

# Skills Commons Repository User Guide

## Documenting Description and Industry Partner for Program Support Materials Collection

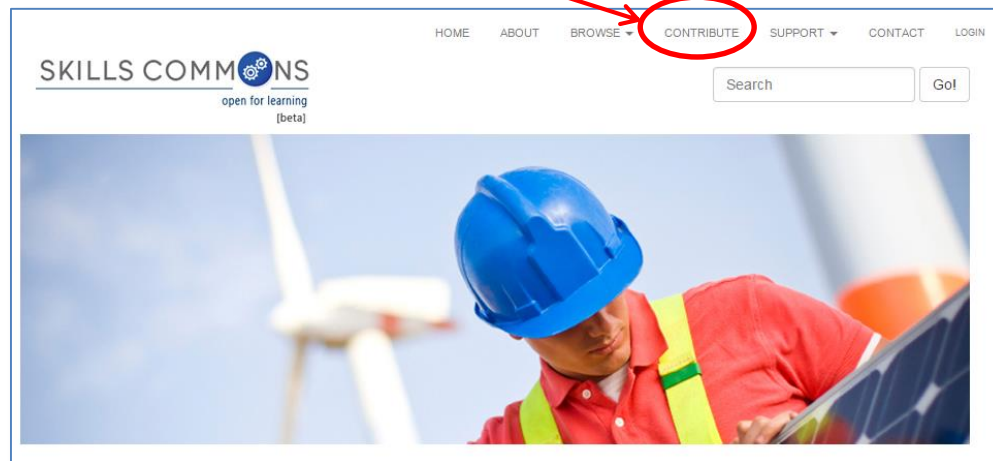
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This document was created to assist with the specific Description and Industry Partner fields submission process for your “Program Support Materials” collection. This document will cover the steps of adding submissions up to the Industry Partner fields and provide specific examples of what is required for this field. Instructions for editing completed submissions in the Description and Industry Partner fields are also included.

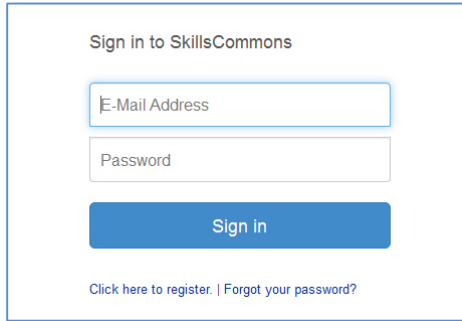
### ADDING (SUBMITTING) MATERIALS

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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.



Sign in to SkillsCommons

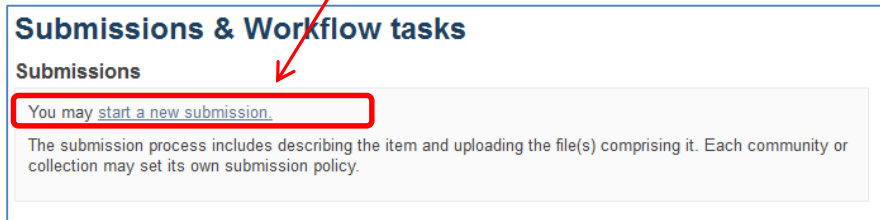
E-Mail Address

Password

Sign in

[Click here to register.](#) | [Forgot your password?](#)

4. Once you have signed in, click on the “start a new submission” link.



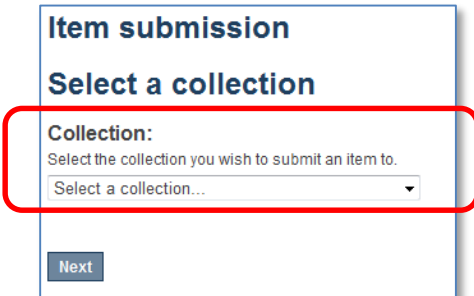
**Submissions & Workflow tasks**

**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.

5. Select your **Program Support Materials** collection from the dropdown menu and click “Next” to start your submission.



**Item submission**

**Select a collection**

**Collection:**  
Select the collection you wish to submit an item to.

Select a collection...

Next

## 6. Entering your Item Description – PAGE 1

The single item submission process allows you to enter all the metadata about your material, upload the associated files, review your submission, and finally submit them item to the repository. **Enter as much information about the item as you can in order to help others find it in the repository.** Each field has a brief description of the data you should enter into the field. The following pages provide some additional information about each field.

### Describe Item

**Title:**  
Enter the title of the item.

**Project Name:**  
Enter the official name for the project from the TAACCCT grant proposal.

**Grantee Institution:**  
Select the institution that created the resource.

**Copyright owner:**  
Enter the copyright owner for attribution purposes; leave blank if this is the same as Grantee Institution.

**Author(s):**  
Enter the name(s) of the individual(s) credited with the creation of the resource, for attribution purposes.

Last name, e.g. Smith
First name(s) + "Jr", e.g. Donald Jr

REQUIRED FIELD: Enter the title of the item.

Enter the official name of your grant project if it is different than the name on your TAACCCT grant proposal.

REQUIRED FIELD: Select the name of the institution responsible for creating this item.

REQUIRED FIELD: This is for attribution purposes. You can leave it blank if this is the same as Grantee Institution.

REQUIRED FIELD: To add multiple authors click the "Add" button.

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**Primary license:**  
Select the license that applies to the majority of items in the work. Most resources will be CC BY (the default choice) according to grant requirements.

CC BY: Attribution ▼

**Additional licenses:**  
If third-party resources in the work are offered under a different license from the above, indicate that here. Note that commercial, copyrighted works cannot be uploaded to the repository. To select more than one value in the list, hold down the "CTRL" or "Shift" key.

CC BY: Attribution  
CC BY-SA: Attribution-ShareAlike  
CC BY-ND: Attribution-NoDerivs  
CC BY-NC: Attribution-NonCommercial  
CC BY-NC-SA: Attribution-NonCommercial-ShareAlike  
CC BY-NC-ND: Attribution-NonCommercial-NoDerivs ▼

**Industry Partner:**  
Enter the name of your employer partner and/or industry partner and briefly describe how they collaborated with your project.

**Description:**  
Provide a written description of the resource.

**REQUIRED FIELD:** Select the license that applies to the majority of items in the work. Most resources will be CC BY (the default choice) according to the grant requirements.

If third-party resources in the work are offered under a different license from the above, indicate that here. Note that commercial, copyrighted works cannot be uploaded to the repository. To select more than one value in the list, hold down the "CTRL" or "Shift" key.

Enter the name of your employer partner and/or industry partner and briefly describe how they collaborated with your project. Please see below for specific examples.

**REQUIRED FIELD:** Use this field to describe the material in as much detail as possible so others can find it when searching the repository. A detailed description also helps users decide if it is an appropriate material for their use. Be as specific as possible so others can understand what the material is about. Please see below for specific examples.

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SKILLS COMMONS  
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Home > Oregon Credentials, Acceleration, and Support for Employment (CASE) Consortium > Program Support Materials Collection > View Item

## Peer Mentor Pilot Program

Community College, Clatsop

Peer Mentor Pilot Program

PEER MENTOR PILOT PROGRAM Clatsop 2013-14.docx (418 KB)

**Date:**  
2014

**Primary Material Type:**  
Job Training/ Fieldwork Experiences

**Institution:**  
Clackamas Community College

**Project Name:**  
CASE-Oregon

### Industry / Occupation

**Industry Partner:**  
N/A

**Industry Sector:**  
Developmental Education

**Occupation:**  
All Occupations (00-0000)

Browse all of SkillsCommons

- Grant Projects
- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Browse this Collection

- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Context

- Edit this item
- Export Item
- Export Metadata

Administrative

- Access Control
  - People
  - Groups
  - Authorizations
- Registries
  - Metadata

This example, “Peer Mentor Pilot Program” needs to provide more detail about the material than just the title of the document. For example, “This document contains a job description for the peer mentor program at Clatsop Community College along with an application form. This document also contains the evaluation and assessments for the peer mentoring program. A student peer mentor manual is also included.”

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SKILLS COMMONS  
open for learning

Search

Go!

Home > H2P Consortium > Program Support Materials Collection > View Item

## Credit Knowledge

McCreery, Mary Beth

Budgeting, borrowing, and paying off debt

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Budgeting, borrowing, and paying off debt (686 KB)

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**Date:**  
2014

**Primary Material Type:**  
Student Support Materials

**Institution:**  
Owens Community College

**Project Name:**  
H2P Health Professions Pathways

**Subjects:**  
budgeting, borrowing, paying off debt

**Industry / Occupation**

**Industry Partner:**  
Healthcare

**Industry Sector:**  
611 Educational Services

Browse all of SkillsCommons

- Grant Projects
- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Browse this Collection

- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Context

- Edit this item
- Export Item
- Export Metadata

Administrative

- Access Control
  - People
  - Groups
  - Authorizations
- Registries
  - Metadata

This example, “Healthcare” needs to be more specific. A specific employer partner and/or industry partner needs to be named.

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SKILLS COMMONS  
open for learning

Search

Go!

Home > H2P Consortium > Program Support Materials Collection > View Item

## H2P Veterans Priority of Service Policy and Procedures

McGowen, Margot

Policy & Procedures for Veterans Priority of Service

Policy and Procedure (39 KB)

**Date:**  
2012-01

**Primary Material Type:**  
Student Support Materials

**Institution:**  
Jefferson Community and Technical College

**Project Name:**  
H2P Health Professions Pathways

**Subjects:**  
veterans, priority of service, policy, procedure

### Industry / Occupation

**Industry Partner:**  
Kentucky State Office for Employment and Training

**Industry Sector:**  
Educational Services -- Educational Services -- Colleges, Universities, and Professional Schools (6113)

Browse all of SkillsCommons

- Grant Projects
- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Browse this Collection

- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Context

- Edit this item
- Export Item
- Export Metadata

Administrative

- Access Control
  - People
  - Groups
  - Authorizations
- Registries
  - Metadata
  - Format
- Items
- Withdrawn Items

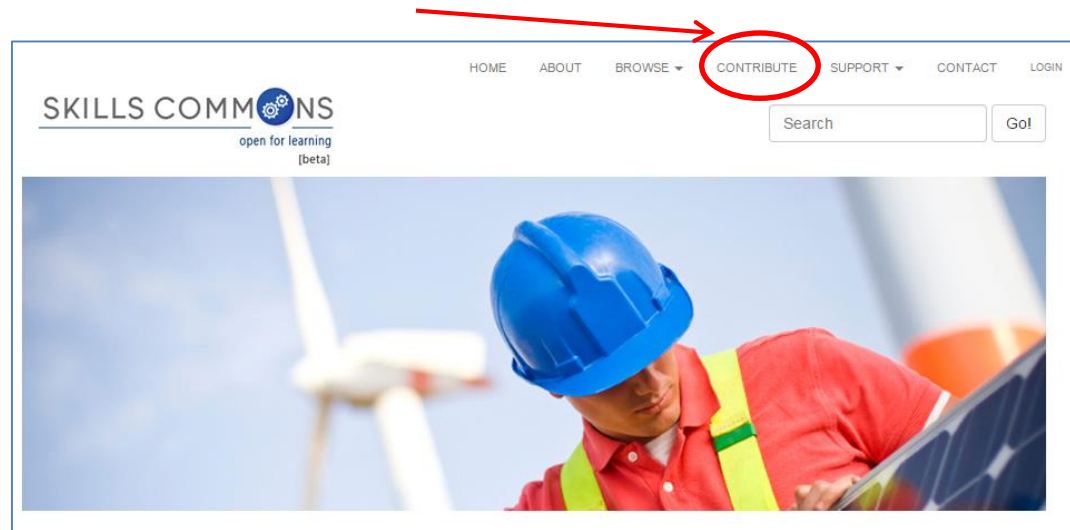
This example, “Kentucky State Office for Employment and Training” is specific. The name of the employer partner and/or industry partner is identified. If you did not use an employer partner and/or industry partner to develop your program support material, please add “U.S. Department of Labor”



## EDITING AN ITEM IN THE REPOSITORY

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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.

Sign in to SkillsCommons

Sign In

[Click here to register.](#) | [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
2014-07-28	<a href="#">Solar Power Quiz #1</a>	<a href="#">Test Community Collection</a>

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

### Credit Knowledge

McCreery, Mary Beth

Budgeting, borrowing, and paying off debt

☒ Budgeting, borrowing, and paying off debt (686 KB)

**Date:**  
2014

**Primary Material Type:**  
Student Support Materials

**Institution:**  
Owens Community College

**Project Name:**  
H2P Health Professions Pathways

**Subjects:**  
budgeting, borrowing, paying off debt

**Industry / Occupation**

**Industry Partner:**  
Healthcare

**Browse all of SkillsCommons**

- Grant Projects
- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

**Browse this Collection**

- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

**Context**

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

**Administrative**

- Access Control
  - People
  - Groups

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

## Edit Item

**Item Status**Item BitstreamsItem MetadataView ItemCurate

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:	3011
Handle:	taaccct/2861
Last Modified:	2015-06-24 00:34:50.525
Item Page:	<a href="https://www.skillscommons.org/handle/taaccct/2861">https://www.skillscommons.org/handle/taaccct/2861</a>
Edit item's authorization policies:	<b>Authorizations...</b>
Withdraw item from the repository:	<b>Withdraw...</b>
Move item to another collection:	<b>Move...</b>
Make item private:	<b>Make it private...</b>
Completely expunge item:	<b>Permanently delete</b>

**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.

**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.org](mailto:support@skillscommons.org).

### Edit Item

Item Status
Item Bitstreams
Item Metadata
View Item
Curate

#### Add new metadata

Name:

cw.about

Value:

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"/>	dc.contributor.author	Community College, Clatsop	
<input type="checkbox"/>	dc.date.accessioned	2015-05-07T18:43:27Z	
<input type="checkbox"/>	dc.date.available	2015-05-07T18:43:27Z	
<input type="checkbox"/>	dc.date.issued	2014	
<input type="checkbox"/>	dc.description.abstract	Peer Mentor Pilot Program	en_US

To update the Description Field that you already entered, scroll down and find the “dc. description. abstract” 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.

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"/>	dc. contributor. author	McCreery, Mary Beth	
<input type="checkbox"/>	dc. date. accessioned	2015-06-24T00:28:08Z	
<input type="checkbox"/>	dc. date. available	2015-06-24T00:28:08Z	
<input type="checkbox"/>	dc. date. issued	2014	
<input type="checkbox"/>	dc. description. abstract	Budgeting, borrowing, and paying off debt	en_US
<input type="checkbox"/>	dc. description. provenance	Submitted by Jean Wisuri (jean.wisuri@cincinnati.state.edu) on 2015-06-24T00:28:08Z No. of bitstreams: 1 Credit Knowledge.docx: 686217 bytes, checksum:	en
<input type="checkbox"/>	dc. description. provenance	Made available in DSpace on 2015-06-24T00:28:08Z (GMT). No. of bitstreams: 1 Credit Knowledge.docx: 686217 bytes, checksum: 94a0062452cfffbe49f9853b3951f98 (MD5)	en
<input type="checkbox"/>	dc. description. sponsorship	Healthcare	en_US

To update the Industry Field that you already entered, scroll down and find the “dc. description. sponsorship” 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.



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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).