

Managing OPT Presentations



The presentations application is used to create and maintain a history of your scholarly presentations. Once entered, these references will be automatically auto-populated in your Promotion and Tenure template.

You can enter the presentations references yourself or assign a designee editor to enter them on your behalf. (To assign a designee editor, navigate to Main Menu > Self Service > UF Faculty Promotion & Tenure, click Add/Update a Designee Editor and enter the UFID of your designee editor [an 8-digit number]).

This instruction guide describes how to add, edit, view and delete Packet presentations within the OPT module in myUFL. Select the desired process from the links below.

- [Adding presentations](#)
- [Editing presentations](#)
- [Viewing all presentations](#)
- [Deleting presentations](#)

Navigation

1. Log into **my.ufl.edu** with your Gatorlink username and password.
2. Navigate through **Main Menu > My Self Service > UF Faculty Promotion & Tenure.**
3. Click the **Faculty Activity** link found at the bottom of the screen under the Track Ongoing Activity heading.
4. Click **Presentations** link.

Adding a Presentation

1. Click the **Add Presentation** button.
2. In the Presentations section, choose the **Presentation Venue.**
Options are:
 - International
 - National
 - Regional
 - State
 - Local
3. Choose the **Presentation Status.**
Options are:
 - Invited
 - Other
 - Refereed

4. Choose the **Presentation Type**.

Options are:

- Continuing Education
- Keynote
- Lecture
- Paper
- Poster
- Seminar
- Speech
- Symposium
- Workshop

5. Indicate the **From Date** and **To Date** of Presentation.

Note: You must enter dates in both categories, but you can enter the same date in each if appropriate.

6. Enter the Presentation Title in the **Title** field.

7. Enter the organization sponsoring the event or conference in the **Sponsor Organization** field.

8. Input the location of the Presentation in the **Place of Presentation** field.

9. Include any URL regarding the Presentation in the **URL** field (optional)

10. Include Authors, Co-Authors and/or Senior Authors in the Author List Work Area.

11. Confirm your name is listed as the first Author in the Author list.

12. Click the plus sign (+) button to display additional Author rows.

13. Input additional Author Name, Role and Mentee Relationship.

Options are:

- Fellow (f)
- Other (&)
- PostDoc (p)
- Resident (r)
- Self (s)
- Student (g)
- N/A

14. Input any notes into the **Notes** section

15. Click the **Save** button.

16. Click **Go To Presentations List** button

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Editing a Presentation

Presentation references are listed in the Type and Title tab. Clicking the Edit button will allow you to make any needed changes.

1. Click the Edit button.

Presentations
Poole, Gene

Here is a list of your Presentations. Click on the "Edit" button to view more information.

[Add Presentation](#) [View Presentations](#)
[Help/Instruction Guide](#)

Type and Title	More info			Find	First 1 of 1 Last
Venue	Status	From Date	Type	Title	
b. National	Invited	01/31/2015	Speech	The Plight of the Bottle-nosed Dolphin	Edit Delete

2. Make any desired changes to the options on the Change Presentation screen.

Options are:

- a. Presentation Venue
- b. Presentation Status
- c. Presentation Type
- d. From and To Dates
- e. Title
- f. Sponsor
- g. Place of Presentation
- h. URL
- i. Author list
- j. Notes

3. Click Save when finished.
4. Click Return to List

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Change Presentation
Poole, Gene

Enter information about the presentation and then click Save.

Presentations

*Presentation Venue: b. National
 *Presentation Status: Invited
 *Presentation Type: Speech
 *From Date: 01/31/2015 (example: 02/12/2005) To Date: 01/31/2015
 *Title: The Plight of the Bottle-nosed Dolphin
 *Sponsor Organization: NOAA
 *Place of Presentation: Performing Arts Theatre, 100 NE 2nd Avenue, Miami, Florida
 URL: www.pobnd.org

Author List Work Area (not saved)

Default Role: Author [Split Author List](#)

*Order-By	*Author Name	Role	*Self or Mentee Relationship		
1	10	Wilson A. Tremura	Author	Self (bold)	+ -
2	20	Ronda Mitchell	Co-Author	Fellow (f)	+ -

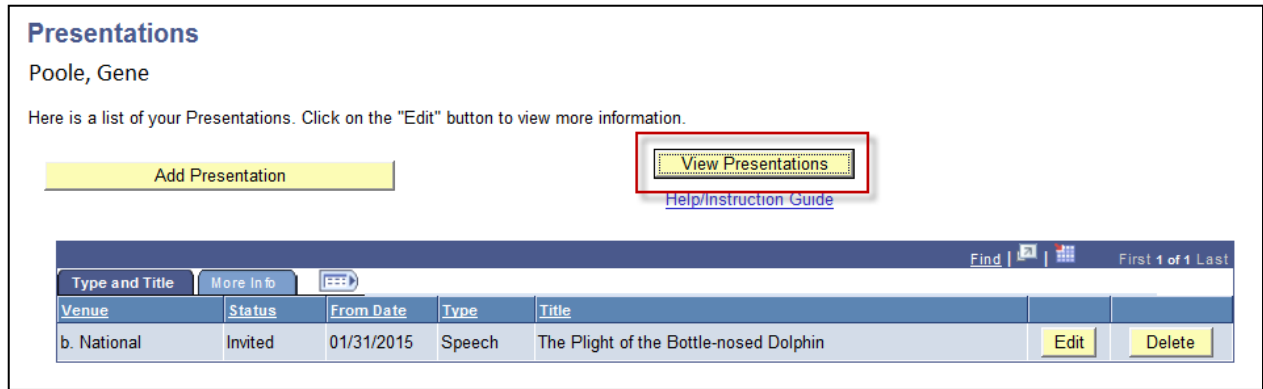
Include these notes in presentation reference

Notes

Viewing all Presentations

Clicking the View Presentations button will display the full details of all of your presentations in an .rtf document in the P & T template format.

1. Click the View Presentations button.



Presentations
Poole, Gene

Here is a list of your Presentations. Click on the "Edit" button to view more information.

[Add Presentation](#) [View Presentations](#)
[Help/Instruction Guide](#)

Type and Title	More Info	Find	First 1 of 1 Last			
Venue	Status	From Date	Type	Title	Edit	Delete
b. National	Invited	01/31/2015	Speech	The Plight of the Bottle-nosed Dolphin	Edit	Delete

2. Click the **Open** button if you get an open/save message window.


NOTE: You may need to disable your browsers popup blockers and enable downloads to successfully view the .rtf document.

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Deleting a Presentation

Any presentation no longer relevant can be deleted.

1. Click the **Delete** button for each presentation you wish to delete.



Presentations
Poole, Gene

Here is a list of your Presentations. Click on the "Edit" button to view more information.


[Add Presentation](#) [View Presentations](#)
[Help/Instruction Guide](#)

Type and Title	More Info	Find	First 1 of 1 Last			
Venue	Status	From Date	Type	Title	Edit	Delete
b. National	Invited	01/31/2015	Speech	The Plight of the Bottle-nosed Dolphin	Edit	Delete

2. Confirm the deletion by clicking **Yes – Delete** on the Delete Confirmation screen. If you decide not to delete the patent/copyright, click **No – Do Not Delete**.

Presentations

Delete Confirmation

 Are you sure you want to remove this Presentation (The Plight of the Bottle-nosed Dolphin...)?

If you accidentally delete the wrong presentation, add it back to your list of presentations by clicking the **Add Presentation** button on the Presentations page.

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If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP(5275) or helpdesk@ufl.edu
- Policies and Directives, contact Academic Personnel at 392-2477 or <http://hr.ufl.edu/academic/default.asp>