

## Publishing your Opportunity to Handshake

Publishing your opportunity on Handshake increases its reach.

To publish to Handshake, it is recommended to first create an entry on the Opportunities list. You can find instructions for this process in the guide titled [Using The Research Portal to Submit an Opportunity](#).

## Formatting your Opportunity and Submitting to Handshake

For the opportunity to be correctly entered into Handshake, it is highly recommended that you create a formatted email to send to the Office of Career Education.

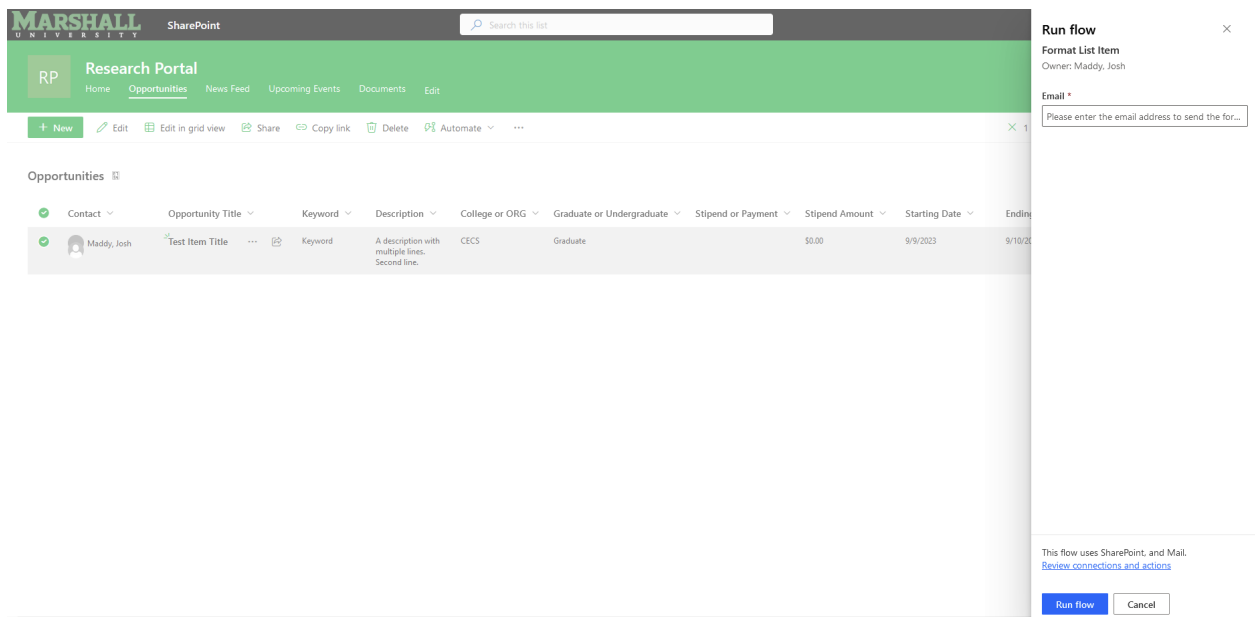
First, ensure that you are signed into Microsoft Office with your Marshall account.

Then, navigate to the [list of opportunities](#) on the [Research Portal](#).

From here, select the single opportunity you would like to be formatted.

Click on the “Automate” icon at the top of the list, then select “Format For Handshake.”

This will open a panel to the right of the screen. Please authorize any connections if requested. Enter the email that will receive the formatted document (this will be your own Marshall email). Then, click “Run Flow.”



The screenshot shows the Marshall University Research Portal SharePoint interface. The main content area displays a table of opportunities. The table has columns for Contact, Opportunity Title, Keyword, Description, College or ORG, Graduate or Undergraduate, Stipend or Payment, Stipend Amount, Starting Date, and End Date. One opportunity is visible with the title 'Test Item Title' and a description 'A description with multiple lines. Second line.' The 'Automate' icon is visible in the top right of the table. A 'Run flow' dialog box is open on the right side of the screen, showing the flow name 'Format List Item', the owner 'Maddy, Josh', and a field for 'Email \*' with a placeholder text 'Please enter the email address to send the for...'. At the bottom of the dialog box, there are 'Run flow' and 'Cancel' buttons.

Contact	Opportunity Title	Keyword	Description	College or ORG	Graduate or Undergraduate	Stipend or Payment	Stipend Amount	Starting Date	End Date
Maddy, Josh	Test Item Title	Keyword	A description with multiple lines. Second line.	CECS	Graduate		\$0.00	9/9/2023	9/10/2023

Shortly after, an email should arrive in your inbox titled:

“Formatted Research Opportunity for Handshake.”

Please review the formatted email for any inaccuracies, then forward the email to Erin LaFon (lafone@marshall.edu) at the Office of Career Education with any notes you would like to add.

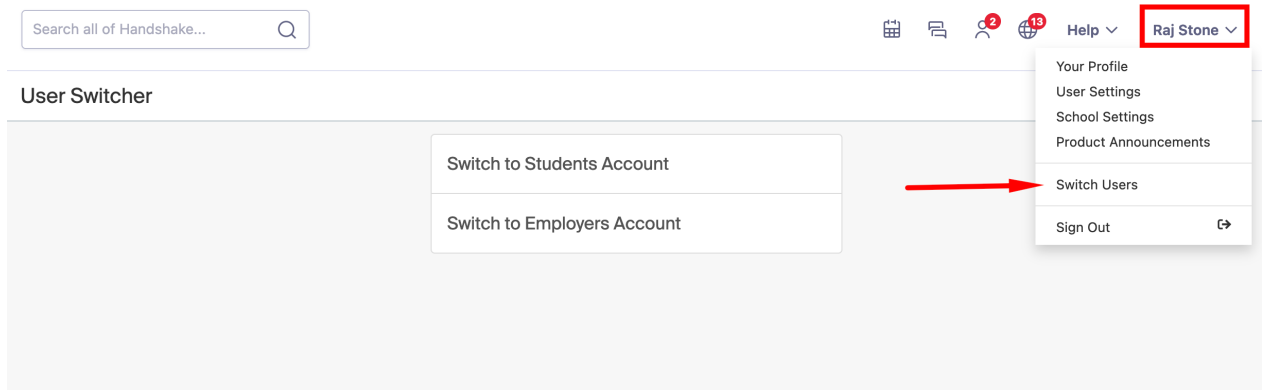
When available, Erin will publish and approve the opportunity to Handshake, at which point it will be visible to students and disseminated across Handshake’s various outreach methods.

Student responses to the opportunity will be made on Handshake. For this reason, it is recommended that you become familiar with using Handshake as a faculty member.

### Using Handshake as Faculty

Like Blackboard, Handshake allows for viewing the website like a student, as well as faculty. By default, when logging in to Handshake it will be in student view. [Click here to log into Handshake.](#)

To change views, click on your name on the top right to open a drop-down. On this drop down, select “Switch Users” to change between views.



For details on reading messages that students send, please read [this Handshake article.](#)