

The Scholarly Activity Log: Adding Your Accomplishments



Prepared by the Office for Faculty Advancement
November 2022

Go to Marshall University Joan C. Edwards SOM homepage (<http://jcesom.marshall.edu/>) and select “Faculty/Staff”

The screenshot shows the homepage of the Marshall University Joan C. Edwards School of Medicine. At the top, there is a green banner with the text "School of Medicine Coronavirus Update: Read for more details specific to medical students and School of Medicine events." Below this is a navigation bar with "Current Students" and "Faculty/Staff" (circled in red), followed by a search bar and social media icons for Facebook, Twitter, Instagram, LinkedIn, YouTube, and a smiley face. The main header features the Marshall University logo and the text "MARSHALL UNIVERSITY® Joan C. Edwards School of Medicine". A secondary navigation bar includes links for "About", "Prospective Students", "Residents/Fellows", "Alumni/Giving", and "Patient Care". A dark grey dropdown menu is open under "Faculty/Staff", listing the following items: Faculty Advancement, QUICK LINKS, Dean's Portal, CME, Curriculum Committee, Policies, New Innovations, Personnel Advisory Committee, WebClock, Cabell Clinics Event Reporting (with a right-pointing arrow), Faculty Database, Academic Dashboard, and Marshall Health Employee Website. The main content area features a large green banner for the "MARSHALL JOURNAL OF MEDICINE" with "Issue 1" and "January 2020" prominently displayed. On the left side of the banner, there is a vertical stack of three images: a histology slide, a CT scan of a head, and another histology slide. Below the banner, there is a yellow bar with the text "January 2020 Volume 6 • Issue 1" and "Expanding Knowledge to Improve Rural Health" with the URL "mds.marshall.edu/mjm". The Marshall University logo is also present in the bottom right corner of the banner area.

Select Faculty Scholarly Activity Log under the Popular column.



[Home](#) | [About](#) | [Prospective Students](#) | [Residents/Fellows](#) | [Research](#) | [Departments](#) | [Alumni/Giving](#) | [Patient Care](#)

Faculty & Staff

[Home](#) | [Faculty & Staff](#)



Tools

- [Academic Calendar](#)
- [Cabell Clinics Event Reporting](#)
- [MUOnline \(Blackboard\)](#)
- [Encounter Log](#)
- [MUSOM Question Bank](#)
- [MUSOM Curriculum Query](#)
- [New Innovations](#)
- [Student Scheduler](#)

Popular

- [Calendar of Room & Equipment Reservations](#)
- [Continuing Medical Education \(CME\)](#)
- [CV Builder](#)
- [Faculty Advancement](#)
- [Faculty Database](#)
- [Faculty Scholarly Activity Log](#)
- [Forms for Faculty](#)
- [Marshall Health Employee Website](#)
- [Mentoring](#)
- [Promotion & Tenure](#)
- [Student Advising/Mentoring Guidelines](#)

Resources

- [Academic & Curricular Resources](#)
- [Clinical Resources](#)
- [Computing & IT Resources](#)
- [Credentialing & Accreditation Resources](#)
- [Faculty Handbook](#)
- [Faculty Policies](#)
- [Faculty Resources](#)
- [Institutional Policies & Committees](#)
- [Research Resources](#)
- [Teaching Resources](#)

Choose the Faculty Add/Update your Scholarly Activity>>. You will then be prompted to enter your username and password *use the same username and password you use to login on the SOM computer.

The screenshot shows the website for Marshall University's Joan C. Edwards School of Medicine. At the top, there are navigation links for 'Current Students' and 'Faculty/Staff', a search bar, and social media icons for Facebook, Twitter, Instagram, LinkedIn, YouTube, and a smiley face. The main header features the Marshall University logo and the text 'MARSHALL UNIVERSITY. Joan C. Edwards School of Medicine'. Below this is a secondary navigation menu with links for 'Home', 'About', 'Prospective Students', 'Residents/Fellows', 'Research', 'Departments', 'Alumni/Giving', and 'Patient Care'. The main content area is titled '» JCESOM Scholarly Activity' and contains several links: 'Instructions (PDF)', 'Faculty Add / Update your Scholarly Activity >>' (circled in red), 'Administrators Add / Update Scholarly Activity for a Faculty', and 'Scholarly Activity Report >>'. A login overlay is positioned on the right side of the page, titled 'Log in to somewebapps.marshall.edu:443'. It includes the text 'Your login information will be sent securely.', input fields for 'User Name' and 'Password', a 'Remember this password' checkbox, and 'Cancel' and 'Log In' buttons. The footer contains the Marshall University logo, copyright information '© 1996-2016 Marshall University', the address '1600 Medical Center Drive | Huntington, WV 25701 | 304.691.1700', and links for 'Accreditation Statements | Diversity Statement' and 'Site Disclaimer and Privacy Policy'. Social media icons are also present in the footer.

You will now be on your personal Scholarly Activity page. It will have your name and department code at the top were it says Scholarly Activity for: ().

The screenshot shows a web page for Marshall University's Joan C. Edwards School of Medicine. At the top, there is a navigation bar with links for 'Current Students' and 'Faculty/Staff', a search box, and social media icons for Facebook, Twitter, Instagram, LinkedIn, YouTube, and a smiley face. Below this is the university's logo and name. A secondary navigation bar includes 'About', 'Prospective Students', 'Residents/Fellows', 'Research', 'Departments', 'Alumni/Giving', and 'Patient Care'. The main content area is titled '» JCESOM Scholarly Activity' and shows 'Scholarly Activity for: ()'. There are four tabs: 'PUBLICATIONS', 'PRESENTATIONS', 'GRANTS', and 'SERVICE'. A green link '+ ADD an Unlisted Publication' is visible. Three expandable sections are shown, each with a minus sign icon and the text 'No [Category] Publications found.': 'Publications Accepted / In Press', 'Publications Published', and 'Publications ???'. A black banner at the bottom of the content area states 'No publications found.'

Your activity page automatically populates under the Publications tab.
In order to add to your publications, click the +ADD an Unlisted
Publication link (to the right in green)

Current Students Faculty/Staff Search... f t i in You Tube

M MARSHALL UNIVERSITY
Joan C. Edwards School of Medicine

Home About Prospective Students Residents/Fellows Research Departments Alumni/Giving Patient Care

» JCESOM Scholarly Activity

Scholarly Activity for: ()

PUBLICATIONS PRESENTATIONS GRANTS SERVICE

[+] Publications Accepted / In Press

No Accepted / In Press Publications found.

[+] Publications Published

No Published Publications found.

[+] Publications ???

No ??? Publications found.

No publications found.

[+ ADD an Unlisted Publication]

A data entry page will populate. If you have a PubMed ID, follow the directions at the top of the page to import your publication from PubMed. After its imported, check the fields for errors.

» Add / Update Scholarly Publication

ADD NEW Scholarly Publication

Streamlined Data Entry:

If your publication already has a **PubMed ID**, enter it in the field, below, and click **[Import from PubMed]** to import most of the citation directly from PubMed's index. You will have the opportunity to revise and correct the citation information if you wish.

PubMed ID:

Article / Chapter / Item Title:

Journal / Book Title:
e.g., Journal or Book

Peer Reviewed? Yes No

Complete Author List:
e.g., Journal or Book

In PubMed format: *Lastname FM*, ex: Watson JD, Crick FHC.

Lead author listed first; Senior author listed last; contributing authors listed in between

Check IF at least one MARSHALL Resident/Fellow, Med Student or Grad Student is included among the named authors and if s/he was a TRAINEE at the time the publication was accepted.

Lead Author Affiliation:

Lead Author:

Senior Author:

Contributing Authors: ONLY those who are JCESOM Faculty, Residents or Fellows

If you do not have a PubMed ID, you will manually need to enter the information available for the publication. Make sure to review the information and then click the **ADD NEW Publication** at the bottom the page

Article / Chapter / Item Title:

Journal / Book Title:
e.g., Journal or Book

Peer Reviewed? Yes No

Complete Author List:
e.g., Journal or Book

In PubMed format: *Lastname FM*, ex: Watson JD, Crick FHC.
Lead author listed first; Senior author listed last; contributing authors listed in between
 Check IF at least one MARSHALL Resident/Fellow, Med Student or Grad Student is included among the named authors and if s/he was a TRAINEE at the time the publication was accepted.

Lead Author Affiliation:

Lead Author:

Senior Author:

Contributing Authors: *ONLY those who are JCESOM Faculty, Residents or Fellows*
The order of contributing authors is NOT important in this list, but the "Complete Author List," above, should accurately reflect the order as listed on the publication.

Publication Type:

Status:

Citation:

In PubMed format: *Year Month Date;Volume:(Issue):Pages.*
ex: 1953 Apr 25;171(4356):737-8.

These same actions may be used to update the subsequent tabs page (Presentations, Grants, Service). Simply click on the tab you would like to update and follow the previous actions.

Current Students Faculty/Staff Search... [Social Media Icons]

M MARSHALL UNIVERSITY®
Joan C. Edwards School of Medicine

Home About Prospective Students Residents/Fellows Research Departments Alumni/Giving Patient Care

» **JCESOM Scholarly Activity**

Scholarly Activity for: ()

PUBLICATIONS **PRESENTATIONS** GRANTS SERVICE

[+ ADD an Unlisted Publication]

Publications Accepted / In Press
No Accepted / In Press Publications found.

Publications Published
No Published Publications found.

Publications ???
No ??? Publications found.

No publications found.

Need assistance?

Please contact the Office for Faculty Advancement

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