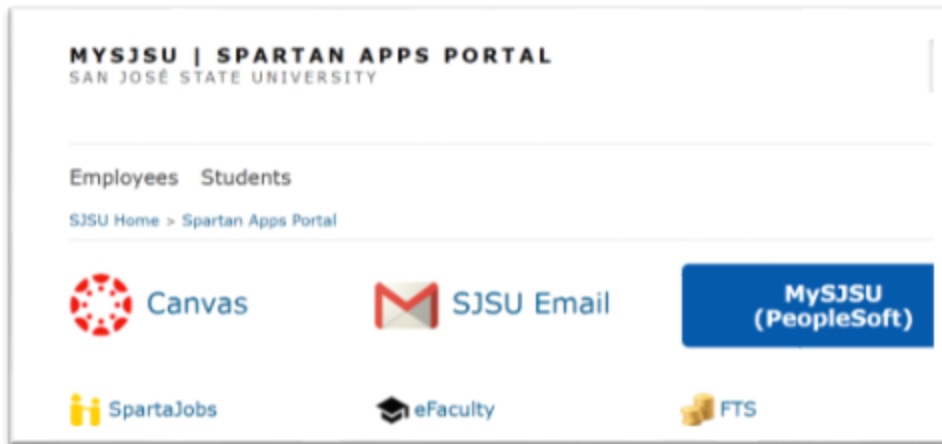
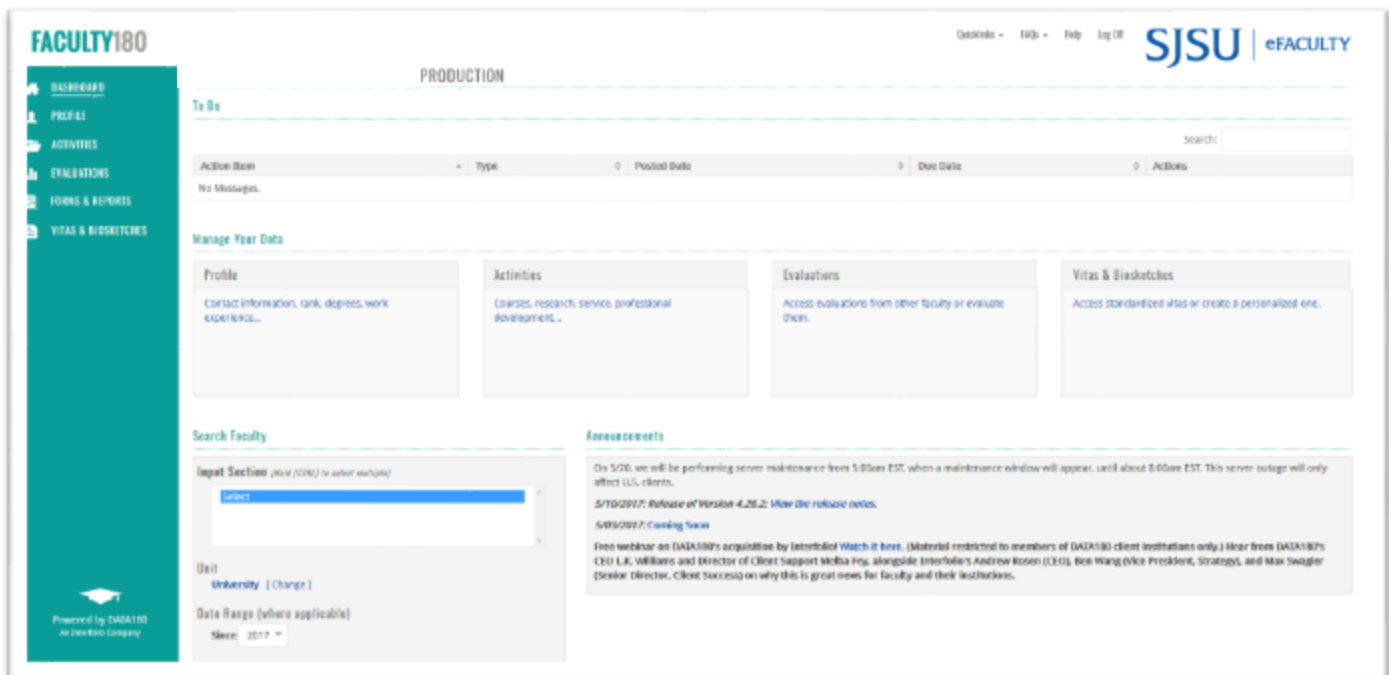


## Quick Tip – Accessing eFaculty

To access eFaculty, go to [my.sjsu.edu](http://my.sjsu.edu) then clicking on the link to eFaculty.



This will lead to your eFaculty dashboard.

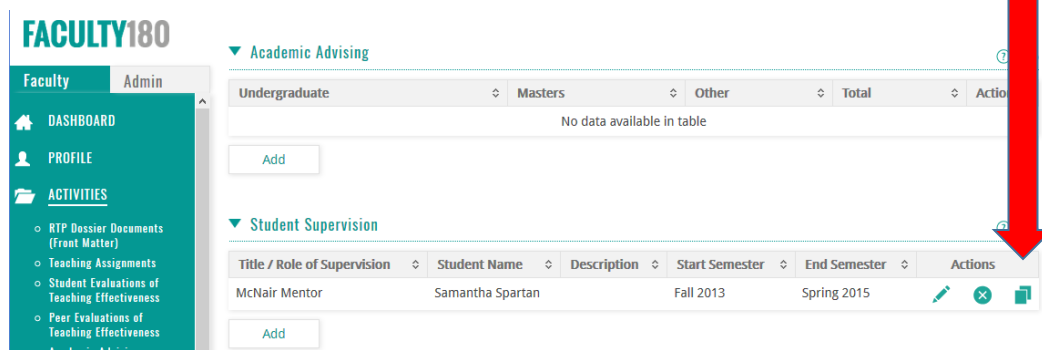


From this page, you can see any action items you have been assigned, see reviews provided by your chair, dean, or personnel committees, and manage your data through the **Profile** or **Activities** boxes on your dashboard, or through the links on the left-hand column.

## Quick Tips – Cloning

Use the “clone” function to enter information that is highly similar. For example, if you supervised a large number of students in one semester, once you’ve entered information for one student, you can “clone” that student’s entry, and all you need to type is the name of the next student.

Click on the “clone” button



And you’ll see this dialog box. Everthing is copied over from the cloned record.

The screenshot shows the 'Student Supervision' dialog box. At the top, there is a header with 'Student Supervision' and links for 'Help' and 'Add a Quicklink'. Below the header is a paragraph of text: 'In this section, you will summarize the work you do supervising masters theses, doctoral dissertations, and other major projects (Bachelor of Fine Arts shows for example). In some departments, this might be where you list supervised internships or clinical supervisions. Note: You do not need to list students that you supervise through a course, as the work you do with those students will already be captured in the “Teaching Assignments” section.' Below this is a warning icon and text: 'This is a clone. Edit and save this cloned activity to generate new activity.' Below the warning is a note: '\* Indicates required field'. The form is divided into two sections: 'A Input Form' and 'B Attachments'. Section 'A' contains fields for 'Start Semester\*' (Fall, 2013), 'End Semester\*' (Spring, 2015), 'Title / Role of Supervision\*' (McNair Mentor), 'Student Name' (Samantha Spartan), and 'Description' (a rich text editor). Section 'B' contains an 'Attachment Type' dropdown set to 'Attachment', a 'File' dropdown, a 'Browse...' button, and a message 'No file selected.' Below the attachments section is an 'Add Another' button.

## Quick Tip – Uploading a list of citations from a database

You can upload your publications from Google Scholar or other online databases.

First download your citations in BibTeX or RIS format.

To upload citations:

- Gather your citations from your preferred sources, log on to eFaculty, then access the Activity Input Form.
- Click “Add” in the RSCA section.
- Select the Generic import option.
- After reading the User Responsibility statement, click the Okay button.
- Click the Select drop-down for Citation Format.
- Next, click Choose File and browse to the location of the saved citations. Choose the file that contains your collected citations. Click Open.
- The file name is listed. Click the Save button.
- If necessary, modify the year published, semester, and year. Check the Select box for the citation.
- click Save Selected.

To see a video of this process, click “Help” in eFaculty then select the appropriate online video.

Make sure to check all uploaded information carefully for errors. You will still need to go back and provide additional information about each of your publications.

## Quick Tips – Pasting citations from a database

You paste individual citations from Google Scholar or other databases into eFaculty.

To view your citations in BibTeX format:

- In Google Scholar, search for your publication.
- Click on “Cite” at the bottom of the citation.
- Then, click BibTeX on the bottom of the dialog box that opens.
- Copy all the text that comes up in the next screen.
- You will paste this text into eFaculty.

To upload citations:

- Access the Activity Input Form.
- Click “Add” in the RSCA section.
- Select the Generic import option.
- Read the User Responsibility statement and click Okay.
- Click the Select drop-down for Citation Format. Select BibTeX.
- Select “Copied Text.”
- Paste the collected citations in the text box.
- Click the Save button.
- Update the year published, semester and year, if necessary and check the Select check box.

To see a video of this process, click “Help” in eFaculty then select the appropriate online video.

Make sure to check all uploaded information carefully for errors. You will still need to go back and provide additional information about each of your publications