

Selected Works

Editing the “About” Section

Transcript

This tutorial will show you the basic tools to edit anything in the About section on your Selected Works profile and will go over each of the individual sections to clear up any questions you may have.

You will need to log in to your Selected Works account to be able to make changes. If you do not know how to log in, please review the video titled, “Signing into Your Account” before continuing.

The About Section allows you to present other things about your research and yourself that your publications don’t reflect. Everything is editable on this screen and anything that you do not have content in simply won’t show up when someone goes to your page.

Generally speaking, when you are ready to edit a section, you can click on the pencil icon that shows up when you hover over the section. There are some sections that will have a slightly different icon or process.

The rest of this tutorial will cover the bases of all the sections in the About tab.

Your picture at the top left can be anything you would like it to be. When we first started the Selected Works profiles the thought process behind non-uniform, non-professional headshots was that this was the opportunity to showcase faculty with their research material. If you want to use a professional headshot, feel free; but if you have a great action shot of you doing your research that is visible within the thumbnail, please feel free to use that.

You can change your position title as you see fit but please leave the main title “Selected Works of...” alone. It is the one unifying thing across all of our profiles.

Your bio can be as long or short as you want it, but people will have to click on “Read More” in order to see the whole story if you go beyond the space given.

If you would like to add a new position, click on the Add button and enter in the details for your new position. If you are adding a new position at Nova

Southeastern University, make sure the Institution states Nova Southeastern University and the Organization states your department. You can then choose the position type and type in the title of the position. The check box, "Current Position" allows you to only put in a start date. The Affiliate my Profile with this Institution does not need to be checked off if you already have another position in the past at NSU. Basically this allows you to transfer your profile to new institutions. If you move on from NSU to a new institution, your Selected Works profile goes with you. We would unaffiliate you from NSU so you would be able to re-affiliate with whichever institution you've moved to, if they also have Selected Works. Otherwise, you will still be able to use your profile but it will have a generic heading across the top. If you need to edit or remove a position, click the pencil or X icon respectively next to the position you wish to edit or delete.

You can upload a PDF of your CV here, but please remember to cut out any personal details like your home phone number and mailing address.

Just like each of your articles and other research in NSUWorks, your Selected Works profile also has Disciplines. These disciplines are subcategories of the larger Digital Commons network that NSUWorks and Selected Works belong to. The more disciplines you define yourself with, the more visibility across the DC Network you will have. Click the edit button to add more disciplines. You will see a dropdown checklist of different fields. Obviously for Halmos, the majority of your applicable disciplines will be under Life Sciences and Physical Sciences and Mathematics, but you may find some cross-disciplinary fields under Medicine and Health Sciences or Social and Behavioral Sciences and even Law. You can go through the disciplines by clicking on the plus sign to expand the discipline field range or you can start typing in the box above to see what choices might come up. For example, if I start typing in Physiology, you will see a list of all the disciplines that have physiology in the title. Check the ones that apply. Here's another example. I've just started typing in the word Chemistry. You can see all the different items that start with chemi... start to appear.

Research Interests act as keywords to help find you in our Experts Database. If anyone wants to find out who at NSU does what, they will use these keywords to discover you. If a newspaper reporter wants to do a story on coral reefs and ocean acidification, they can use those keywords to look for people who are doing research on just that. High school students doing reports for school can utilize this in the same fashion, but most importantly, our incoming students looking for committee advisors for their theses and dissertations can use this to discover your research or outside faculty can look for collaborators on a project. Choose your keywords wisely. You can add Keywords by clicking the Edit button. Separate each section of keywords by hitting the Tab button. You can put in whole phrases as one string of keywords, just hit the Tab button when you want to put in a different keyword phrase.

Grants are tricky. Some grants have strict confidentiality clauses in them that prevent you from disclosing them in a public forum, such as this. Before you upload any grants that you have obtained, you must submit them to the NSUWorks team at nsuworks@nova.edu before submitting. We will double check with the Grants Office to ensure that there is no conflict with you displaying this information. In the event that your grant has been approved for entry, the NSUWorks team will enter it for you.

If you belong to any professional organizations or services, you can enter that here by clicking the Add button. Enter the position you hold within the organization, the name of the organization, how long you've been a member, and the URL to the website of that particular organization. Click the Save Button. If you need to edit anything you have already, click the pencil button to edit, and the X to remove.

If you've received any awards or honors during your professional career, you can highlight them here. This particular field is just a running tab of honors that works very much like the research interest section of Selected Works. Enter in the name of your award or honor and press the tab button to make it an entry. Did you make a mistake? Click the X next to the entry to delete it. Need to edit an entry? Double click on the words in that entry to allow you to edit the entry.

If you teach any courses here at NSU, you can add them here by clicking the Add button and entering in the course name and the URL to the description of the course in the course catalog.

You can enter in your education in any order, as the system will update chronologically as you go. Add a new degree by clicking the Add button and entering in the appropriate information. Click the Save button. As always, you can use the pencil and the X buttons to edit and remove information.

Do you have any links to personal webpages such as lab pages, consortia you are a part of, or a personal website where you house more information about your research? This is where you link to it. There are social media buttons down at the bottom where you can add a Twitter handle, a Facebook page, a LinkedIn profile, or a Google+ profile, but this Links tab is specifically for other links that don't fall into that social media category.

Your contact information is your office phone number and a hidden email address to avoid spam. If you have any other contact information that you would like to add, you can edit it here.

If you have an ORCID ID number, you can enter that here too. If you don't have an ORCID ID yet, I highly recommend getting one. More and more we are seeing

publishers ask for this number when submitting research. ORCID IDs create DOI's for individuals. It helps with distinguishing between authors of similar names and their research. It is free to sign up.

That's it for the About Section! If you have questions about any of the content in this tutorial or any of the tutorials for NSUWorks or Selected Works, please contact nsuworks@nova.edu.