

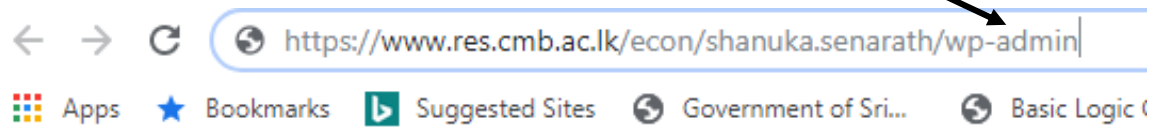
## HOW TO UPDATE YOUR ACADEMIC PROFILE

### 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.



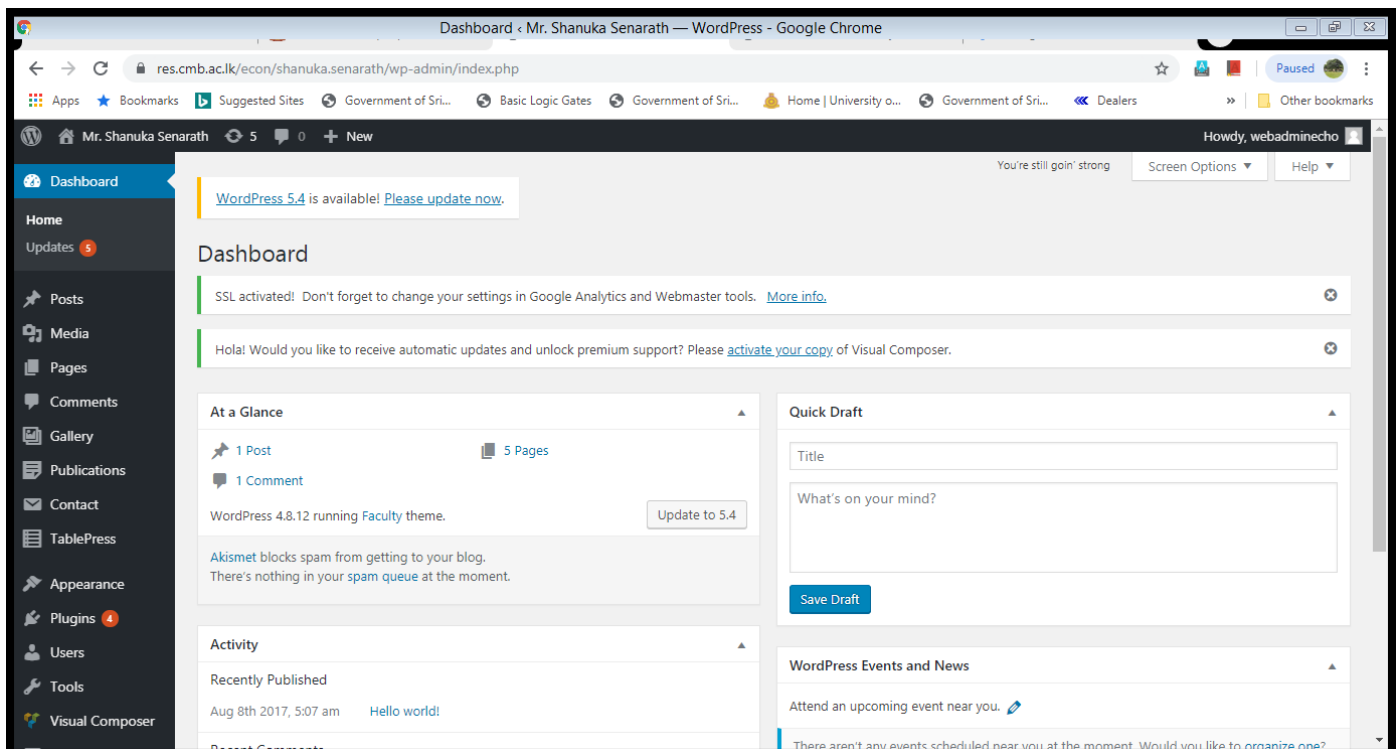
Next screen type your user name & Password.

**INDIVIDUAL USERNAME AND PASSWORD**

**WILL BE PROVIDED**

A screenshot of the WordPress login interface. At the top is the WordPress logo. Below it is a white box containing the login form. The form has two input fields: 'Username or Email Address' and 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue 'Log In' button.

Then it will open the Academic Profile editing dashboard.



Using the above dashboard you can edit your Academic Profile.

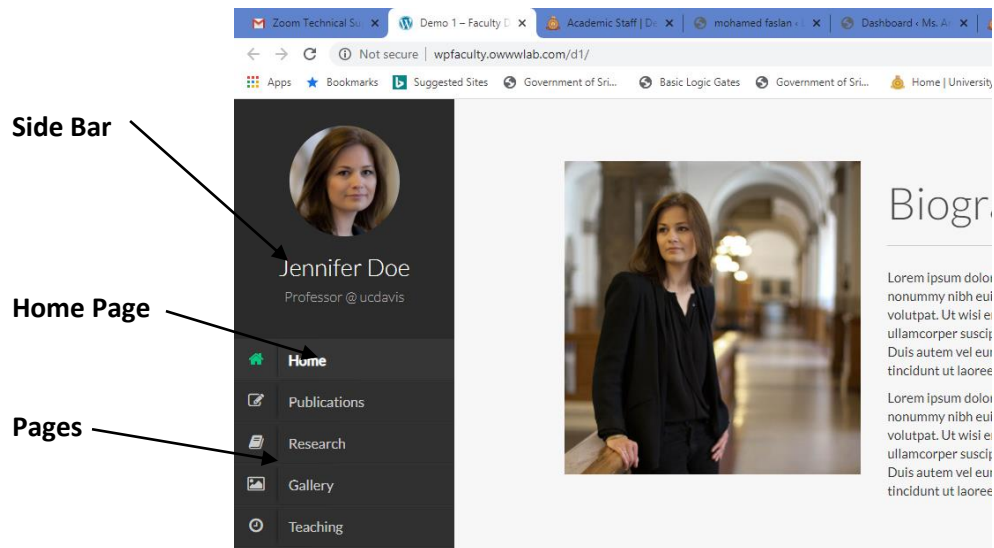
## Step 2: How to edit your Profile

### Add your personal info to side bar:

In order to add your 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.

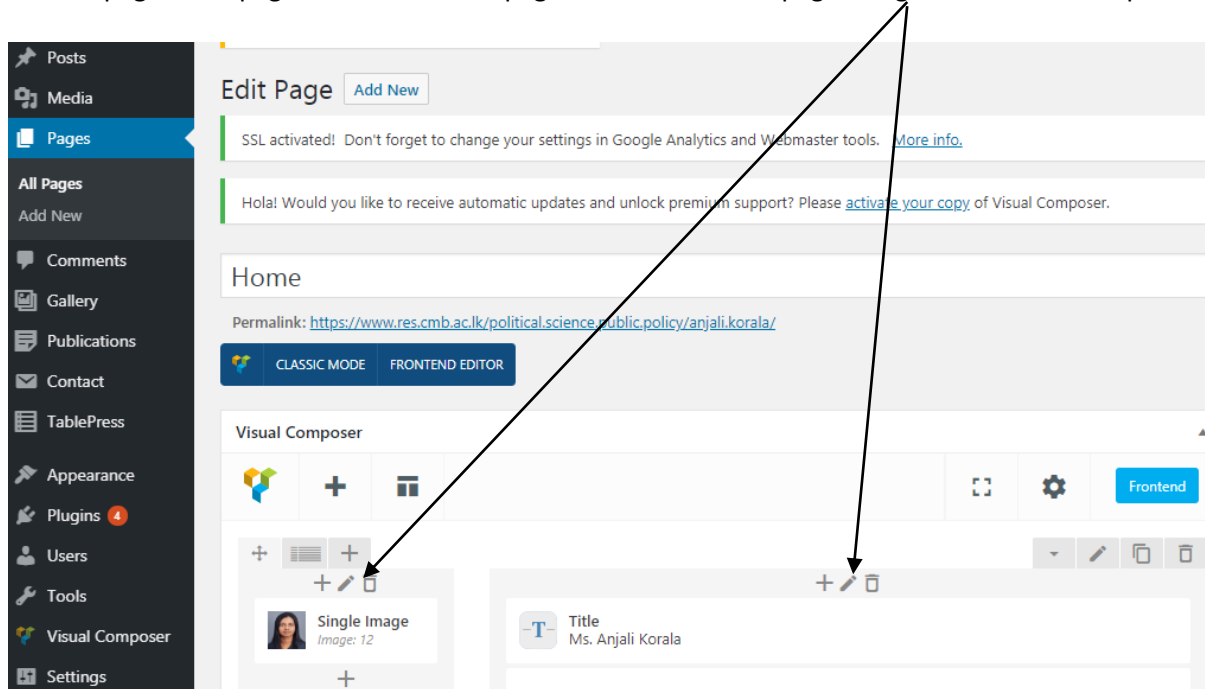
- Select **Pages** form menu at Admin panel
- Click on **Add New** text
- Fill out the **Title** field
- Hit the **Publish** bottom on the sidebar.
- Repeat above procedure for any of your pages.

**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)

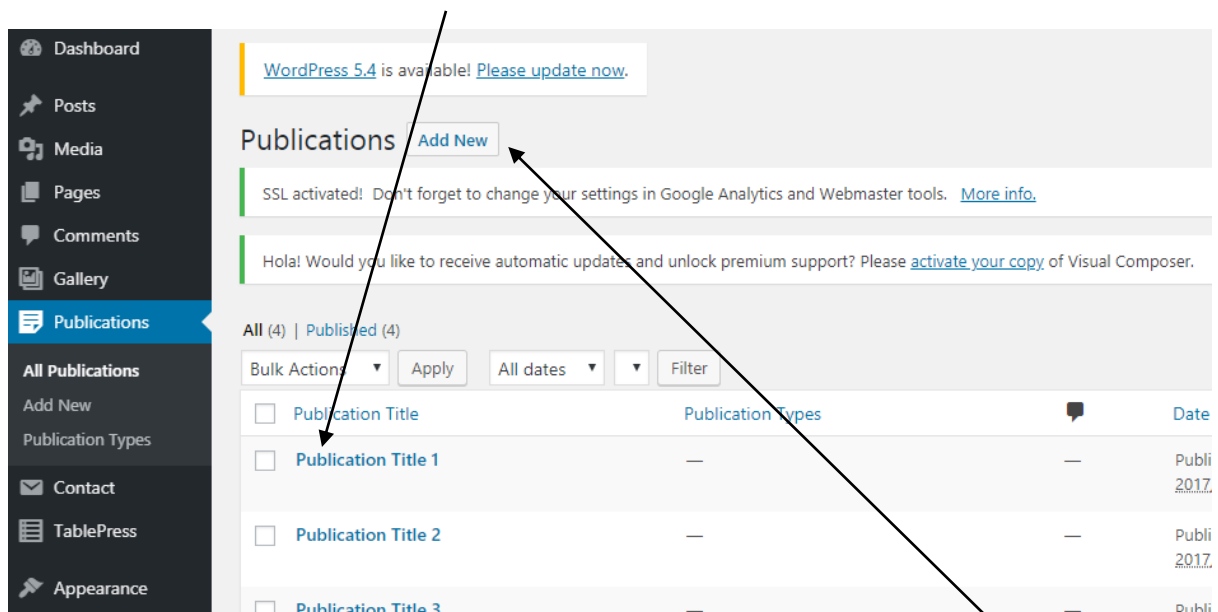
Go to pages → All pages → Select home page and then Edit the page using this → and click update.



### Step 4: How to add/edit/delete Publications

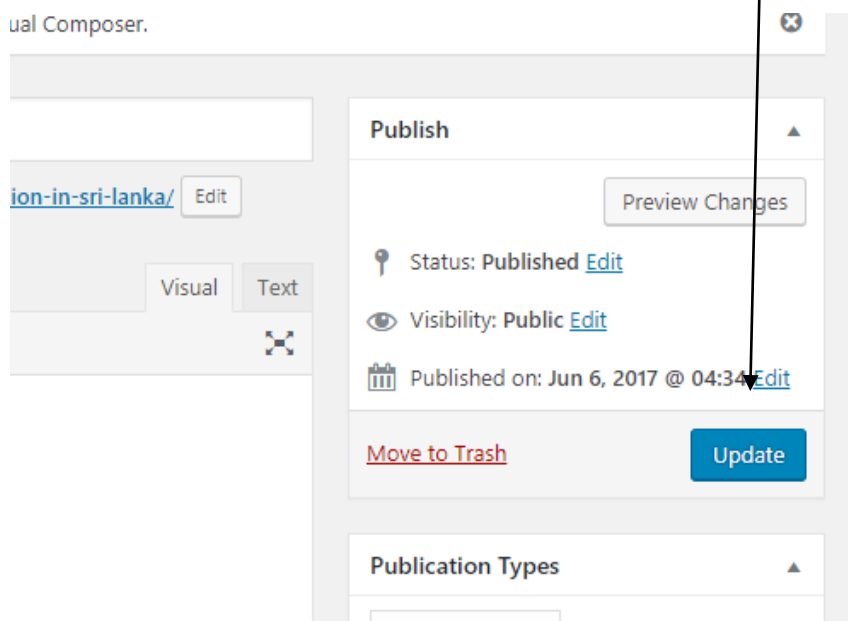
Go to Admin Panel

Select Publications and do the editing as shown below.



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.**



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



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

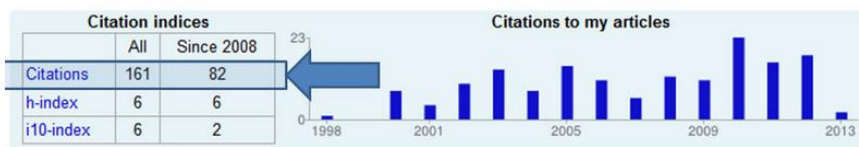
3. Complete the required fields and Provide University Email: Complete the required fields and as much additional information as you are willing to provide. Your university (or Institution) 'email for verification' is required to appear in the search results!
4. Select your articles: Select your articles, 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

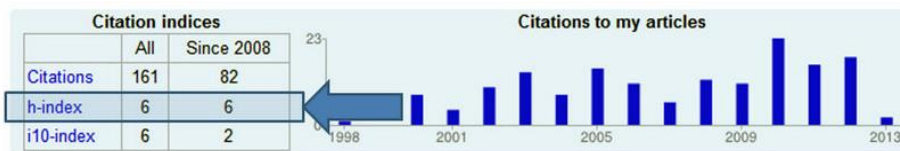
All: over the whole of your career

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

## Metrics: Citation indices



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.

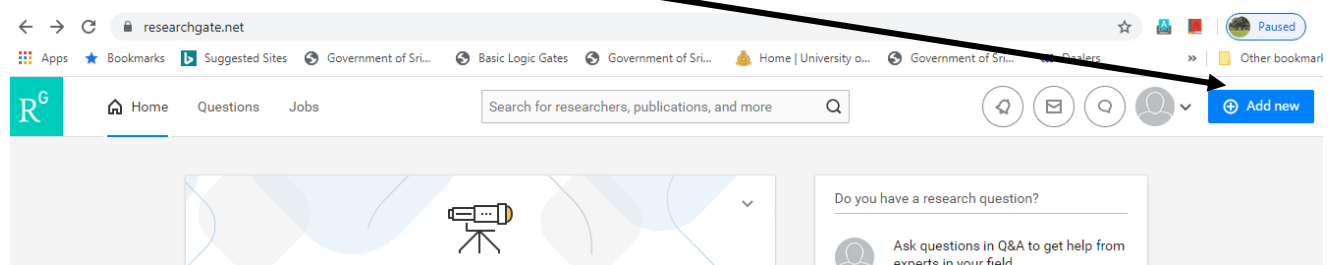
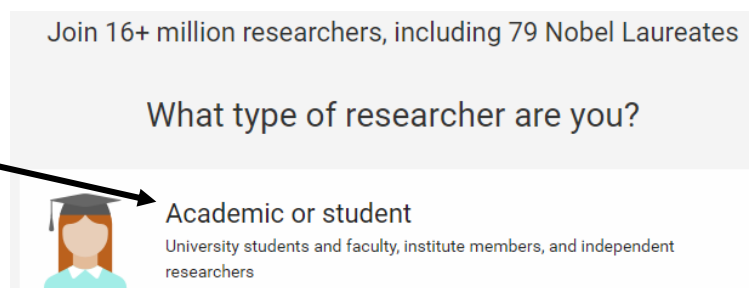


H-index shows researcher output (papers published) and impact (citations received).

10 index: the number of publications that have at least 10 citations

## RESEARCH GATE

1. Type the given link in your browser:  
<https://www.researchgate.net/>
2. Click JOIN FOR FREE
3. Provide Necessary details step by step.
4. You will be received an email to verify your research gate.
5. Open the mail and click on the verify Account.
6. Add details of your Researches and publications



## 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-4qIVzZEhxolEIDjtcClaF>

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