Scholars@Duke User's Guide

Managing Scholars@Duke Profiles
March, 2018

Contents

Getting Started with Scholars@Duke

This guide is written for users of Scholars@Duke: faculty members, staff, students and delegates with a Scholars@Duke profile page.

A Quick Introduction

Scholars@Duke creates public web profiles automatically for all Duke regular-rank and non-regular rank faculty members. Profiles can be created for post docs, graduate students and academic staff by each unit's power users. Profiles display data from institutional systems and other trusted sources. Some information can be edited or customized in Scholars@Duke, which other changes must be made in the source system.

The home page offers options for browsing and exploring information, including by person, by Duke organization, or by Research type.

Click "**Edit My Profile**" to update your profile information.

Support lists power users, provides learning materials, and lets you submit a Help form.

Subscribe to Announcements to get monthly tips and news about new features.

Finding People

To find someone's profile in Scholars@Duke:

- On the Home page, search for their name under "Find People" or in the Search box in the upper right corner. The Search results page will display profiles that most closely match your search term.

- Click Schools/Institutes in the menu bar at the top, and click a school or institute to browse the sub-organizations and people in that organization.

- Browse by research topic. If you're looking for a person by research area, a grant name or publication title, type that in the Search box.

Scholars Search Results page

The Scholars search results page displays matching people, publications, grants and other scholarship in tabs with filters to make it easier to find what you need.

Click **Advanced Search** for complex search options.

Browse tabs showing publications, grants, courses and other scholarship,.

Click a name to display their Scholars profile.

Select a school to filter people results by school.

Search results are ranked by a relevance score so that profiles and scholarly outputs with the greatest number of matches to the search criteria will rank the highest. For more information, read "Learn how the search works."

Editing a Scholars@Duke Profile

Scholars@Duke profiles can be edited in Profile Manager. To access Profile Manager, find a profile and click the Manage This Profile button in the upper right. You have access to edit your own profile, but in order to edit someone else's profile, you must be added as a delegate.
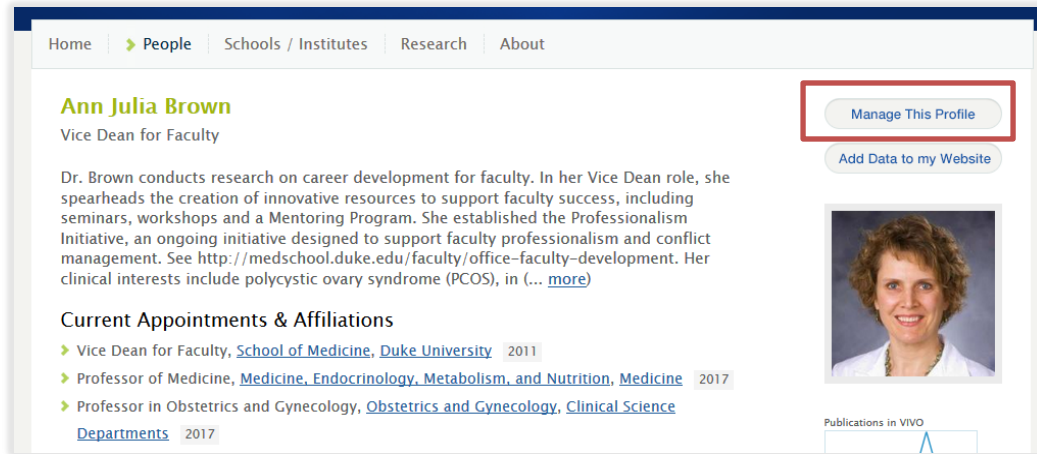
Navigating Profile Manager

Profile Manager is Scholars@Duke's editing interface. The "HOW TO EDIT" note explains how to edit each data section. Some information must be edited in other systems, such as Duke@Work, dFac, SPS or Elements.

The Profile Manager home page looks like this:
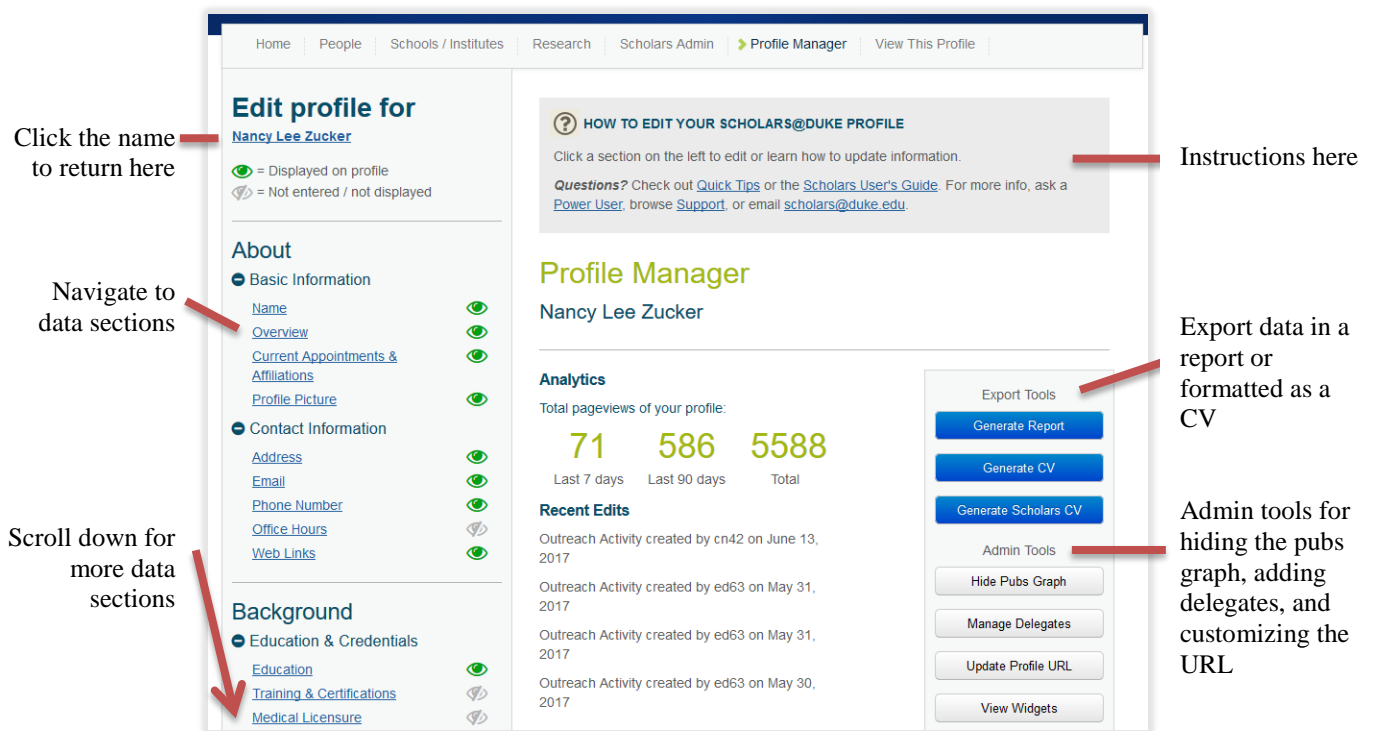
Generate a Report

The Scholars@Duke report displays activities and outputs for a range of dates. The report can be copied and pasted to Word, email, or other destinations.

To display the report:

1. Open Profile Manager by clicking Manage This Profile in the upper right corner of a profile page.

2. On the Profile Manager home page, click Generate Report.
   The report window appears.

3. To remove sections, un-click the check box for a section at the top. For example, to create a current publications list, you can deselect all sections except publications.

4. Add a start date and an end date to show only the information produced during a date range, for example "2014-01-10 to 2014-12-31" to display the information produced during the year 2014.
   Note: output and activities without dates appear in all date selections.

5. To change the format of your publication citations, select your preferred style, such as MLA, from the drop-down at the top of the report. Your publication citations will be displayed in your preferred style.

To copy the report:

- Click the Select all button and select Copy from your browser's menu. Then paste the text into a Word document, an email, or other application window.

Generate a CV

The "Generate CV" feature displays your Scholars information in CV formats, opened in a Microsoft Word window.

To create a CV:

1. On the Profile Manager home page, click the Generate CV button.

   An a moment, a Word file called "cv.docx.zip" is saved in your Downloads folder.

2. Open the file in Word to edit and save your CV with a different filename.

To make your CV available publically, you can store your CV in your Duke Box location and create a webpage link on your Scholars page. For more about how to use Duke Box, see box.duke.edu.

Hide the Publications Graph

The Publications graph on the profile page displays the number of Scholars@Duke publications by year for the previous ten years. This graph can be removed from the profile.

1. On the Profile Manager home page, click the Hide Pubs Graph button.

2. To restore a publications graph that has been hidden, click Display Pubs Graph.

Manage Delegates

Profile owners can designate a delegate, meaning they can give edit rights to anyone in the Duke directory. A delegate can have rights to many profiles, and they can be set up as a power user for entire organization.

Power users have organizational access to manage profiles for all faculty that hold a primary appointment in their organization and they can also assign delegates to individual profiles.

To request power user access, email scholars@duke.edu.

1. On the Profile Manager home page, click the Manage Delegates button.

2. On the Profile Delegates page, click the Add button.

3. Type the first and last name of the delegate into the search box and click Search.

4. Click the person's name to add them as a delegate. For more information, click the "i" icon to the right of their name.

To remove a delegate, click the red X after their name below the search box.

Update the Profile URL

Scholars profile URLs can be customized to make them easier to remember and share.

1. On the Profile Manager home page, click the Update Profile URL button.

2. Edit the name alias in the edit box. Only the name alias can be edited; the URL must start with "scholars.duke.edu./person/."

3. Click Save to save your changes or Cancel to exit without saving.

Each Scholars profile is also identified using a default URI, seen at the bottom of a browser window while hovering over the Add Data to my Website button. For example, "scholars.duke.edu/individual/per5057520" is a default URI. The default URI cannot be changed and is a persistent identifier for your Scholars profile.

Note: Changing your profile URL will break links created with your previous URL. So be careful about changing your profile URL too often.

Recent Edits

Edits made in Profile Manager are archived on the Profile Manager home page, and showing the action performed, the NetID of the user who performed the actions, and the date of the edits.

About section

The About section includes Basic Info and Contact Info.

Name

Click the Name link in the navigation pane on the left side of Profile Manager to confirm and learn how to update the name on the profile.

For faculty members, the name displayed on the profile comes from the Professional Name fields in dFac, Duke's faculty appointments system. The Professional Name can be edited in dFac by the department's local dFac user. For more help, contact the power user in your area.

For staff and students, names come from SAP. Some customizations can be made to your name in OIT Self-Service (oit.duke.edu/selfservice) in the Manage Directory Listings section.

Overview

The overview paragraph displayed at the top of the Scholars@Duke profile can be a short biographical statement, current research interests, or any description of scholarly activities.

1. To edit the overview, click the Overview section in the left navigation pane.

2. Type or edit the Overview in the editor window. The icons in the icon bar let you format the text as bold, italics, or underline.

3. Select Save to display your changes or Cancel to discard changes.

Current Appointments & Affiliations

Click the Current Appointments & Affiliations section on the left.

- For faculty members, the Current Appointments and Affiliations section displays active appointments and memberships from dFac, Duke's faculty appointments system. Titles in dFac are entered exactly as stated on the faculty member's appointment letters or contracts. To add or update appointments or memberships, contact your department's local dFac user or ask the power user in your area about the dFac user in your unit.

- For staff and students, titles come from the Duke Directory. Organization affiliations are created by your power user and multiple organization affiliations can be added.

Profile Picture

A recent profile picture is one the most important items to update in Scholars. Photos should be updated every couple of years.
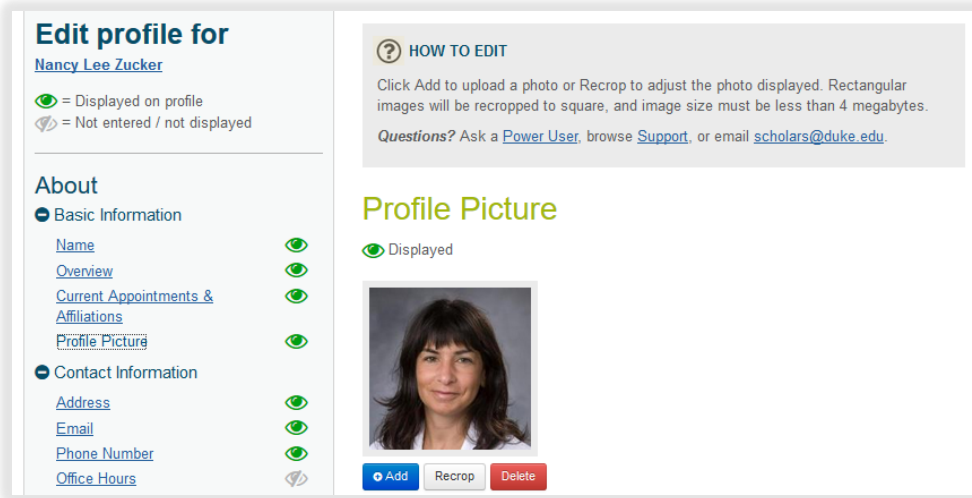
To add a photo:

1. Navigate to the Profile Picture section using the link on the left.

2. To add or change the picture, click the Add button.

3. Click the Browse button. This opens a dialog box to let you navigate to and select a photo file. The file size must be less than four megabytes in size (4,000 MB).

4. If the photo size is larger than 200 pixels by 200 pixels, the Crop Image page appears. Drag the crop box to the desired location on the original photo. Click Save to keep your changes or Cancel to discard changes. The cropped image appears on the profile.

5. To recrop or delete the photo:

    • To remove the photo, click the Delete button. Then click the Photo plus (+) sign to add another photo.

    • To change the cropping on the existing image, click the Recrop button. Move the crop box to the desired area on the photo, and click Save Crop.

Contact Information section

Learn how to update your addresses, phone number, email and office hours in the Contact Information section.

Address

Select Address in the navigation pane on the left. To correct your addresses, go to Duke@Work (http://work.duke.edu). Select the MyInfo tab and then MyProfile. Click "Maintain your Addresses and Phone Numbers" and edit these two addresses:

- "External Mailing Address" means the street or physical address of your office, for example, "407 Chapel Drive, Durham NC 27708." Use the Second Address Line to add your office number, for example "Room 108."

- "Interoffice Address" means the Duke PO box address, such as "Duke Box 1055."

Email

Navigate to the Email section using the link on the left. Email addresses can be edited in OIT Self-Service (oit.duke.edu/selfservice) in the Manage Directory Listings section. To prevent your email address from displaying in Scholars@Duke, select the "Restricted" option.

Phone Numbers

Phone numbers come from SAP and can be edited in Duke@Work (http://work.duke.edu) in the MyInfo tab. Edit the phone number in the Duke External Mailing Address section.

Office Hours

You can list your availability in the Office Hours field.

1. Click the Office Hours section in the left navigation pane.

2. Type or edit information about your office hours in the editor window, creating bullets or bold text if you like.

3. Click Save to display your changes or Cancel to discard changes.

Web Links

Add website links to the profile to direct viewers to other websites like a lab page, department profile and LinkedIn.
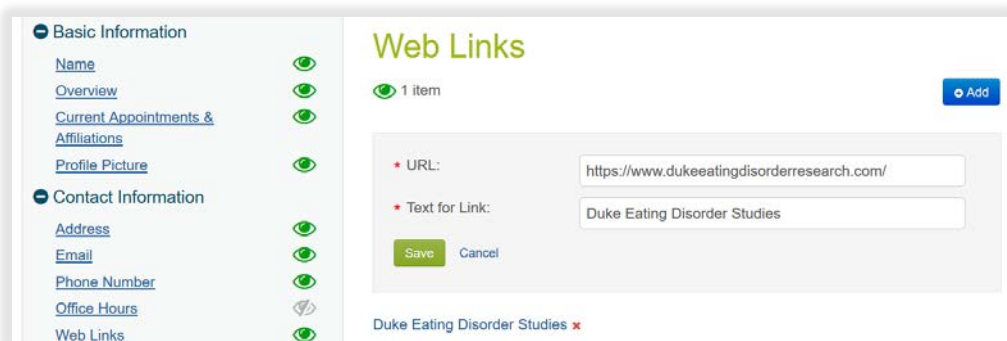
1. On the left side of the Profile Manager, select the Web Links section.

2. Click the Add button to add a link.

3. Type or paste the web page address in the URL field, such as http://labpage.biochem.duke.edu.

4. In the Text for Link field, add a label for the link, such as "Lab page."

5. Select Save to display your changes or Cancel to discard changes.

Background section

The Background section includes Education, Training & Certifications, and Medical Licensure.

Education

Navigate to the Education section using the links on the left in Profile Manager.
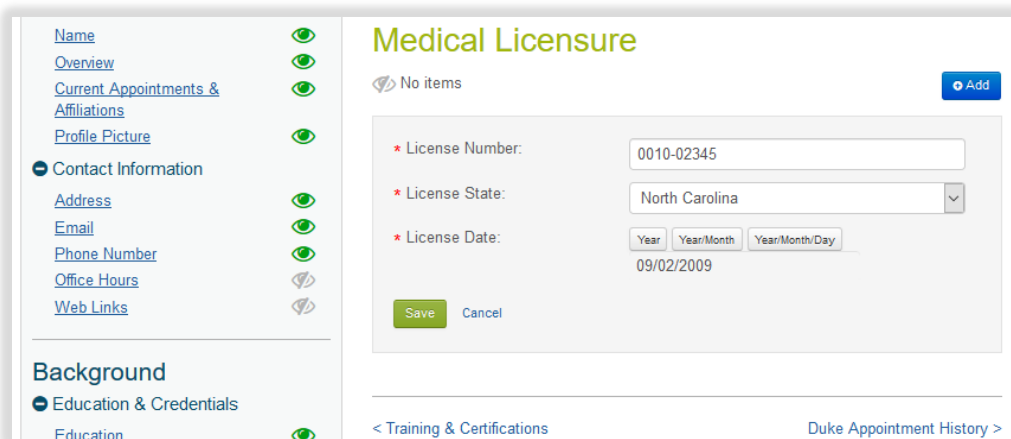
Degree information comes from dFac, Duke's faculty appointments system, and is entered by the departmental dFac user. The highest degree requires appropriate documentation such as a transcript or diploma. For more help, contact the power user in your area.

Training & Certifications

Select the Training & Certifications section to see what's displayed in that section and learn how to add or modify that information. Scholars@Duke receives professional training and certification information as it was entered in dFac, Duke's faculty appointments system. Training and certifications are entered by the departmental dFac user. For more help, contact the power user in your area.

Medical Licensure

Faculty with a current medical license can add their license information to this section.

1. Click the Add button to add a medical license.

2. Add the License Number, the state in which the license was issued, and the issue date.

3. Click Save to display the medical license in Scholars or Cancel to exit without saving.

Academic Experience section

This section includes your appointment history from dFac as well as paragraphs for you to describe leadership and clinical positions at Duke. To add your employment history, use the Academic Positions Outside Duke section.

Duke Appointment History

This section lists previous (ended) Duke appointments and professorships as they are shown in dFac, Duke's appointment system. To correct this information, contact the dFac user in your unit.
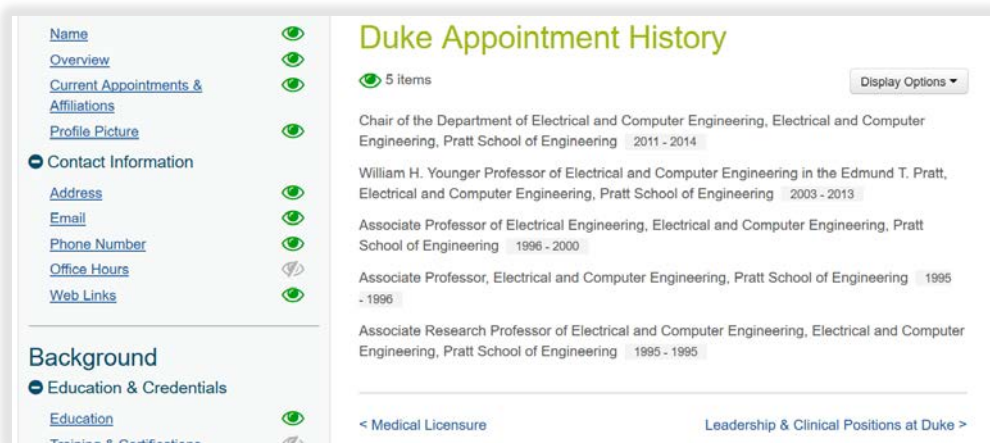
Leadership & Clinical Positions at Duke

To describe Duke appointments that are not captured in dFac, you can describe them in narrative format here.

1. From the Profile Manager left navigation pane, click the Leadership and Clinical Positions at Duke section.

2. Describe the positions in the editor window. The icons in the icon bar let you format the text as bold, italics, or underline.

3. Select Save to display your changes or Cancel to discard changes.

Academic Positions Outside Duke

In order to generate a CV in Scholars@Duke, add your academic employment history before coming to Duke. Your Duke appointment history will be loaded from dFac.

1. Using the left navigation pane in Profile Manager, click the Academic Positions Outside Duke section.

2. Click the Add button to add a position.

3. Type the position title in the Role or Title field.

4. Enter the institution and the start and end dates of the position.

5. Click Save to display this position on your profile or Cancel to exit without saving.

Scholarly Output section

Scholarly Output includes the sections for Expertise, Research, Publications & Artistic Works, and Teaching & Mentoring sections.

Edit Subject Headings

Subject headings can summarize your current research interests that may not be reflected in grants, publications, artistic works or other scholarship. Users may search for new and emerging topics described by Subject headings.
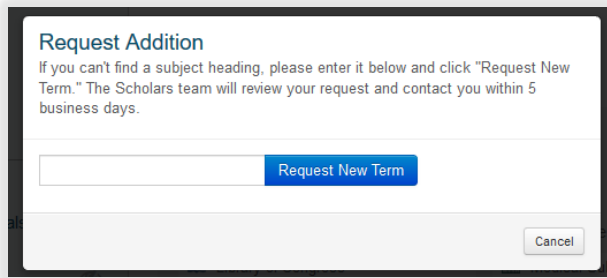
Subject headings in Scholars@Duke can be added from three vocabularies, the MeSH (Medical Subject Headings) or LCSH (Library of Congress Subject Headings) as well as the custom Duke Subject Headings list. Subject headings from controlled vocabularies can be re-used for other analyses and purposes.

To add subject headings:

1. Select the Subject Headings section on the left in Profile Manager.

2. Click Add. The Search for a Subject Headings field appears.

3. Type the term in the text box and click Find. You'll see three results lists: Library of Congress (LOC) subject headings, Medical Subject Headings (MeSH) and Duke subject headings. Select the terms you want to add, and click the green Add Selected button to add these to your profile.

4. To add a subject heading to the Duke vocabulary, click the Request a Subject Heading button.

5. In the Request Additions box, type the term in the text box and click Request New Term. The Scholars team will add the subject heading to your profile and contact you within five days.

Note that all text in Scholars@Duke profiles are searched, not only subject headings terms.

Searching for Subject Headings
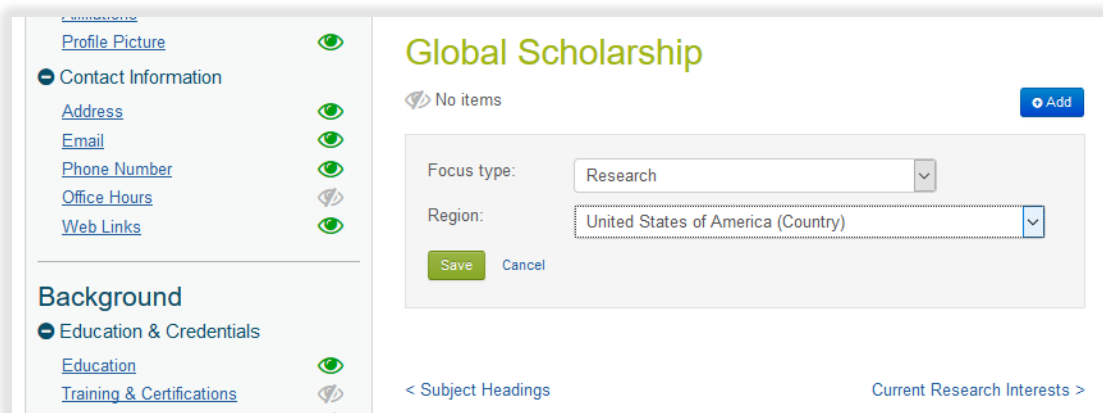
Subject headings may be broader than the particular term for which you are searching. If you cannot find the term, try these strategies:

- Ensure that you don't have misspellings or extra spaces in front of the search term. For example, the search will not find " infection" with an extra space at the beginning.

- Decompose the term into its individual concepts and search for those. That is, your term might be listed as a related subject heading.

- Decide on words and/or phrases to describe the concepts. Consider all words/phrases that might be used to describe the concepts of your topic and search for those. These include synonyms, variations in spelling (US vs. UK), word endings (singular, plural), variant terminology (electrocardiograms, electrocardiography), and related terms (cataract extraction, intraocular lens implantation). The following are examples of equivalent subject headings: pregnant/pregnancy, screening/testing, women/woman/female.

- Search for each concept as a separate set rather than looking for one term that describes all concepts. Creating separate sets for each part of your topic allows you to modify your strategy. Use MeSH (Medical Subject Headings) or Library of Congress (Human Knowledge Subject Headings) whenever possible. MEDLINE, CANAL and other databases assign subject headings to articles to ensure that all articles on a particular topic have the same standardized terms. Authors often use variant terminology, spellings and acronyms in their articles such as heart attack for myocardial infarction.

- Broaden or narrow your search concepts. For example, you may use "staphylococcus aureus" or "staphylococcal skin infections."

To enable viewers to find your work using more specific or customized terms, add them to the Overview paragraph.

Global Scholarship

Global Scholarship shows a faculty member's expertise, research or teaching in or about specific countries or continents. This information is used by the global map at global.duke.edu.

1. Navigate to the Global Scholarship section in the left-hand section of Profile Manager.

2. Click the Add button.

3. Select the type of geographical focus from the Type menu:

   - Expertise means knowledge of that region's history, politics, economics or culture.

   - Research means conducting research in this location during the last three years.

   - Teaching means conducting teaching activities in this location during the last three years.

4. Select a country or continent from the Region menu.

5. Click the Save button to add the location and type of experience in this location.

6. Continue to add locations as needed. You can add as many locations per type as you wish. To remove a location, select the "X" located next to the region to be deleted.

Current Research Interests

Use the Current Research Interests section to add a narrative paragraph about your current research. Current work may not be represented by your grants or publications, so this section helps potential collaborators find you.

1. To edit the overview, click the Overview section in the left navigation pane.

2. Type or edit the Overview in the editor window. The icons in the icon bar let you format the text as bold, italics, or underline.

3. Select Save to display your changes or Cancel to discard changes.

Selected Grants

The information in the "Selected Grants" section comes from Sponsored Projects System (SPS) and must be edited in SPS. In Scholars, you can hide specific grants or the entire grants section.
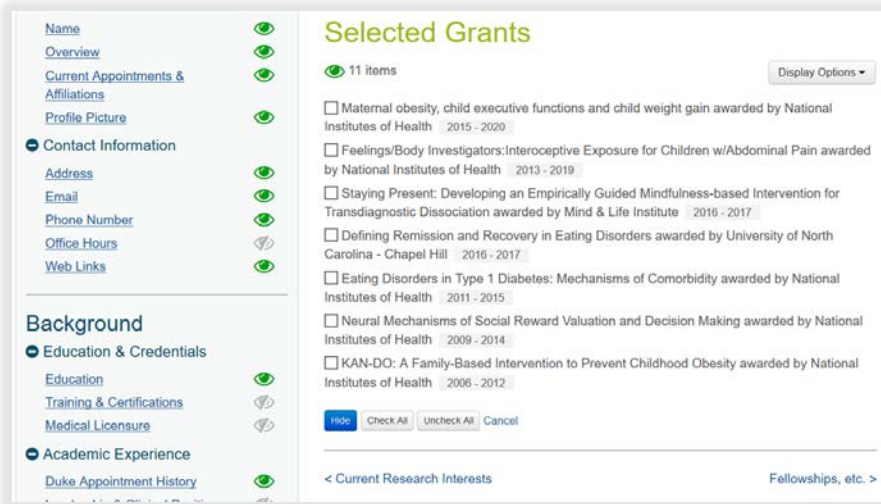
To hide grants:

1. Click the Display Options drop-down menu in the Grants section:

   - To hide specific grants, click Hide Data Items from the grants section menu.

   - To hide all grants from a profile, select Hide Entire Section.

2. To continue removing specific grants choose Select Items to Hide from the drop-down menu. Checkboxes will appear next to each grant.

3. Select the grants you would like to hide. Or use the Check All button at the bottom

4. Click the Hide button.

Note: If one of your grants isn't displayed in Scholars@Duke, check with your power user or your SPS security officer to make sure that the "Can Be Publicized?" box is set to Yes in SPS.

Fellowships, Supported Research & Other Grants

To add grants or gifts that were not processed in SPS, you can add them to your profile using this section.

To add fellowships and other grants:

1. In the left-hand navigation panel, click the Fellowships, Supported Research & Other Grants section.

2. Type the title of the grant, gift or fellowship in the Title field.

3. Enter the sponsor or donor.

4. Select the start date or award date of the grant.

5. Optionally add the role or office held, the amount of the grant, the end date and a description for the grant entity page.

6. Click Save to display the grant on your profile or Cancel to exit without saving.

Selected Publications

Publications in Scholars@Duke are loaded from Elements, the publication system implemented by Duke Libraries. To add, edit, or delete publications from Scholars@Duke profiles, login to Elements using your Duke NetID.
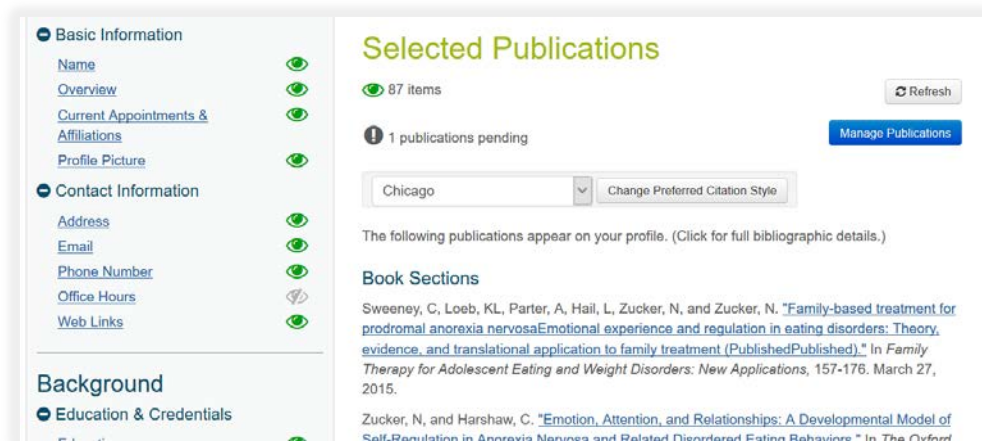
For more information about using Elements, please refer to the ScholarWorks website at https://scholarworks.duke.edu/elements/help/ .

To log in to Elements:

- Go to elements.duke.edu OR

- Navigate to the Selected Publications section and click the Manage Publications button. Elements will appear in a new tab in your browser.

To change the Preferred Citation Display Style:

Publication citations in Scholars@Duke are displayed in Chicago style format. Users can change the style of their publications to APA, MLA (Modern Language Association), or ICMJE (International Committee of Medical Journal Editors).

To change the style in which publications are displayed:

1. In the dropdown that appears under the Selected Publications heading, select your preferred citation style.

2. Click the Change Preferred Citation Style button.

To refresh your publications:

Publications are refreshed nightly automatically, but if you'd like to refresh your publications from Elements right away, click the Refresh button in the Selected Publications section. Note that this process takes a few minutes and longer for very long publication lists. A message will describe what's happening.

To hide your publication section in Scholars:

You can hide publications in Elements or Scholars. To remove your publications from Scholars but preserve your list in Elements, pull down the Display Options menu and select Hide entire section. This process may take a few minutes to complete, particularly for long lists.

Exhibitions, Screenings & Performances

To display significant events such as exhibitions or screenings of artistic or documentary work, enter the information into this section.

1. Enter the work being performed or exhibited.

2. Enter the name or title of the event.

3 Add the facility or venue in which the event occurred.

4. Select the date of the event, or the start date if it occurred over a range of days.

5. Optionally, add an end date and a description to display on the event entity page.

6 To add a link, add the URL (such as "http://aycockauditorim.uncg.edu") and the link label (such as "UNC-Greensboro Wind Ensemble.")

7. To choose a related work in the Artistic Works & Non-Print Media section, click the Related Work drop-down menu.

8. Click Save to display the event on your profile or Cancel to exit without saving your changes.

Artistic Works & Non-Print Media

The Artistic Works section enables faculty members to display their exhibitions, performances, documentaries, and other scholarly output that is not published for printing. These works can be linked to collaborations with other Duke faculty members and others. Users can add new artistic works, edit existing artistic works, or enhance works to which they have been added as a collaborator.

To add a work:

Before adding a work, try searching for in Scholars first in case it has been added by one of your collaborators. If so, you can ask them to add you as a collaborator so that the work is not listed in Scholars@Duke twice.

1. Navigate to the Artistic Works and Non-Print Media section in the left navigation pane.

2. Click the Add button.

To describe your role:

Click the Add Artistic Work button to enter information about a work that is not in Scholars.

1. Select your role in the work by selecting a role from the drop-down menu. You can add multiple roles by clicking the "Add Another Role" button.

2. To show your role as a featured role in a performance, click the Featured Role check box.

3. Add a Role Description to display an abstract or narrative about your role in this work. The Role Description appears when viewers click a role link. The Role Description should not describe the work itself but rather, your contribution to the work.
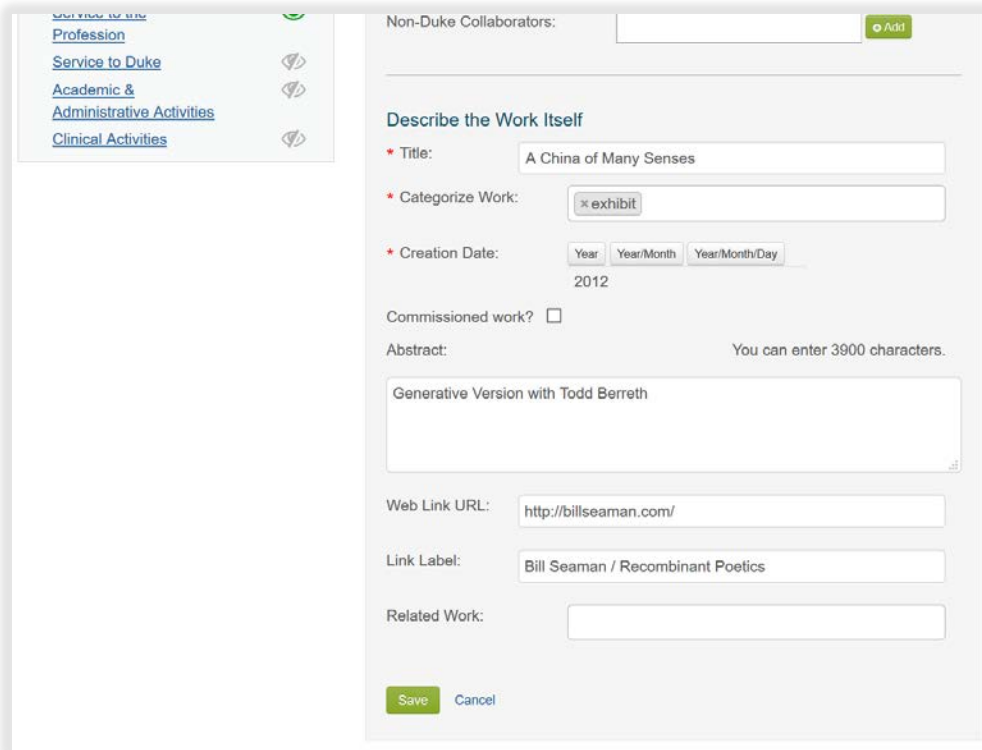
To acknowledge collaborators:

When you add a collaborator, the artistic work appears in the collaborator's Profile Manager as a pending work. Collaborators must add their role and save their changes to be displayed as a Duke Faculty Artist/Collaborator. Collaborators have editing rights to the artistic work, including the title, the date, the type and the abstract, but cannot edit other collaborators' roles.

1. Click the Add Duke Faculty Artist/Collaborator field to link to a collaborator's Scholars@Duke profile page. In the Search box, type the last name and click Search. Click the name in the search results to add this collaborator. Or click the Close box to exit without adding a collaborator.

2. To add collaborators who do not have a profile in Scholars@Duke, click the Add Artist/Collaborator button and type the name of the individual or organization with whom you collaborated on this work. These individuals will not be able to edit the artistic work.

To describe the work itself:

This section of Artistic Works is intended to provide a general overview of the work rather than the role.

1. Enter the title of the work, for example, "The Art of Memory."

2. Select one or more artistic work types from the Categorize Work drop-down list.

3. Select a year, a month/year, or a month/day/year for the Creation Date by selecting a format and clicking in the date field. This displays a list of years, months and days. Select a year first, then the month, and then the day.

   The Creation Date represents whatever date that you want to be associated with this work. This date may be used for reporting or visualizations.

4. To designate this work as commissioned, select the commissioned work check box.

5. Describe the work in the Abstract field. The abstract is displayed on the work's individual page and provides an overview of the work itself rather than details about contributors' roles in the work.

6. Add Web Links to link to a web page about this work, such as a video on YouTube. Click the Add Web Link button and type address to the link in the Link URL field, and the label, such as "Performance on YouTube" in the Link Label field.

7. Related Works provides a drop-down list of your artistic works in Scholars@Duke. Click the down arrow on the drop-down menu to show a list your works by titles, types and years. Click the Relate to Another Work button to add another work to which this work is related.

8. Click Save to save the work or Cancel to exit without saving.

To edit an existing artistic work:

In the initial rollout of Scholars@Duke, individual artistic works were extracted from FDS, re-structured, and loaded into Scholars@Duke. These works can be edited by the artist or their delegate to add information or display the work differently. Additional information can be added by collaborators over time.

1. To edit an artistic work, click the Edit button next to the artistic work you want to edit (see previous section for specific information about using these fields):

   - Adding or changing your role in the work.

   - Editing anything in the description section, including the title, the type, the abstract, and web links.

   - Adding or removing Duke faculty artists or other collaborators and related works.

2. Be sure to click the Save button at the bottom when finished editing.

To add a pending Artistic Work:

If you have been added as a Duke faculty collaborator to an artistic work, the work will appear in Profile Manager as pending:
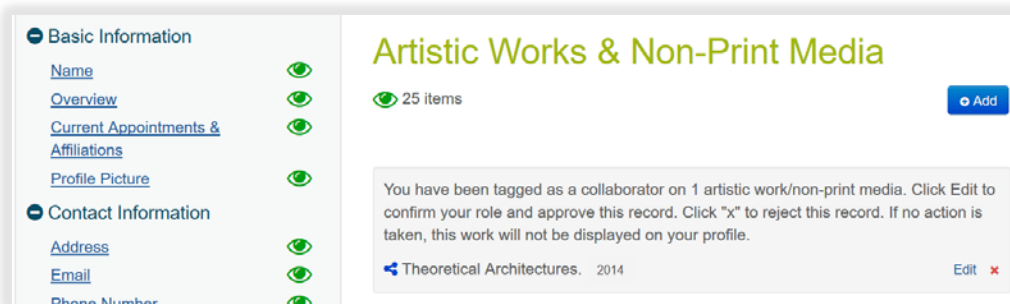
To display pending works on your profile, you must add details about your role in the work:

1. Click the Edit button next to the pending work.

   Information about the work appears, but without any role information.

2. Add your role by selecting a role from the drop-down menu. You can add multiple roles by clicking the "Add Another Role" button.

3. Add a Role Description to display an abstract or narrative about your role in this work. The Role Description appears on a page specifically about your role. The Role Description should not describe the work itself but rather, your contribution to the work.

4. To show your role as a featured role in a performance, click the Featured Role check box.

5. Click the Save button at the bottom.

As a collaborator, you have editing rights to the description of the work itself, but you cannot edit anyone else's role in the work. Collaborators cannot be removed from a work unless they remove themselves.

Recent Courses

Scholars@Duke receives course information from DukeHub, and displays courses taught during the last three years. If there are courses incorrectly listed in a profile, the user should contact their <u>power user</u>, who will assist them in locating the appropriate contact.

1. To hide specific courses, click Hide Data Items from the courses drop-down menu. To hide all courses from a profile, select Hide Entire Section.

2. To continue removing specific courses, choose Select Items to Hide from the drop down menu.

   Checkboxes will appear next to each course.

3. Select the courses you would like to hide.

4. Click Hide Selected from the bottom of the list of courses.
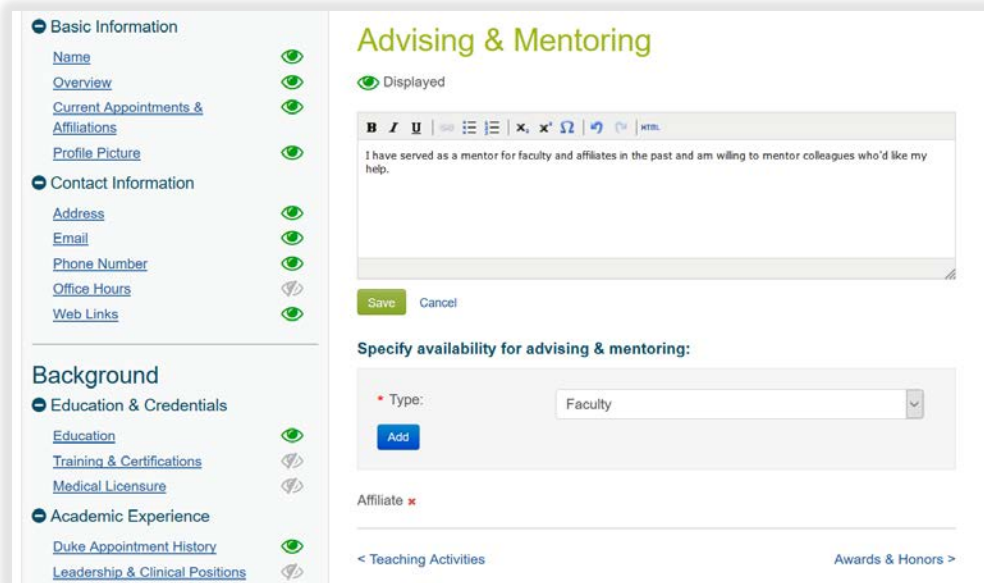
Teaching Activities

This section is provided for narrative descriptions of your recent teaching activities.

1. Click the Teaching Activities section in the left navigation pane.

2. Type a list or paragraph in the editor window. The icons in the icon bar let you format the text as bold, italics, or underline.

3. Click Save to display your changes or Cancel to discard changes.

Advising/Mentoring

The Advising section is designed to display information about previous and current advisees. The Mentoring section lets you describe how you're currently mentoring people now and your availability to mentor students or colleagues.

To describe advising activities:

1. Click the Advising & Mentoring section in the left navigation pane.

2. Type a list or paragraph in the editor window. The icons in the icon bar let you format the text as bold, italics, or underline.

3. Click Save to display your changes or Cancel to discard changes.

To add mentoring information:

- You can describe your mentoring activities or your opportunities to mentor others using the Mentoring Overview. In the editor window, you can type or paste information from another document and format information, like add bullets, links, or bullets.

- To specify your availability for advising/mentoring, click the Add Availability link, and then select the education level at which you are willing to mentor or advise. This information may be displayed on other Duke websites to help people find advisors and mentors.

Specify availability for advising/mentoring:

1. Pull down the Type menu, which displays the educational level of advisees you are willing to mentor.

2. Click the Add button to add this level.

You can add more levels following these steps and delete levels by clicking the red x.

Professional Activities section

Awards & Honors

You can list any award or honor, from a departmental award to an internationally-known award.

1. In the navigation pane, select Awards & Honors.

2. Click the Add button to display the input fields.

2. Select the Award Type (required) to designate if the award was local, national or international.

3. Type the name of the award (required), for example, "Baldwin Scholars Award."

4. Enter the organization that awarded this honorific in the Awarded By field (required).

5. To add the award date, specify the start date (required) and end date. Each field lets you choose the month, day and year. To choose only the year or month and year, first click Year Only or Month/Year and then click the date field. Select the year first, and then the month and day, if applicable.

6. To add a link to related content, type the URL such as http://baldwinscholars@duke.edu.

7. Add a description if you'd like to display more information about this honor or award. This information appears when users click the link to the award or honor on your profile page.

8. Click the Save This Award button, or click the profile name to exit without saving an award.

In the News

Links to news stories about individual faculty members are loaded automatically on a weekly basis from Duke's Office of News and Communications, which produces news stories about faculty and also tags news stories featured in the local, national or international media such as the New York Times.

A maximum of five news items are loaded per week. You can refresh this section to load the most recent news articles. If a faculty member has more than five news stories in one week, then the five most recent news items will be loaded.

You can manually add links to news stories that were not loaded from Duke Today.
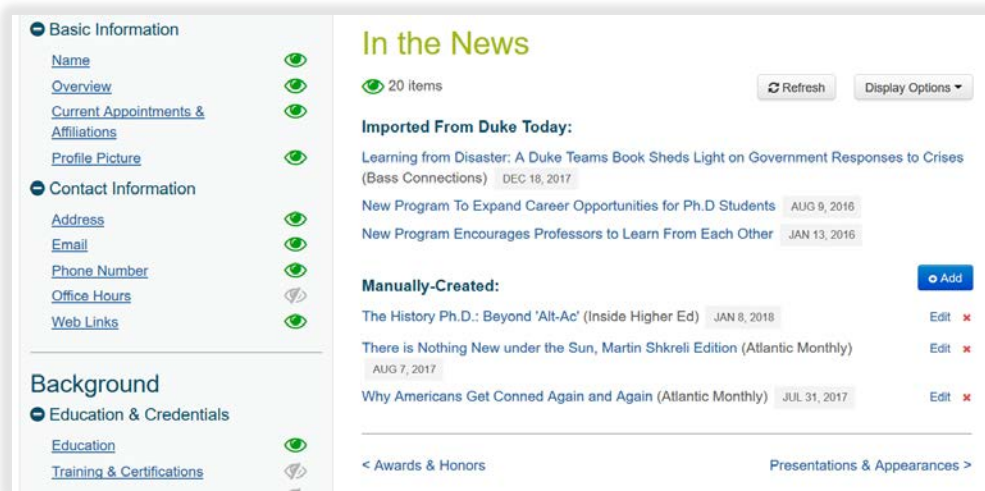
To refresh or hide news items:

1. In the navigation pane, select the In the News section.

2. From the Display Options menu, choose Select items to hide.

3. Click the check box next to the news items you want to hide, or use the Check All button. Click Hide selected to hide the checked items.

To load the five most recent news articles, click the Refresh button.

To add a news item manually:

1. Click the Add button below the Imported news stories.

2. Select the date on which the story was published.

3. Type the URL of the story, such as http://washingtonpost.com/opinions/kick-him-out.

4. In the News Title field, type the title of the story, for example, "Kick Him Out."

5. Optionally, add the media outlet in which the article was published, such as "Washington Post."

6. Click Save to display the news story on your profile or Cancel to exit without saving.

Presentations & Appearances

Presentations & Appearances includes conference presentations, invited talks, lectures and interviews of this faculty member.

Note: Interviews conducted by the faculty member, as well as published conference output such as proceedings and conference papers, are considered publications and should be entered into Elements.

To add a presentation:

1. In the navigation pane, select Presentations & Appearances.

2. click Add Selected Activity Type. You'll see the Presentations & Appearances data fields.

3. Select the Service Type (required) to describe the kind of presentation, such as invited lecture.

4. Add the Name of Talk (required).

5. If applicable, add the event or event series name, such as "The State of Things."

6. Specify the Host Organization, such as "Modern Language Association."

7. Add the Venue and Location, for example, "Carnegie Hall, New York, NY."
   For ongoing service activities, leave the end date blank or add a future end date.

8. To add the presentation dates, first click Year Only or Month/Year if you don't want to add the month, day and year. Then click the date field. Select the year first, and then the month and day, if applicable.

9. Add a description to display more information on the presentation entity page.

10. Click the Save button, or Cancel to exit without saving this activity.

To edit a presentation/appearance:

Click the Edit link next to the presentation.

To delete a presentation/appearance:

Click the red X next to the presentation.

Outreach & Engaged Scholarship

The Outreach & Engaged Scholarship section describes civic engagement, community service, and other scholarship that applies Duke's academic resources towards solving public problems. Outreach & Engaged Scholarship includes service learning and community-based research projects.

1. In the navigation pane, select Outreach & Engaged Scholarship.

2. Click Add button to see the Outreach & Engaged Scholarship data fields.

3. Select the Service Type (required) to describe the general kind of service.

4. Add the Service Name or Event Series, if the service was part of a larger project such as a publicity campaign.

5. Specify the Host Organization, which could be the sponsor of the service or research project, or the recipient of the service activity.

6. If applicable, add the venue and/or the location, such as "Northside Elementary School, Durham."

7. Optionally, add the Geographic Region, the state, country or continent in which the outreach or engaged scholarship occurred.

8. To add the service dates, first click Year Only or Month/Year or Month/Year/Day. Then click the date field. Select the year first, and then the month and day, if applicable.

For ongoing service activities, leave the end date blank or add a future end date.

9. Add a description if you'd like to display more information about this service activity. This information is displayed on the page that appears when users click the link to this service activity.

10. Click the Save button, or Cancel to exit without saving this information.

To edit an outreach/engaged scholarship:

Click the Edit link next to the service record.

To delete an outreach/engaged scholarship:

Click the red X next to the service record.

Service to the Profession

Service includes committee work, editorial work, events, and professional development that occurs outside of Duke and/or benefits organizations other than Duke.

1. In the navigation pane, select Service to the Profession.

2. Click Add to display the Service to the Profession data fields.

3. Select the Service Type (required) to describe the kind of type of activity, such as "Editorial Activities."

4. Type the title of your contribution in the Role or Office Held field, for example, "Board Member."

5. Enter the Service or Event Series Name, for example, "Fall Southeast Conference."

6. Specify the Host Organization, such as "American Historical Society."

7. Add the Venue and Location, for example, "Washington, DC."

8. To add the service date, first click Year Only or Month/Year if you don't want to add the month, day and year. Then click the date field. Select the year first, and then the month and day, if applicable.

   For ongoing service activities, leave the end date blank or add a future end date.

9. Add a description if you'd like to display more information about this service activity. This information appears when users click the link to this service activity on your profile page.

10. Click the Save button, or Cancel to exit without saving this activity.

To edit an outreach/engaged scholarship:

Click the Edit link next to the service record.

To delete an outreach/engaged scholarship:

Click the red X next to the service record.

Service to Duke

Service includes committee work, editorial work, events, and professional development that is focused on Duke.

1. In the navigation pane, select Service to Duke University.

2. Click the Add button to display the Presentations & Appearances data fields.

3. Select the Service Type (required) to describe the kind of type of activity.

   Note: Selecting Committee Service displays the Committee Name and Committee Type fields, and both are required fields. Committee Name is a type-ahead field and matches previous entries. The Committee Type field specifies the level of the committee, whether it's university, department, and so on.

4. Type the title of your contribution in the Role or Office Held field, for example, "Board Member."

5. Enter the Service or Event Series Name, for example, "Fall Publicity Campaign."

6. Specify the Host Organization, such as "Durham County Literacy Council."

7. Add the Venue and Location, for example, "Durham, NC."

8. To add the service date, first click Year Only or Month/Year if you don't want to add the month, day and year. Then click the date field. Select the year first, and then the month and day, if applicable.

   For ongoing service activities, leave the end date blank or add a future end date.

9. Add a description if you'd like to display more information about this service activity. This information appears when users click the link to this service activity on your profile page.

10. Click the Save This Activity button, or click the profile name to exit without saving this activity.

To edit a Service to Duke:

Click the Edit link next to the service record.

To delete a Service to Duke:

Click the red X next to the service record.

Academic & Administrative Activities

Describe any academic and administrative experience and activities that are not covered in previous sections.

1. Click the Academic & Administrative Activities section in the left navigation pane.

2. Type a list or paragraph in the editor window. The icons in the icon bar let you format the text as bold, italics, or underline.

3. Click Save to display your changes or Cancel to discard changes.

Clinical Activities

Describe your clinical experience and activities in this section.

1. Click the Clinical Activities section in the left navigation pane.

2. Type a list or paragraph in the editor window. The icons in the icon bar let you format the text as bold, italics, or underline.

3. Click Save to display your changes or Cancel to discard changes.

Scholars@Duke Widgets

Widgets enable users to embed lists of publications, courses, and other Scholars@Duke information in a web page such as a lab or personal page. Widgets provide a dynamic feed to the other page so that whenever the associated information is updated in Scholars@Duke, it is updated in the web page automatically. Any member of the Duke community with a NetID can access and create customized widgets to obtain data for a faculty member or an organization.

Scholars@Duke provides two kinds of widgets:

- Individual profile widgets create feeds of faculty data from one person's web profile.

- Organizational widgets create feeds of all faculty members in an organization.

Add Profile Data to another Website

To add an individual's Scholars@Duke profile data to another web page, follow these steps.

1. To add data to a website click the "Add Data to my Website" button located above the profile picture.

2. Select your refinements using the menu provided.

- Collections

   From the drop-down list next to Collection to Display, select Publications, Courses, Grants, Appointments, Addresses, Overview, or Contact. The Preview panel on the right shows how the list will look based on the current selections.

- Items

   Select the number of items the display should provide from the drop-down list. Users can display the 5, 10, or 15 most recent items, or all items. The Preview panel displays the list based on the current selections.

- Display Format

   Select Abbreviated to display a shorter version of the publications. Select Detailed to display the full publication. The Preview panel shows how the items will look in either display format. This option is currently available only for publications.

- Styling

  Choose Styled to use embedded styles, or choose Unstyled to use the styles on your web page. The Unstyled selection displays items in a bulleted list. The Preview panel displays both options.

- Advanced

  The Advanced button enables web administrators to format the data in JSONP, HTML, or JavaScript. Selecting these options opens a new window that displays the information in the selected format.

  All data for one faculty member provides a feed of all the data on a profile page in JSONP or JSON.

3. Select the text located in the embed code box and click Copy to Clipboard.

4. Paste the embed code in your website.

Note: Some web editors or content management systems may require additional modules or settings to enable the widgets code to work properly. If you are using a Duke-administered content management system, contact the IT group that administers the CMS if you need more help with the widgets.

Note: Some web editors or content management systems may require additional modules or settings to enable the widgets code to work properly. If you are using a Duke-administered content management system, contact the IT group that administers the CMS if you need more help with the widgets.

Setting up a Data Feed for an Organization

Scholars@Duke widgets are available for organizations as well as for individuals. Currently, only People or Grants data are available in the organization's widgets but more features are planned for development in the near future, including contact information, courses, and publications.

To add an organization's profile data to another web page, follow these steps.

1. To add data to a website click the "Add Data to my Website" button located above the profile picture.

2. Select your refinements using the menu provided. Review the preview panel to ensure correct formatting is achieved.

3. Select the text located in the embed code box and click Copy to Clipboard.

4. Paste the embed code in your website.

Feed data for everyone

Programmers can combine widgets to create a feed of Scholars data for everyone in an organization. Using the list of people in the organizational feed, programmers can use the individual data feed by looping through the list of people.

Creating Profiles for Academic Staff (Non-Faculty) and Students

Scholars@Duke enables profiles to be created for staff and students who want to display their scholarly work, such as peer-reviewed publications, grants, or research interests. To confirm the person's affiliation with an academic department, institute or center, only Power Users can create a non-faculty profile for an individual.

To create a profile for a staff member or student, the Power User can follow these steps:

1. On the Scholars@Duke home page, click the Manage Scholars Data link in the bottom right corner.

2. In the Search by Name field, type the name of the person for whom you are creating a profile and click the Search button.

3. In the Search Results, select the name of the person for whom you are creating a profile. If you aren't sure it's the right person, click the "i" icon for directory information.

- If the person already has a profile, you'll see an Edit Profile link by their name. You can add their profile to your department regardless; this will not create a duplicate profile but will associate their profile with both organizations.

- If the person is a faculty member, you won't be able to create a non-faculty profile for them.

4. Click the drop-down arrow and select the correct organization and then click the Add button.

   Clicking the Add button creates the profile and displays the person on the Manage Scholars Data page. To edit or deactivate the profile, click the pencil icon next to the name.

   Once the profile has been created, the person can log into it using their NetID and password.

Updating Profiles for Non-Faculty

Any information that can be edited in Scholars, such as the Overview, Global Scholarship, Subject Headings, and so on, can be edited on non-faculty profiles in the same way.

However, the automated content on non-faculty profiles differ from faculty profiles in the following ways:

- Names and Titles are fed from the Enterprise Directory. Titles must be edited in iForms and names can be edited in OIT's self-service module (oit.duke.edu/self-service)

- Courses taught by non-faculty are not currently being fed from PeopleSoft; however, the Scholars team is planning to change that in the future.

- Publications can be entered in Elements for non-faculty; all Duke employees have an account in Elements. However, publication searches are not activated automatically for non-faculty, so if you'd like Elements to search any publication sources for you, go to Elements.duke.edu, login and on the home page, click the "search settings" link. If you have questions, click the Help button in the upper left corner. If you can't find what you need, contact elements@duke.edu.