

Expert Gallery for Faculty

Build your Expert Gallery Profile

1. Create an account: Go to <http://works.bepress.com>, click on **Menu** link
2. Click **Sign Up** (or **Login** if you already have an account)
3. Complete the form and click **Create Account**.
4. Click the **Confirm Account** button in the confirmation email.

Build your profile:

1. Once logged in, on the **Build your SelectedWorks** prompt, choose a **URL** (note it cannot be revised afterward)
2. Choose up to three research disciplines
3. Enter Liberty University, organization is your school or department, position, and position title.
4. Check mark the box next to ***I agree with the Terms of Service***
5. Click **Create Profile**

The screenshot shows the Liberty University Expert Gallery profile page. At the top, there is a dark blue header with the Liberty University logo on the left and a user profile icon with the name 'Barbara Potts' on the right. Below the header, the 'Positions' section is visible. It shows a list of positions with a form to add a new one. The form has the following fields: Institution (Liberty University), Organization (Jerry Falwell Library), Position Type (Faculty Member), Position Title (Coordinator, Scholarly Communications and Liaison Librarian), and Time Period (July 2016 to Year). There are checkboxes for 'Current Position' and 'Affiliate my profile with this institution'. A 'Save' button is visible. Below the form, there is a section for 'Curriculum Vitae'.

Hover your cursor above a section to reveal icons to help you edit your profile.



Click Save to save edits.

Add Your Biographical Information

1. Click on the **About** tab
2. Hover your cursor above a section to reveal icons to help you edit your profile
3. Enter information as you would like it displayed or as you department has directed—no coding skills required

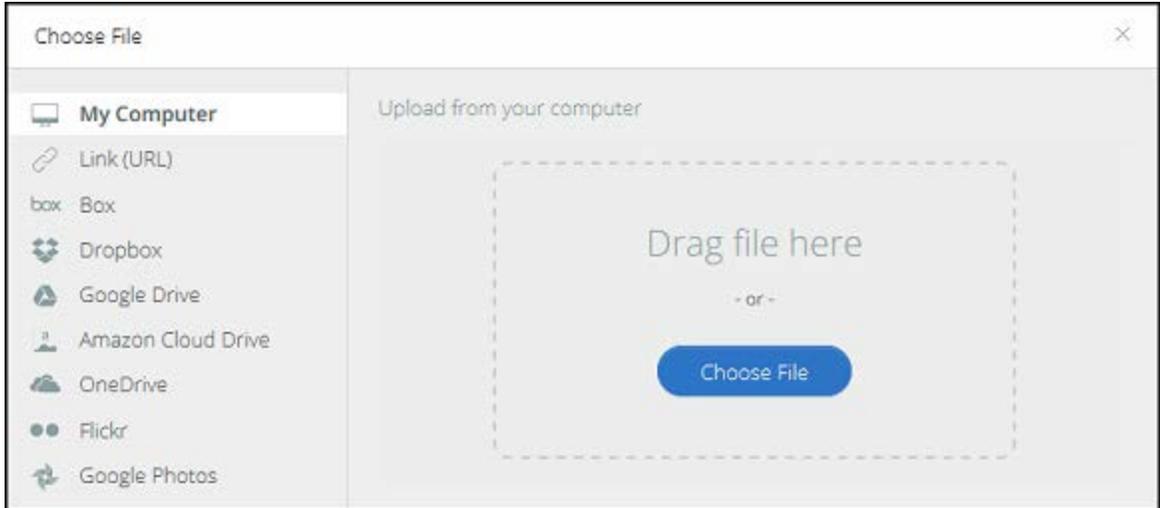
While all sections appear to you while logged into your account, only the completed sections will display publicly.

Adding Work:

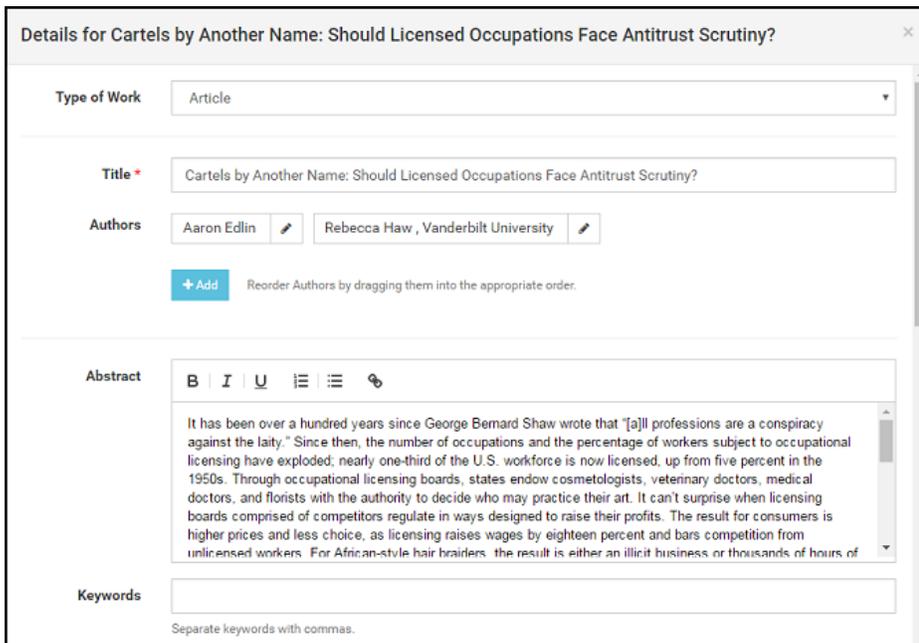
1. Click on the **Works** link on your profile
2. Click **Add Work** to select your options (Upload a File, Add a Link, Add Metadata, Import Works, Select from My SW Drive)

Upload a File:

1. To add a file from your computer or from another online source, including Dropbox, Flickr, Google Drive, Amazon Cloud Drive, and OneDrive, choose **Upload a File**



Follow the prompts to select a **Type of Work** that matches your file, complete all applicable fields on the **Details** page (required field marked with a red * asterisk), and click **Add to Profile**.



Tips: A thumbnail image for the Card View is automatically generated from the first page of each uploaded work. You can replace by uploading an image of your choosing, if preferred. Cover pages are also automatically created for all PDFs and include author information and links to your profile to help increase traffic. Additionally, if you upload an MS Word file, the system will convert it to PDF for you.

Display Categories help organize your **Works** tab. You must choose at least one per work. If more than one category is chosen, the work will appear under each category you selected. **Display Categories** and their descriptions are indexed within Google and other major search engines along with the profile and works. By creating **Display Categories** and descriptions that are unique to the profile and faculty's discipline, faculty can increase their discoverability and drive more traffic to their profile and works.

Manage Display Categories [X]

You can rename your categories and drag and drop to re-order your profile. Only categories without works can be removed.

International Law & Enforcement [i x]
Display Category Description

Tort Reforms [i x]
Display Category Description

[Add New](#)

Save **Cancel**

Add a Link and Add Metadata

When uploading a link to your work, click **Add a Link** from the **Add Work** menu, and provide the full URL address (e.g., <http://www.website.com>). Use **Add Metadata** to upload your content details only (i.e., title, abstract, etc.). Whether you upload a link or metadata only, you will be prompted to select a **Type of Work** and complete the **Details** page.

Import Works

Select **Import Works** to retrieve all works in the Bepress system associated with your name and email address, and automatically bring them into your profile. You may repeat this periodically to gather works posted in the future. This would include LU Scholars Crossing (formerly Digital Commons).

Import Aaron Edlin's Works

Import the works that belong to you from Digital Commons and Selected Works.

Include previously reviewed content

<input type="checkbox"/> Work	Type of Work	Display Category
<input type="checkbox"/> Affirmative Action and Stereotypes in Higher Education Admissions <i>Prasad Krishnamurthy (10/2014)</i> Prasad Krishnamurthy, Aaron Edlin	Other	
<input type="checkbox"/> Cartels By Another Name: Should Licensed Occupations Face Antitrust Scrutiny? <i>Faculty Scholarship (04/2014)</i> Aaron Edlin, Rebecca Haw	Article	
<input type="checkbox"/> Cartels by Another Name: Should Licensed Occupations Face Antitrust Scrutiny? <i>University of Pennsylvania Law Review (01/2014)</i> Aaron Edlin, Rebecca Haw	Article	

My SW Drive

Not ready to post your work to your profile yet? Save drafts of your upload by clicking **Save Draft to My SW Drive**. Access **My SW Drive** via the **Profile Menu** link (located at top right of page) to modify, manage, and post. You can also add additional files, update posted works, or remove content from your drive.

My SelectedWorks Drive

Sample Article Two	Article	<input type="button" value="Download"/>
Sample Article One	Contribution To Book	<input type="button" value="Download"/>

Managing Account and Access Settings

Account Settings

Click on the *Account Settings* link on your *Profile Menu* to update your picture or change your email address and/or password. Your name, as it appears under the *Personal Information* section, will be reflected on your account only. To change your site profile name, e.g., "SelectedWorks of Jane Doe", click the *My SelectedWorks* link on your *Profile Menu* and use the *inline editing option*.

Author Information

Ensure that all of your work can be collected to your profile by adding any other name aliases or email addresses used for your published works. Click **Set as Preferred** for the profile you want applied automatically to all new uploads.

Privacy Options (Profile Display)

By default your SelectedWorks site is available for public viewing as soon as you complete the building steps. However, if you are just getting started and want to get your site populated with content before sharing, or if you simply wish to hide your site temporarily from public view, click the radio button next to **Hide my profile** and click **Save**.

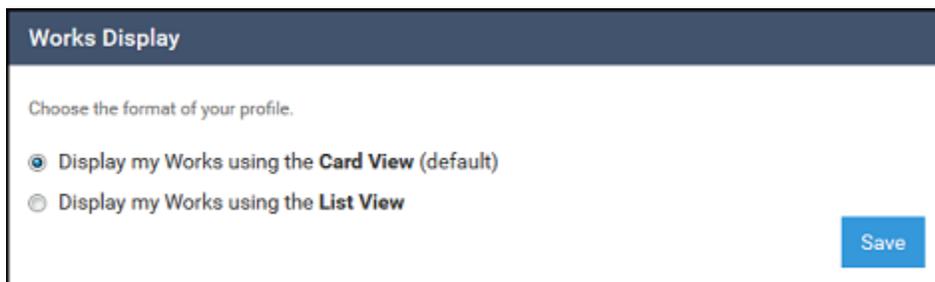


The screenshot shows a settings panel titled "Profile Visibility". Below the title, there is a descriptive text: "Profiles can be set to hidden from public view. Works will not be available for download when the profile is hidden." There are two radio button options: "Make my profile public (default)" which is selected, and "Hide my profile". A blue "Save" button is located in the bottom right corner of the panel.

Note: If you choose the **Hide my profile** option, your entire site will be hidden from public view, and your works will not be available for download.

Works Display

Two profile format options are available: the default **Card View**, which provides a thumbnail preview of your works; and the traditional **List View**. Whatever your preference, your content is organized by your **Display Categories**.



The screenshot shows a settings panel titled "Works Display". Below the title, there is a descriptive text: "Choose the format of your profile." There are two radio button options: "Display my Works using the Card View (default)" which is selected, and "Display my Works using the List View". A blue "Save" button is located in the bottom right corner of the panel.

