

SkillsCommons Repository User Guide

Editing Your CC BY License Entry

This document was created to assist you with updating/editing the Creative Commons CC BY License field after you have completed your submission and uploaded your materials into SkillsCommons.

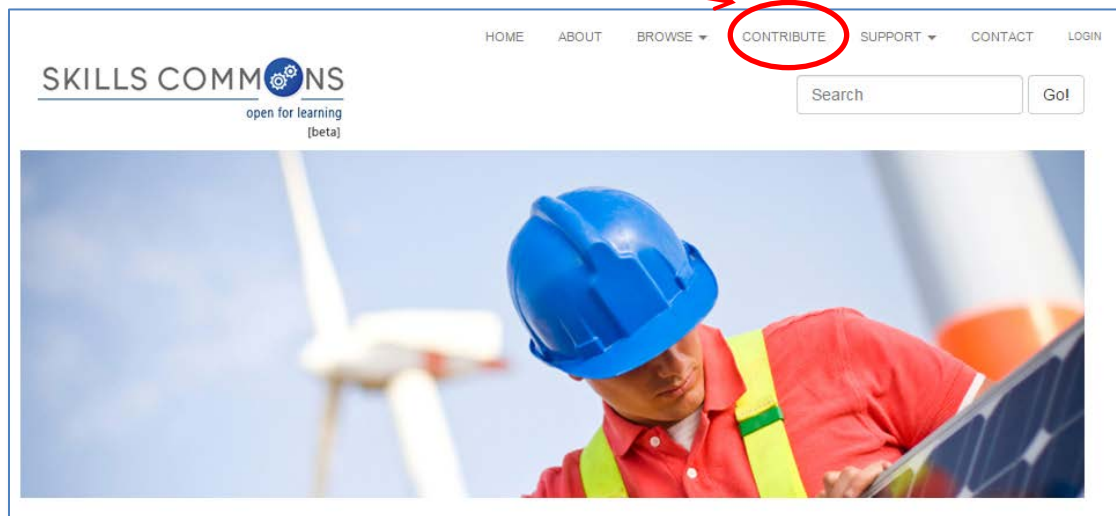
For more information about Creative Commons and how to choose the right license for your material please visit the following links:

- Creative Commons <http://www.creativecommons.com/>
- Choose a CC License <http://creativecommons.org/choose/>

How to Edit Your CC BY License

If, after submitting your repository item, you need to edit or update your CC BY entry you can do so by following the steps outlined below.

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



3. Sign in using your e-mail address and password.

Sign in to SkillsCommons

E-Mail Address

Password

Sign in

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

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

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	Solar Power Quiz #1	Test Community Collection

- 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

- 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 the “Item Metadata” tab you will be presented with the full metadata record. This record will show you the fields that you entered when you first submitted the item.

Update the “Primary License” Field

The screenshot shows a form with four rows of metadata fields. Each row has a checkbox on the left, a text input field, and a language dropdown menu. A red line points from the 'dc. publisher' field to the text box on the right.

<input type="checkbox"/>	dc. publisher	Aiken Technical College	en_US
<input type="checkbox"/>	dcterms. license	CC BY	en_US
<input type="checkbox"/>	dcterms. rightsHolder		en_US
<input type="checkbox"/>	dc. title	Solar Power Quiz #1	en_US

To update the **Primary License Field** scroll down to “dcterms.license” and delete the old entry. After you delete the old entry, enter ONE of the following license options exactly as shown below:

- CC BY
- CC BY-SA
- CC BY-ND
- CC BY-NC
- CC BY-NC-SA
- CC BY-NC-ND
- Public Domain
- CC0
- Other

After editing your entry, scroll to the bottom and click the “Update” button.

After clicking the “Update” button you will see the following screen notifying you that the metadata has been updated. You can now go back to the item record and see your updates.

The screenshot shows the Skills Commons interface. At the top is the logo and tagline. Below is a breadcrumb trail: Home → Items → Item metadata. A green notice box states: "Notice: The Item's metadata was successfully updated." Below the notice is an "Edit Item" section with a navigation bar containing buttons for "Item Status", "Item Bitstreams", "Item Metadata", "View Item", and "Curate". At the bottom of this section is a button labeled "Add new metadata".

Update the “Additional License” Field

<input type="checkbox"/>	taaccct.level	2nd Year Community College or equivalent	en_US
<input type="checkbox"/>	taaccct.license.secondary	Other	en_US
<input type="checkbox"/>	taaccct.occupation	Management Occupations -- Legislators (11-1031)	en_US
<input type="checkbox"/>	taaccct.projectName	XYZ Project	en_US

To update the **Additional License Field** find “taaccct.license.secondary” and enter ONE of the following license options exactly as shown below:

CC BY
CC BY-SA
CC BY-ND
CC BY-NC
CC BY-NC-SA
CC BY-NC-ND
Public Domain
CCO
Other

After editing your entry, scroll to the bottom and click the “Update” button.

After clicking the “Update” button you will see the following screen notifying you that the metadata has been updated. You can now go back to the item record and see your updates.

SKILLS COMMONS
open for learning

[Home](#) → [Items](#) → Item metadata

Notice
The Item's metadata was successfully updated.

Edit Item

[Item Status](#) [Item Bitstreams](#) [Item Metadata](#) [View Item](#) [Curate](#)

Add new metadata

Adding more than one “Additional License”

The Additional License field can have more than one value. If you have more than one CC BY license that applies to the Additional License field you can add it by selecting “taaccct.license.secondary” from the drop down menu at the top of the Item Metadata page.

The screenshot shows the 'Edit Item' interface with the 'Item Metadata' tab selected. Under 'Add new metadata', the 'Name' dropdown menu is set to 'taaccct.license.secondary'. The 'Value' text input field contains 'CC BY-SA'. Below the text field is a 'Language' dropdown menu and an 'Add new metadata' button. A red box highlights the 'Add new metadata' button.

To ADD an **Additional License Field** choose the “taaccct.license.secondary” field from the dropdown menu

After editing your entry, scroll to the

Enter ONE of the following license options exactly as shown below in the “Value” box.

- CC BY
- CC BY-SA
- CC BY-ND
- CC BY-NC
- CC BY-NC-SA
- CC BY-NC-ND
- Public Domain
- CCO
- Other

Click “Add new metadata” and then click the “Update” button to save your changes.



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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).