

Thank you for choosing to complete and submit your Bio-Bibliography online!

Click on any of the tabs at the top of the page to complete the appropriate sections of the form.

You may skip sections that do not apply to you.

After completing all relevant portions of the form, click on the "Preview & Submit" tab to review and print the entire report before submitting it online.

*For more detailed instructions click on the titles below.*

## **Features/Terms & Definitions** [\[toggle\]](#)

<p><b>Bio-Bib Status</b></p> <p><b>Hearst, M. &gt; 2003-2004</b></p> <p><a href="#">Teaching</a> <i>Last modified, mm/dd/yy</i></p> <p><a href="#">Research</a> <i>Not modified</i></p> <p><a href="#">Publications</a> <i>Completed, mm/dd/yy</i></p> <p><a href="#">Creative Works</a> <i>Not modified</i></p> <p><a href="#">UC Service</a> <i>Not modified</i></p> <p><a href="#">Professional Works</a> <i>Not modified</i></p> <p><a href="#">Preview</a></p> <p><b>Other Bio-Bibs</b></p> <p><a href="#">2005-2007</a> (draft)</p> <p><a href="#">2001-2003</a></p>
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### **Sidebar**

The sidebar serves as a status bar for all of your Bio-Bibs, past, present, and future. Underneath each tab-link is data indicating its level of completion. This allows you to see at a glance, the date on which each tab was last worked.

***Not modified:*** indicates that you have not saved any information in this tab

***Last modified:*** indicates that you have saved information in this tab, but have not completed it

***Completed:*** indicates that you have saved all relevant information in this tab and have completed it by selecting the "Completed" button

**Tabs:**  Tabs mark distinct sections of the Bio-Bib

**Logout:**  A logout link appears in the top right corner of every Bio-Bib page.

## Process: Editing & Saving [toggle]

Within each tab, after you have entered in relevant information, you will be given three options: “Cancel”, “Preview” and “Add”.

Hearst > 2003-2004 > Publications > Journal Article Entry

Instructions Teaching Research Publications Creative Works UC Service Professional Service Preview

Select one: Journal Start Entry

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**Journal Article Entry**

Citation: Murphy, Karen L., Roseanne DePasquale, and Erin McNamara. "Meaningful Connections: Using Technology in Primary Classrooms." *Young Children* 58.6 (2003): 12-18.

Citation Style: MLA

Review Type: Peer-reviewed

Publication Status:  Published  Not published

General Notes:

Cancel Preview Add to List

If **Preview** is selected, you will view what you have entered and have the options to either 1)*edit* that entry or continue on to 2)*add* your entry ‘as-is’ to the publication list.

Hearst > 2003-2004 > Publications > Journal Article Entry > Preview Entry

Instructions Teaching Research Publications Creative Works UC Service Professional Service Preview

Select one: Journal Start Entry

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**Preview -- Journal Article Entry**

**Citation:** Murphy, Karen L., Roseanne DePasquale, and Erin McNamara. "Meaningful Connections: Using Technology in Primary Classrooms." *Young Children* 58.6 (2003): 12-18.

**Citation Style:** MLA

**Review Type:** Peer-reviewed

**Publication Status:** Published

Add entry Edit entry

## Edit

You will have the ability to preview and edit all\* information that you enter into the Bio-Bib before submitting it.

\* Some tabs feature sections which are automatically pre-populated from university databases and are not editable within the Bio-Bib. Errors found in this information should be reported to: \_\_\_\_\_ before/after submitting the Bio-Bib?

## Add

Even after adding your individual entries, you will always have the ability to make edits until you submit the final Bio-Bib.

Hearst > 2003-2004 > Publications

Instructions Teaching Research Publications Creative Works UC Service Professional Service Preview

Select one: publication types

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Peer-Reviewed Publications

Total: 8

1. UI	Journal		<a href="#">Edit</a>   <a href="#">Delete</a>
2.	Journal		<a href="#">Edit</a>   <a href="#">Delete</a>
3. Murphy, Karen L., Roseanne DePasquale, and Erin McNamara. "Meaningful Connections: Using Technology in Primary Classrooms." <i>Young Children</i> 58.6 (2003): 12-18.	Journal		<a href="#">Edit</a>   <a href="#">Delete</a>
4. Murphy, Karen L., Roseanne DePasquale, and Erin McNamara. "Meaningful Connections: Using Technology in Primary Classrooms." <i>Young Children</i> 58.6 (2003): 12-18.	Journal		<a href="#">Edit</a>   <a href="#">Delete</a>
5. kkcm	Journal	Unpublished	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>Justification:</b> dd			
6. UIII	Journal	Unpublished	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>General Notes:</b> heuristic			
7. UIII	Journal	Unpublished	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>General Notes:</b> heuristic			
8. UIII	Journal	Unpublished	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>General Notes:</b> heuristic			

## Complete

When you entered all relevant information for a tab, select the "Completed" button to mark that tab as completed on your Bio-Bib Status bar.

**Screenshot doesn't yet exist**

## **Submitting the Bio-Bib** [\[toggle\]](#)

**Screenshots don't yet exist**

### *1. Select "Print Preview" Tab*

When you have completed all relevant tabs are ready to electronically submit your current Bio-Bib, select the "Print Preview" tab to see a printable summary page of all the information you have entered in all tabs.

### *2. Print and review your data*

On this page you have two options: 1) Cancel or 2)Submit

If you select "Cancel", you will be returned to \_\_\_\_\_, where you can continue to work on and edit your Bio-Bib.

### *3. Submit and confirm your action*

Upon selecting "Submit", a dialog box will appear asking you to confirm your action.

### **Next steps:**

After you confirm, a "Thank You" page will appear, confirming that your Bio-Bib was successfully submitted.

After you submit the Bio-Bib, you will receive an e-mail confirming that your Bio-Bib was received. And you're done!

## **About Us:**

FAST is an acronym which stands for Faculty Advancement Support Technology. The FASTr project was sponsored by the Office of the CIO for UC Berkeley with co-sponsorship from the Office of Academic Affairs and Faculty Welfare.

The purpose of the FASTr project was to design this online version of the UC Berkeley faculty Bio-Bibliography. It has been designed to replace the current paper report entitled the Annual Supplement to the Bio-Bibliography. This report is a document used to mark the annual achievements of faculty members.

The goal of the FASTr project has been to increase faculty satisfaction with Bio-Bibliography process by reducing the time needed to complete it.