



Importing Publications using Google Scholar

Step-By-Step Guide

*Updated Fall 2018

How Do I Login to Panther180?

- <http://panther180.fiu.edu>

PANTHER180

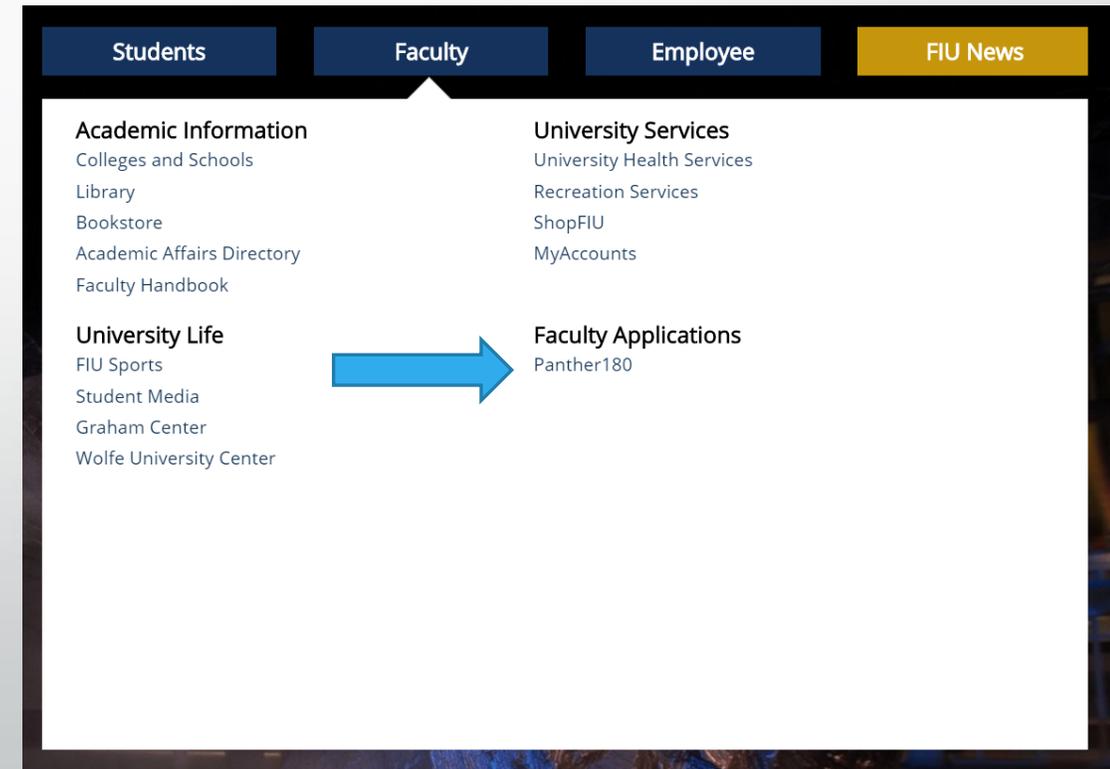


If a faculty wants to designate an Administrative Assistant from their unit to complete data entry for their faculty profile, a Panther180 Support Account Access Request Form will be required in order for the Administrative Assistant to have access.

The level of access range from Full Administrative Rights; Report Rights Only and Limited Access. To complete the form, please click link below:

[Panther180 Support Account Access Request Form](#)

- <https://my.fiu.edu>
- Click on Faculty tab > Faculty Applications > Panther180



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Faculty Handbook

University Life
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Graham Center
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University Health Services
Recreation Services
ShopFIU
MyAccounts

Faculty Applications
Panther180

Single Sign-On has been implemented which allows faculty to login with their AD credentials

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Division of Information Technology

MyFIU **MyAccounts** **FIU Home** **DoIT**

Log In

Enter your FIU Username and Password
(e.g.: jdoe001)

FIU Username

Password

Warn me before logging me into other sites.

LOGIN

Need Help Logging In?

If you forgot your FIU Password, [click here](#).

If you forgot your FIU Username, [click here](#).

If you still have trouble logging in, contact the IT Support Center online at it.fiu.edu or by calling 305-348-2284.

For security reasons, please log out and close your browser after each session.

Once you click the "Add" button in the Scholarly Publications and Creative Activities, you will see the information below.

Scholarly Publications and Creative Activities

Manual Input ? or Import ?

Select ▼

Generic (RIS / BibTeX)

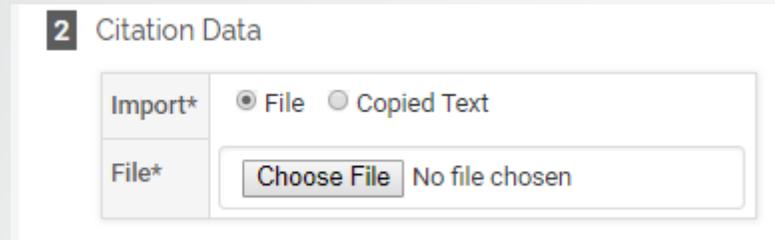
Medline / PubMed [Copyright and Disclaimer Notice](#)

Web of Science [®]

Continue **Cancel**

Select "Generic (RIS / BibTeX)" and click continue.

There are two ways to import your citation data.



The screenshot shows a form titled "2 Citation Data". It has two main sections: "Import*" and "File*". The "Import*" section contains two radio buttons: "File" (which is selected) and "Copied Text". The "File*" section contains a "Choose File" button and the text "No file chosen".

Importing via Copied Text

- Quick and simple one-time import

Importing via File

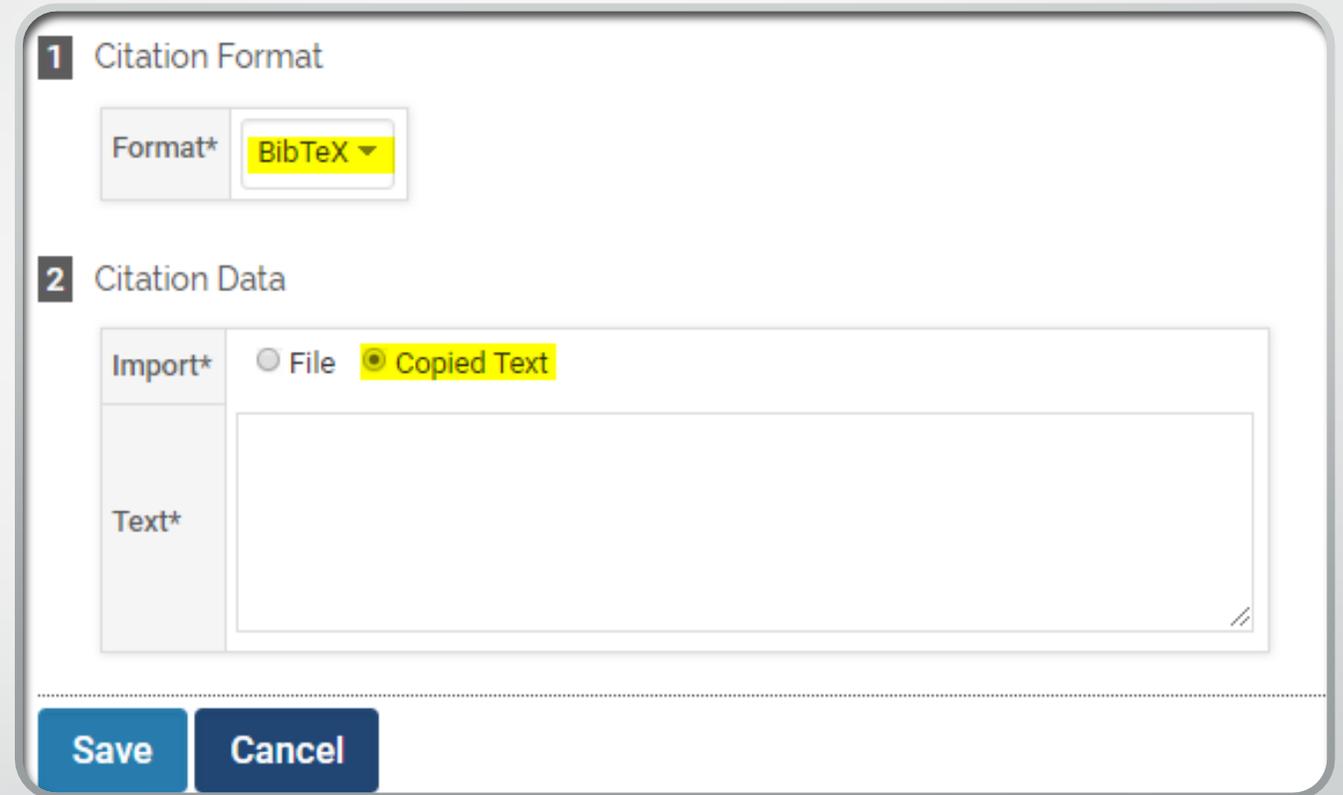
- Save a file of your citation record to import

For Importing via Copied text, continue to next slide. For Importing via File, please skip to slide 10.

Importing via Copied Text

After clicking continue, select "BibTeX" in Section 1 Citation Format and make sure you select "Copied Text" for the text box to appear in Section 2.

Now, log into your Google Scholar account.



The screenshot shows a dialog box with two sections:

- 1 Citation Format**: A dropdown menu labeled "Format*" is set to "BibTeX".
- 2 Citation Data**: Radio buttons labeled "Import*" are set to "Copied Text". Below this is a large empty text box labeled "Text*".

At the bottom of the dialog are two buttons: "Save" and "Cancel".

When you log in to your Google Scholar account, if you select the checkbox that marks them all, an export button appears. Please select BibTeX.

Please note that you only need to import the publications that are not already on your Panther180 profile.





Export articles

Export selected articles

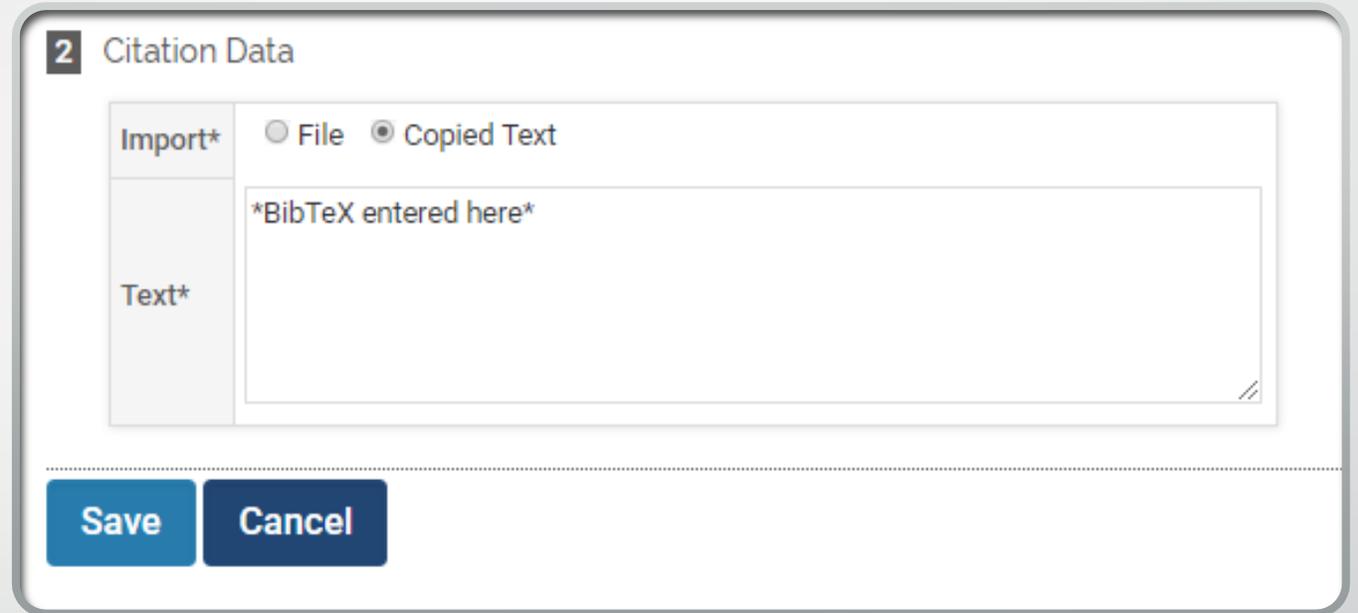
Export all my articles

EXPORT

Copy and paste all of the BibTex and paste into the text box on Panther180. Again, make sure you selected "BibTex" for the format and "copied text" for import. If not, the text box will not appear.

Paste BibTeX into text box. Select save after pasting text.

Select all the citations you wish to import and then select import selected. Done.



2 Citation Data

Import* File Copied Text

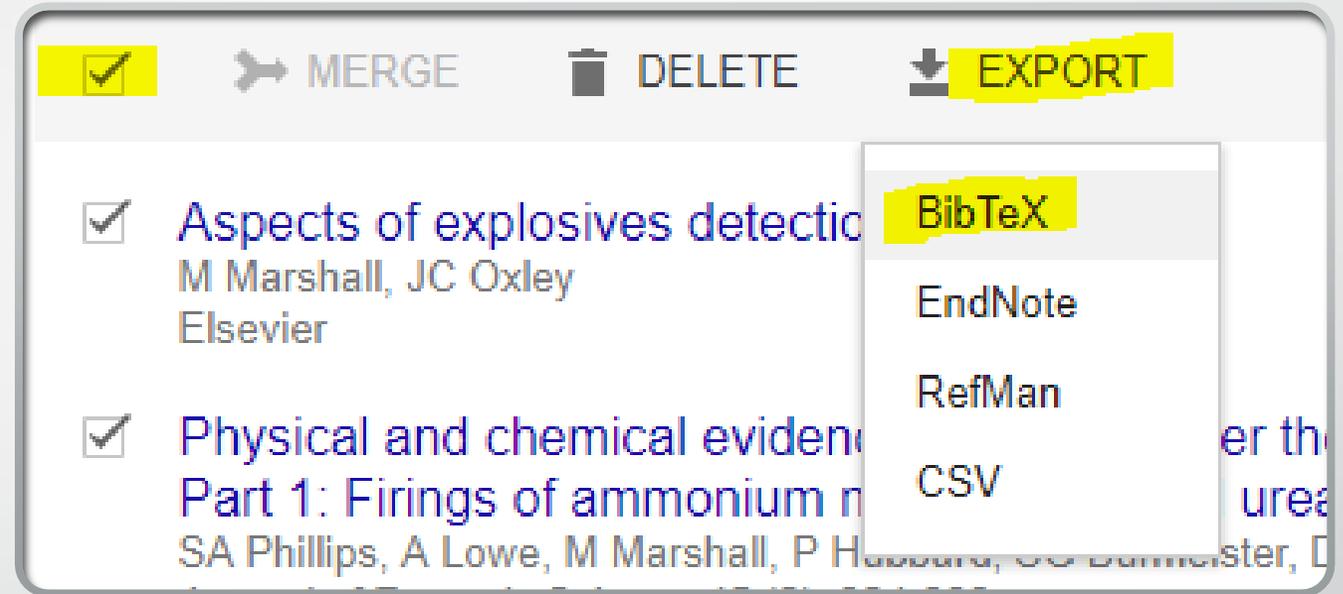
Text*

Save Cancel

Importing via File

When you log in to your Google Scholar account, if you select the checkbox that marks them all, an export button appears. Please select BibTeX.

Please note that you only need to import the publications that are not already on your Panther180 profile.





Export articles

Export selected articles

Export all my articles

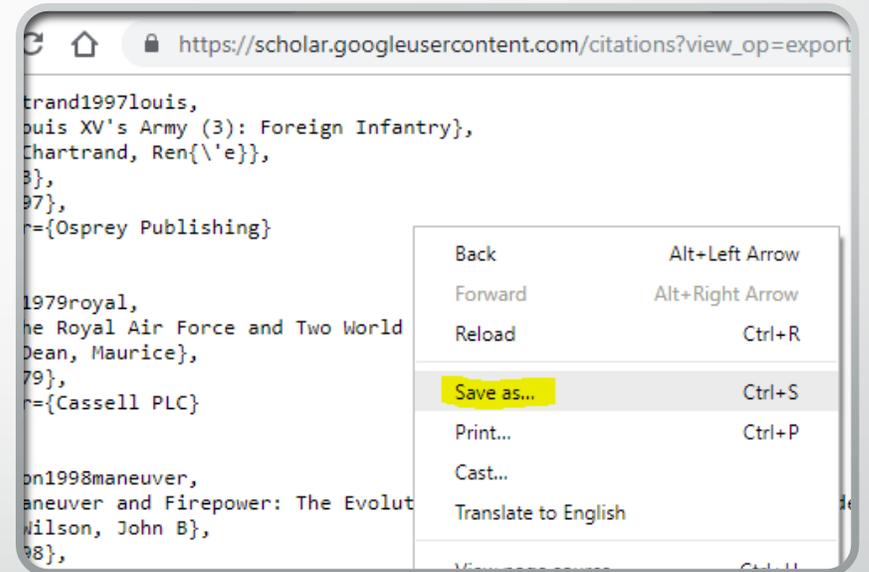
EXPORT

Again, make sure you selected "BibTex" for the format.

You do not need to export any publications that you may already have on Panther180.

A new webpage will open with your publications in BibTeX. Right click and select "Save as...". You may re-name the file but make sure to save the file as a text document.

You will need to find this file once you are ready to import into Panther180.

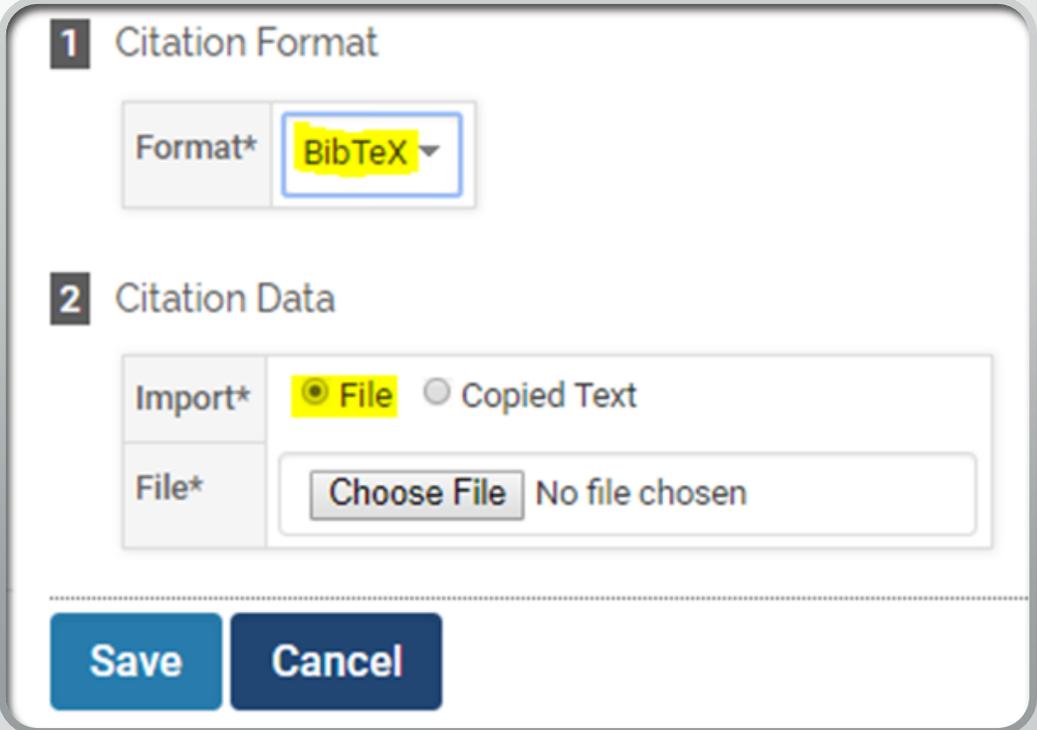


Be sure to select BibTeX as the format in the dropdown box.

File will already be selected since this is the default setting.

Choose the file that you saved earlier and click save.

Select all the citations you wish to import and then select import selected. Done.



The image shows a dialog box for importing citations, divided into two sections:

- 1 Citation Format**: A dropdown menu labeled "Format*" is set to "BibTeX".
- 2 Citation Data**: A section with two rows:
 - Import***: Two radio buttons, "File" (selected) and "Copied Text".
 - File***: A button labeled "Choose File" and the text "No file chosen".

At the bottom of the dialog are two buttons: "Save" and "Cancel".

Questions?

Panther180@fiu.edu or call 305-348-2169

- Register for training sessions at <http://professionaldevelopment.fiu.edu>
1. click on "Enroll"
 2. Select "Academic Affairs" from Department List
 3. Select Panther180 Open Labs
 4. Select desired session and hit "Select"
 5. Select "Confirm Pending Enrollments"