

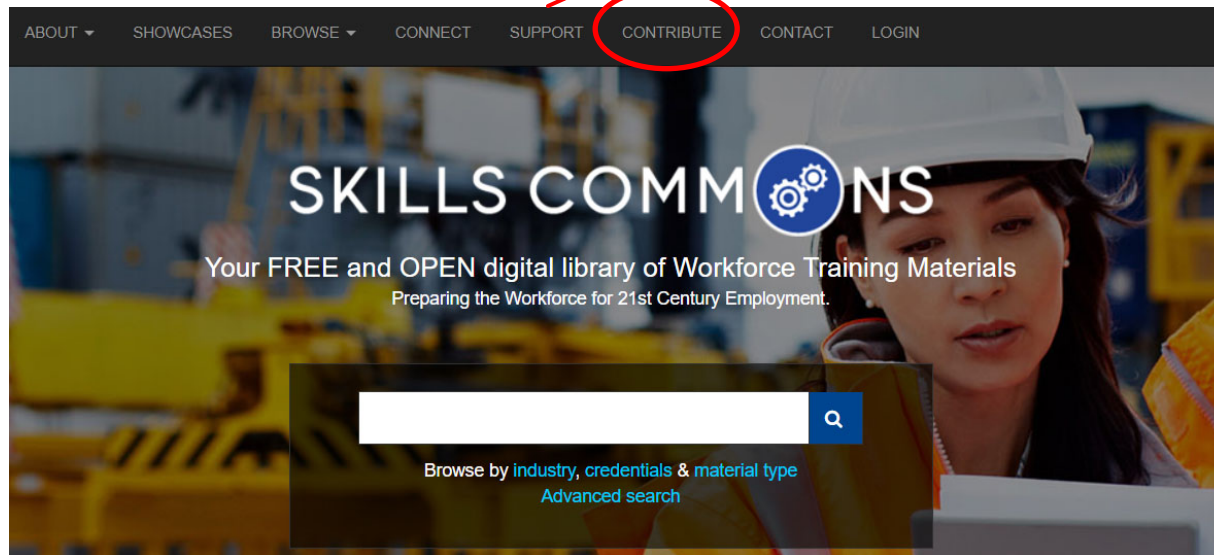
SkillsCommons Repository User Guide

Program Support Materials Collection

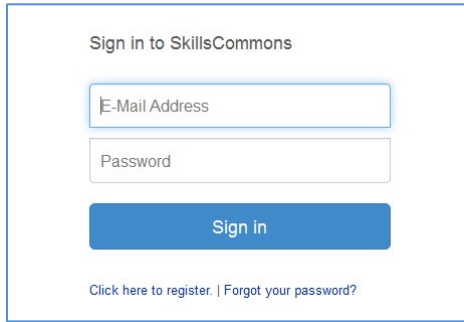
This document was created to assist with the single item submission process for your “Program Support Materials” collection. This document covers adding submissions, editing completed submissions and deleting completed submissions.

ADDING (SUBMITTING) MATERIALS

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

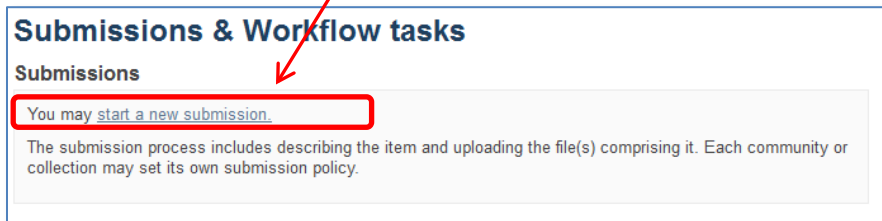
E-Mail Address

Password

Sign in

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

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



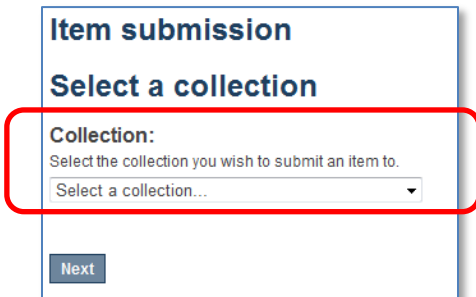
Submissions & Workflow tasks

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.

The screenshot shows a submission form with four main sections: Title, Institution, Copyright owner, and Authors. Each section has a text input field or a dropdown menu. To the right of the form, four red-bordered boxes provide additional instructions for each field, with red lines pointing to the corresponding input fields on the form.

Title:
Enter the title of the item.

Institution:
Select the institution that created the resource.

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

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

Title: (REQUIRED FIELD) Enter the title of the item.

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

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

Author(s): (REQUIRED FIELD) To add multiple authors click the "Add" button.

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.

Add

Description:

Provide a written description of the resource.

Primary license: (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.

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.

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

Description: (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.

Subject Keywords:
Enter appropriate subject keywords or phrases below.

Date Created:
Please give the date the resource was created. You can leave out the day and/or month if they aren't applicable.

Year Month Day

Primary Material Type:
Select the predominant type or kind of material characterizing the program support material.

Secondary Material Types:
Select any secondary type or kind characterizing the program support material. To select more than one value in the list, hold down the "CTRL" or "Shift" key.

Grant Management Materials
Instructor and/or Advisor/Case Manager Support Materials
Job Training/ Fieldwork Experiences
Partnership Resources
Program

Credit Type:
Select the type of credit to which this learning resource was originally applied. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Non-Credit
Other
None

Credential Type:
Select the type of credential to which this learning resource was originally applied. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Certificate
Credential
Stacked/Laticed Credential Model
Associates Degree
Bachelors Degree

Subject Keywords: Keywords allow users to find materials in the repository. Enter multiple keywords by clicking the "Add" button after each keyword.

Date Created: (REQUIRED FIELD) The "Year" field is required. If you do not have a month or day you may leave those blank.

Primary Material Types: (REQUIRED FIELD) Select the predominant type or kind of material characterizing the program support material you are uploading.

Secondary Material Types: Select any secondary type or kind characterizing the program support material you are uploading. To select more than one value in the list, hold down the "CTRL" or "Shift" key.

Credit Type: (REQUIRED FIELD) Select the type of credit to which this learning resource was originally applied. To select more than one value in the list, hold down the "CTRL" or "Shift" key.

Credential Type: (REQUIRED FIELD) Select the type of credential to which this learning resource was originally applied. To select more than one value in the list, hold down the "CTRL" or "Shift" key.

Program Delivery Format:
Select the primary type or kind characterizing the program.
Fully online ▼

Additional Public Access To Materials:
If the resource is available online openly and free for use, enter the URL here.
 Add

Derivative Work from Other's Materials:
Enter the URL(s) of the resource(s) that were used in the creation of this resource. For example, you used other openly licensed materials to create this derivative work.
 Add

Industry Sector:
Select the main industry sector covered by this resource, or 'Developmental Education' if this is a preparatory or remedial education program.
Developmental Education

Occupation Classification:
Select the Occupation Classification.
00-0000: All Occupations

Instructional Program Classification:
Select the Instructional Program Classification.
N/A ▼

Save & Exit Next >

Program Delivery Format: Select the program delivery format.

Additional Public Access To Materials: If the resource is available online openly and free for use, enter the URL here. Click the "Add" button to add more than one URL.

Derivative Work from Other's Materials: Enter the URL(s) of the resource(s) that were used in the creation of this resource. For example, you used other openly licensed materials to create this derivative work. Click the "Add" button to add more than one URL.

Industry Sector: (REQUIRED FIELD) Select the main industry sector ([NAICS code](#)) covered by this resource. If this is a preparatory or remedial education course/item select "Developmental Education".

Occupation Classification: (REQUIRED FIELD) Select the relevant [SOC code](#) for this course or item.

Instructional Program Classification: (REQUIRED FIELD) Select the relevant [CIP code](#) to classify the instructional program that the item or course originally belonged to.

7. After clicking “Next” you will be on PAGE 2 and you can upload any files for this submission.

Item submission

Describe → Upload → Review → License → Complete

Upload File(s)

File:
Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

No file selected.

File Description:
Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Browse for and select the file you would like to upload.

Provide a brief description of the file. The description you provide should be helpful to someone considering whether to download the material. As an example, "Workshop Announcement Flyer" is more helpful than "Workshop Document."

If you would like to upload multiple files click "Upload file & add another" for each file.

Click "Previous" to go back a page. Click "Save & Exit" if you would like to come back later and finish. Click "Next" to continue entering data.

8. If you are **uploading multiple files** and you click on “Upload file & add another” you will be presented with the following screen. Here you will be able to “Browse” for and upload additional files, edit a previously uploaded file, as well as remove a previously uploaded file.

Item submission

Describe → Describe → Describe → **Upload** → Review → License → Complete

Upload File(s)

File:
Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

Browse... No file selected.

File Description:
Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Upload file & add another

Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input checked="" type="checkbox"/> chapter1quiz.txt	184 bytes	Chapter 1 Quiz	text/plain (Supported)	Edit

File checksum: MD5:a9dab05902ebf7071aea45258919bf48

Remove selected files

< Previous

Save & Exit

Next >

Click “Browse” to upload another file.

Add a brief description of the file.

Click “Upload file & add another”

If you have multiple files you can use the radio button to indicate which of the files is the primary file for this submission.

Click “Edit” to edit an existing uploaded file.

To remove a previously uploaded file click the check box located to the left of the file name and then click “Remove selected file”

Click “Previous” to go back a page. Click “Save & Exit” if you would like to come back later and finish. Click “Next” to review your submission.

9. After you click “Next” you will have a chance to review your work and make changes on the Review Submission page.

Item submission

Describe → Describe → Describe → Upload → **Review** → License → Complete

Review Submission

Describe Item

Title:
Chapter 3 Quiz

Grantee Institution or Consortium:
Palomar College

Material Type:
Quiz/Test

Description:
This is the chapter 3 quiz.

Date Created:
2001-02-20

TAACCCT Round:
1

Correct one of these

Click the “Correct one of these” buttons located at the end of the section.

10. Once you are satisfied with your data entry click on the “Complete submission” button at the bottom of the page.

11. Your submission is complete. You will receive an e-mail notification when your submission has been added to the collection.

Submission complete

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your [submissions page](#).

[Go to the Submissions page](#)

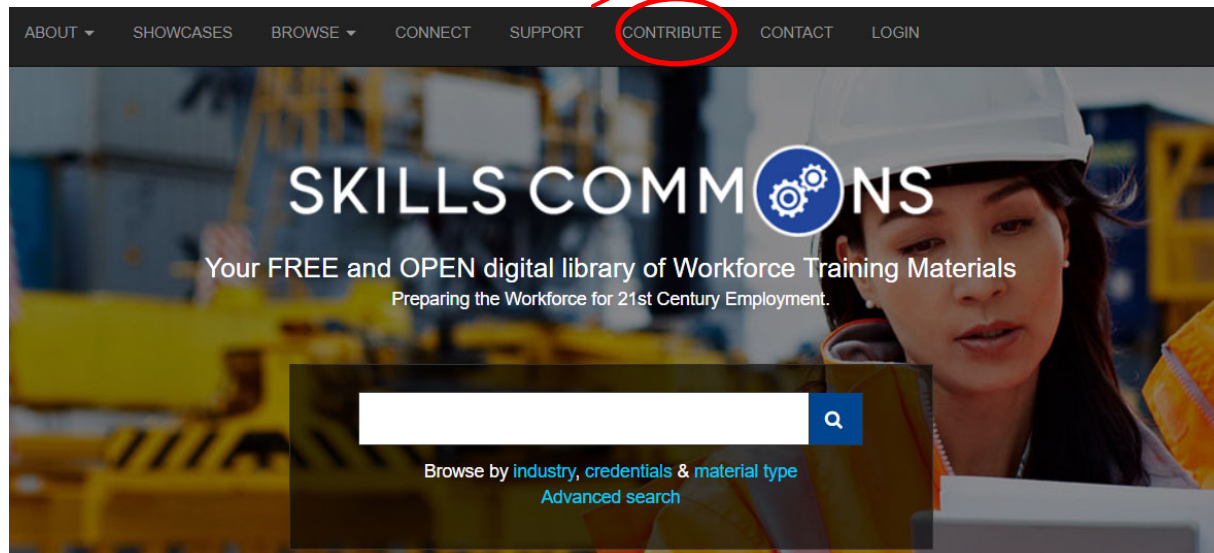
[Submit another item](#)

View your recently submitted items.

Submit another item.

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.

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	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 "Item Metadata" 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.

- 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 B](#) for full list of fields and associated metadata names.

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.

Edit Item

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

Add new metadata

Name: merlot.adaptivePolicy

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

Language: en_US

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**

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

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

See [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” box.

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

Click “Add new metadata”

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 B](#) 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 B](#) 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 repeatable field, find it in the “Name” dropdown menu.

See [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 B](#) 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.

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 Bitstreams” tab.

NOTE: The “license.txt” is added when you agree to the license. 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 license. 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.

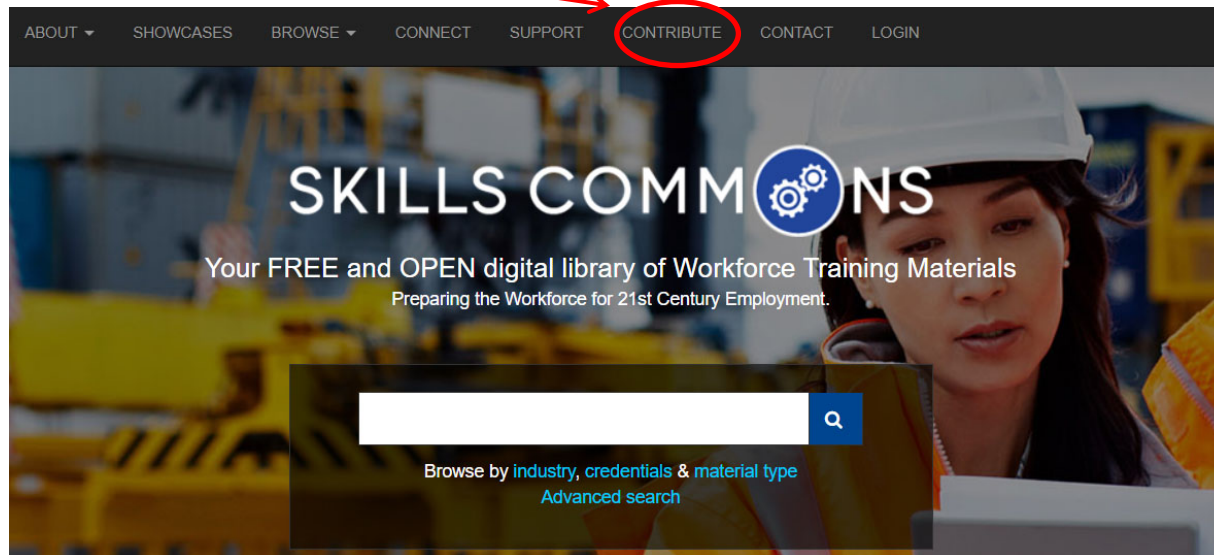
Click on the name of the item you would like to edit. Make your edits and click “Save”

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

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

DELETING 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 (TAACCCT) 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 you will see your previous submissions in the “Archived Submissions” area. Click on the submission you wish to delete. For our purposes we will delete 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	Solar Power Quiz #1	Test Community Collection

PLEASE NOTE: if there is an item you wish to delete but you are not the original creator of the item it will not show up in your Archived Submissions. To access this item please 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 delete 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. To delete this item click the “Permanently delete” button.

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 “Permanently delete” to remove this item from the repository.

7. After clicking “Permanently delete” you will be presented with the full item record. Scroll to the bottom of the page and click “Delete” to permanently delete the item.

taaccct. instructional	14 -- Engineering.	en_US
taaccct. level	intermediate	en_US
taaccct. occupation	Management Occupations -- Industrial Production Managers	en_US
taaccct. projectName	Solar Turbine Project	en_US
taaccct. quality	COLT	en_US
taaccct. round	1	en_US

[Delete](#) [Cancel](#)

Click “Delete” to permanently delete the item. If you do not want to delete it at this time, click “Cancel”

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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