

Start Faculty Portfolios at:

<http://dru.converis.thomsonreuters.com/converis/portal>

The screenshot shows the Converis University's Research Portal. At the top left is the Converis logo. At the top right is a 'Login' link. A callout box with an orange border and a speech bubble tail points to the 'Login' link, containing the text: 'Click here to login via Drexel Connect'. On the left side, there is a vertical navigation menu with the following items: Home, Projects, Publications, People, Organizations, and Areas. The main content area features a 'Welcome to the University's Research Portal.' message, followed by a paragraph explaining that it provides details on researchers, research projects, and publications, and lists three main ways of accessing information: selection of thematic research areas, organizational units, or staff in the left menu; direct search in the search box; or browsing by selecting different filters. Below this, there are two search sections. The first is 'General search', which includes a magnifying glass icon, a text input field, and a blue 'Search' button. The second is 'Areas', which includes a network diagram icon, a dropdown menu currently set to 'All areas', and a blue 'Browse' button. At the bottom, there are two columns: 'Latest Projects' and 'Latest Publications'. Under 'Latest Projects', the first entry is 'Science in Motion Van Project: Rutkowsky, Susan -'. Under 'Latest Publications', the first entry is 'Miller J, Dresden J, Kahnick K, et al. Sensorv'.

1. Complete your personal information

Your faculty appointment history at Drexel has been pre-loaded into the system.

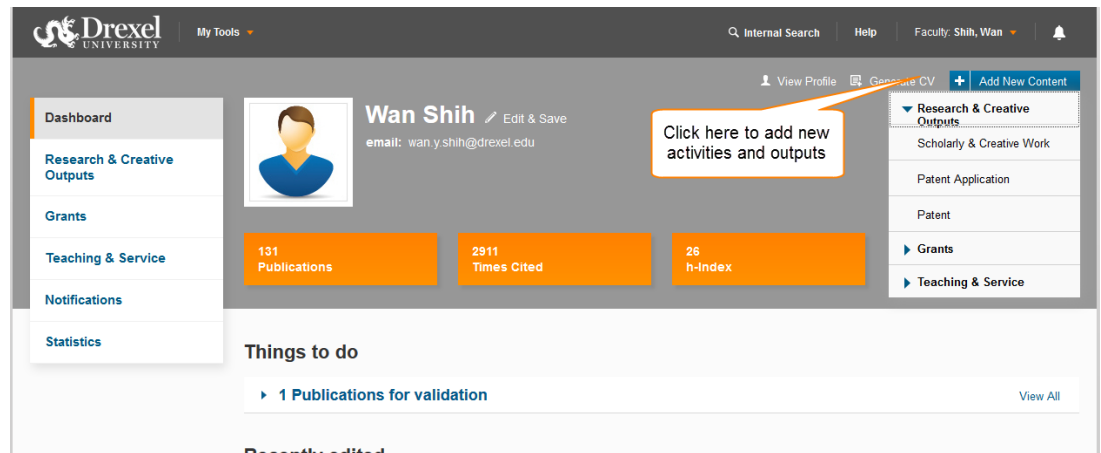
To edit and/or add data click “Edit & Save” next to your name

- On “Key Information” add personal information:
- On “Work Affiliations” review Drexel appointment history and enter non-Drexel appointments and other relevant work experience.

The screenshot shows a faculty profile dashboard for Wan Shih at Drexel University. The dashboard includes a navigation menu on the left with options like Dashboard, Research & Creative Outputs, Grants, Teaching & Service, Notifications, and Statistics. The main content area displays the user's name 'Wan Shih' with an 'Edit & Save' link, an email address, and statistics for 131 Publications, 2911 Times Cited, and 26 h-index. A callout box points to the 'Edit & Save' link with the text 'Click here to review, edit, add personal information'. Below the statistics, there is a 'Things to do' section with '1 Publications for validation' and a 'Recently edited' section with 'No recently edited items'.

2. Search for & Import Published works

- Click on the plus icon next to “Add New Content” in the upper right corner
- Click on “Research & Creative Outputs”,
- Then click “Scholarly & Creative Work”
- Fields marked with asterisk are required data elements



The screenshot displays a faculty portfolio dashboard for Wan Shih at Drexel University. The interface includes a top navigation bar with the Drexel University logo, 'My Tools', 'Internal Search', 'Help', and 'Faculty: Shih, Wan'. A left sidebar contains navigation links: Dashboard, Research & Creative Outputs, Grants, Teaching & Service, Notifications, and Statistics. The main content area features a profile section for Wan Shih (email: wan.y.shih@drexel.edu) with an 'Add New Content' button highlighted by a callout box that says 'Click here to add new activities and outputs'. Below the profile are three orange boxes showing statistics: 131 Publications, 2911 Times Cited, and 26 h-index. A 'Things to do' section indicates '1 Publications for validation'. A right-hand menu is open, showing 'Research & Creative Outputs' with sub-options: Scholarly & Creative Work, Patent Application, Patent, Grants, and Teaching & Service.

3. Complete other activity categories

Click on Add New Content and choose the appropriate category

All Drexel teaching activity from AY2011 – present has been preloaded

The screenshot shows a faculty portfolio dashboard for Wan Shih at Drexel University. The dashboard includes a sidebar with navigation options: Dashboard, Research & Creative Outputs, Grants, Teaching & Service, Notifications, and Statistics. The main content area displays the user's name 'Wan Shih', email 'wan.y.shih@drexel.edu', and three statistics: 131 Publications, 2911 Times Cited, and 26 h-Index. A callout box points to the 'Add New Content' button, which has a dropdown menu with options: Research & Creative Outputs, Grants, and Teaching & Service. Below the statistics, there is a 'Things to do' section with '1 Publications for validation' and a 'Recently edited' section.

4. Review and Update

- Return to the Dashboard by clicking on Dashboard on the left side of the screen
- Review, edit, and update using the left-side column
- Fields marked with asterisk are required data elements

The screenshot shows the Drexel University Faculty Portfolios dashboard. The navigation menu on the left includes: Dashboard, Research & Creative Outputs, Grants, Teaching & Service, Notifications, and Statistics. The main content area displays statistics: 131 Publications, 2911 Times Cited, and 26 h-Index. Below the statistics, there is a 'Things to do' section with a link for '1 Publications for validation' and a 'Recently edited' section with the text 'No recently edited items'. A callout box points to the 'Edit & Save' button, stating: 'Review & edit information loaded from Banner, publications search, and earlier version of Faculty Portfolios'.

Need Assistance?

Any of the liaison librarians are happy to assist with your faculty portfolio. We can

- assist with your publications search,
- connect you with data entry assistance,
- answer questions about the system & related tools

Whether you are picking up from the previous version or jumping in for the first time we can help. [Find your liaison here](#) or contact [Beth Ten Have](#).

