

BiobibNet User Guide

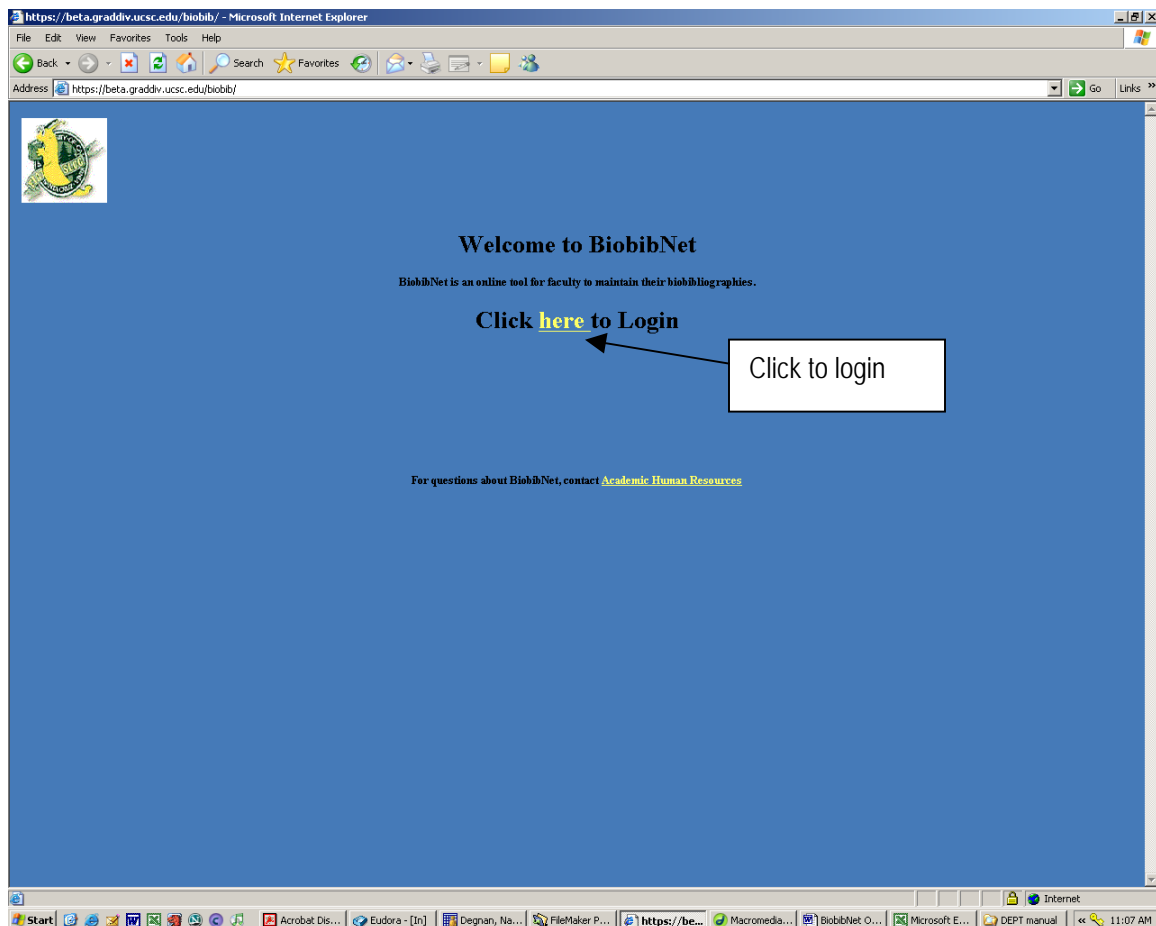
BiobibNet is a pilot application to allow faculty to update their biobibliographies online.

The format of the online biobibliography is based on the campus [Guidelines for Preparation of Biobibliography Forms in Personnel Actions](#), which were developed in consultation with the Committee on Academic Personnel.

The application is currently in a pilot phase. As a pilot user, please contact us with any questions or suggestions. The developers are Nancy Degnan (degnan@ucsc.edu, 831-459-4702) and Leslie Marple (lesliem@ucsc.edu, 831-459-3849) in the Academic Personnel Office.

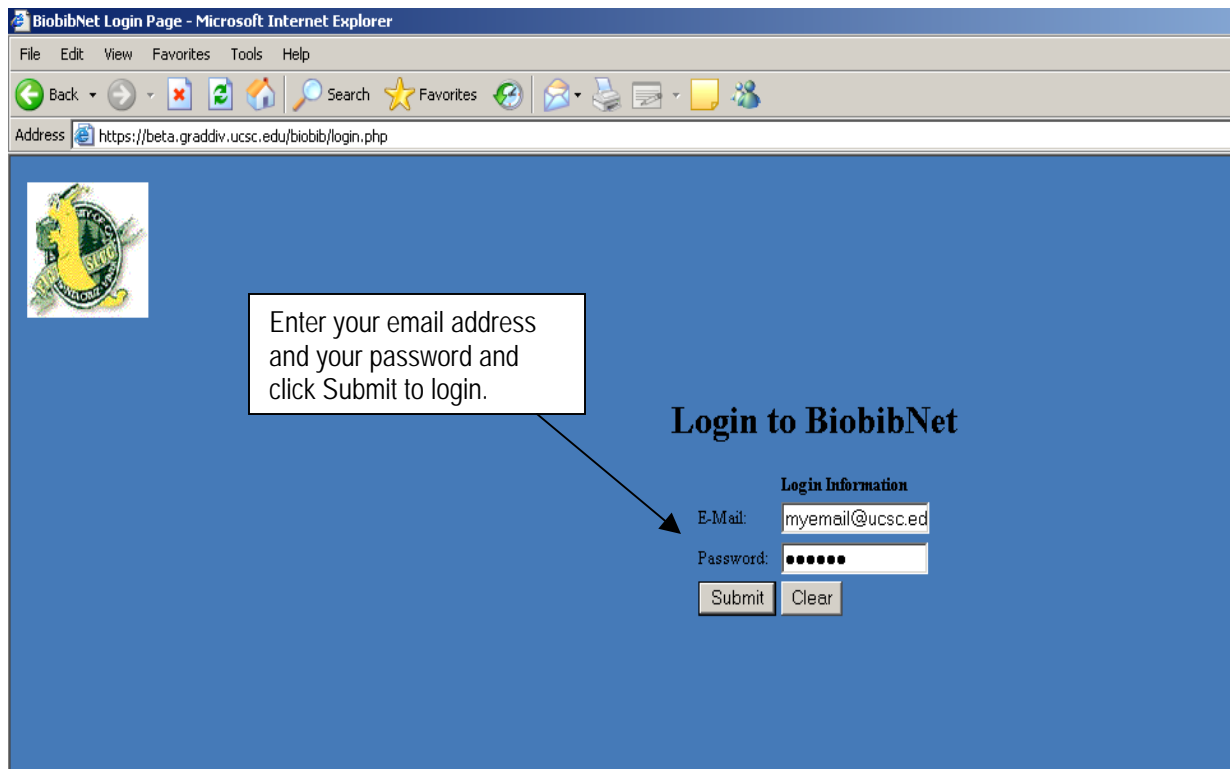
LOGGING IN

The login page is at <https://ledge.ucsc.edu/biobibnet/>

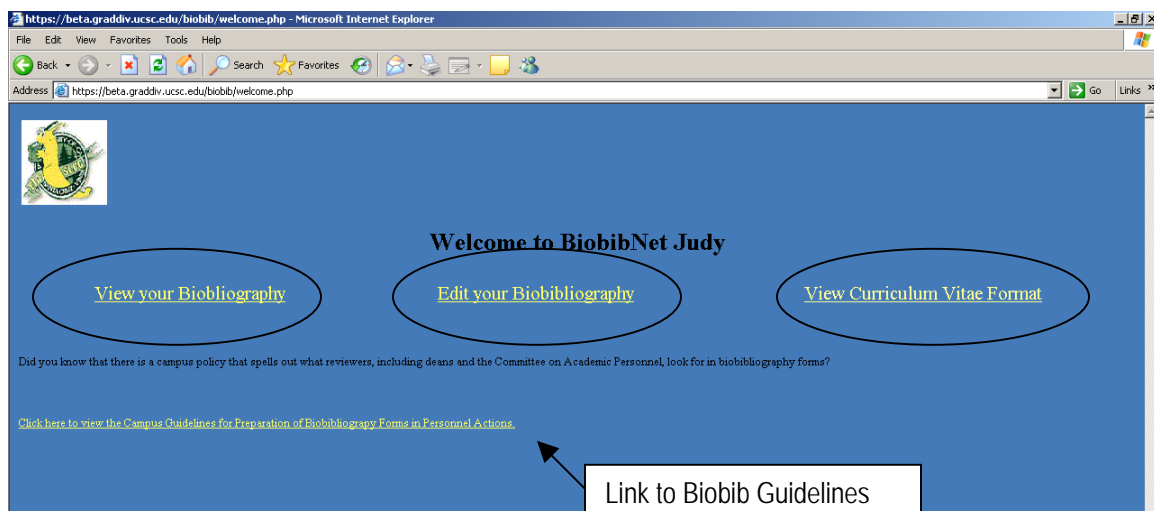


Your login is your UCSC email address, complete with the @ucsc.edu. In the future we hope to be able to authenticate users against the ITS directory so that your password for BiobibNet would be

the same as the password for your university email account. For the time being, however, the Academic Personnel Office (APO) will assign you a password for your BiobibNet account.



Once you have successfully logged in, you will be taken to the Welcome screen. From the Welcome screen you can view your information in either a Biobibliography Form format or a Curriculum Vitae format. You can also jump straight to editing your information. The Welcome screen also has a handy link to the campus Biobib Guidelines. The guidelines can be helpful in explaining how reviewers like to see your information organized.



The Curriculum Vitae format is still very preliminary. Once your information has been entered into the system, we would like to make it as useful to you as possible. If you have suggestions for how to improve the cv format, or for other ways you would like to use the system, we would love to hear from you!

VIEWING YOUR BIOBIB

If you select the option to view your biobib you will be taken to the Biobib screen. You can use the scroll bar to move around the screen to see how your information is organized. The information is chunked into the categories described in the Biobib Guidelines.

To edit your current information or to add new information, click the Edit Biobib link.

Cumulative Bio-Bibliography
University of California, Santa Cruz

July 13th, 2005

Judy Ann Scarborough
Assistant Professor of Art History
College Eight
[Edit Biobib](#)

[Logout link](#) → [LOG OUT](#)

[Edit link](#) → [Edit Biobib](#)

Biobib last revised: May 5, 2005

EMPLOYMENT HISTORY

Begin	End	Title	Institution	Other Employer	Comments
2002	Present	Assistant Professor of Art History	University of California Santa Cruz		

EDUCATION

Degree Date	Attended	Degree	Field	Institution	Comments
1999	1984-1999	Ph.D.	Art History	University of California Berkeley	

PROFESSIONAL COMPETENCE AND ACTIVITIES

Honors and Awards

Date	Honor	Description
2005	Sloan Fellow	Sloan Fellowship for two years
2002	Presidential Young Investigator	I was a presidential young investigator

Grants - Total = \$ 45,000.00

Date	Funding Begin	Funding End	Granting Agency	Title	Amount	Comments
2002	Jan 2002	July 2003	National Endowment for the Arts	Art in Middle America 1850-1900	\$ 45,000.00	

WRITINGS AND CREATIVE ACTIVITIES IN PROGRESS

Logging Out: BiobibNet keeps track of who you are and what you want to see by setting session variables. If you're working on a machine that is accessible to others you should end your session by clicking the Logout link rather than simply closing the web browser. The Logout link will destroy your session variables.

EDITING AN EXISTING RECORD ON YOUR BIOBIB

If you click the Edit Biobib link you will be taken to the Edit List screen. From this screen you select which section of your biobib you would like to edit. Except for the administrative users in Academic HR (Nancy and Leslie) you are the only person who has access to edit your biobib.

The screenshot shows a web browser window with the address http://ledge.ucsc.edu/biobibnet/edit_list2.php?pid=266. The page title is "Cumulative Bio-Bibliography University of California, Santa Cruz". The date is "April 7th, 2006". The name "Judy Ann Scarborough" is displayed, along with her title "Assistant Professor of Art History" and "College Eight". There are links for "View Biobib" and "View CV". A "LOG OUT" link is also present. Below the name, it says "Biobib last revised: May 5, 2005" and "SELECT A CATEGORY TO EDIT". A table of categories is shown, with "Honors and Awards" highlighted. A callout box with an arrow pointing to the "Honors and Awards" link contains the text: "Select a category to edit by clicking on the appropriate section heading."

Personal Information	Employment Information	Education Information	Honors and Awards	Grants	Publications	Creative Activities	University and Public Service	Outside Professional Activities	Courses Taught	Students Supervised	Other Teaching Information
Edit your name, title, college, the date your biobib was last revised.						Performances, Recordings, Exhibitions, Film/Video					Teaching Relief, Leaves

When you click on the heading for the section you would like to edit, you will be taken to the edit screen for that section of your biobib. Click on the Edit Record link to select the record you want to edit.

The screenshot shows a web browser window with the address http://ledge.ucsc.edu/biobibnet/find_prof_comp_activity_records2.php?pid=266. The page title is "Cumulative Bio-Bibliography University of California, Santa Cruz". The date is "April 7th, 2006". The name "Judy Ann Scarborough" is displayed, along with her title "Assistant Professor of Art History" and "College Eight". There are links for "View Biobib" and "View CV". Below the name, it says "Biobib last revised: May 5, 2005" and "SELECT A CATEGORY TO EDIT". A table of categories is shown, with "Honors and Awards" highlighted. A callout box with an arrow pointing to the "Edit" link in the table contains the text: "Click the Edit link to select an existing record to edit."

EDITING HONORS AND AWARDS RECORDS

[Add New Honors and Awards Record](#)

PROFESSIONAL COMPETENCE AND ACTIVITIES

Honors and Awards

Date	Honor	Description	Edit
2005	Sloan Fellow	Sloan Fellowship for two years	Edit
2002	Presidential Young Investigator	I was a presidential young investigator	Edit

All of the Edit Record screens have a similar format.

Field	Value	Help
Sort Date:	2002	Please enter a 4 digit year. This field is used to sort your records chronologically.
Honor Type:	Presidential Young Investigator	Please choose a value from the dropdown menu. Choose Other if you do not find an appropriate choice.
Other Type:		If you selected Other in the dropdown menu above, please create a category for your record here.
Begin Date:	Jan 2002	Preferred format is mm/dd/yyyy. This field can be left blank if appropriate.
End Date:	June 2002	Preferred format is mm/dd/yyyy. This field can be left blank if appropriate.
Description of Activity:	I was a presidential young investigator	

The Cancel link will take you right back to the Edit List without making any changes to the record.

The Submit button will enter your changes into the system and will return you to the data entry screen for the appropriate section, where you can review your changes.

The Delete button will delete the record from the system.

Many of the Edit Record screens include dropdown menus. The dropdown menus are intended to collect the bits of information that will allow the system to sort your information into the categories reviewers find useful when they are looking at your biobib. Many of the dropdown menus will include an "Other" option; to be used in case one of your records just doesn't fit into the most often used categories.

The Edit Record screens will also offer some Help on what kind of information the system is expecting you to enter into the fields on the form.

Most of the screens will also include a Sort Date field. The Biobibliography Form is all about organizing your information chronologically so that reviewers can see your accomplishments as

your career progresses. The system will want you to assign a 4-digit year to most every record to assure that the records will be sorted as you intend.

Please update the Honors and Awards record information below

[LOG OUT](#)

Judy Ann Scarborough
Assistant Professor of Art History
College Eight

[CANCEL - Return to Edit List](#)

This prof_comp_activity record last revised: 06 06 2005

Sort Date:	<input type="text" value="2002"/>	Please enter a 4 digit year. This field is used to sort your records chronologically.
Honor Type:	<input type="text" value="Presidential Young Investigator"/>	Please choose a value from the dropdown menu. Choose Other if you have an appropriate choice.
Other Type:	<input type="text"/>	If you selected Other in the dropdown menu above, please create a new record here.
Begin Date:	<input type="text" value="Jan 2002"/>	Preferred format is mm/dd/yyyy. This field can be left blank if appropriate.
End Date:	<input type="text" value="June 2002"/>	Preferred format is mm/dd/yyyy. This field can be left blank if appropriate.

ADDING A NEW RECORD TO YOUR BIOBIB

To add a new record to your biobib, click the Add New Record link at the top of the data entry screen.

Address: http://ledge.ucsc.edu/biobibnet/find_prof_comp_activity_records2.php?pid=266

April 7th, 2006

Judy Ann Scarborough
[View Biobib](#) [View CV](#)

[Personal Information](#) [Employment Information](#) [Education Information](#) [Honors and Awards](#) [Grants](#) [Publications](#) [Creative Activities](#) [University and Public Service](#) [Outside Professional Activities](#) [Courses Taught](#) [Students Supervised](#) [Other Teaching](#)

EDITING HONORS AND AWARDS RECORDS

[Add New Honors and Awards Record](#)

PROFESSIONAL COMPETENCE AND ACTIVITIES

Honors and Awards

Date	Honor	Description	Edit
2005	Sloan Fellow	Sloan Fellowship for two years	Edit
2002	Presidential Young Investigator	I was a presidential	Edit

Click the Add New Record link to add a new record to this section of your biobib.

Enter the information you want to add to the system and click the Submit button to save the record.

You will be returned to the data entry screen, where you can review the record you just entered.

From there you can click the View Biobib link to return to your complete biobib to review all of the changes you have made, or you can continue to update your biobib.

Date	Honor	Description	Edit
2006	Danforth Fellow		Edit
2005	Sloan Fellow	Sloan Fellowship for two years	Edit
2002	Presidential Young Investigator	I was a presidential young investigator	Edit