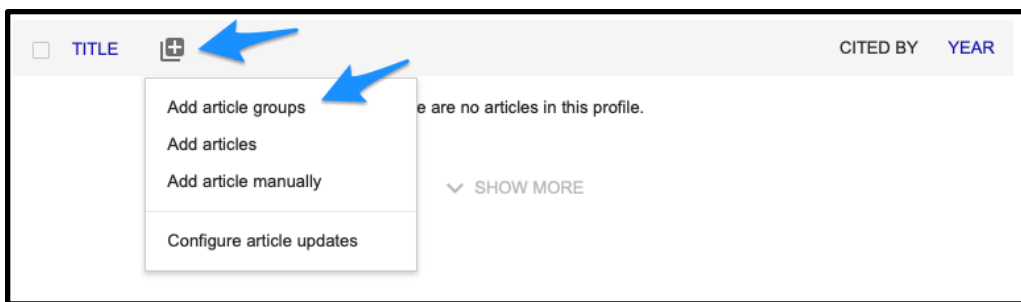
3. If you haven't created a profile, now is a good time to do so. Google Scholar will assist you in creating a profile. Feel free to adjust anything in your description and research interests that you'd like to modify.



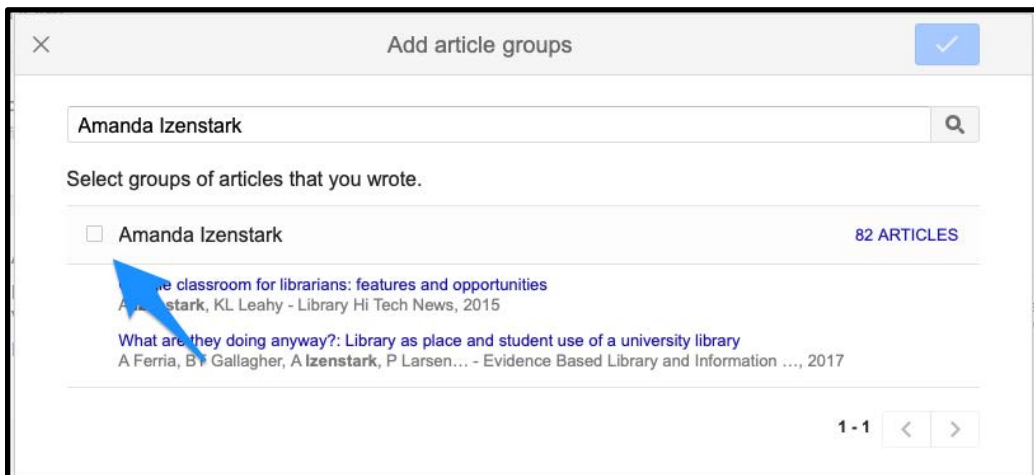
- Once you have a profile, you can add items to your profile. Keep in mind that if something gets added to your profile that is incorrect, you can delete it. Click on the + icon to add items.



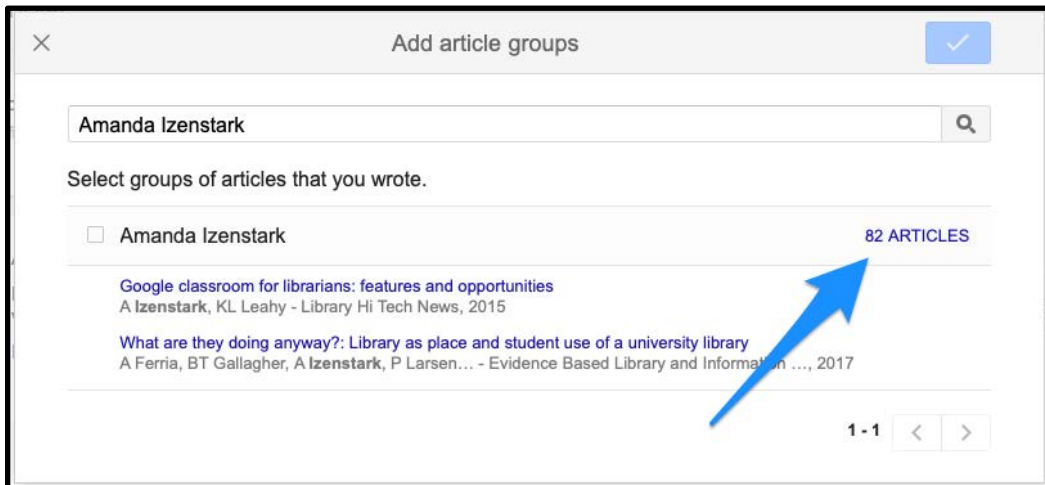
- From the dialog box, start at the top with "Add article groups."



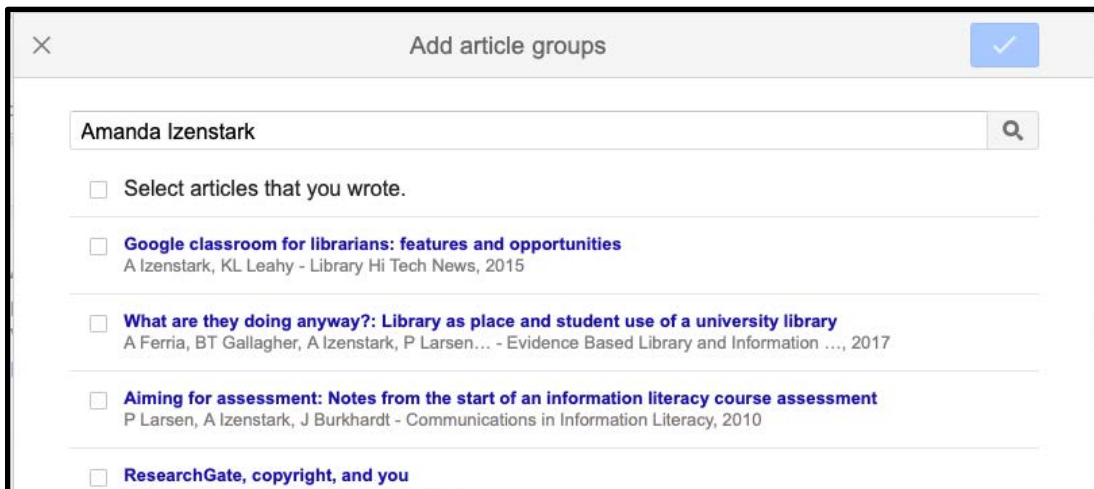
- Google Scholar will start searching for articles you may have written and list them on the following pages. Check the box next to your name for any articles you would like to add. Keep in mind that this will pull in any articles Google Scholar considers yours. This may not be correct, but you can remove incorrect articles later.



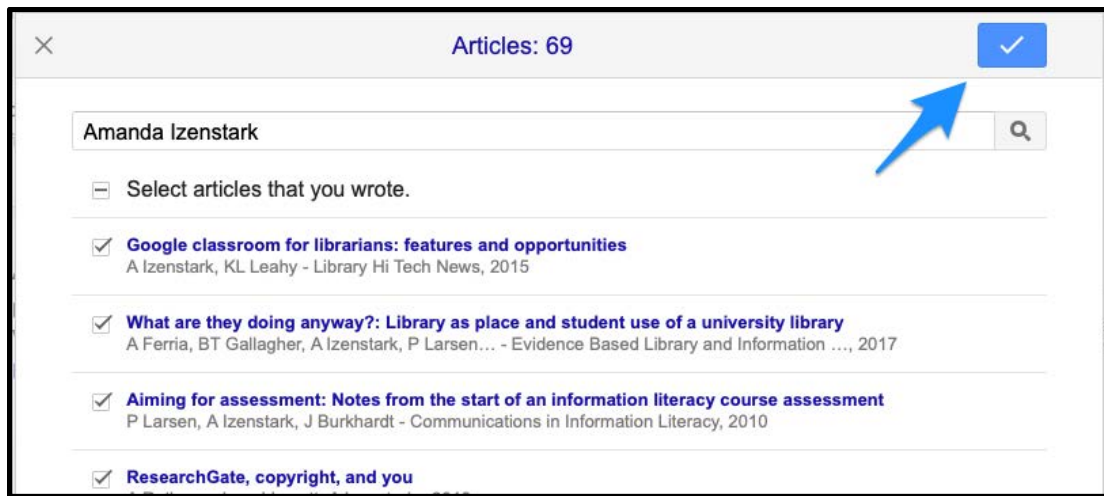
7. To do a more precise search of your articles, click on the link on the right that shows how many articles Google Scholar has found for you.



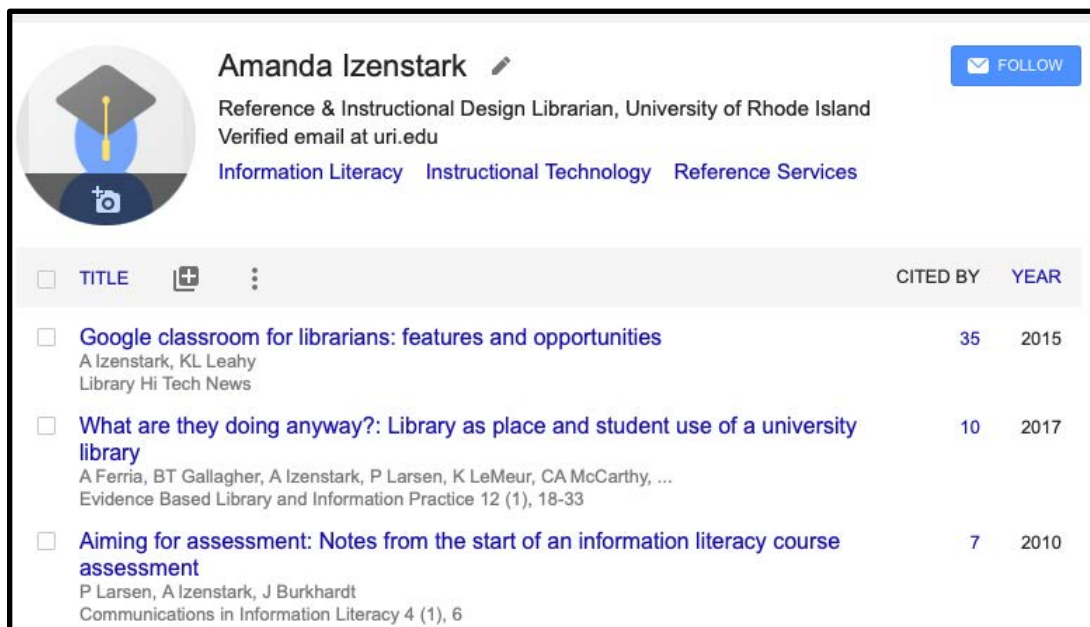
8. This will reveal a list of articles that you can select individually to add to your profile using the checkboxes to the left of the titles. (It's possible there may be errors in some of the citations, but you can fix this manually after the items are added to your profile.)



9. Once you've made your selections, click on the check button in the upper right.



10. Now you will see articles populating your profile.

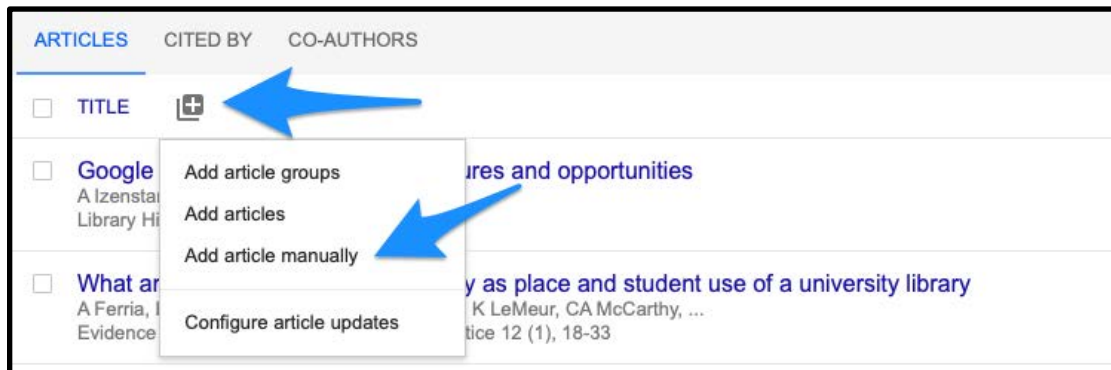


11. If you've published under another name or another version of your name, you may want to click on the + button again, and search for variations of your name. Repeat the steps above until you have located your publications and added them to your profile.

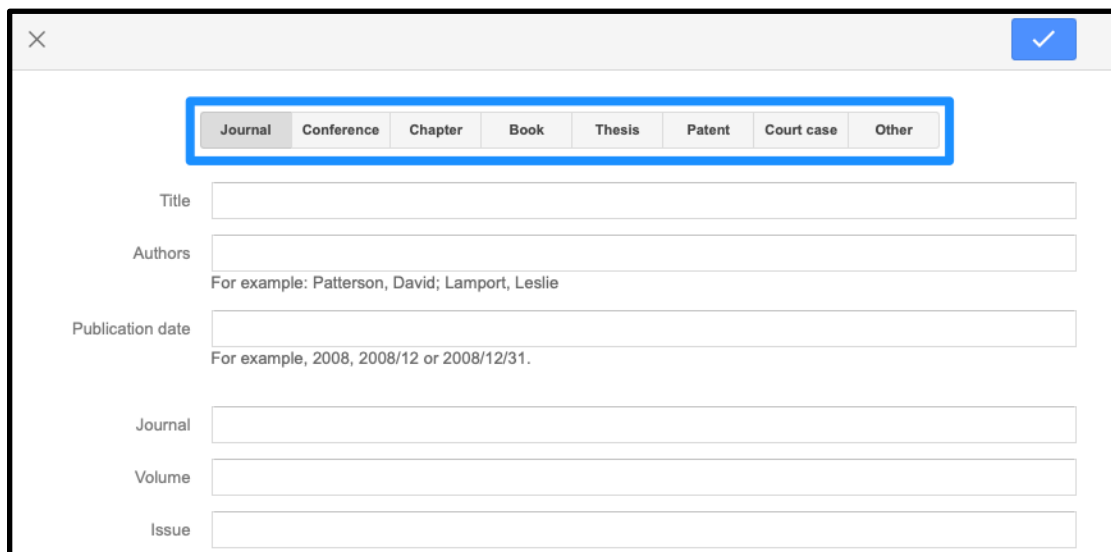
Adding Articles, Publications, and Other Contributions Manually

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.”



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

A screenshot of the 'Add article manually' editing page. At the top, there is a close button (X) and a checkmark button. Below is a dropdown menu for selecting the contribution format, with 'Journal' selected. Below the dropdown are input fields for 'Title', 'Authors', 'Publication date', 'Journal', 'Volume', and 'Issue'. The 'Authors' field has a hint: 'For example: Patterson, David; Lamport, Leslie'. The 'Publication date' field has a hint: 'For example, 2008, 2008/12 or 2008/12/31'.

| Journal | Conference | Chapter | Book | Thesis | Patent | Court case | Other |
|--|------------|---------|------|--------|--------|------------|-------|
| Title <input type="text"/> | | | | | | | |
| Authors <input type="text"/> For example: Patterson, David; Lamport, Leslie | | | | | | | |
| Publication date <input type="text"/> For example, 2008, 2008/12 or 2008/12/31. | | | | | | | |
| Journal <input type="text"/> | | | | | | | |
| Volume <input type="text"/> | | | | | | | |
| Issue <input type="text"/> | | | | | | | |

3. Make changes as needed (including changing the format of the contribution if required), and click the checkmark icon when complete.

× ✓

| | | | | | | | | |
|------------------|---|----------------------------------|-------------------------------|----------------------------|------------------------------|------------------------------|----------------------------------|--|
| | <input type="radio"/> Journal | <input type="radio"/> Conference | <input type="radio"/> Chapter | <input type="radio"/> Book | <input type="radio"/> Thesis | <input type="radio"/> Patent | <input type="radio"/> Court case | <input checked="" type="radio"/> Other |
| Title | <input type="text" value="Tips & Trends: Screencasting"/> | | | | | | | |
| Authors | <input type="text" value="Belanger, Jackie; Izenstark, Amanda"/> | | | | | | | |
| | <small>For example: Patterson, David; Lampport, Leslie</small> | | | | | | | |
| Publication date | <input type="text" value="2011"/> | | | | | | | |
| | <small>For example, 2008, 2008/12 or 2008/12/31.</small> | | | | | | | |
| Source | <input type="text" value="Tips & Trends (ACRL Instruction Section, Instructional Technologies Committee)"/> | | | | | | | |
| Report number | <input type="text"/> | | | | | | | |

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.

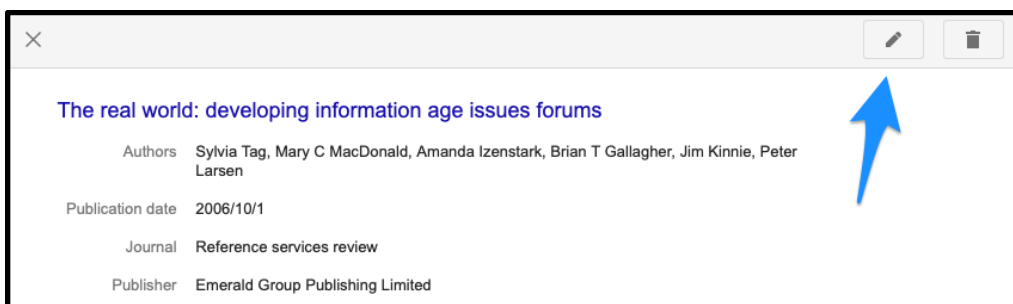
1. In the example below, the article has an author ("S Tag") in the list that doesn't exist.



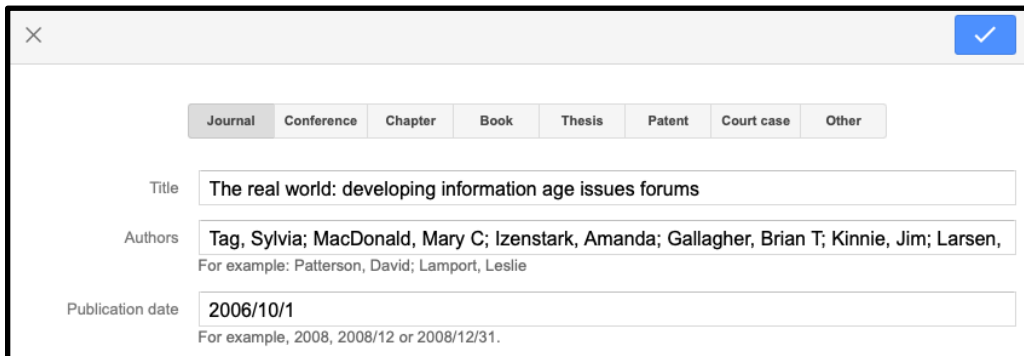
2. To fix an error, start by clicking on the title of the article to access more information about the item.



3. This will bring up details about the article, and provide an edit and trash function. Click on the pencil to edit the details.

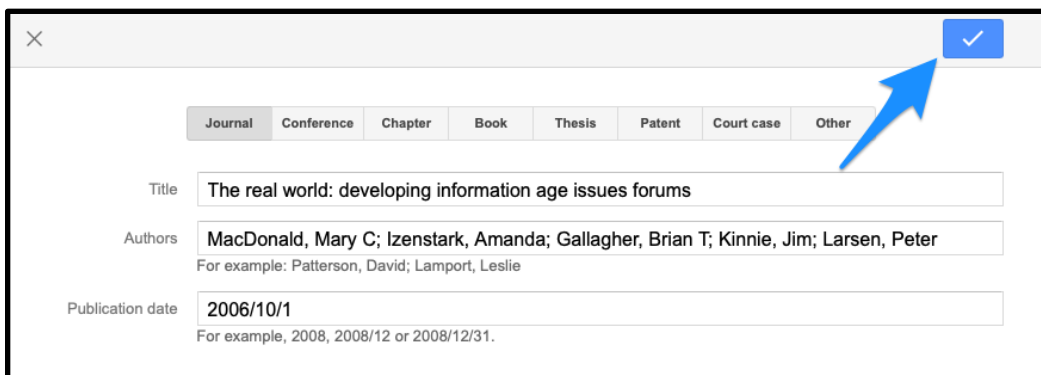


4. On the edit page, you can change the format of the document, adjust the title, authors, date, journal title, and more.



A screenshot of a web form for editing a publication entry. The form has a title bar with a close button (X) on the left and a checkmark button on the right. Below the title bar is a horizontal menu with tabs for 'Journal', 'Conference', 'Chapter', 'Book', 'Thesis', 'Patent', 'Court case', and 'Other'. The 'Journal' tab is selected. The form contains three main input fields: 'Title' with the text 'The real world: developing information age issues forums', 'Authors' with the text 'Tag, Sylvia; MacDonald, Mary C; Izenstark, Amanda; Gallagher, Brian T; Kinnie, Jim; Larsen,' and a subtext 'For example: Patterson, David; Lamport, Leslie', and 'Publication date' with the text '2006/10/1' and a subtext 'For example, 2008, 2008/12 or 2008/12/31.'.

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



A screenshot of the same web form as above, but with a blue arrow pointing to the checkmark button in the upper right corner of the form's title bar. The 'Authors' field now contains the text 'MacDonald, Mary C; Izenstark, Amanda; Gallagher, Brian T; Kinnie, Jim; Larsen, Peter'.

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



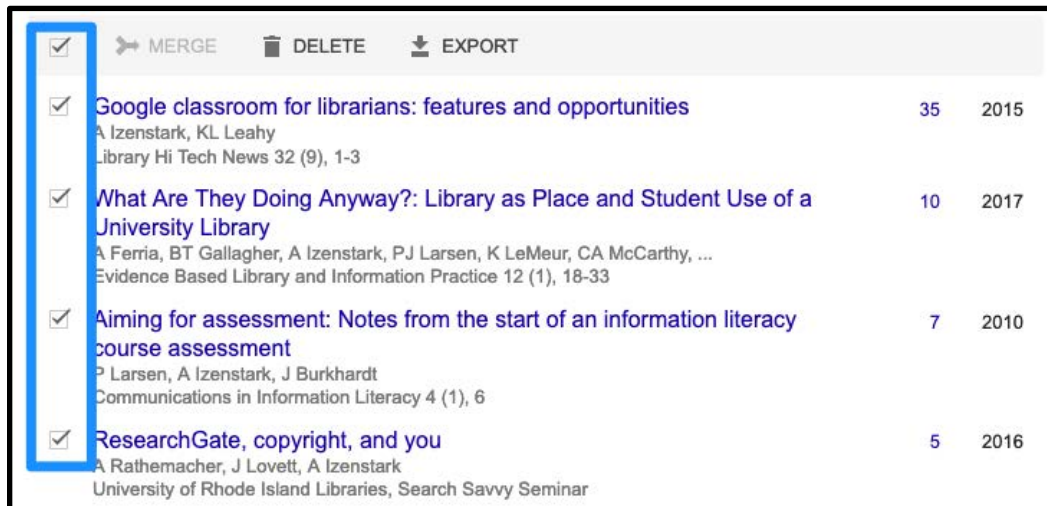
A screenshot of a publication entry in Google Scholar. The entry is listed with a checkbox on the left. The title is 'The real world: developing information age issues forums' in blue text. Below the title, the authors are listed as 'MC MacDonald, A Izenstark, BT Gallagher, J Kinnie, P Larsen' and the journal information is 'Reference services review 34 (4), 472-483'.

Repeat as needed to correct materials in your profile.

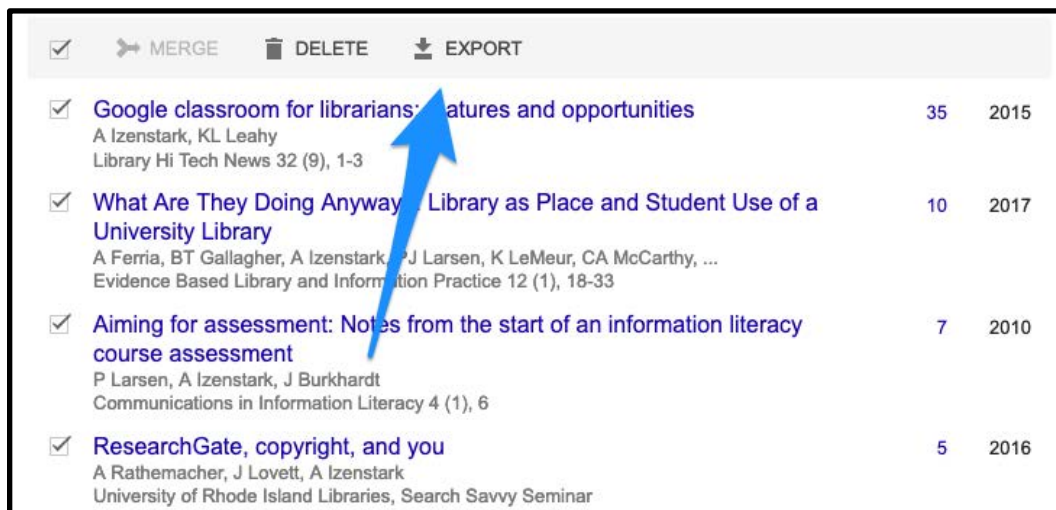
Exporting Your Citations from Google Scholar for Use in Faculty180

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.

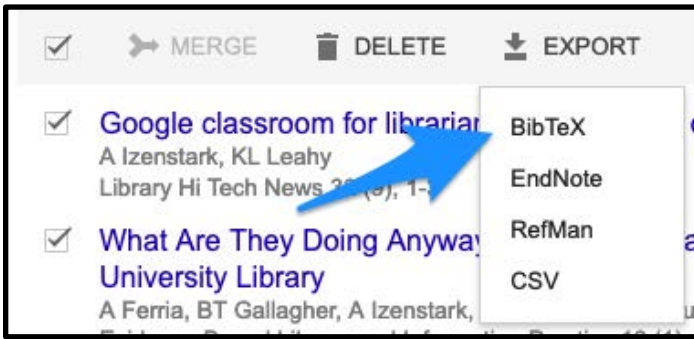
1. Select the items from your profile that you would like to export by clicking the checkboxes next to individual items, or use the checkbox at the top to select all items.



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



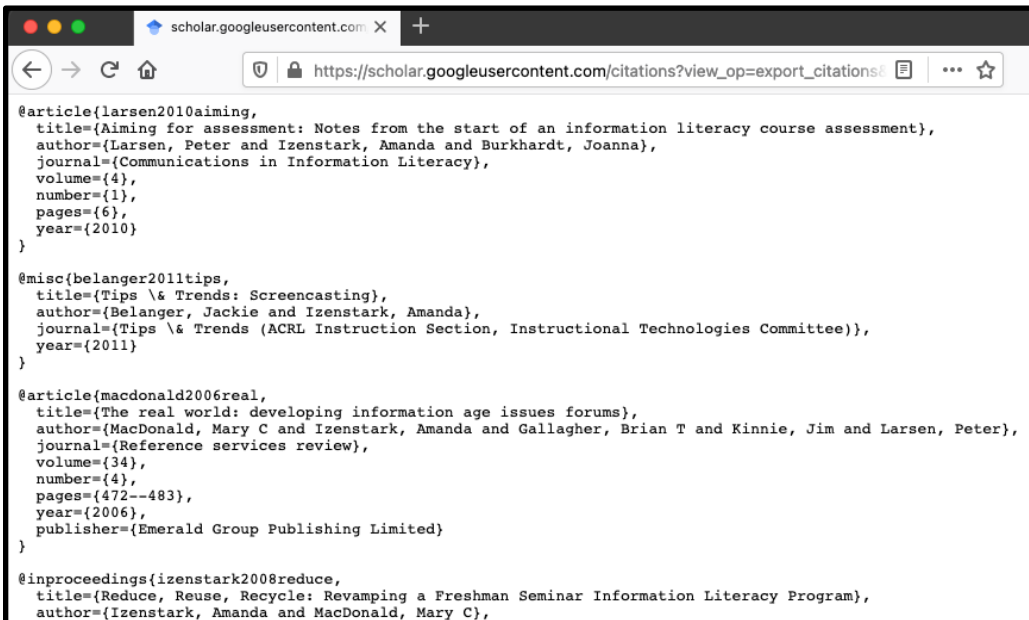
3. From the list of options, select **BibTeX**.



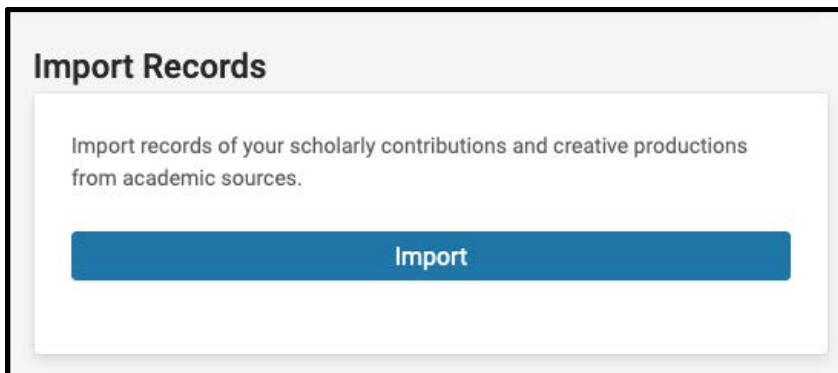
4. You will be prompted to choose between downloading your selected articles, or all of your articles. Check the option that fits your needs, and click **Export**.



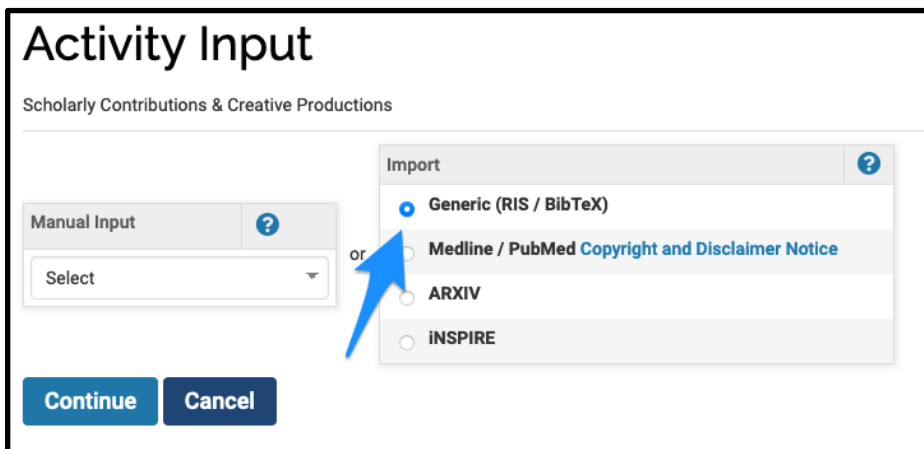
5. This may open a page of code in your browser. If that is the case, go to your browser's File menu and select **Save** or **Save as** and save it in a location where you will be able to locate it for uploading to Faculty180.



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**.



- 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**.

Interfolio > Activity Input >

Activity Input

Import Citations

1 Citation Format

Format* **BibTeX** ▾

2 Citation Data

Import* File Copied Text

File* No file selected.

- 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.

Interfolio > Activity Input >

Activity Input

Import Citations ▾

| Select / Unselect | Type | Title | Journal | Year Published |
|--------------------------|------------------------|--|---|----------------|
| <input type="checkbox"/> | Journal Article | Aiming for assessment: Notes from the start of an information literacy course assessment | Communications in Information Literacy | 2010 |
| <input type="checkbox"/> | Other Scholarly Work | Tips \& Trends: Screencasting | | 2011 |
| <input type="checkbox"/> | Journal Article | The real world: developing information age issues forums | Reference services review | 2006 |
| <input type="checkbox"/> | Conference Proceedings | Reduce, Reuse, Recycle: Revamping a Freshman Seminar Information Literacy Program | Librarian as Architect: Planning, Building, \& Renewing - Thirty-sixth National LOEX Library Instruction Conference | 2008 |

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.

Import Results Quicklinks ▾

A Imported Activity Counts

| Total Activities | Imported Activities | Duplicate Activities | Exact Duplicate Activities |
|------------------|---------------------|----------------------|----------------------------|
| 20 | 19 | 1 | 0 |

B Duplicate Activities

| Complete | Imported Activity | Existing Activity | % Match ^ | View | Actions |
|----------|--|---|-----------|------|----------|
| | Izenstark, A. (2009). Choosing the right free IM providers and clients for your library. <i>Public Services Quarterly</i> , 5(1), 41-48. | Izenstark, A. K. (2009). Choosing the Right Free IM Providers and Clients for Your Library . <i>Public Services Quarterly</i> , 5(1), 41-48. https://doi.org/10.1080/15228950802631127 | 97.71% | | Select ▾ |

Save Save and Go Back Cancel

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).

Import Results Quicklinks ▾

A Imported Activity Counts

| Total Activities | Imported Activities | Duplicate Activities | Exact Duplicate Activities |
|------------------|---------------------|----------------------|----------------------------|
| 20 | 19 | 1 | 0 |

B Duplicate Activities

| Complete | Imported Activity | Existing Activity | % Match ^ | View | Actions |
|----------|--|---|-----------|------|---|
| | Izenstark, A. (2009). Choosing the right free IM providers and clients for your library. <i>Public Services Quarterly</i> , 5(1), 41-48. | Izenstark, A. K. (2009). Choosing the Right Free IM Providers and Clients for Your Library . <i>Public Services Quarterly</i> , 5(1), 41-48. https://doi.org/10.1080/15228950802631127 | 97.71% | | <ul style="list-style-type: none"> ✓ Select Import As New Replace Existing Discard Imported |

Save Save and Go Back Cancel

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.

The screenshot shows the 'Import Results' page with a 'Quicklinks' dropdown in the top right. Section A, 'Imported Activity Counts', contains a table with the following data:

| Total Activities | Imported Activities | Duplicate Activities | Exact Duplicate Activities |
|------------------|---------------------|----------------------|----------------------------|
| 20 | 19 | 1 | 0 |

Section B, 'Duplicate Activities', features a table with columns: Complete, Imported Activity, Existing Activity, % Match, View, and Actions. A single row shows a 97.71% match between two activities. The 'Actions' column for this row has a 'Discard Imported' dropdown menu. At the bottom of the interface are three buttons: 'Save', 'Save and Go Back', and 'Cancel'. Two blue arrows point to the 'Imported Activity' and 'Existing Activity' columns in the duplicate activities table.

| Complete | Imported Activity | Existing Activity | % Match | View | Actions |
|----------|--|--|---------|------|------------------|
| | Izenstark, A. (2009). Choosing the right free IM providers and clients for your library. <i>Public Services Quarterly</i> , 5(1), 41-48. | Izenstark, A. K. (2009). Choosing the Right Free IM Providers and Clients for Your Library . <i>Public Services Quarterly</i> , 5(1), 41-48. | 97.71% | | Discard Imported |

Save **Save and Go Back** **Cancel**