Manual for creating a “Top 5 weekly overview of public interest in your research project” with Altmetric Explorer

In this manual you can read how to create a weekly overview of how much public interest your research project has received in the past week. Altmetric creates an inventory of all (online) news articles, social media, blogs and policy documents that have mentioned your research and how often (number of mentions). This is known as ‘social’ or ‘public’ interest in your research project.

You can create a Top 5 of the research projects that are most often mentioned:
- for the entire VU or VUmc
- for your faculty, department or institute; or
- for your own research project

**Step 1**
Go to [https://www.altmetric.com/explorer/](https://www.altmetric.com/explorer/) and login with your VUnetID. You must first make a personal account if you don’t already have one.

Once you are logged in you will find an overview page displaying all VU and VUmc publications and all media references to these publications from 2000 to the present.

**Step 2**
Consider what you want to use the overview for: your faculty/department, or for your own research. You can now make a selection using the search filters. First click on the button “Edit Search” in the top right-hand corner of your screen (Explorer Dashboard) (1) This will open the “Advanced Search” screen.

**Step 3**
If you want to create an overview for your faculty, type the name of the faculty in the field “verified department“ in the left-hand column (1) in the section “My Institution”
and then select the name from the list provided (2).

**Step 4**

In the very bottom right-hand column in the section ‘Dates’, you can select the period that you want to see the number of mentions for by filling in the “Altmetric mentions during” field.
Next, choose ‘the past week’ (1) and then click the button underneath “Run Search” (2).

Step 5 Preparing your Top weekly overview.

Once you have applied the search filters, proceed to the tab “Research outputs” (1).

There you will find that publications are still ranked in “attention score” meaning the total number of public interest references for the publication, and not the number of mentions for the past week (read more about the attention score here).

To see the 5 publications that have been mentioned online most frequently in the past week, you will have to modify your search. To do this go to “Sort by” in the top left-hand column (1).

In “Sort by” choose “Mentions past week” at the bottom of the list (2) and then select “save search” in the top right-hand corner (3).

The link in the URL bar can be shared with colleagues within the VU who have a VUnedID. The link looks like this:
https://www.altmetric.com/explorer/outputs?department_id%5B%5D=vu_amsterdam%3A%3Agroup%3A%3Ab83b6b7a-85d4-4b09-b140-cb6a5abe977f&order=mentions_1w&timeframe=1w
Create a report that everyone can consult (including people without a VUnetID)

Below you can read how to create an overview that people other than VU employees can consult; i.e. people without a VUnetID.

Below we explain how to make a report that can be shared with people without a VUnetID.

Go to saved searches. (1)

Select "sharable reports" (2)

Change the title

Replace, for example “All” with “Top 5”(1) then click on DONE (2)
Remove all non-relevant information fields

Make this report accessible for everyone by clicking on the tick (1) and on “Save changes” (2)
Select "share report" (1) to get the link. (2)

Result: sharable link with everyone without having to login, for example:
https://www.altmetric.com/explorer/report/e4623e46-96bb-4106-a562-8257b8e3a84a