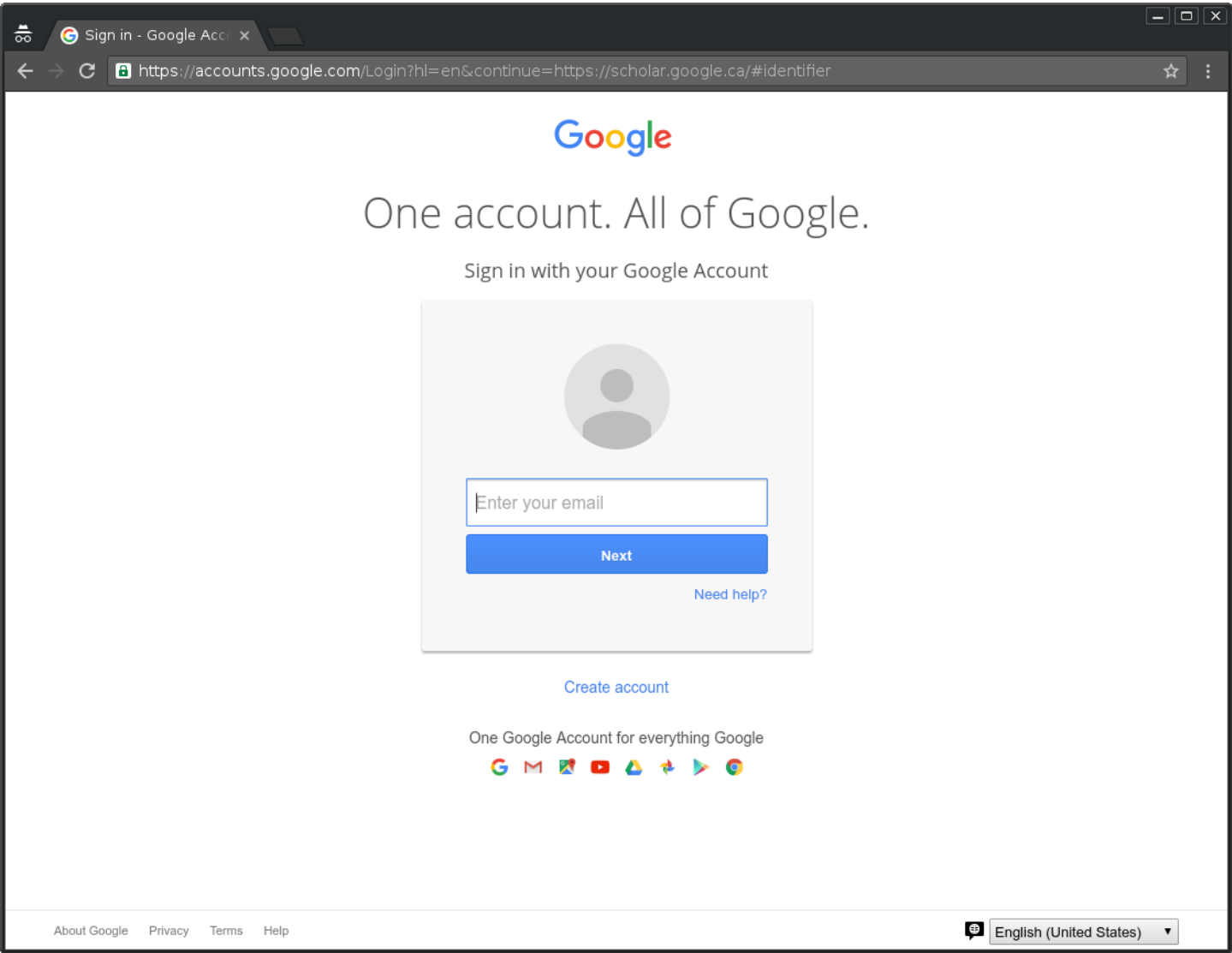https://scholar.google.ca
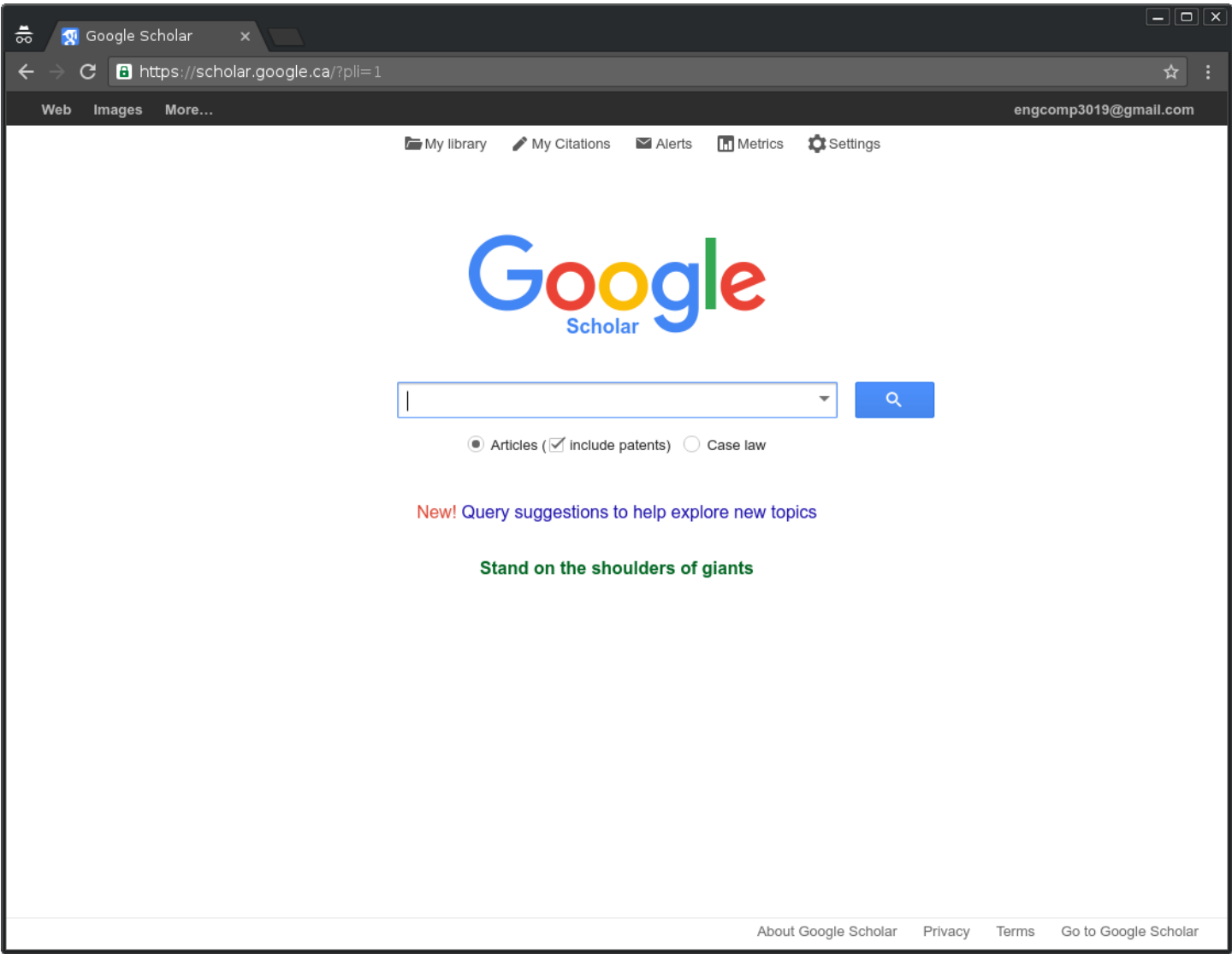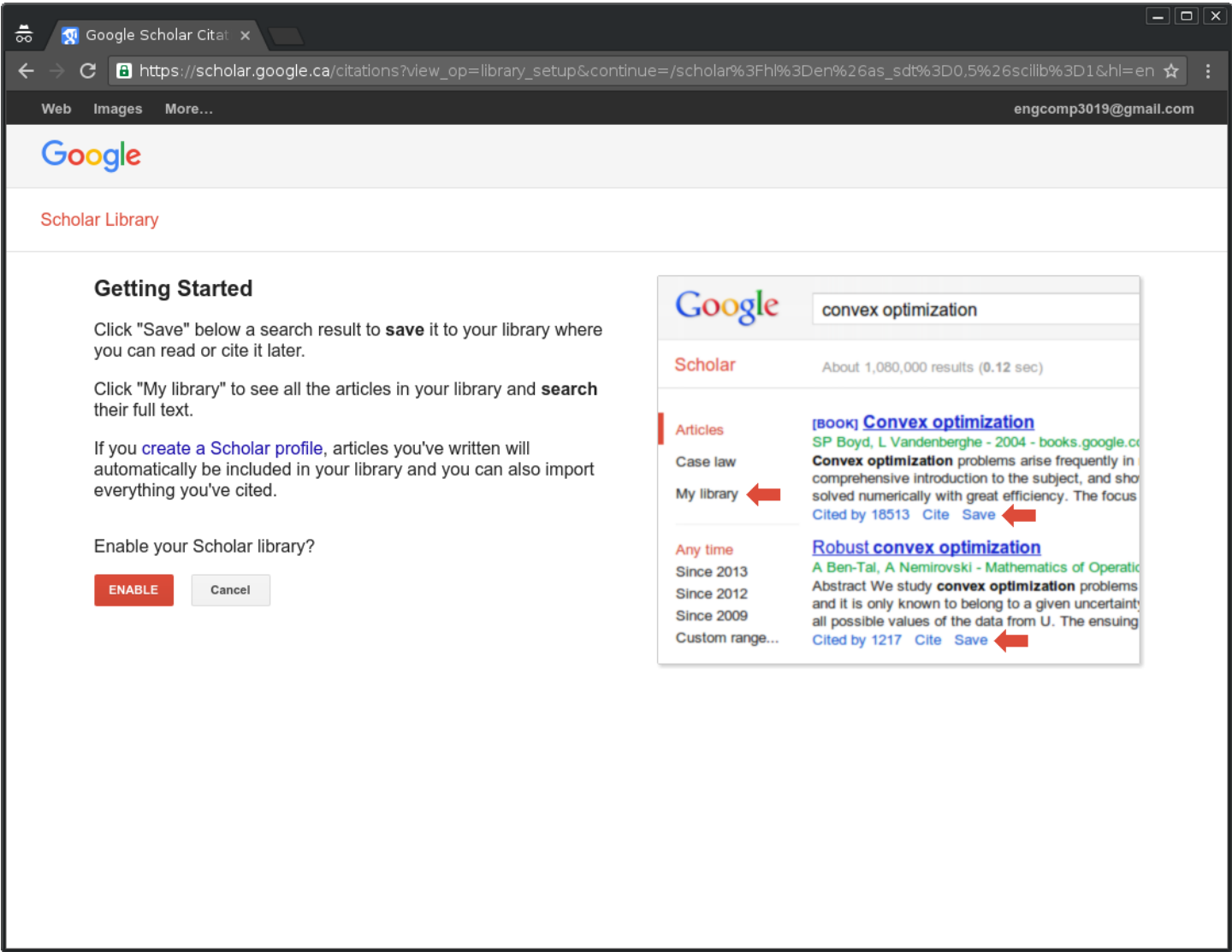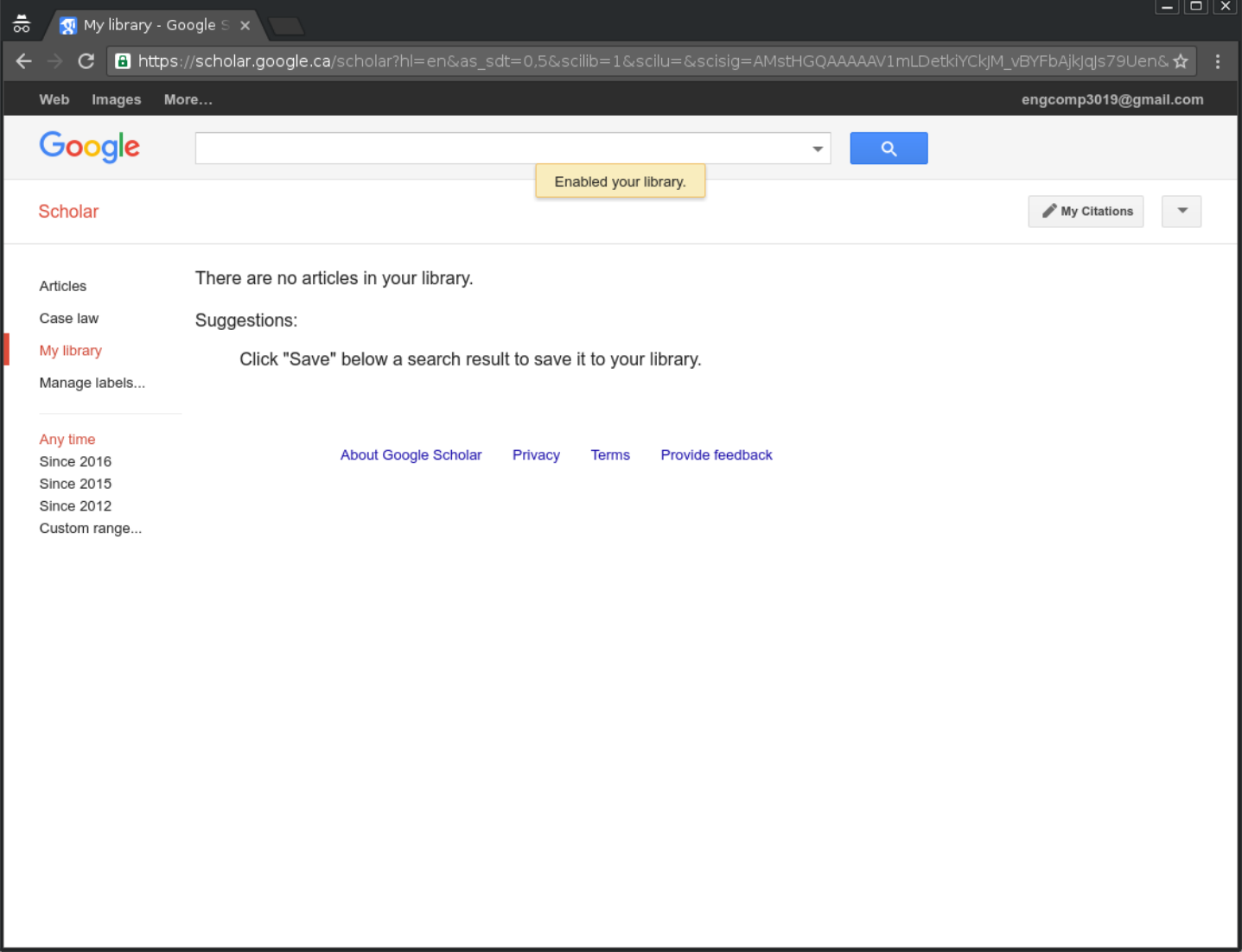

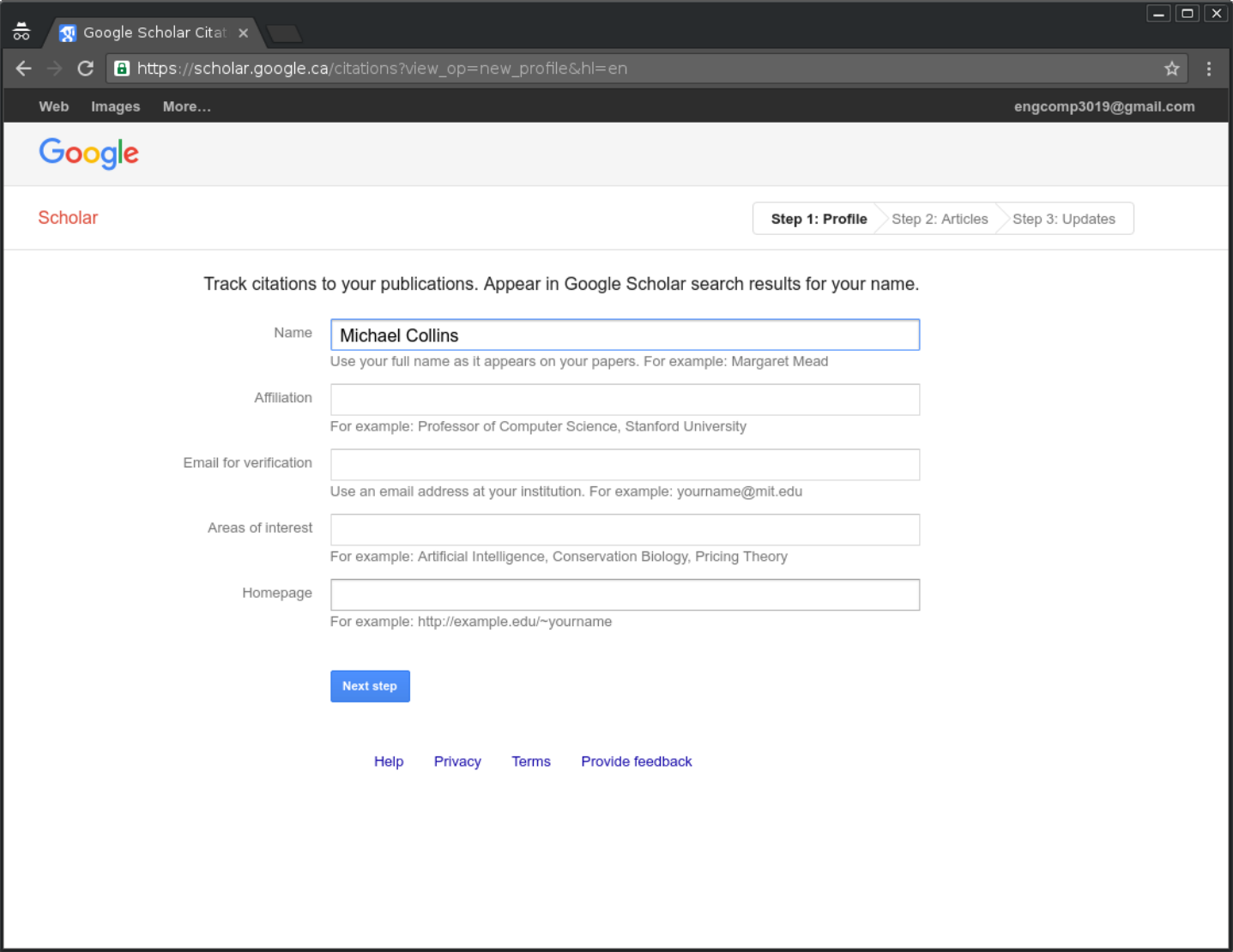Log in with a Google account, create one if you don't already have one.

Click on My library.

Enable Scholar library.

Click on My Citations on the right.

Add the name of the professor you are importing entries for. We are using Michael Collins as an example.

There are multiple Michael Collins, find the one matching the professor (possibly with middle initials), and click *Add all ### articles*. We are going with another professor (Peter Huck) for the next steps.

We clicked on *Add all 250 articles*.

After it has been added, go to Next step at the bottom.

Don't automatically update profiles. *Go to my profile*.

Click the checkbox at the top, and go to Export.

Export it as a BibTeX.

Click on *Export all my articles*. The file should now be saved as citations.bib, you might want to rename it to not confuse it with other professors.

https://ofis.uwaterloo.ca

Log into OFIS
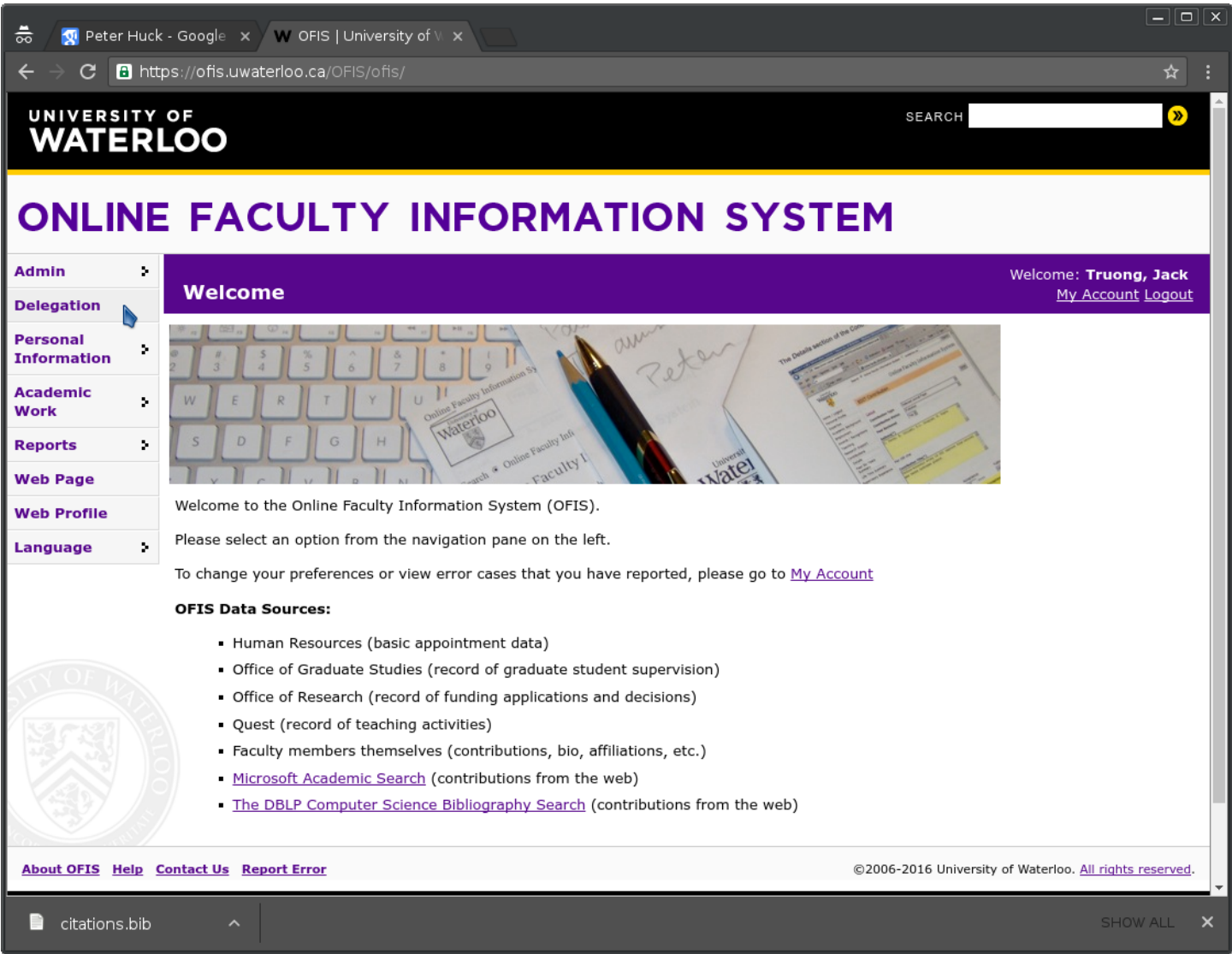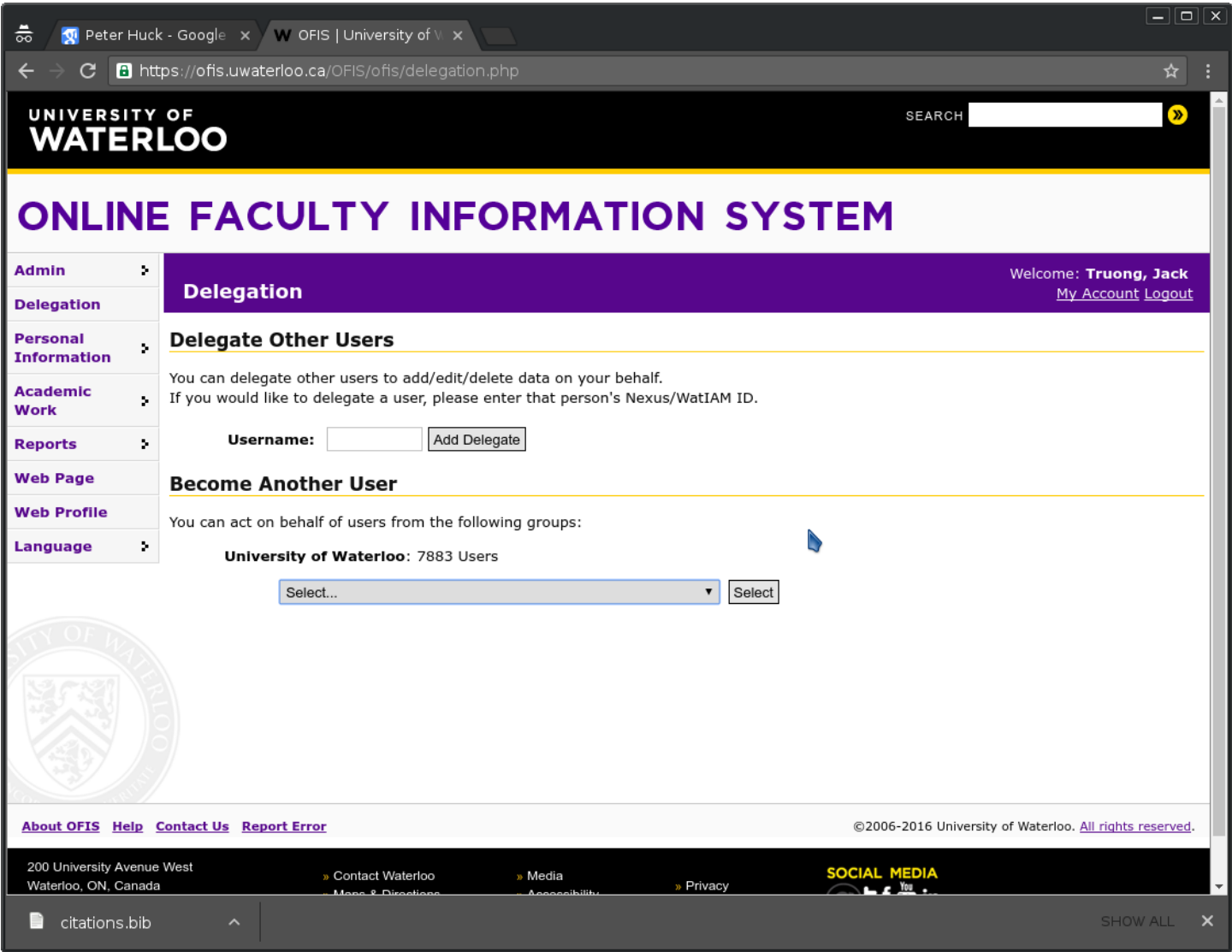
Go to Delegation

Become the professor. I am using Marlon Griffith in place of Peter Huck as an example.

Under Academic Work > Contributions, go to Google Scholar and Compendex BIBTEX Import

Find the file and IMPORT it.

Check that the records were inserted and merge successfully.

Go back to the Google Scholar page, scroll down to the bottom.

Keep clicking Show more until the button cannot be clicked.

Like so.

Check the checkbox at the top to select all articles.

Delete them all.

The profile should be clear of articles. Click on Edit.

Change the Name to the next professor.

Click Add.

Repeat the process.