# Some road maps for getting your citations into Faculty 180

**Capturing your citations via Google Scholar**
1. Open a Google Scholar account. (scholar.google.com)
2. Set up your profile. Google should populate your citations automatically.
3. If you don't see all of your publications, click the add button and type your name in the large search box.
4. You can then choose to add groups of articles or single articles.
5. Go back to your profile and check the list of publications for errors; make corrections.
6. To export all pubs, click the box next to Title. Alternatively, click the specific references you wish to export.
7. The "export" button will then appear once you identify pubs. Click "Export" and select Bite.
8. You will see a download likely labeled "citations."
9. Either save as a .bib file or open the file and copy/paste into Faculty 180.

**Capturing your citations via Scopus**
This works best if you access Scopus through the Rasmuson Library.
1. On the Rasmuson home page, select the **Databases by Title** link in the center of the Quick Search field.
2. Locate **Scopus** from the list of available titles.
3. Click the tab for "Authors." This will allow you to focus your search by including your name and your institutional affiliation. If your name is common, you may wish to do an advanced search to include more details.
4. The results list any authors retrieved. Click the box next to your listing, and "show documents."
5. Select the documents you wish to upload. Click "Export."
6. In the pop-up box, click RIS or BibTex and the "Export" button.
7. Save the file. Your pubs will be in your downloads folder and will have a name like "scopus.ris."
8. Either import as a .ris or .bib file, or open the file and copy/paste the contents into Faculty 180.

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You now have your citations in your downloads in the BibTeX format. You can upload to Faculty 180 through EndNote or Zotero, by attaching your .bib file, or you can copy/paste into Faculty 180.

**Upload directly to Faculty 180 with copy/paste method**
1. On your activity input form (either the initiated annual activity form or the more generic activity input form), scroll to "Research, Scholarly and other Creative Activities" and click Add.
2. Under the import option, choose Generic, and the hit return on the "notice" that appears.
3. Under citation format, select BibTeX.
4. Under citation data select copied Text.
5. A text box will appear.
6. Now go back to your downloads and open the citations. Your download will open in Notepad. Select all and copy.
7. Return to your faculty180 form and paste into the text box and save.
8. Your citations should appear.

**Uploading from a saved .bib file**
1. On your activity input form (either the initiated annual activity form or the more generic activity input form), scroll to "Research, Scholarly and other Creative Activities" and click Add.
2. Under the import option, choose Generic, and the hit return on the "notice" that appears.
3. Under citation format, select BibTeX.
4. In the Citation Data box choose file, and then browse your computer to locate the appropriate .bib file. Click save.
5. Your citations should appear in a list.

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**Saving to Faculty 180 and assigning dates**

**IMPORTANT** – all your citations are imported into Faculty 180, but they are not yet saved. On the left you can click boxes to indicate which citations to save into Faculty180, and then choose "import selected." You will see a table summarizing your imported activities. If you click "go back," you can now review and further edit the imported citations in Faculty180. You may note that the system uses the publication year from the citation text, but automatically assigns a term of "Late summer after 7/1" – you may wish to edit this if appropriate.

**You can also upload directly from your EndNote or Zotero files – or others. The process is similar to above, but with specifics to your particular program.**