**FSU | FLORIDA STATE UNIVERSITY**

# Academic Analytics User Guide

## Faculty Profiles

**About**

Faculty profiles appear in the FSU Discovery Site and Faculty Insight analytic tools. The profiles are pre-populated based on the FSU faculty roster and public data on faculty scholarship, awards, and grants.

**Profile Information**

Faculty profiles feature scholarship activity and affiliations with academic units, centers, and institutes. They also highlight research keywords appearing in publication titles and abstracts, as well as collaborating scholars and co-authors. Faculty may also customize what appears on their faculty profile page by adding optional information and editing research keywords.

Faculty roster data that is used to add or remove profiles is updated annually.

**Edit your Profile**

If you are an FSU faculty member, you can edit your profile in the Faculty Insight tool. This will update your profile on both the Faculty Insight page and the FSU Discovery Site.

> **Customizations**
>
> - **Preferred Name**
> - **Contact Information**
> - **Research Summary**
>   A brief bio describing your scholarship focus
> - **Research Interests**
>   Research topics to be listed on your public profile
> - **Research Keywords**
>   Add or remove research keywords to the pre-populated list of keywords derived from research titles and abstracts.

## How to Edit your Profile

1. **Complete Your Profile**

   When you login to Faculty Insight the first time, you will be prompted to "Complete your Profile."

   Click on any "**Update…**" links to get to the profile editor page. Make changes to any of the customization options noted above and click the **Save** button.
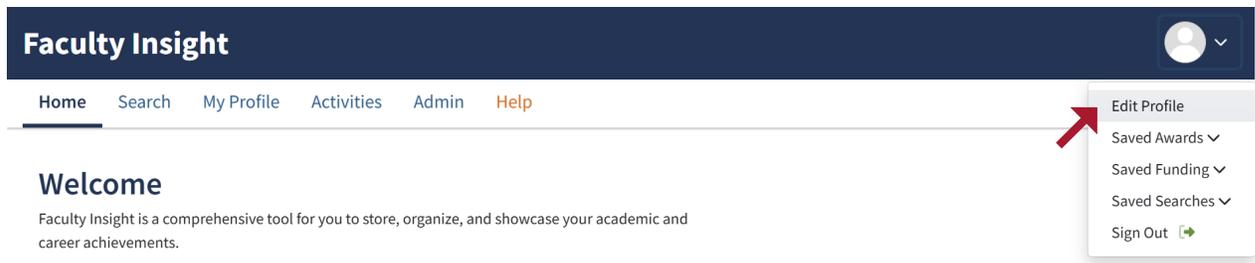
   **Complete your Profile**

   Keep your academic profile up-to-date by reviewing the below activities.

   ○ Update your Research Interests
   I'll do it later

   ○ Update your Research Summary
   I'll do it later

   ○ Update your Research Keywords
   I'll do it later

   Profile Completion
   **0%**

2. **Edit Your Profile**

   You can return to the Faculty Insight page and edit your profile at any time by logging in then clicking on your profile icon/name in the top right corner of the page. Select "**Edit Profile**." This will take you to the profile editor page.

   **Faculty Insight**

   Home    Search    My Profile    Activities    Admin    Help

   Edit Profile
   Saved Awards ⌄
   Saved Funding ⌄
   Saved Searches ⌄
   Sign Out →

   **Welcome**

   Faculty Insight is a comprehensive tool for you to store, organize, and showcase your academic and career achievements.

## Profile Editor Page

Make changes to any of the customization options noted above and click the **Save** button.

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Still have questions about editing your Faculty Profile?

Contact [Facultyworks@fsu.edu](mailto:Facultyworks@fsu.edu)