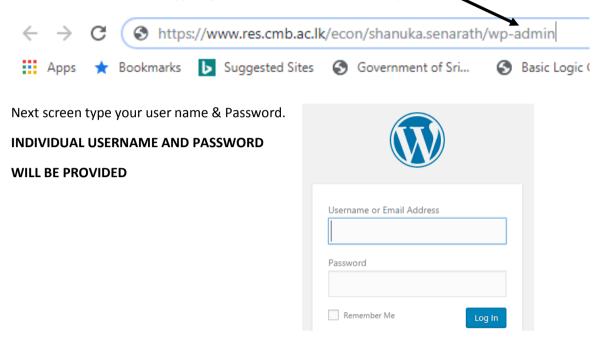
HOW TO UPDATE YOUR ACADEMIC PROFILE

Step 1: Providing User Name & Password

Open your Department Site and go to your name under the Staff Tab

Click the View Profile Button placed below your name.

Go to the address bar and type **wp-admin** at the end of URL and press enter key.



Then it will open the Academic Profile editing dashboard.

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Using the above dashboard you can edit your Academic Profile.

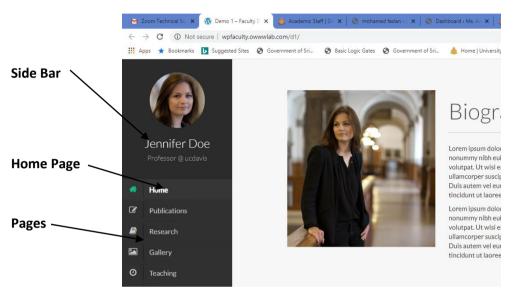
Step 2: How to edit your Profile

Add your personal info to side bar:

In order to add you name to the sidebar of the site you should

- 1- Go to Appearance > Theme Options menu.
- 2- Navigate to General Tab at the sidebar of the Theme Options.

Fill your name, a sub-title and a squared image with your face at the center.



Adding a New Page:

Before any further action think about the structure of your website.

- How many pages you want to add to your profile?
- How you want to structure your information in your site?
- What would be the contents of each page?

For the demo sake we assume we need these pages:

- Home (basic information about me)
- Research (information about my research)
- Publications (list of my publications)
- Teaching (what courses I teach and what I've taught)
- Gallery (a gallery of my images)
- Blog (my thoughts and news)
- Contact me (information about contacting me)

To create a Page follow the steps below.

- Select Pages form menu at Admin panel
- Click on Add New text
- Fill out the Title field
- Hit the **Publish** bottom on the sidebar.
- Repeat above procedure for any of your pages.

Note: In your basic profile, already included 4,5 common pages.

Step 3: How to edit Home Page (Basic Information and add photograph)

In the dashboard view (admin panel)

Go to pages \rightarrow All pages \rightarrow Select home page and then Edit the page using this \rightarrow and click update.

📌 Posts	
9) Media	Edit Page Add New
📙 Pages 🔸	SSL activated! Don't forget to change your settings in Google Analytics and Webmaster tools. More info.
All Pages Add New	Hola! Would you like to receive automatic updates and unlock premium support? Please activate your copy of Visual Composer.
Comments	Home
🗐 Gallery	
Publications	Permalink: https://www.res.cmb.ac.lk/political.science_ublic.policy/anjali.korala/
Contact	CLASSIC MODE FRONTEND EDITOR
TablePress	Visual Composer A
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🖋 Tools	
🌾 Visual Composer	Single Image Image: 12 Title Ms. Anjali Korala
Settings	+

Step 4: How to add/edit/delete Publications

Go to Admin Panel

Select Publications and do the editing as shown below.

1

DashboardPosts	WordPress 5.4 is available! Please up	odate now.	
9 3 Media	Publications Add New		
Pages	SSL activated! Don't forget to change)	ur settings in Google Analytics and Webmaster to	ools. <u>More info.</u>
Comments			
📔 Gallery	Hola! Would you like to receive automa	tic update and unlock premium support? Please <u>a</u>	<u>ctivate your copy</u> of Visual Composer.
Publications	All (4) Published (4)	\backslash	
All Publications	Bulk Actions Apply All dat	es 🔻 🔻 Filter	
Add New	Publication Title	Publication Types	P Date
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Appearance	Publication Title 3	_	- Publi

Select Publication Title 1 and edit it, If you want more publications to be added click Add New button

Important: Once finish the Adding or updating of your Publications or any other activity click Update button.

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	Publish
ion-in-sri-lanka/ Edit	Preview Changes
Visual Text	 Status: Published Edit Visibility: Public Edit Published on: Jun 6, 2017 @ 04:34 Edit Move to Trash Update
	Publication Types

To delete a publication, go to the Publication tab and select the particular pub. and click **Trash**.

HOW TO CREATE GOOGLE SCHOLAR AND CITATION

First you have to create Google Scholar Account using your UoC E-Mail address and add your publications.

- 1. Open a browser (recommended to use Chrome Browser) and search for Google Scholar or type scholar.google.com
- 2. Create Account providing requested details.

Google Citations

Web Images More	My library My Citations Alerts In Metrics Settings	
	Google	
	● Articles (✓ include patents) ◯ Case law	

- 1. Click My Citations tab at the top of the page
- 2. Log in using your Official Google account

- 3. Complete the required fields and Provide University Email: Complete the required fields and as much additional information as you are willing to provide. Your university (or Institution) 'email for verification' is required to appear in the search results!
- 4. Select your articles: Select your articles, either by groups or individually.
- 5. Add or Remove Articles (Optional): Your articles will appear. You can delete or add more articles to your profile later. Or you can remove Articles now.
- 6. Select Automatically Update
- 7. Watch your completed Scholar Profile.
- 8. Important: Make your profile public, so that it will appear in Google Scholar results when people search for your name.

1. Citations: how many times someone has cited your article

All: over the whole of your career

Since 2008: in the past 5 years (i.e. recent citations)

Citation indices Citation indices Citations to my articles Citations to my articles

	All	Since 2008	25				-
Citations	161	82	K	1.00		I.	
h-index	6	6					
i10-index	6	2	1998	2001	2005	2009	2013

2. H index: the largest number h such that h publications have at least h citations i.e. The H-index here is 6 as this academic has 6 papers with at least 6 citations.



H-index shows researcher output (papers published) and impact (citations received). 10 index: the number of publications that have at least 10 citations

RESEARCH GATE

1. Type the given link in your browser: Join 16+ million researchers, including 79 Nobel Laureates https://www.researchgate.net/ 2. Click JOIN FOR FREE What type of researcher are you? 3. Provide Necessary details step by step. 4. You will be received an email to verify your Academic or student research gate. University students and faculty, institute members, and independent 5. Open the mail and click on the verify Account. researchers 6. Add details of your Researches and publications Paused Governme Apps ★ Bookmarks 🕟 Suggested Sites 🔇 Government of Sri... S Basic Logic Gates S Government of Sri... A Home I University o... Other bo R Q \mathcal{Q} 0 A Home Questions lobs Search for researchers, publications, and more Do you have a research question? Ask questions in Q&A to get help from experts in your field.

Prepared by; Asithanjana Batuwanthudawa, SCU, Faculty of Arts. 10/04/2020

SOME IMPORTANT LINKS

The Zoom mobile app is available iOS and Android devices and computers.

• For iOS, search "Zoom" on Apple AppStore

http://itunes.apple.com/us/app/zoom.us-cloud-video-meetings/id546505307 • For Android, search "Zoom Meetings" on Google Play.

https://play.google.com/store/apps/details?id=us.zoom.videomeetings

• For laptop and desktop computers

Download zoom

http://zoom.us

How to conduct a Zoom Lecture

https://www.youtube.com/watch?v=UTXUmoNsgg0

How to add Google Scholar Button to Academic Profile Home Page

https://www.youtube.com/watch?v=WHUyT2I-phQ

How to create an Academic Profile

https://www.youtube.com/playlist?list=PL0iUgIT7qGk-4qlVzZEhxoIElDjtcClaF

Prepared by; Asithanjana Batuwanthudawa, SCU, Faculty of Arts. 10/04/2020

Further Assistance: asitha@scua.cmb.ac.lk

STAY SAFE. STAY HEALTHY. STAY HOME. #COVID19

