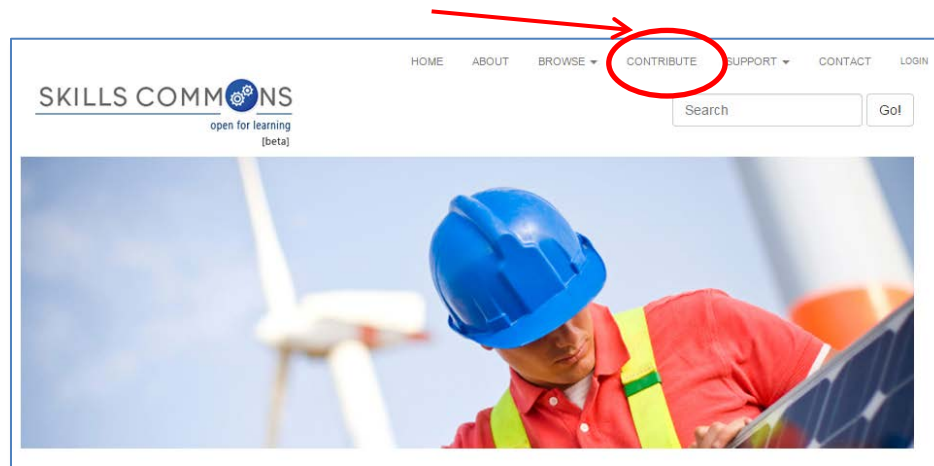


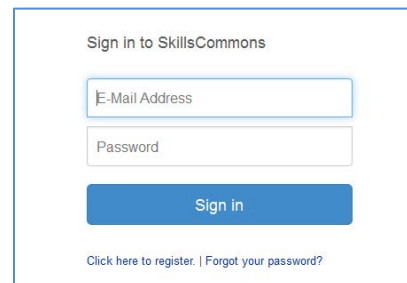
SkillsCommons Repository User Guide

Editing an Item in the Repository

1. Type <http://skillscommons.org/> into your browser address bar.
2. Click "CONTRIBUTE" located in the top menu of the SkillsCommons Repository website.



3. Sign in to the SkillsCommons Repository using your e-mail address and password.

A screenshot of the SkillsCommons sign-in form. The form is titled 'Sign in to SkillsCommons' and contains two input fields: 'E-Mail Address' and 'Password'. Below the fields is a blue 'Sign in' button. At the bottom of the form, there are two links: 'Click here to register.' and 'Forgot your password?'.

4. Once you have signed in click on the submission you wish to edit. For our purposes we will edit the “Solar Power Quiz #1” item.

Submissions & Workflow tasks

Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Archived Submissions

These are your completed submissions which have been accepted into DSpace.

Date accepted	Title	Collection
2014-07-25	Solar Power Quiz #1	Test Community Collection


PLEASE NOTE: if there is an item you wish to edit but you are not the original creator of the item it will not show up in your Archived Submissions. To access this item for editing find the item in the repository and then follow the instructions beginning at step number 5 below.

5. You are now on the item page. To edit this item click on “Edit this item” under the “Context” heading.

Solar Power Quiz #1

Smith, Donald

This is a short description for testing purposes

 Quiz on Chapter 1 ()

Date:
2014

Primary Material Type:
Quiz/Test

Other Material Types:
Open Textbook

Institution:
Palomar College

Project Name:
Solar Turbine Project

Subjects:
solar power

Browse

- Communities & Collections
- Authors
- Subjects
- Industry
- Material Type

This Collection

- Authors
- Subjects
- Industry
- Material Type

Context

- [Edit this item](#)
- Export Item
- Export Metadata

Click on “Edit this item”
under the “Context” heading

6. After clicking on “Edit this item” you will be presented with the screen below. Click on the “Item Metadata” tab to edit the fields in this item.

Edit Item

Item Status | Item Bitstreams | **Item Metadata** | View Item | Curate

Welcome to the item management page. From here you can withdraw, reinstate, move or delete the item. You may also update or add new metadata / bitstreams on the other tabs.

Item Internal ID: 111

Handle: taaccct/75

Last Modified: 2014-07-14 19:15:01.612

Item Page: <http://taaccct.org/handle/taaccct/75>

Edit item's authorization policies: [Authorizations...](#)

Withdraw item from the repository: [Withdraw...](#)

Move item to another collection: [Move...](#)

Make item private: [Make it private...](#)

Completely expunge item: [Permanently delete](#)

[Return](#)

Click on “Item Metadata” to edit the fields in this item.

7. After clicking “Item Metadata” you will be presented with the full Metadata record. This record will show you the fields that you initially entered when you first submitted the item.

TO ADD A NEW FIELD - find the field metadata name in the “Name” dropdown menu. Please see [Appendix A](#) or [Appendix B](#) for full list of fields and associated metadata names. **Appendix A is for the Learning Resources Collection** and **Appendix B is for the Program Support Collection**.

PLEASE NOTE: These changes are not validated in any way. You are responsible for entering the data in the correct format. If you are not sure what the format is, please do NOT make changes. If you need assistance making edits please contact our support staff at support@skillscommons.com.

Edit Item

Item Status | Item Bitstreams | **Item Metadata** | View Item | Curate

Add new metadata

Name: merlot.ada.formalPolicy

Value: http://www.calstate.edu/accessibility/

Language: []

Add new metadata

PLEASE NOTE: These changes are not validated in any way. You are responsible for entering the data in the correct format. If you are not sure what the format is, please do NOT make changes.

Update **Return**

Metadata

Remove	Name	Value	Language
<input type="checkbox"/>	expository		en_...
<input type="checkbox"/>	cw. interactivityType		en_...
<input type="checkbox"/>	30 minutes		en_...
<input type="checkbox"/>	cw. timeRequired		en_...

To add a field that you missed or skipped when you first submitted your item, find it in the “Name” dropdown menu.

See [Appendix A](#) or [Appendix B](#) for full list of fields and associated metadata names.

In our example we are going to add a URL to the “URL to Formal Accessibility Policy” field.

Add the information to the “Value” field.

In our example we are going to add a link to the California State University Formal Accessibility Policy.

Click “Add new metadata” and your field will be added.

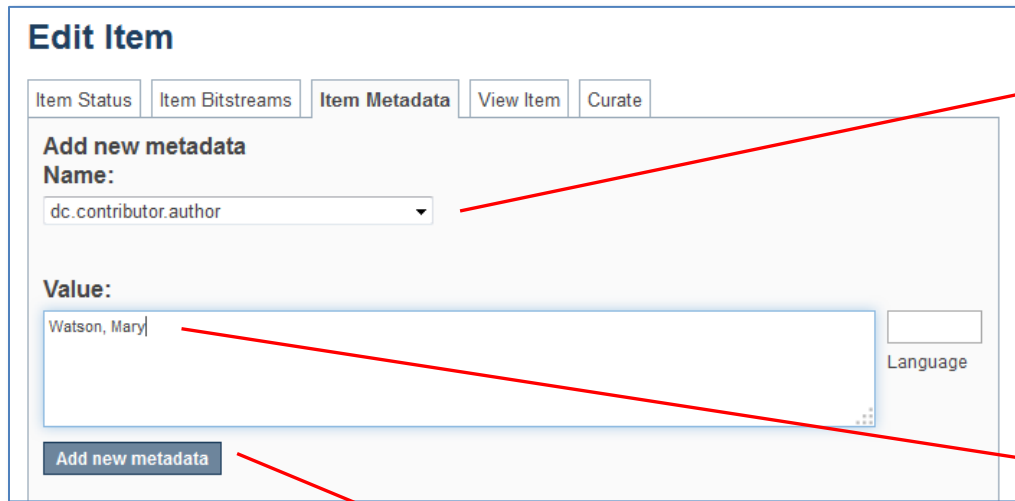
To update a field that you already entered, scroll down and find the field you wish to update and type the new information.

Be sure to click on the “Update” button found at the top or bottom of the page.

TO ADD ANOTHER VALUE TO A REPEATABLE FIELD

See [Appendix A](#) to see which fields are repeatable. The field “Author(s)” is a repeatable field. For this next example we will add another author to our item.

Please see [Appendix A](#) and make sure that the field you are about to add is a repeatable. If it is not repeatable please do not add another field.



Edit Item

Item Status | Item Bitstreams | **Item Metadata** | View Item | Curate

Add new metadata

Name:
dc.contributor.author

Value:
Watson, Mary|

Language

Add new metadata

To add another entry to a repeatable field, find it in the “Name” dropdown menu.

See [Appendix A](#) or [Appendix B](#) for full list of fields and associated metadata names.

In our example we are going to add another author to the “Author(s)” field which corresponds to the “dc.contributor.author” metadata name.

Add the information to the “Value” field.

You must type the value in the appropriate format. If you are unsure of the format check [Appendix A](#) at the end of this document.

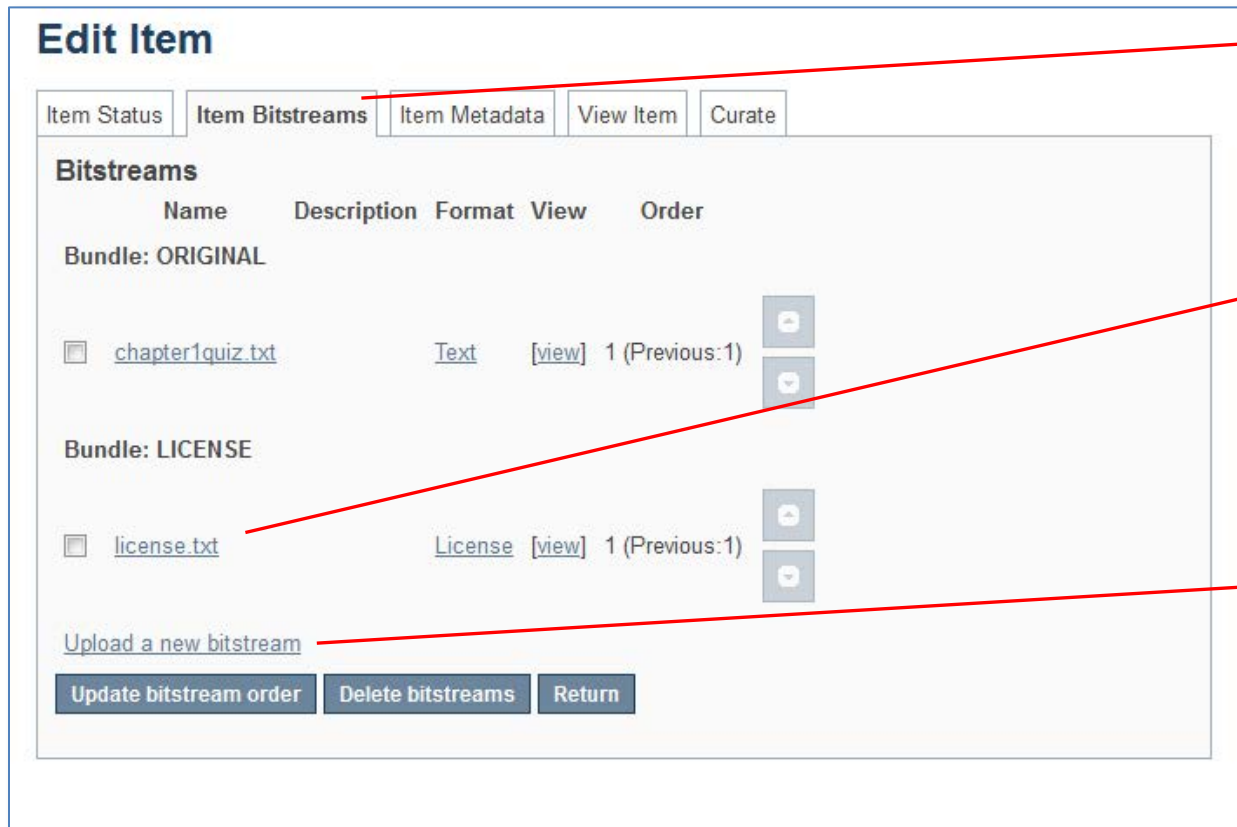
In this case, the format is [Last Name, First Name].

Click “Add new metadata”

<input type="checkbox"/>	cw. timeRequired	30 minutes
<input type="checkbox"/>	dc. contributor. author	Smith, Donald
<input type="checkbox"/>	dc. contributor. author	Watson, Mary
<input type="checkbox"/>	dc. date. accessioned	2014-07-29T14:48:04Z

After you clicked "Add new metadata" scroll down to see that you now have another author assigned to the "dc.contributor.author" field.

TO ADD/UPLOAD MORE FILE(S) – Click on the “Item Bitstream” tab. You will be presented with a list of the file(s) that you initially uploaded.



Name	Description	Format	View	Order
Bundle: ORIGINAL				
<input type="checkbox"/> chapter1quiz.txt		Text	[view]	1 (Previous:1)
Bundle: LICENSE				
<input type="checkbox"/> license.txt		License	[view]	1 (Previous:1)

[Upload a new bitstream](#)

[Update bitstream order](#) [Delete bitstreams](#) [Return](#)

Click on the “Item Bitstreams” tab.

NOTE: The “license.txt” is added when you agree to the terms of service. Please do not edit or delete this item.

This “txt” file does not contain any metadata about your chosen CC BY license.

To upload a new file click on “Upload a new bitstream” link and follow directions to upload your new file(s).

TO DELETE UPLOADED FILE(S) – Click on the “Item Bitstream” tab. You will be presented with a list of the file(s) that you initially uploaded.

Edit Item

Item Status | **Item Bitstreams** | Item Metadata | View Item | Curate

Bitstreams

Name	Description	Format	View	Order
Bundle: ORIGINAL				
<input type="checkbox"/> chapter1quiz.txt		Text	[view]	1 (Previous:1)
Bundle: LICENSE				
<input type="checkbox"/> license.txt		License	[view]	1 (Previous:1)

[Upload a new bitstream](#)

Update bitstream order | Delete bitstreams | Return

Click on the “Item Bitstream” tab.

Select the file(s) you want to delete using the check box.

NOTE: The “license.txt” is added when you agree to the terms of service. Please do not edit or delete this item.

This “txt” file does not contain any metadata about your chosen CC BY license.

Click “Delete bitstreams”

Confirm Deletion(s)

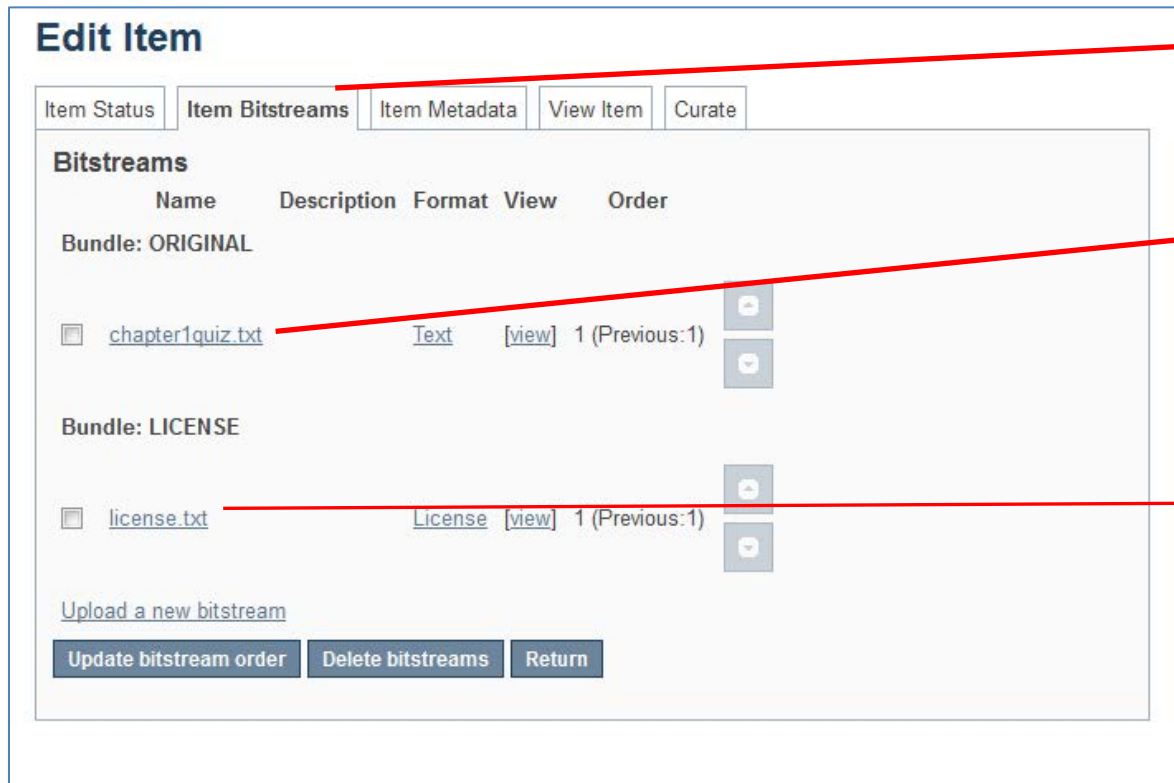
Are you sure you want to delete these bitstreams:

Name	Description	Format
chapter1quiz.txt	My description	Text

Delete | Cancel

Confirm the deletion(s) by clicking “Delete”

TO EDIT UPLOADED FILE(S) – Click on the “Item Bitstream” tab. You will be presented with your list of uploaded file(s).



Edit Item

Item Status | **Item Bitstreams** | Item Metadata | View Item | Curate

Bitstreams

Name	Description	Format	View	Order
Bundle: ORIGINAL				
<input type="checkbox"/> chapter1quiz.txt		Text	[view]	1 (Previous:1)
Bundle: LICENSE				
<input type="checkbox"/> license.txt		License	[view]	1 (Previous:1)

[Upload a new bitstream](#)

[Update bitstream order](#) [Delete bitstreams](#) [Return](#)

Click on the “Item Bitstream” tab.

Click on the name of the item you would like to edit. Make your edits and click “Save”

NOTE: The “license.txt” is added when you agree to the terms of service. Please do not edit or delete this item.

This “txt” file does not contain any metadata about your chosen CC BY license.

Appendix A

Learning Resources Collection

Field Names, Metadata Names and Descriptions

<http://support.skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-a/>

Appendix B

Program Support Materials Collection

Field Names, Metadata Names and Descriptions

<http://support.skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-b/>

Appendix C

List of NAICS Codes

<http://support.skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-c/>

Appendix D

List of SOC Codes

<http://support.skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-d/>

Appendix E

List of CIP Codes

<http://support.skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-e/>



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This workforce solution was created through a cooperative agreement between the U.S. Department of Labor's Employment and Training Administration and the California State University-Multimedia Educational Resource for Learning and Online Teaching (MERLOT).