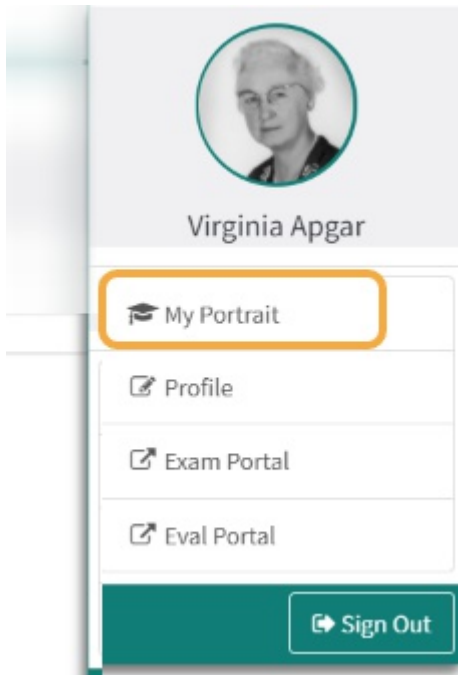


Faculty: My Portrait

A faculty member can click on their profile picture in the upper right hand corner of Leo to access **My Portrait**.



The Faculty Portrait displays a faculty member's instructional history and other professional details in a comprehensive profile.

Faculty Portrait Menu

- ❗ Only those with Staff Admin access or higher can view someone else's Faculty Portrait, including the Portfolio.

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Primary Program: DOCTOR OF MEDICINE
Affiliation: Clinical Sciences
Phone: 918-555-8657
Email: austin.rutledge@davinci-ed.com
Pronouns: not available

[Export Portrait](#)

The Faculty Portrait consists of the following sections:

1. **Info:** Provides a rich text editor for Faculty and Administrators to enter additional information such as a personal statement, teaching philosophy, etc. in text format. The editor also provides the ability to upload images, embed video, hyperlink to external resources, etc.
2. **Workload:** This screen displays information with links to Courses and Events that the faculty member is assigned to, organized by their role (ex. Course Director).
3. **Evaluations:** Active evaluations, as well as completed evaluations about or by the faculty member are listed here. Click a link to access an evaluation that still needs to be filled out, or to view a completed evaluation form.
4. **About:** General information and demographics about the faculty member are displayed on this page.
5. **Publication:** A digital folder lists and links to a faculty member's publications from PubMed via their assigned [ORCID Identifier](#) (PubMed Author Identifier).
6. **Documents:** A digital folder where faculty members and administrators can upload documents that need to be kept over a period of time (ex. presentations, CV, etc.).
7. **Export Portrait:** Download all documents in a .zip file.






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
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Raised in Westfield, New Jersey, I attended Mount Holyoke College from 1925 until 1929. I graduated with a degree in Zoology in 1929. I knew I wanted to be a doctor after my older brother died of tuberculosis. So, I enrolled in and graduated from Columbia University College of Physicians and Surgeons in 1933, fourth in my class. I completed my residency program in surgery at P&S. I transitioned to a career in anesthesiology beginning in 1937 under Ralph Water at the University of Wisconsin-Madison and Ernest Rovenstine at Bellevue Hospital in New York. I returned to P&S with a certification as an anesthesiologist in 1938 and became the director of the anesthesiology division and the first woman to become a full professor at P&S in 1949.

I'm very excited to be working with both the anesthesiology and pediatric clerkships at Leo University. If you ever need anything, I'm just an email away!

Please find a couple of videos about my work below, including how to determine the [Apgar score for a newborn](#). Many people associate the Apgar score with the acronym: Appearance, Pulse, Grimace, Activity, and Respiration, but are unaware that it is the name of the person who invented the score, me!

[Google Scholar Profile](#)
[Scopus Profile](#)

💡 To learn more about embedding content in this area, view our [Embed Video in Description](#) article.

Workload

This screen displays a list of the current faculty member's instructional workload based on assignment to a Course or Event organized by role.

- **Courses:** Provides a list of Courses in which the faculty member is assigned as an instructor for one or more Events.
- **Events:** Provides a list of Events in which the faculty member is assigned as an instructor.
- **Director:** Provides a list of Courses in which the faculty member is assigned as a Course Director.
- **Coordinator:** Provides a list of Courses in which the faculty member is assigned as a Course Coordinator.

Faculty: My Portrait

Page 3

The screenshot shows the 'My Portrait' page for Virginia Apgar. The left sidebar has a menu with 'Workload' highlighted. The main content area shows a table of courses. The table has columns: Course, Rotation, From, and To. The first row shows 'Pediatrics Clerkship' with a rotation of 1, from 2020-07-06 to 2020-08-14. Below the table is a 'Show 10 entries' dropdown and pagination controls for 'Previous', '1', and 'Next'. There are also links for '+ Events (3)', '+ Director (1)', and '+ Coordinator (0)'.

Click the link in the Course or Event column to navigate to that specific Course or Event in Leo.

Evals

A list of all Evaluations by or about the faculty member, including both active and completed Evaluations will be displayed here. Clicking on the Evaluation link will bring you to a summary of that Evaluation.

The screenshot shows the 'My Portrait' page for Virginia Apgar. The left sidebar has a menu with 'Evaluations' highlighted. The main content area shows three sections: '+ Evaluations to be Done (0)', '+ Evaluations I've Completed (6)', and '+ Evaluations of Me by Others (3)'. Each section has a link to view the details.

The column menu bar indicates the following:

- The **Date** is the date of the most recent changes to an Evaluation.
- Clicking an **Eval Title** will take you to the summary of the Evaluation.

- The **Location** column contains the name of the Course, Event, or Long Event which the Evaluation is linked to. Clicking on it will open the Course Information Screen.
- The **Evaluator** column indicates who filled out the Evaluation.

Note: Evaluation data will only show up here once they have been approved by a Course Director or Administrator, unless the evaluation form is set to auto-approve.

About

General information and demographics about the faculty member are displayed on this page.

- **NOTE:** Security levels for user access to the About Tab are listed in the Account Manager: Demographics

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Close

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Education & Training

Terminal Degree	M.D.
Residency	Columbia University College of Physician
Doctoral	Columbia University College of Physician
Graduate	Johns Hopkins School of Hygiene and Publ
Undergraduate	Mount Holyoke College

Faculty Information

Gender	Female
Birth Date	1909-06-07
Personal Email	austin.rutledge@davinci-ed.com
Phone Cell	555-555-8657
Mailing City	Mnahattan
Mailing State	NY
Mailing Country	USA

Publications

The Publications feature pulls a faculty member's publications from PubMed based on the individual's assigned [ORCID Identifier](#) (PubMed Author Identifier). Once entered, publications associated with the ORCID Identifier will update on this screen, linking to the article on PubMed.

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PubMed Author Identifier: 0000-0002-1825-0097

Edit

Showing 1 to 10 of 11 entries

Search In Results:

Title	Publication Date	Authors	Source
Allelic and genotypic frequencies for loci associated with meat quality in Mexican Braunvieh cattle.	2021 May 6	Trujano-Chavez MZ, Valerio-Hernández JE, López-Ordaz R, Pérez-Rodríguez P, Ruíz-Flores A	Trop Anim Health Prod
An internet-based epidemiological investigation of the outbreak of H7N9 Avian influenza A in China since early 2013.	2014 Sep 25	Mao C, Wu XY, Fu XH, Di MY, Yu YY, Yuan JQ, Yang ZY, Tang JL	J Med Internet Res
Association between job-related stress and experience of presenteeism among Korean workers stratified on the presence of depression.	2019	Kim J, Kim YK, Leem SH, Won JU	Ann Occup Environ Med
Correction of: Exploring Concordance of Patient-Reported Information on PatientsLikeMe and Medical Claims Data at the Patient Level.	2016 Oct 27	Eichler GS, Cochin E, Han J, Hu S, Vaughan TE, Wicks P, Barr C, Devenport J	J Med Internet Res

- Click the **link** in the **Title** column to navigate to the article on PubMed.
- Click **Edit** to modify the PubMed Author Identifier and enter an ORCID Identifier.

! Besides the faculty member themselves, only users assigned the Staff Admin or higher role can view the Faculty Portrait and related documentation.

Link your PubMed Publications

Publications require that Faculty enter an [ORCID Identifier](#) (PubMed Author Identifier) in order to link to PubMed publications on this screen.

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PubMed Author Identifier: N/A

Edit

Showing 0 to 0 of 0 entries

Search In Results:

Title	Publication Date	Authors	Source
-------	------------------	---------	--------

PubMed Author Identifier: 0000-0000-0000-0000

Save

Cancel

Show 10 entries

Previous

Next

- Click **Edit** to enter the assigned ORCID Identifier (PubMed Author Identifier).

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PubMed Author Identifier: 0000-0002-1825-0097

Edit

Showing 1 to 10 of 11 entries

Search In Results:

Title	Publication Date	Authors	Source
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Association between job-related stress and experience of presenteeism among Korean workers stratified on the presence of depression.	2019	Kim J, Kim YK, Leem SH, Won JU	Ann Occup Environ Med
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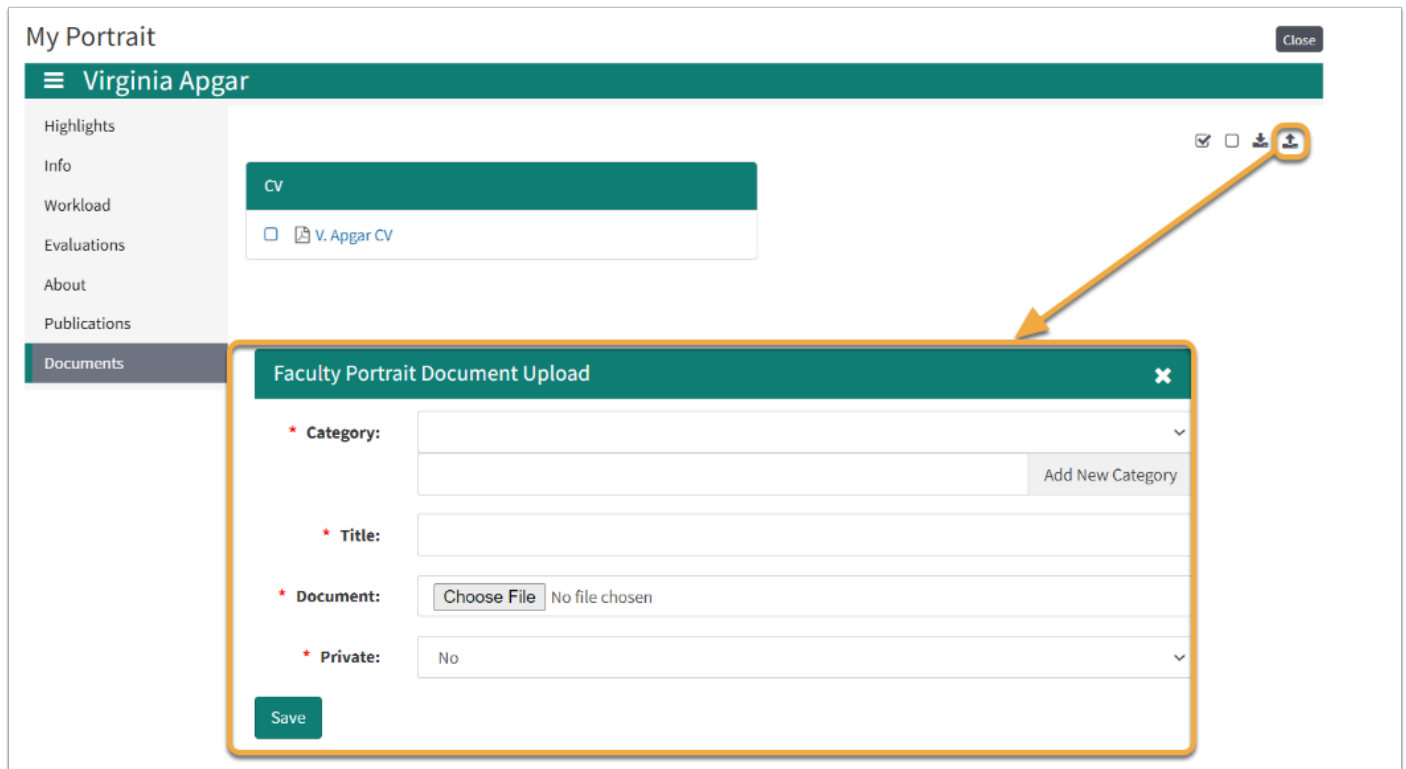
Documents

Faculty can upload documents organized by category into their Faculty Portrait.

[illegible]

1. To add a document, click the **Upload icon**.
2. To edit a document, hover over the document name and select the **Pencil icon** to **edit** information including upload a new document.
3. To delete a document, hover over the document name and select the **Trash icon** to remove the **Document**.

Upload New Document



1. Click the **Upload icon** to add a new document.
2. Click **Category** to assign an available document Category from the drop-down.
3. Select **Add Category** to create a new Category to assign to the document.
4. Enter a **Title** for the document that will be displayed on the Document screen.
5. Select **Choose File** to browse available files on a device for upload.
6. **Private (Yes/No):** A document can be set to Private by selecting Yes. This will make the Document only visible to you. The default is set to No.
7. Click **Save** to upload the document.

Document Tools



1. **Select All:** All available documents or select only certain ones by using the check box.
2. **Deselect All:** This will clear all previously selected documents.
3. **Download:** The documents are compressed in a convenient .zip file format.
4. **Upload:** This will prompt the upload of a new document.

Export Portrait

Allows for an export of the faculty member's Portrait in a .zip file, organized by section.

