Excellence in providing higher education services to meet the needs of the national, regional and international communities, and the effective continuous contribution in achieving Egypt's social and economic development. Our mission is to be accomplished through a commitment to international standards of excellence in the fields of education, research and community service, as well as the integration of personnel, technology and business systems, and the development of the university's human resources.

Cairo University Scholars

User Guide

Version 1

Edited by: *Eng. Nour El Deen Mahmoud Khalifa*

Table of Content

Getting Started

How to Login to Cairo University Scholar

First, Visit the portal link http://scholar.cu.edu.eg using Firexfox or Chrome explorer [see figure 1] .

Figure 1

Second, click on the login button at the end of the page [see figure 2].

Figure 2

A login page will be appeared, just write your username and password [see figure 3], if you are a new user click in the button **Create new account**. [see figure 4]

Figure 3

Create new account
Log in
Request new password

Create new account | Log in | Request new password

Username: *

Spaces are allowed; punctuation is not allowed
except for periods, hyphens, and underscores.

E-mail address: *

A valid e-mail address in Cairo University Domain; it should be end with cu.edu.eg. All e-mails from the
system will be sent to this address. The e-mail address is not made public and will only be used if you wish
to receive a new password or wish to receive certain news or notifications by e-mail.

First Name: *

Last Name: *

TITLES:

Add another item
Create new account

Powered by
OpenScholar

Figure 4

The Control Panel

Once logged [from screen in the figure 3] in you'll see a small tabbed menu to the top right of your browser window. Clicking on **"Control Panel"** will send you to the **Control Panel** area [see figure 5].

Figure 5

The Control Panel serves as your main access point to changing settings, adding features and general site building. By default a Control Panel menu will appear at the top of your site. This top tool bar allows for quick access to settings but can be disabled if you find it distracting [see figure 6].

Figure 6

The Control Panel menu offers links to a number of administrative choices:

Features to choose Features to be added or removed from your site. This would include a blog, announcements, classes, publications, and more. Features often each come a variety of settings and customization tools. Site Building also lets you arrange the layout of your site and menus, as well as set up the taxonomy for categorizing your site's content.

Appearance for selecting a display theme.

Settings for configuring privacy and Google Analytics settings.

Content area where you can organize, edit and categorize any content you've added to your site. Options here are reflected by which features you've enabled. For instance if you've enabled the "Image Gallery" feature, you'll see *Image Galleries* listed in the content section.

Users anyone who has an OpenScholar site can be associated with your site. You can add and then associate users with your site for a number of reasons, including adding a assistant to help manage your site.You may want to allow particular colleagues to comment on your blog posts, or on working papers you post.

News for a system which can follow news if your favorite scholars.

Familiarize Yourself with the Basics

Once logged in you'll be sent to your site. We'll take a moment to become familiar with some basic elements of your web site [see figure 7].

Figure 7

General Layout

By default the site is laid out in a manner similar to many web sites. There is a header area where you'll find the photo you uploaded; your name and professional title, address, and, by default, the Cairo University shield. By default there are three menu options in the primary menu: **Bio/CV**, **Classes**, and **Publications**. As no content has yet been added you'll otherwise see an essentially blank site.

"Add New" Links

Click on **Bio/CV** and you'll be presented with another blank page, this time with two additional tabs: **Biography**, and **Curriculum Vitae**. You'll also see a new link **"Add your Bio"**, distinguished as a red link with a plus sign.

These **"Add new"** links will be visible on pages wherever you can add new material. They are context-specific so if you're on the **Bio** page an **"Add your Bio"** link appears. If on your **Publications** page, an **"Add publication"** link appears.

To add new content you'll want to look for these **"Add new"** links in red and with a plus sign.

Enabling Features

Once logged [from screen in the figure 3] in you'll see a small tabbed menu to the top right of your browser window. Clicking on **"Control Panel"** will send you to the **Control Panel** area [see figure 5].

Click on **"Features"** add additional functionality to your site, either by adding a particular "kind" of content, or by adding back-end functionality to your site such as Google Analytics.

By default your site is set up with three "features" enabled: **Publications**, **Classes**, and **Announcements**. You can add many more additional features by going to the **Control Panel** and clicking the **Features** button in the top menu [see figure 8].
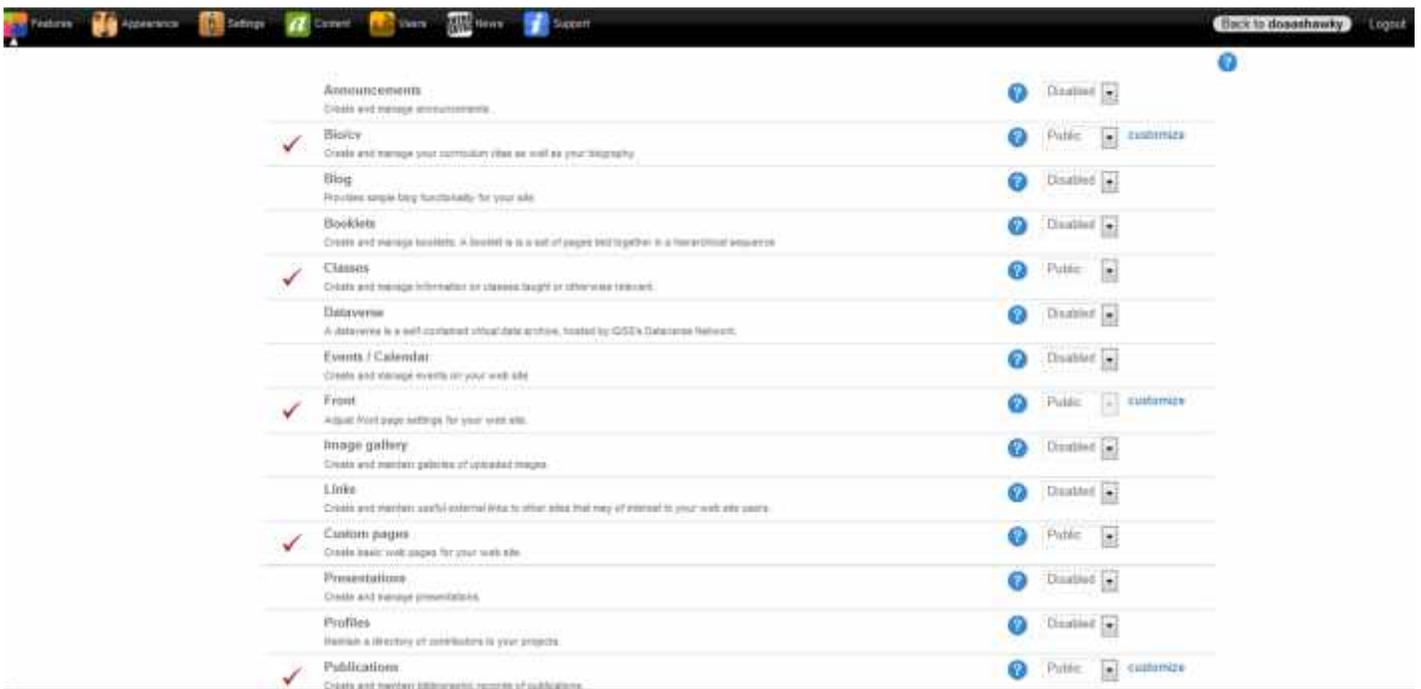

Figure 8

Enable additional features as you wish. You can enable a blog for your site for instance; links; a dataverse, feeds and a variety of others.

Many features also have a variety of settings which you may want to explore. Further documentation is available for each feature.

Choosing your Overall Theme

Clicking on the **Appearance** button in the Control Panel lets you select a **'Theme'** [see figure 9]. 'Themes' are visual presentations of a particular look and feel and you have the option of choosing any of these, indeed you can change themes at will. Changing the theme only effects the look and feel of your site, but not the content you've created.
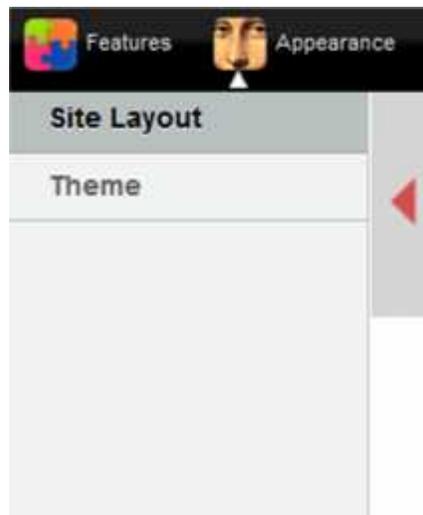

Figure 9

Additionally, should you choose to have a web designer design a custom theme available to only you, your custom theme will appear to only you in this area of the Control Panel.

To choose a theme in the control panel, click on the screenshot itself (a red notification will appear), and then click the 'Save' button at the bottom of the page [see figure 10].

Flavors

Some themes may be available to you in a variety of 'flavors'. These are often distinctive changes to background or type colors, while retaining the overall look and layout of the theme

To choose a theme flavor, first click on the theme. If flavors of that theme exist, you'll see a drop-down menu under the theme screenshot. Use this menu to choose the flavor of your choice.

A caveat

One thing to note about themes is that while many of them are consistent with where the various elements of your site should appear—such as your photo, name, address, etc.—some themes may have distinctive or

unusual ways of displaying these elements. It is advised if changing your theme to look carefully throughout your site to determine if the placement of all the site elements work for you.

Figure 10

Customizing Your Site Layout

Clicking on the **Appearance** button in the Control Panel lets you select a **'Site Layout'** [see figure 9] each feature page can be customized individually. You may want to have a widget of a list of your co-authors appear on your publications page, but not on your blog. The Layout section is where you make these choices.

Drag-and-Drop Widgets

Some features, when enabled, provide "widgets" - small blocks of related content. These widgets can be added to your layout. Once in the Layout area, simple choose which page you'd like to lay out (front page, publications page, etc.) and then drag the widgets from the top widget menu onto the layout map. Once saved those widgets will be live on the pages you've edited [see figure 11].
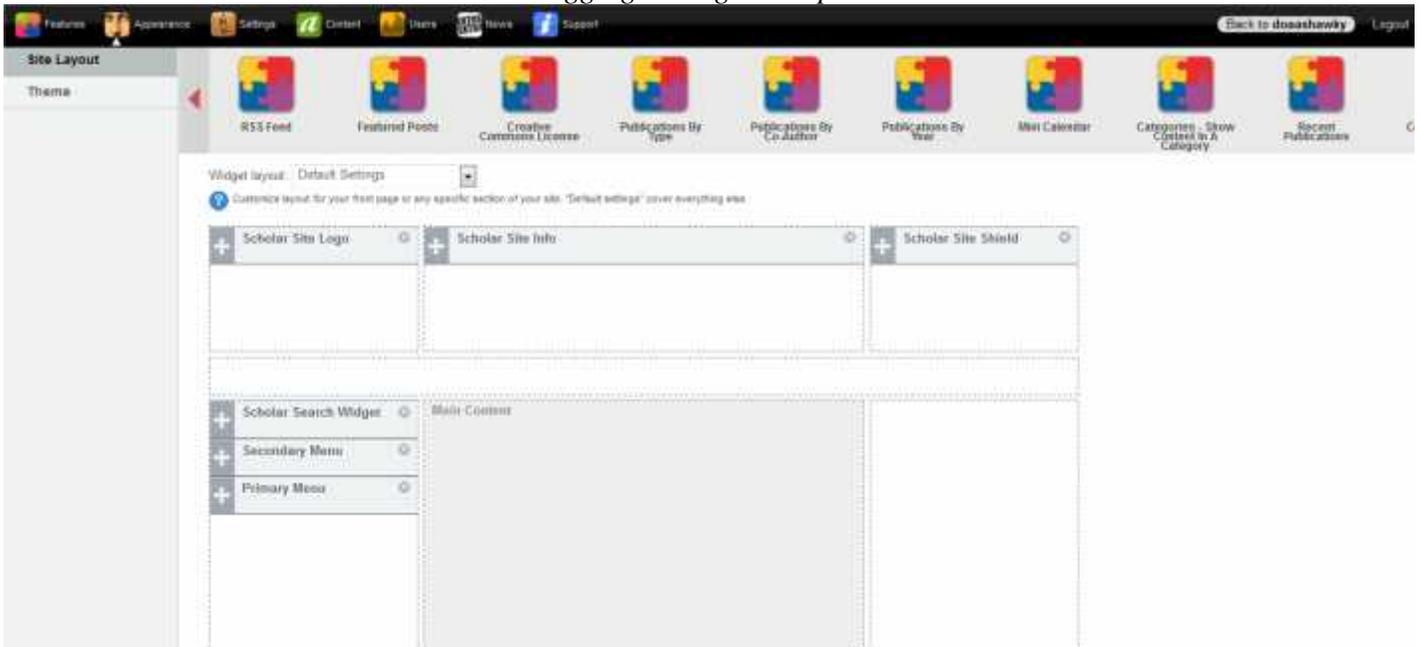
Dragging a widget into place:

Figure 11

Menus

The **Menu** section of the Control Panel (under **Setting**) allows you to control the menu links on your site.

You can completely customize the menus for your site. There are two areas for menus - a "primary menu" and a "secondary menu". Often the secondary menu might be in one of the left or right columns and would be links to perhaps second-level material. Primary links are often first-level material and might typically be found in the navigation bar area. However you can experiment with links in either menus and place them wherever you like [see figure 12].
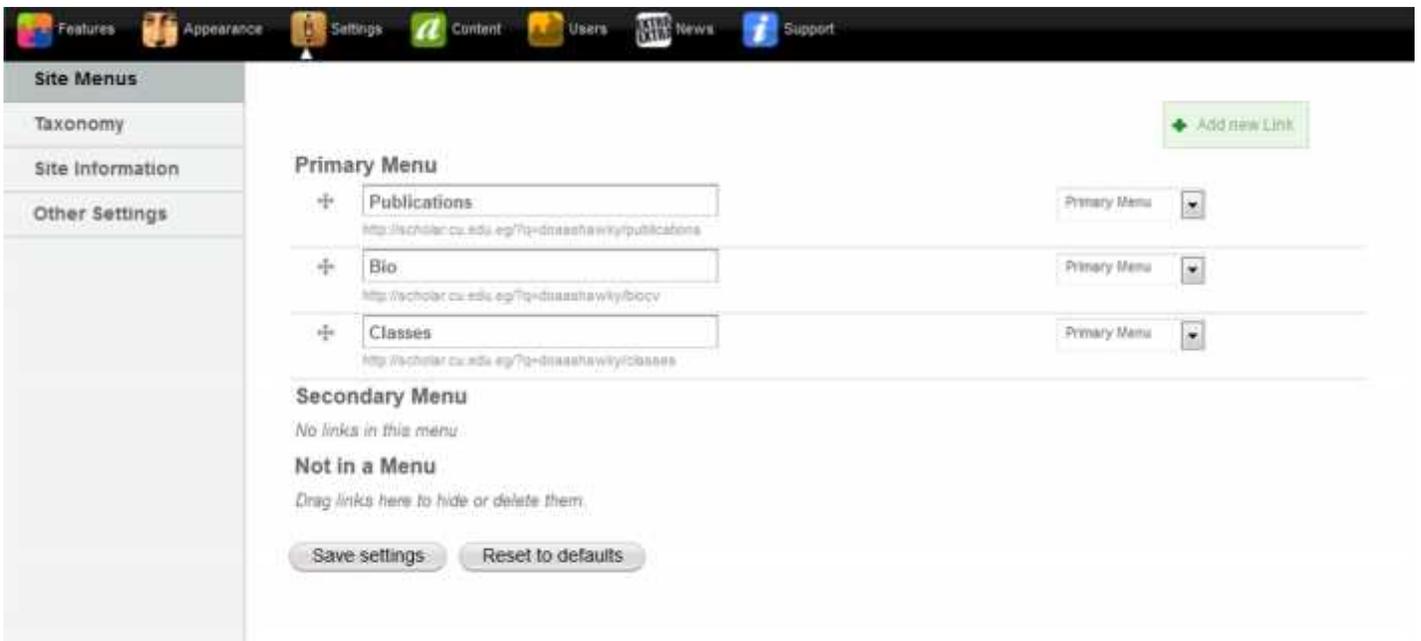

Figure 12

You can **change the order of how the menus appear** by dragging the ✛icon next to the menu items. You can **rename the menu links** by clicking on the menu link titles and typing the new name You can also **choose whether each menu item should be in the primary menu, the secondary menu, or Not in a Menu at all.**. Items not in a menu will not appear on your page at all.

After you make changes on this page, make sure to click the **"Save Changes"** button at the bottom of the page.

You can create new menu links by click on **'Add New Link'** near the bottom of the page. Fill in the **Title and URL** of the new link and Save it to add a new link to your menus. This link can go anywhere, even places outside of your site, such as Google.

One caveat is that themes may presume a maximum *number of menu items* in the navigation bar area. If you exceed that number the site may look funny. That said, you're welcome to present your content in any way you prefer.

Site Information

The **Site Information** section of the Control Panel (under **Setting**) allows you to control the menu links on your site [see figure 13].
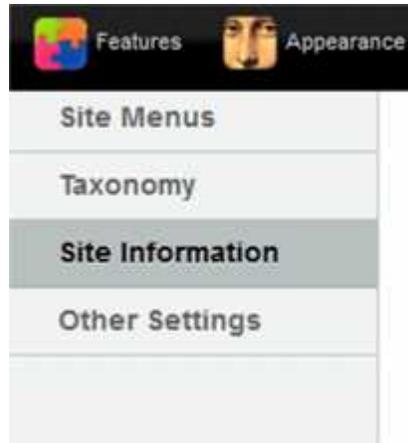

Figure 13

Your page's **Site Information** box can be editing right in your front page. It contains information such as name, professional title and address, global taxonomy terms, and site logo. You can edit this information by hovering over the site information on your home page and clicking the configure button ⊠ that appears on the right.

The **"Site Title"** field is normally reserved for your name. The **"Description"** is normally for your professional title, but can be whatever you prefer. The **"Address"** line is your office address.

See figure 14 for more illustration

This information will automatically appear in your site's header section. Both "Description" and "Address" are optional fields.

The **"Related Interests:"** vocabulary field provides a space for you to enter a list of taxonomy terms (or tags) to describe your content. Tagged content allow users to find all content related it a common topic. In the text field, you can create a list of these terms which will be available for all content that you post on your site.

Figure 14

Your **Site logo (photo)** can be configured in a similar manner. Hover over the blank profile image and click the configure button ▼ to upload and crop your photo. Particular themes may resize the photo depending on the presentation, but the general aspect-ratio is set. To crop a photo to the default shape, grab the cropping tool handles and adjust. You'll a preview of the cropped photo to the left of the cropping area. You'll want to make sure the original image you upload is *at least* the size of the default image (180px by 140px) site [see figure 15].

Figure 15

The **Other Setting** can be configured the same way. By default your site was created with a standard Cairo University shield in the right header area. You can change this to a number of other shields, or choose not to show a shield by hovering over the shield image [see figure 16].

Figure 16

Features

Features provide sections of your site that pertain to a specific kind of content, such as a blog, publication or announcement. You can enable, make private, or disable features individually within the Control Panel. In general, making an element "disabled" will cause all of the features content/elements to be removed from the site. Marking the element "private" will give only the administrators access to the content, and marking it "public" will give the public free access to view the content.

Available Features

The following are the current available features for your site. New features will be added so it's always a good idea to peruse the **Site Building** section of your Control Panel.

- Announcement feature
- Blog feature
- Booklet feature
- Class feature
- Bio / CV feature
    - Create/Edit your Bio
    - Create/Edit your CV
- Dataverse feature
- Events feature
    - Using Signup Lists for Events
- Front feature
- Image Gallery feature
- Links feature
- Pages feature
- Presentations feature
- Profiles feature
- Publications feature
- Reader feature
- Software feature

Announcement feature

The Announcement feature will enable you to post and manage announcements that you would like to publish on your site. You might want to post an announcement about recent developments in projects that you're affiliated with, awards, course-related updates, new book or article releases, associated news items, etc. The Announcements feature, like other features, can be set as private or public giving you control over how and to whom they are displayed.

Creating Announcements

To add an announcement post from your site, browse to your site and click the "Announcement" link in your primary menu. Next click on the link that says "+ Add Announcement" and begin entering contents of your announcement [see figure 17].

Figure 17

You have the ability to create "Tags" or categories for every announcement. You can also use existing tags that you had created previously for other content. Visitors can also find specific announcements by browsing the categories that you have selected for it. You also have the ability associate images or files with any announcement. [see figure 18].
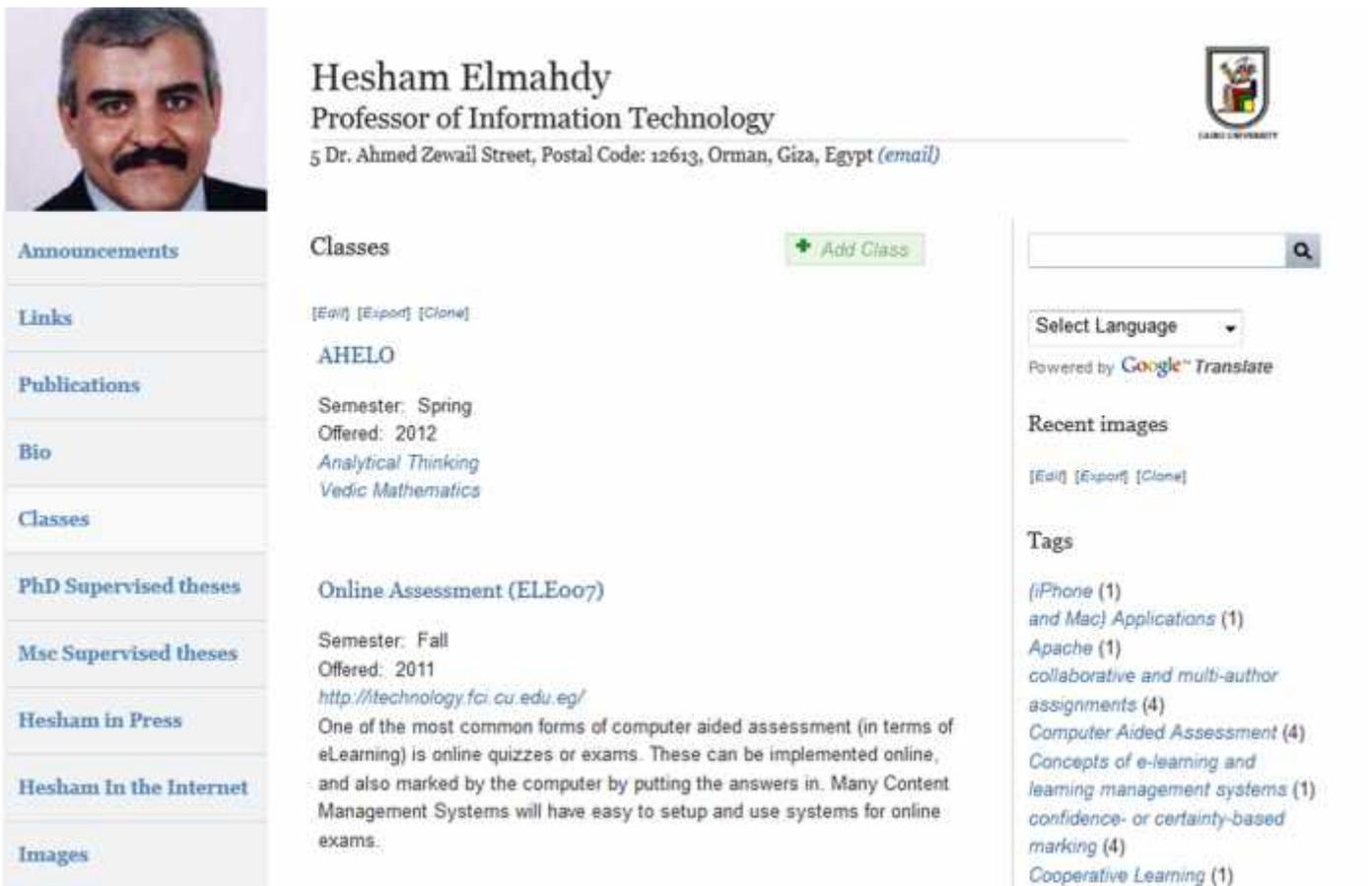
Figure 18

Viewing Announcements

All of your announcements can be viewed by clicking on "Announcements" in the primary menu of your site. You can also view and manage announcements by navigating to the Control Panel and clicking on the "Content" button . On the left column you will see a "Announcement" link that will display a list of your announcements. Visitors can find specific announcements by browsing the category that you have selected for it [see figure 17].

Class feature

The Class feature will enable you to post and manage the academic classes that you teach and would like to publish on your site. It's important to know that the class feature gives you two types of content, "Class" and "Class Materials". A Class generally consists of the class name, semester, and an overview of the class you are teaching or assisting with. "Class materials" posts list the material used in the class teachings, such as a syllabus, reading assignments, etc. You can associate as many class materials with a class as you want.

Creating Classes

To add a class post from your site, browse to your site and click the "Classes" link in your primary menu. Next click on the link that says "+ Add Class" and begin entering information about of your class. [see figure 19].

Figure 19

You have the ability to create "Tags" or categories for every class post. You can also use existing tags that you had created previously for other content. You also have the ability associate images or files with any class.
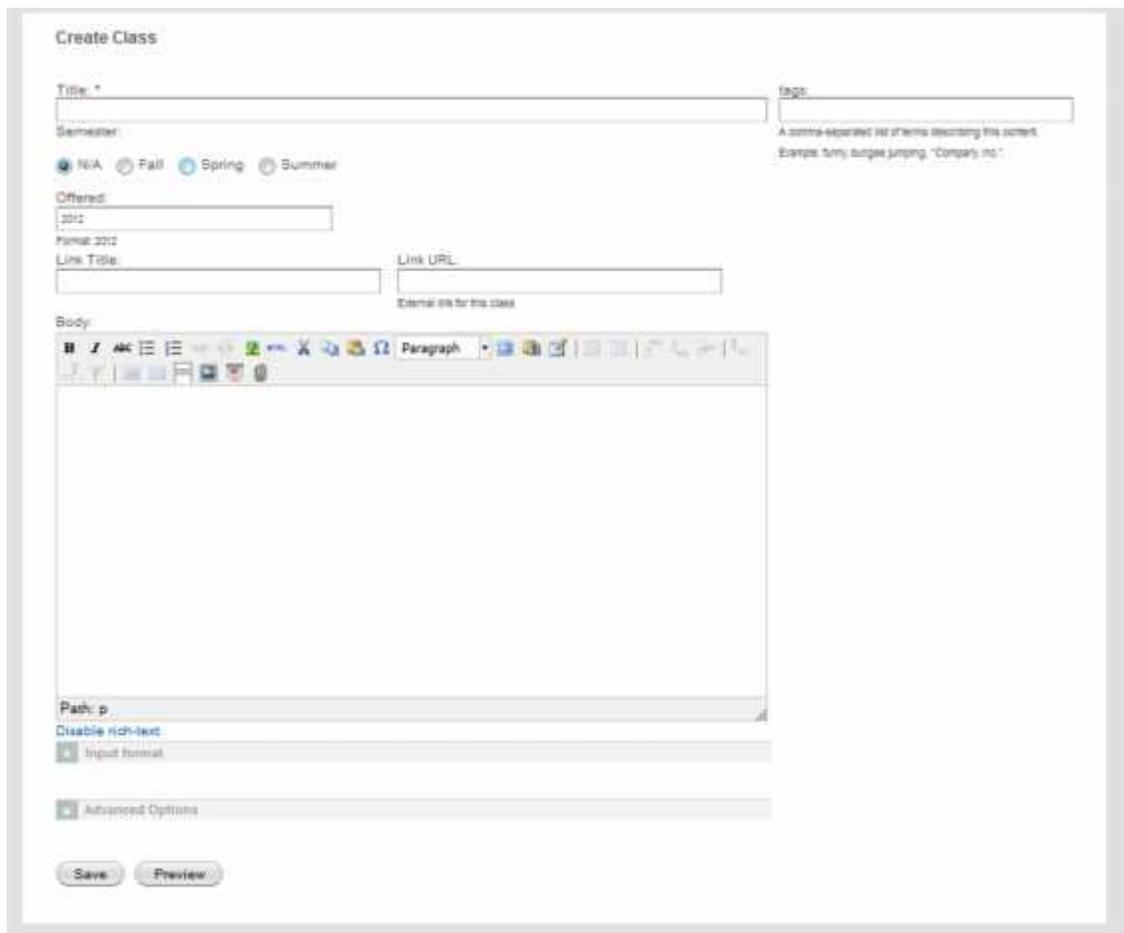
Viewing Classes

All of your classes can be viewed by clicking on "Classes" in the primary menu of your site. You can also view and manage class posts by navigating to the Control Panel and clicking on the "Content" button . On the left column you will see a "Class" link that will display a list of your announcements. Visitors can also find specific class posts by browsing the categories that you have selected for it. [see figure 19].

Adding Class Materials to a Class

You will have the ability to add class materials to any class that you create. You must create the class first before you can add class materials. [see figure 20].

To add class materials, browse to your site and click the "Classes" link in your primary menu. You will list a listing of all of your existing class posts. Next click on the title of the class for which you want to add materials to. Finally click the link title "+Add class material" and you will be presented with a form to save your class material information or files. When visitors of the site view the class information, they will also be able to access the class materials that you have associated with the class.

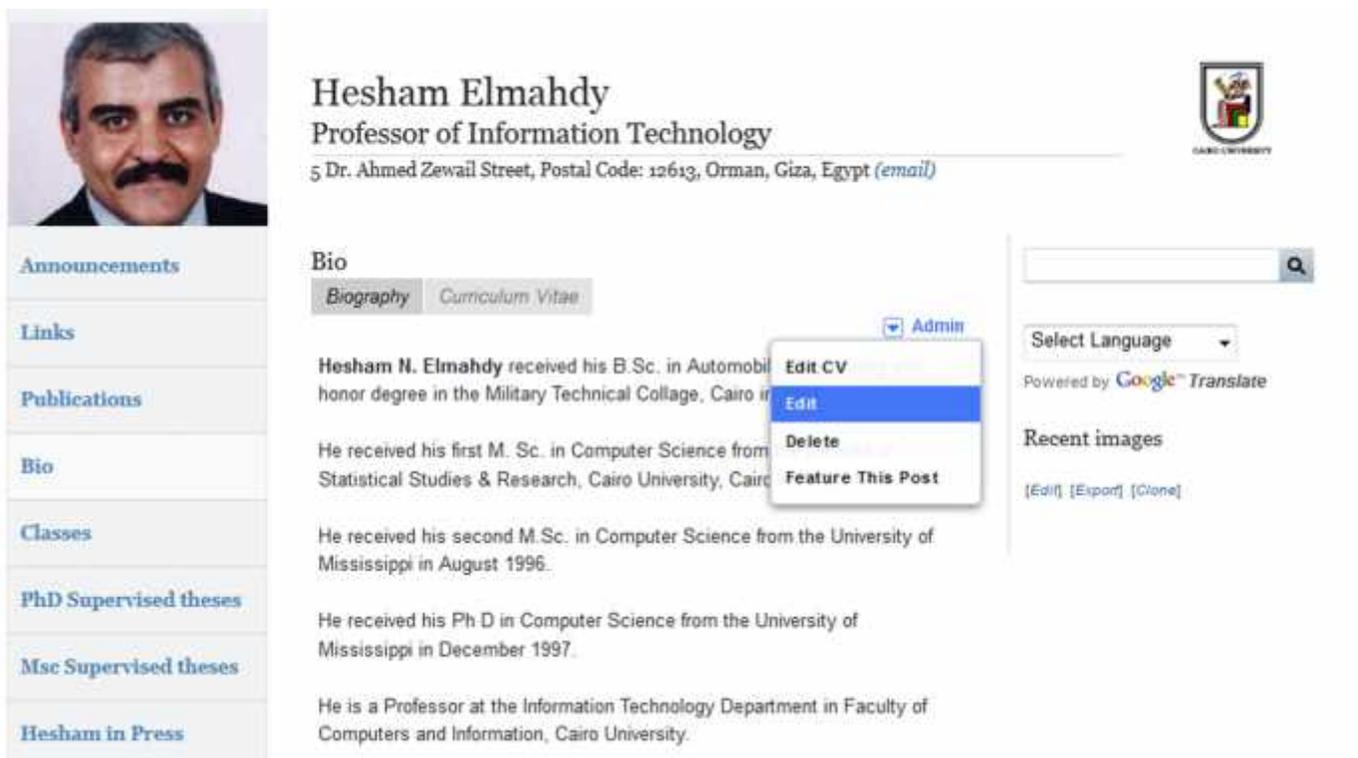Figure 20

Create/Edit your Bio

To create your bio:

1. Go to your site in a web browser and login to your account
2. Locate/Click the Bio / CV link in the navigation menu
3. The Bio tab will be open by default if you have not created a Bio there will be a link titled "Add your Bio", if you have already created a bio there will be a link titled "Edit your Bio".
4. Fill in the title and body and press save to create/update your bio[see figure 21].

Create/Edit your CV

To create your CV:

1. Go to your site in a web browser and login to your account
2. Locate/Click the Bio / CV link in the navigation menu
3. Click the CV tab to open it
4. If you have not created a CV there will be a link titled "Add your CV", if you have already created a CV there will be a link titled "Edit your CV".
5. Fill in the title and body and press save to create/update your bio OR check the box titled "Use PDF upload as your CV" and upload your CV using the "PDF Upload" field

Figure 21

Events feature

The Scholar Events feature allows you to post and manage your scheduled events on your web site. Enabling this feature will provide an Events section on your web and a primary menu link called "Calendar". Clicking on the "Calendar" link will display of the current month's calendar [see figure 22].

Figure 22

You can enter events directly into the calendar by hovering over a calendar day and clicking on the + **Add** button when it appears. After clicking on the + **Add** button, the create event form will load. Fill out all applicable fields in the form regarding your event and click "Save" at the bottom. After saving your event, you should see your event highlighted in the monthly calendar. In addition, if you click on the **Upcoming** tab, a list of saved upcoming events will be displayed. You can also add new events by clicking on the red + **Add Event** link within the Events section of your site [see figure 23].

Figure 23

The Scholar Events feature also comes with two widgets:

The **Mini Calendar** widget is a compact sized block of your calendar and its events. The **Upcoming Events** widget is a block which automatically displays up to five latest upcoming events.

The widgets are displayed by default in blocks on the right region of you web layout. You can customize the placement of all of your sites widgets within the Control Panel. The Scholar Events feature also comes with customizable options within the Control Panel by clicking on the "Features" button, then on the corresponding "customize" link for the feature. The feature's customization form will allow you to change the default "Calendar" menu link. You can also rename the "Upcoming Events widget.

Image Gallery feature

The Image Gallery feature is an intuitive tool to help you upload, store and manage your web site photos. You can create categories, or galleries, for related groups of photos to give your photos context and to keep them organized. All of your site photos will be centrally accessible from the photo gallery.

To begin using the Image Gallery feature, you'll first will need to create a gallery.

To add a gallery directly from your site, browse to your site and click the "Images" link in your primary menu. Next click on the link that says "+ Add gallery" and begin filling in the details of your image gallery. [see figure 24].

Figure 24

Adding Images to Your Galleries

Once you have saved your image gallery you're ready to start adding images. When viewing your list of galleries a camera icon will appear below each gallery that says "Add Image". Click on this link to add you image. After clicking on this link, a form will appear for you to submit your image and image information.

The form will display the name of the image gallery that the image you are saving will belong to. You also have the ability to create a "Tags" or categories for the image. Visitors can also find specific links by browsing the categories that you have selected for it. Make sure to click "Save" at the bottom of the page to

save the image and image information that you have entered. The saved image will automatically get saved to the corresponding image gallery [see figure 25].
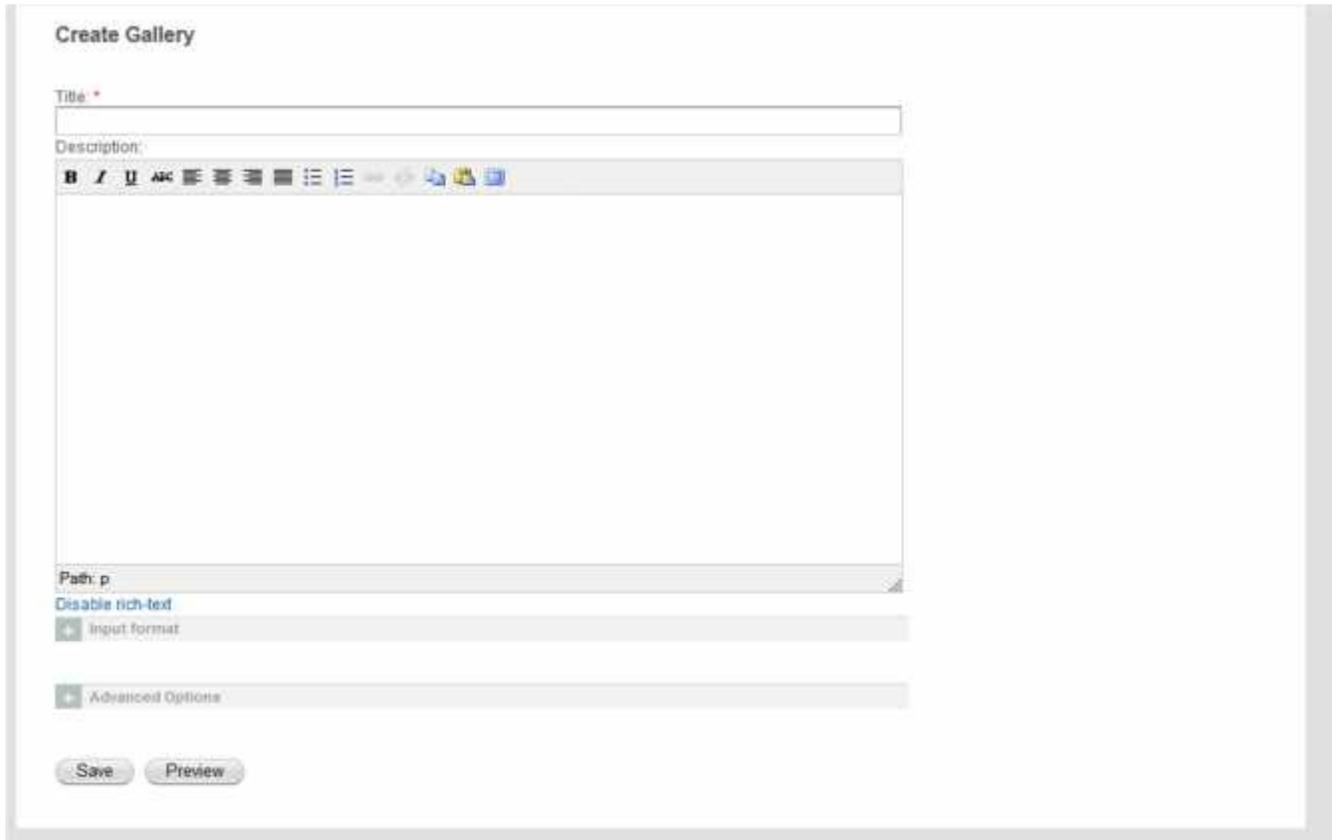
Create Gallery

Title: *
[   ]

Description:

B *I* U ABC ≡ ≡ ≡ ≡ ⊟ ⊟ ⇥ ⇤ ⬛ ⬛ ⬛

[   ]

Path: p

Disable rich-text

⊞ Input format

⊞ Advanced Options

(Save) (Preview)

Figure 25

Viewing Your Galleries and Images

To view a list of your existing image galleries with images, browse to your site and click the "Images" link in your primary menu. You will see a list of each gallery. The images for each gallery will be displayed. [see figure 24].

Links feature

The Links feature will enable you to post and manage links to external web pages that have relevance to you. You also have the ability categorize links and associate images or files with links. You might want to post links to your current or past projects, affiliated institutions, web articles of interest, etc. Your links will be automatically and neatly formatted using the title that you provide.

Creating Links

To add a link from your site, browse to your site and click the "Links" link in your primary menu. Next click on the link that says "+Add Link" and begin entering the link information. [see figure 26].

Hesham Elmahdy
Professor of Information Technology
5 Dr. Ahmed Zewail Street, Postal Code: 12613, Orman, Giza, Egypt *(email)*

Links   + Add Link

[Edit] [Export] [Clone]

كفاءة الإنترنت الذي إنقطع

الدفاع المعلومات الذكي عن الحبيب المصطفى صلى الله عليه وسلم في ضوء السنة النبوية

التجارة الإلكترونية

التخلص من النفايات الإلكترونية

Announcements

Links

Publications

Bio

Classes

Figure 26

You have the ability to create "Tags" or categories for every link. You can also use existing tags that you had created previously for other content. Visitors can also find specific links by browsing the categories that you have selected for it. You also have the ability associate images or files with any link. [see figure 27].

Viewing Links

All of your links can be viewed by clicking on "Links" in the primary menu of your site. You can also view and manage links by navigating to the Control Panel and clicking on the "Content" button . On the left column you will see a link called "Link", that will display a list of your links. Visitors can find specific links by browsing the category that you have selected for it. [see figure 26].

Create Link

URL (Web address): *

The web address of the link. Starts with: http://

Title: *

Description:

B *I* <u>U</u> ABC ≡ ≡ ≡ ≡ ≣ ≣ — ⊟ 🔗 🖼 🖼 🖼 😊 📎

Path: p

Disable rich-text

⊞ Input format

⊞ Advanced Options

Save   Preview

tags:

A comma-separated list of terms describing this content.
Example: funny, bungee jumping, "Company, Inc.".

Figure 27

Pages feature

The Pages feature offers the ability to post miscellaneous web pages of your choice, sort of like a "blank canvas". Perhaps you would like to post your office hours, your departmental contact information, or a message to web site visitors.

Creating and Viewing Pages

To add a page, navigate to your home page and click on the "+ add new" button . From this screen, click the "Add Page" link and begin entering contents of your page. [see figure 28].
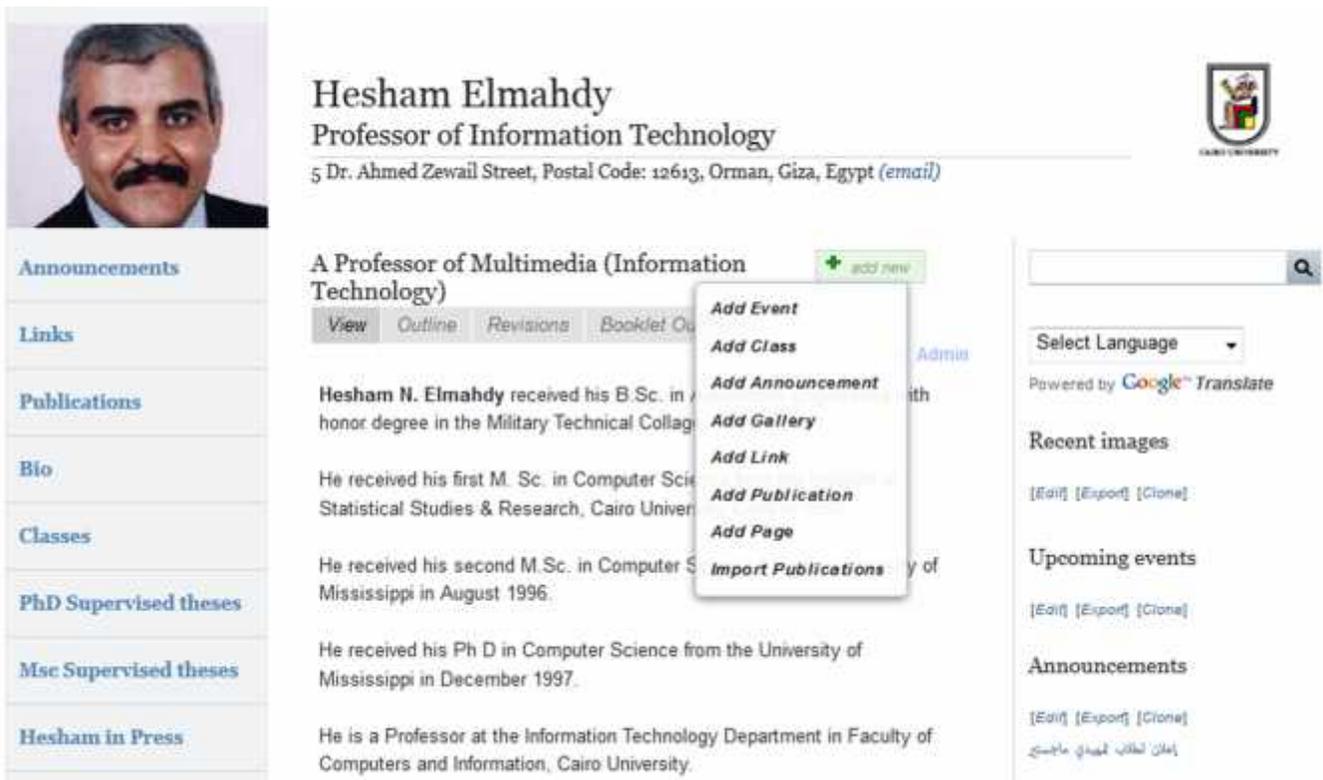

Figure 28

You have the ability to create "Tags" or categories for every page. You can also use existing tags that you had created previously for other content. Visitors can also find specific pages by browsing the categories that you have selected for it. You also have the ability associate images or files with any page. [see figure 29].

Create Page

Title: *

tags:

Body:

A comma-separated list of terms describing this content.
Example: funny, bungee jumping, "Company, inc.".

Path: p

Disable rich-text

Input format

Advanced Options

Menu settings

Book outline
Not in book

Authoring information
By admin

Publishing options
Published

URL path settings
Automatic alias

Attach files to this page
No attachments

Comment settings
Disabled

Add a link to this post in one of your site's menus. Specify a menu for the new link
and then enter the link's title in the field that appears.

Choose a Menu:

○ Primary Menu

○ Secondary Menu

● Not in a Menu

Select the menu where you would like this link to appear. Some menus may not
show on your page if they are not included in your **Page Layout**.

Save   Preview

Figure 29

Pages do not appear publicly on your site automatically after saving. You can make the page publicly viewable by either:

1) **Creating a menu link when saving or editing the page.** The form to enter page information will also contain a field for you to enter a menu link. If you create a menu link for the page, the menu link will appear on your site. Subsequently, clicking on this menu link will display the page that you created.

2) **Selecting the page as to appear on the front page in the Control Panel settings.** Navigate to the Control Panel click on the "Settings" button. On the left column you will see a "Frontpage" link. The "Frontpage" section of Control Panel settings will allow you to specify a mode of front page designation.

You can view and manage announcements by navigating to the Control Panel and clicking on the "Content" button . On the left column you will see a "Page" link that will display a list of your announcements. Visitors can find specific announcements by browsing the category that you have selected for it.

Publications feature

The Publications feature enables you to post, manage, and distribute publication data to your site and beyond. Publications, in this context, can be a wide range scholarly works that you have authored or contributed on. These works can range from working papers, published articles, film, software, book chapter, etc. When creating a new publication you will see a drop-down list of all publication types which will dynamically generate a custom form of information fields.

All of your publications can be viewed by clicking on "Publications" in the primary menu of your site. Visitors can also find specific publications by browsing the category that you have selected for it. [see figure 30].

Figure 30

Publication feature settings (The Publication feature settings allow customize the output and searchability of your publications)

Specify the display style of your publication. For example you could set the display Council of Science Editors (CSE), Chicago, American Medical Association (AMA), etc. The style will determine the which fields and format will will be displayed when viewing the bibliographic citations on your site.

Select the number of publications per page. This will determine the how many bibliographic citations will be displayed per page. Your site will automatically paginate your pages according to how many publications you have posted.

Custom sorting and searching capability. You can determine which fields are sortable when your publications are displayed, such as by Author, Title, Year. You can also add additional sort fields and determine the default sort direction.

Create hyperlinks to authors - This setting will create a link on an author names that appears in a publication that you have posted. Clicking on these links will show all the works that the author has contributed on. It is a easy way to view all the works of an author that have been published on the Scholar site.

The publication feature settings comes tools for author searching and bibliographic dissemination services:

Google Scholar - This service is enabled by default and will generate and will automatically generate meta information about your publications whenever it is published. The meta information is tailored specifically for Google Scholar service and is placed it in the "<head>" section of your publication web pages, for example:

```
<meta content="Annual Review of Sociology" name="citation_journal_title"/>
<meta content="Simmons BA;Dobbin F;Garrett G" name="citation_authors"/>
<meta content="The Global Diffusion of Public Policies: Social Construction, Coercion, Competition, or Learning" name="citation_title"/>
<meta content="2007/08" name="citation_date"/>
<meta content="2007" name="citation_year"/>
<meta content="33" name="citation_volume"/>
<meta content="1" name="citation_issue"/>
```

When the Google Scholar web service crawls your site, it will be able to index the information and your publications will be searchable on the Google Scholar service.

Author Lookup Services - By selecting the "Co-author auto-search" and "auto-complete on author fields" you can utilize the feature's remote auto-searching service. Enabling this will implement a tool on your site which allow you to query a remote author database. The service automatically connects to the remote database subsequently executing these queries and can auto-suggest authors based on the name(s) you enter.

Publication Data Dissemination - Publications feature comes with a tool to disseminate your publication data to other academic repositories on the internet, such as RePEc. When viewing any publication within your site, you can select any or all of the listed repository and the publication data will get distributed to them. To disseminate publications you've already written, visit the content management portion of your OpenScholar homepage and click Publication. Select the publications you wish to distribute, then click on update options, and choose Distribute to RePEc. Finally, click execute.

The Publications feature comes with import/export capability:

Exporting Publications - The publications feature provide a convenient way for you or visitors of the site to export your publication data to various formats, such as BibTex or EndNote XML. You can enable or disable exporting to these formats in the settings section of the publications feature. For every publication that displayed on your site, a link to download a bibliographic citation of that publication will be shown for each format that you have allowed.

Importing Publications - The publications feature also provides a convenient way for you to convert a file containing your bibliographic citations to your web site.

Creating Publications

To add a publication from your site, browse to your site and click the "Publications" link in your primary menu. Next click on the link that says "+ Add Publication"[see figure 30].

After clicking "+Add Publication", select the appropriate type from the drop-down list of publication types, such as "Book Chapter" or "Journal Article", etc. Once you have selected a publication type you will see the form appear to enter the details of the publication. [see figure 31].
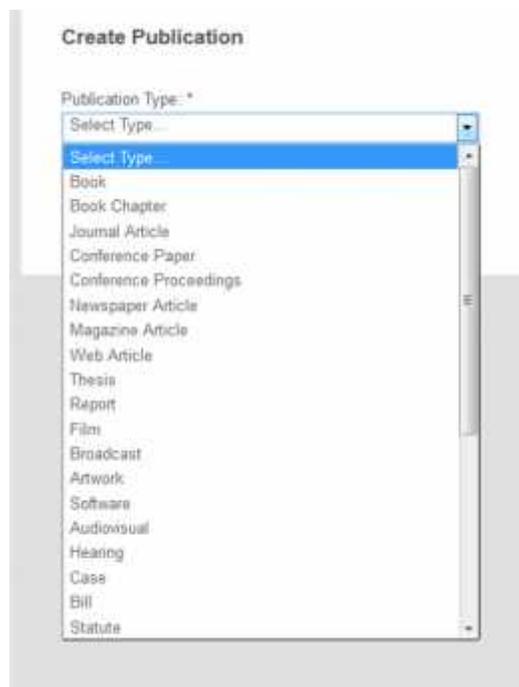

Figure 31

You have the ability to create "Tags" or categories for every publication. You can also use existing tags that you had created previously for other content. Visitors can also find specific publications by browsing the categories that you have selected for it. You also have the ability associate images or files with any publication [see figure 32].

Figure 32

Viewing Publications

All of your publications can be viewed by clicking on "Publications" in the primary menu of your site. The publications will be shown in the format or style that you selected in the settings. You can also view and manage links by navigating to the Control Panel and clicking on the "Content" button . On the left column you will see a link called "Publication", that will display a list of your publications. Visitors can find specific publications by browsing the category that you have selected for it [see figure 31].

Excellence in providing higher education services to meet the needs of the national, regional and international communities, and the effective continuous contribution in achieving Egypt's social and economic development. Our mission is to be accomplished through a commitment to international standards of excellence in the fields of education, research and community service, as well as the integration of personnel, technology and business systems, and the development of the university's human resources.

Cairo University Scholars