

Step 1: Click on any screen  
Eg: Directed Student  
Learning

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▼ **General Information**

Personal Information (Public)

Personal Information (Confidential)

Academic Personnel Office - Permanent Data | UCM Employment History

UCM Administrative Positions

External Professional Employment

External Professional Activities/Consulting

Licensures and Certifications

Professional Development

Professional Memberships

Education

Awards and Honors

Diversity Activities

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▼ **Teaching**

Directed Student Learning

Special Pedagogical Activities

Scheduled Teaching

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▼ **Research and Creative Activity**

Intellectual Contributions (Publications)

Artistic Performances and Professional Exhibits

Contracts, Grants and Sponsored Research

Presentations

Intellectual Property

Professional Articles About You

Research Currently in Progress

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▼ **Service**

Faculty Mentorship (Peer)

Faculty Engagement (Community)

University

Professional

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## < Directed Student Learning

+ Add New Item

Duplicate



Item



Postdoctoral Research Supervision  
Seyedshams Feyzabadi  
January 2013 - Present



Postdoctoral Research Supervision  
Shuo Liu  
August 2012 - Present



Postdoctoral Research Supervision  
Gorkem Erinc  
2007 - Present



Step 2: Click on either “Add new Item” or the existing entry to add or edit an entry.

## < Edit Directed Student Learning

Cancel

Save

Save + Add Another

?

Involvement Type

Role

### Student Information

#### Student Name

Student First Name

Student Last Name

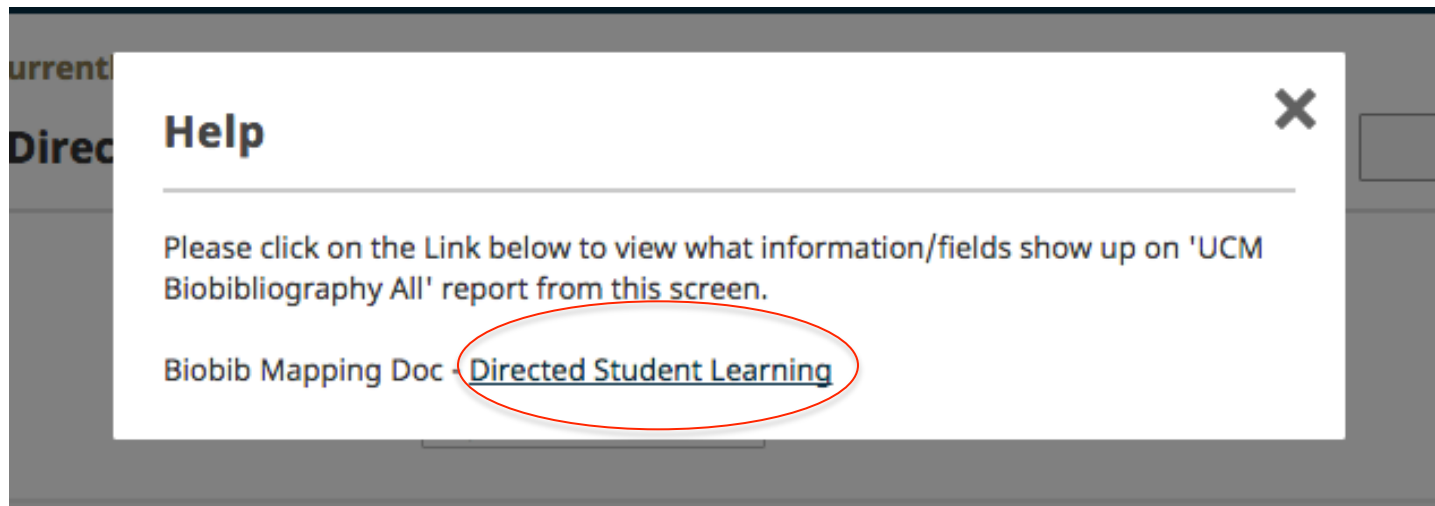
Select the number of student name rows to add:

+Add

Student's Home Department

Explanation of "Other"

Step 3: Click on “?” bubble placed on top of the screen



Step 4: Click on “Biobib Mapping Doc – Screen Name”.

# Directed Student Learning

< Edit Directed Student Learning Cancel Save Save + Add Another

Involvement Type

**BB** Role

**BB** Student Information

**BB** Student Name ✕

**BB** Student First Name  **BB** Student Last Name

**BB** Student Name ✕

**BB** Student 2 First Name  **BB** Student 2 Last Name

Select the number of student name rows to add:  +Add

Student's Home Department

Explanation of "Other"

Student's Graduate Group

Title of Student's Work, If Thesis/Dissertation

Stage of Completion

Date of Advancement to Candidacy, If Applicable   , 2015

**BB** Comments

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

**to report dates & BB** Date Started   , 2015

**BB** Date Completed   , 2016

Biobib pulls information from the fields marked with "BB" in the image on left.

**Dates are mandatory to enter, otherwise the record wont save.**

Based on the Type of involvement , the records are grouped under Teaching section

**Biobib Screenshot:**

**Section 4 - TEACHING**

**Other Research Supervision**

Step 5: View the document. The fields marked with "BB" are the fields that show up on Bio-bibliography report.