Using Google Scholar to Search for Faculty Publications

NOTE: If you already have a Google account, you can skip the process of creating a Google Account.

Create a Google Account

1. Navigate to the main Google web site, http://www.google.com
2. Click the Sign In button.
3. Select the option to Create an Account for free.

4. You will be required to enter some personal information. Complete the form.
   a. It is recommended that you uncheck the box to set Google as your default home page.
   b. Check the Terms of Service box.
   c. You may wish to uncheck the box to allow Google to use your account information to personalize ad content.
   d. Click the Next Step button.
5. You will have the option to add a profile photo. You can skip this step and just click **Next Step**.
6. You should receive a welcome message. You are now ready to use Google Scholar.

Welcome Zippy!

Now you’re ready to search, create, and share across lots of Google products. Check out your new account in the upper right (click your photo to edit your profile, access Google+, review account settings, and view or adjust settings for web history). We’ve also sent you an email to show you how to get even more out of Google.

Your new email address is zippykanga@gmail.com

Thanks for creating an account. Have fun!
Search Google Scholar for Citations

1. Navigate Google (http://www.google.com) and login with your Google account.
2. Click the More option and select Even More.

3. Scroll down to the “Specialized Search” section and select Scholar.

4. Google Scholar is displayed. Click the My Citations link in the upper right.
5. **FIRST TIME USE ONLY:** If this is the first time you have logged in to Google Scholar, you will be prompted to establish a profile. The only information that is required is name – and that will automatically be entered for you. When you receive the Profile page, click the Next Step button.

   ![Profile page](image)

   **a.** Next, you will be prompted to search for publications. Click **Skip this step.**

   ![Search results](image)

   **b.** The profile updates page displays. Click **Go to My Profile.**

   ![Profile updates](image)
6. Edit the Profile name to be the name of the faculty member for whom you are conducting the search. This will help you remember whose citations are listed. Click the Edit button to change the name.

7. Click the Save button to save the name. NOTE: The other profile information is not required.

8. Click the Actions drop-down and select Add.
9. The Add Articles page will display. Type the faculty member’s name in the Search box and select either Search Article Groups or Search Articles.

10. In this example, Search Article Groups was selected. Click the button to add all the articles. In this example, the button reads “Add all 176 articles.”

11. All of the publications will be listed. Compare these publications with the faculty member’s CV and to the publications that have already been imported to Faculty 180. You do NOT want to add duplicates to Faculty 180.
12. After reviewing the list of publications and filtering for duplicates, check the boxes for the citations to be exported.

13. Select Export from the Actions drop-down.

14. Select BibTeX from the File Format drop-down and click the button to export the articles selected (Export the 2 articles below).
15. A window will open – giving you the opportunity to save the file to a location on your computer. Be sure to save the file to a location you can easily locate.

16. Open a new browser tab and login to Faculty 180. NOTE: The link for Faculty 180 can be found on the Provost’s web page: [http://www.uakron.edu/provost/faculty_staff/index.dot](http://www.uakron.edu/provost/faculty_staff/index.dot)

17. Emulate the appropriate faculty member. For detailed instructions on emulating a faculty member, refer to the job aid and tutorial, “Emulate a Faculty Member”.

18. Click the My Data tab.

19. Click the Workload Form link.

20. Click the Add link next to “Scholarly Contributions and Creative Productions”.
21. Click the **Import Citations** button.

22. If you receive a Notice regarding recommended actions, click **Return**.

23. Select the following options:
   a. 1 Citation Format = **BibTex**
   b. 2 Citation Data = **Copied Text**
24. Navigate to the location of the file you previously saved which contains the Google Scholar citations. (From Step #15). Open the file – if prompted about which program to use to open the file, Windows clients select “NotePad”; MAC clients select TextEdit. The contents of the file are displayed.

25. Right-click and “Select All”. Right-click a second time and select “Copy” to paste the contents to the clipboard.

26. Return to Faculty 180 (in your Browser window) and position the mouse inside the Citation Data text box.

27. Right-click inside the text box and select Paste.

28. The text is pasted inside the box.

29. Click the Save button.
30. The publications are listed. The semester and year of the publication should match the faculty CV. *There are two options for updating the Semester and Year:*
   
a. Update the Semester and Year when importing the citations into Faculty 180. This is the option we will demonstrate (beginning in Step 30).
   
b. Import the citations to Faculty 180 using the default Semester and Year and then edit the citations after they are added. Refer to the job aid and tutorial, “Edit Citations”, for details on this process.

31. In our example, the first publication should be Fall 2011 and the second should be Spring 2010.

32. In our example, the first publication should be Fall 2011 and the second should be Spring 2010. To change the first publication, check the selection box next to the publication and change the Semester and Year to Fall 2011. Click **Save Selected**.

33. We now have 1 item remaining in the list. Click the selection box and change the Semester and Year to Spring 2010. Click **Save Selected**.
34. All of our items have been imported.