

Importing Scholarly Activity

1. Login to Digital Measures from your MyCSU page.
2. Scroll down and select "Scholarly Activity Published - (e.g., refereed/non-refereed publications; edited works; cited works in peer reviewed publications; book and book chapters)" under the "Scholarship/Research" section
3. Select "Import Items" at the top right of the page
4. Select "Option A: Import a file exported from another system"
5. Select "Choose File" to open the file browsing dialog box
6. Locate and select the BibTeX file (from the folder you previously created in the "Creating a BibTeX File" tutorial) you wish to upload, then click "Open"
7. Select "Continue"
*Please Note: Sometimes the name may be slightly different, therefore; you may get a message that states the names don't match, with a list of similar names. Usually the correct name will be in the list. Choose the correct name and continue.
Also, there may be other UTC collaborators on the same publication. If so, you will get a list of other UTC names. If they in fact collaborated on this publication, you can select their name as well. This will also add the publication to this collaborator's scholarly activity.
8. Select "Finish Import"
9. Click on "Import" to confirm.

Creating a BibTeX Code From Google Scholar

1. Open an internet browser and go to [Google Scholar](#)
2. Click on "Sign In" at the top right of the page
3. Sign in using any google account.
4. Select "Next"
5. Type in your MyCSU and password
6. Select "LOGIN"
7. In the search engine provided, type in the full name of an individual and the title of the first published work as indicated on their Curriculum Vita
8. Select the search icon
9. Locate the correct publication if more than one result is found.
10. Select "Save"
11. Repeat steps 7-10 until you have saved all available publications listed on the Curriculum Vita
12. Return to the google scholar homepage by selecting "Scholar" (left-hand corner of page) or by going to [Google Scholar](#)
13. Click on "My Library"
14. Locate and select the citations that you collected in steps 9-12 by clicking on the checkboxes next to each
15. Click on the Export icon located at the top right of the page
16. Choose "BibTeX"
17. Select all, (highlight all content) and copy (Windows:Ctrl + C) (Mac: # + C)
18. Now you will need to transfer this information in a way that will allow you to save it to your machine. From the list below, select which type of computer you have:

Windows Computer: Creating a BibTeX File

1. Create a folder for saving BibTeX files
2. Create a text document in this folder by right clicking inside the window, hover over "New" and select "Text Document"
3. Name this new file something you will remember
4. Open this document and Paste (Ctrl + V) the information copied in Step 17 into this window
5. Save the file
6. Upload this file to Digital Measures using the ["Importing Scholarly Activity" guide](#)

Mac Computer: Creating a BibTeX File

1. Select the magnifying glass icon at the top right of your computers menu bar to pull up "Spotlight Search"
2. Select inside the "Spotlight Search" bar and type in "TextEdit"
3. From the results window, select on the application "TextEdit" to open it.
4. Paste the BibTeX information into the TextEdit program
5. On the menu bar select "Format" then "Make Plain Text"
6. Select "OK"
7. On the menu bar select "File" then "Save..."
8. Save the file to your computer
9. Upload this file to Digital Measures using the ["Importing Scholarly Activity" guide](#)