

### OVERVIEW

Faculty members can determine whether their profile is available for others to view on Elements and the Discovery Module. An Elements profile can be made public so that it is searchable by any one via the Discovery Module, but faculty also have the capability to limit the visibility of individual activities.

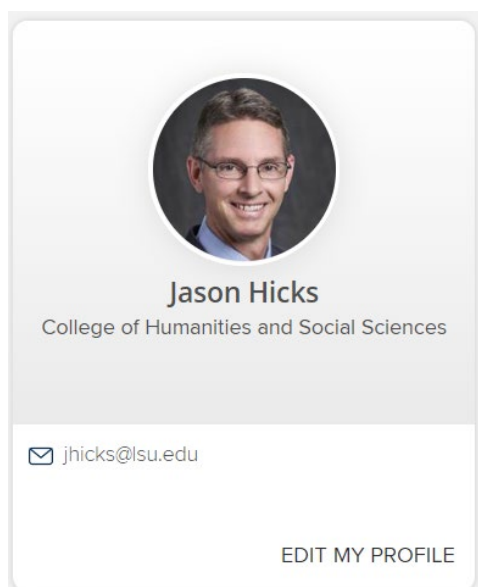
### MANAGING PROFILE PRIVACY LEVEL

Two overall profile privacy levels are available – Internal and Public. By default, LSU’s Elements profiles are set to Public.

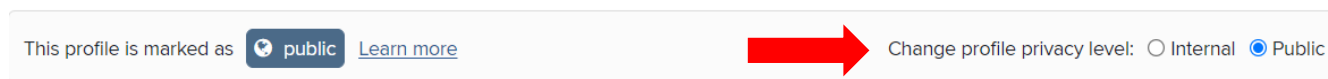
- **Internal** – Elements profile is viewable by other LSU faculty members, but the profile will NOT be published on the Discovery Module.
- **Public** – Elements profile is viewable by other LSU faculty members and the profile is published on the Discovery Module.

To change your overall privacy level, follow the steps below:

- Click on **EDIT MY PROFILE**.



- Click the desired privacy level next to “Change profile level:”.



### MANAGING THE PRIVACY OF ABOUT SECTION FIELDS

The about section of your LSU Elements profiles contains your Overview, Research interests, Teaching summary, Availability, Fields of Research, Experience, Education, Language competencies, Addresses and Media. The privacy level of information in each of these fields can be set on an individual basis.

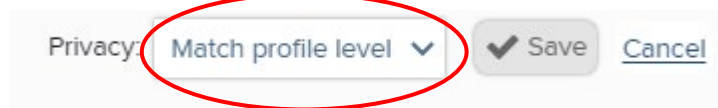
- Fields in the About section default to public. To change a field’s privacy to private, click the **public** button.

Overview

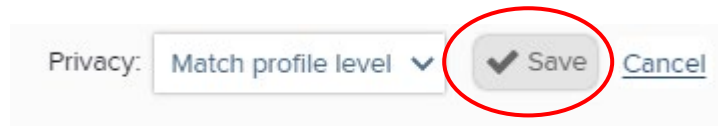
over 75 conference presentations and has published over 85 journal articles or book chapters in outlets such as Memory & Cognition, Journal of Experimental Psychology: Learning, Memory, and Cognition, Psychonomic Bulletin & Review, and the Journal of Memory and Language. Dr. Hicks's research focuses on various aspects of long-term human memory, including memory for intentions, distortions of memory, memory for the source of learned information, and cognitive control over memory processing. He is a Fellow of Division 3 (Society for Experimental Psychology and Cognitive Science) of the American Psychological Association, a member of the Association for Psychological Science, a Fellow of the Psychonomic Society, and a member of Sigma Xi. He is presently an Associate Editor for the journal Memory & Cognition and was Associate Editor for the journal Applied Cognitive Psychology from 2010-2014. His prior service and administrative experiences include overseeing the LSU undergraduate psychology degree programs from 2004 to 2009, the graduate degree programs from 2009 to 2014, and being the respective Director of these programs. Between 2004 and 2014 he was also a department Associate Chair and between 2014 and 2018 the department chair. In the 2015-2016 year he was a Fellow of the Southeastern Conference (SEC) Academic Leadership Development Program.



- Click the Privacy dropdown menu.



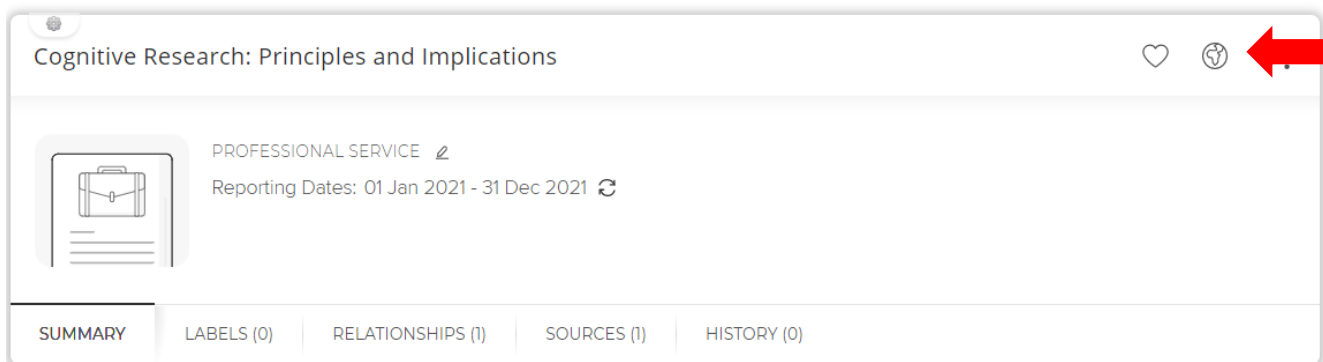
- Select **Private**.
- Click **Save**.



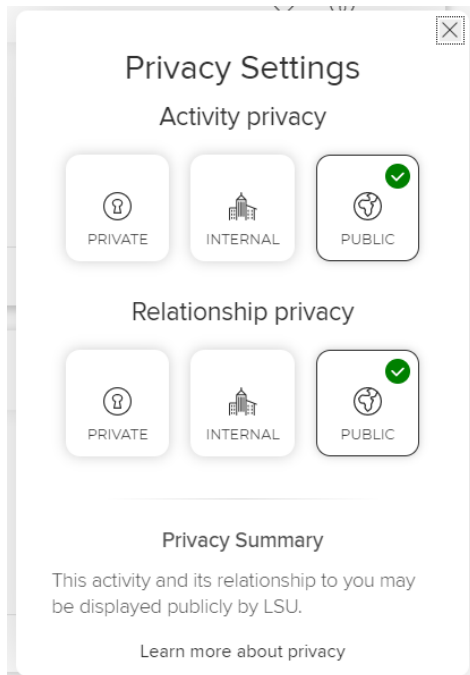
## MANAGING THE PRIVACY OF PUBLICATIONS, PROFESSIONAL ACTIVITIES, TEACHING ACTIVITIES AND GRANTS

The privacy of your publications, professional activities, teaching activities and grants can be managed on an individual basis. There is a privacy setting for the visibility of each object and the relationship to that object. Your profile is linked to each of your objects by one or more relationships. The relationship privacy setting allows you to manage who can see that relationship.

- To update the privacy visibility setting for an activity, click on the Manage privacy settings icon.



- The Privacy Settings window for that specific activity will appear.



- Click on **PRIVATE**, **INTERNAL** OR **PUBLIC** under the Activity privacy. *Note: only activities set to PUBLIC will display on the Discovery Module.*

