

Pittsburg State University

## Pittsburg State University Digital Commons

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Digital Commons Tutorials

Library Services

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8-2016

### Reviewing a Thesis in Digital Commons@PSU

Leonard H. Axe Library

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[https://digitalcommons.pittstate.edu/ir\\_info/9](https://digitalcommons.pittstate.edu/ir_info/9)

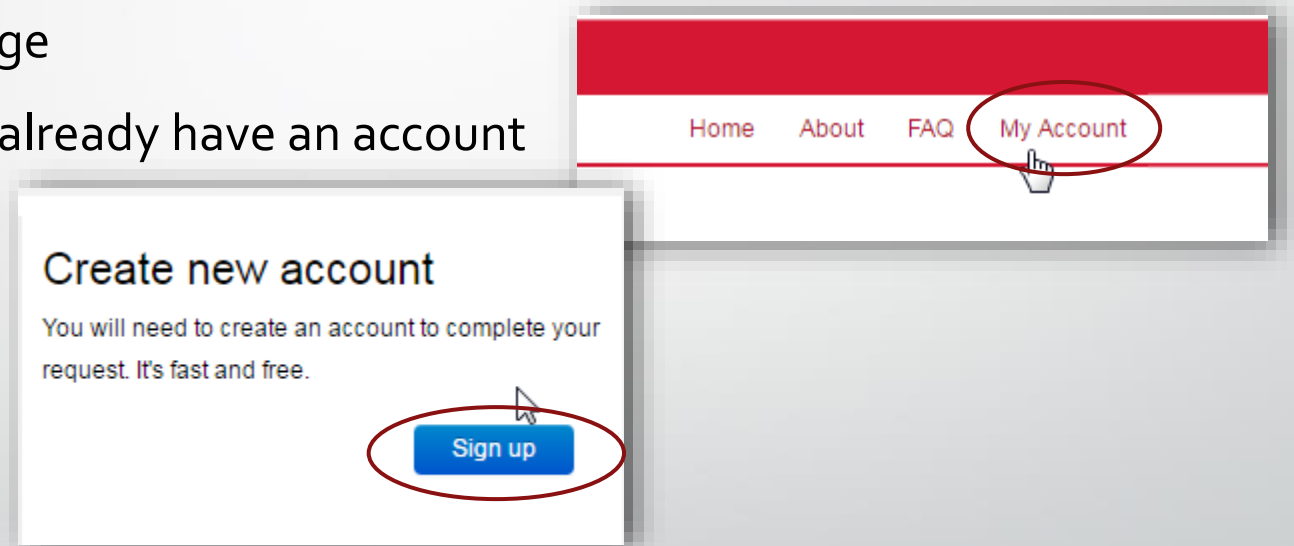
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# Reviewing a Thesis in Digital Commons@Pitt State

# Create a Digital Commons Account

- Select “My Account”
  - This will take you to a login page
  - Select “Sign-up” if you do not already have an account



# Creating an Account

- Use an email you will want to receive future emails about your work
- First & Last Name
- Institution: Pittsburg State University
- Create a Password

Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Bepress neither sells nor rents contact information to third parties.

You will receive an email confirmation shortly.

Required fields are marked with an \*:

Email address \*

First/Given Name \*

Middle Initial

Last/Family Name \*

Suffix

Institutional Affiliation Not on list? Please enter name in full.

Begin typing...

Password \*

Re-enter Password \*

**Sign up**

# New Account Confirmation

## New Account

Your new account information was just emailed to lauren-geiger@hotmail.com. Click on the link in the email message to activate your account and continue with your activity. If you do not receive the email after several minutes, please check your spam or junk mail folder.

Having trouble? Please [email us](#) or call us at (510)665-1200. Our support hours are from 8:30 am to 5:30 pm Pacific Time.

- You will receive an email confirming your account
- Go to your email and click on the link it will take you back to the log in page
- Log into your account

# View Your Dashboard

Your dashboard is where you control your account and access items related to you in the repository.

Under “Electronic Thesis Collection” click “Manage Thesis”

The screenshot shows the Pittsburg State University Digital Commons dashboard. The header includes the university logo, name, and 'Library Services' tagline, along with a 'Digital Commons' banner. Navigation links for Home, About, FAQ, and My Account are in the top right. The main content area is divided into sections: 'My Account' (with a 'Log Out' button), 'ACCOUNT SETTINGS' (for profile and research alerts), 'DASHBOARD TOOLS' (for the dashboard and usage reports), 'ELECTRONIC THESIS COLLECTION' (with links for Manage Theses/dissertations, Upload, Configuration, and Mailings), 'ADMINISTRATOR TOOLS' (for submissions, uploads, configuration, and mailings), 'PROBLEMS' (for submissions, uploads, configuration, and mailings), and 'THE KANZA YEARBOOKS' (for books and uploads). A red arrow points to the 'Manage Theses/dissertations' link. The right sidebar contains 'Browse' (Collections, Disciplines, Authors), 'Search' (with a search bar and dropdown), 'Advanced Search', 'Notify me via email or RSS', 'Author Corner' (Author FAQ, Submit Research), 'Links' (Contact Us, Create Your Account), and a large university seal.

# Accessing Student Thesis

All the theses you are serving on a committee for will show up on this screen. They will appear by the date submitted. So the most recent will be at the top.

This screen also indicates if it is a “Initial submission” or a “Revision uploaded”

To review a thesis, simply click on the “Title”

The screenshot shows the 'Manage Theses/Dissertations' interface. The sidebar on the left contains links: Theses/Dissertations, Batch upload XML, Batch upload Excel, Batch revise Excel, Close ir\_etd, Preview site, Update site, Go to site, Preferences, Log out, and Administrator report. The main content area has a search section titled 'Show these theses/dissertations:' with filters for State (Not yet posted) and show all theses/dissertations. Below this is a search bar with 'Last Name' and 'is' dropdowns and a 'Search' button. A red arrow points from the search section down to the table below. The table has columns: ID, Author, Title, Last Event, Date of Last Event, Waiting for Administrator, Type, Locked by Administrator, and Submitted. The first row shows ID 1182, Author Lauren Geiger, Title Test, Last Event Initial submission, Date of Last Event Wed Jul 27 2016, Waiting for Administrator (red dot), Type Dissertation, Locked by Administrator, and Submitted 2016-07-27. The second row shows ID 1097, Author Charles Lyman Scott, Title Appeal to reason; a study of L., Last Event Revision uploaded, Date of Last Event Tue Jul 26 2016, Waiting for Administrator (red dot), Type Thesis, Locked by Administrator, and Submitted 2016-06-27. A red arrow points from the text 'To review a thesis, simply click on the Title' to the 'Title' column of the table.

ID	Author	Title	Last Event	Date of Last Event	Waiting for Administrator	Type	Locked by Administrator	Submitted
1182	Lauren Geiger	Test	Initial submission	Wed Jul 27 2016	.	Dissertation		2016-07-27
1097	Charles Lyman Scott	Appeal to reason; a study of L.	Revision uploaded	Tue Jul 26 2016	.	Thesis		2016-06-27

# Manage Thesis Screen

- View Metadata uploaded by student
- Revise Thesis
- View Revisions
- View Supplemental Content
- Register Decision
- Withdraw Thesis

Theses/Dissertations

Batch upload XML

Batch upload Excel

Batch revise Excel

Thesis/Dissertation details

Preview Thesis/Dissertation

Revise Thesis/Dissertation

View revisions

Supplemental Content

Register decision

Post

Withdraw Thesis/Dissertation

History

Administrator Notes

Close ir\_etd

Preview site

Update site

Go to site

Log out

Administrator report

Manage Theses/Dissertations

Upload Thesis/Dissertation

Dashboard

Configuration

Mailing Lists

My Account

Title: Test

Authors: Lauren Geiger

Last Event: Revision uploaded (Fri Jul 29 2016)

Waiting for Administrator:

Locked by Administrator:

Manuscript: #1182 PDF

This thesis/dissertation is ready for a decision. Click 'View revisions' to verify that you have selected the latest revision of the file and notify the author, or skip that step and simply click 'Post' to queue the thesis/dissertation to be posted.

Download: PDF (title page added) (07/27/2016), 353 KB MAC\_Article\_rev.docx (21 KB)

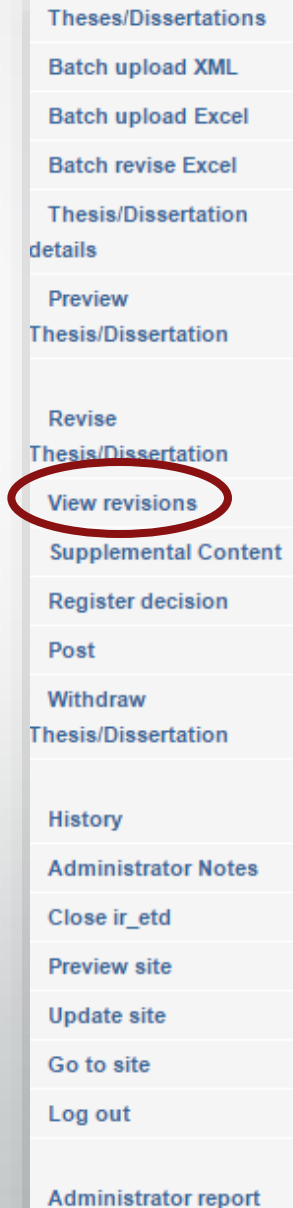
read PDF modified for publication (force regeneration)

Submission Metadata

Metadata Field	Value
Title	Test
Author	Lauren Geiger, Pittsburg State University
Date of Award	Spring 2017
Document Type	Dissertation
Degree Name	Master of Historic Preservation (MHP)
Department	History
First Advisor	Deborah White
Second Advisor	Steve Cox
Third Advisor	Janette Mauk
Keywords	Archives, Preservation
Subject Categories	
Abstract	This is a test run of this program.
Comments	- empty -

# Accessing Student's Thesis

To view the file and any revisions or comments, click on the “View revisions” link on the left menu.



The image shows a vertical list of menu items on the right side of the slide. The items are: Theses/Dissertations, Batch upload XML, Batch upload Excel, Batch revise Excel, Thesis/Dissertation details, Preview Thesis/Dissertation, Revise Thesis/Dissertation, View revisions (circled in red), Supplemental Content, Register decision, Post, Withdraw Thesis/Dissertation, History, Administrator Notes, Close ir\_etd, Preview site, Update site, Go to site, Log out, and Administrator report.

- Theses/Dissertations
- Batch upload XML
- Batch upload Excel
- Batch revise Excel
- Thesis/Dissertation details
- Preview Thesis/Dissertation
- Revise Thesis/Dissertation
- View revisions**
- Supplemental Content
- Register decision
- Post
- Withdraw Thesis/Dissertation
- History
- Administrator Notes
- Close ir\_etd
- Preview site
- Update site
- Go to site
- Log out
- Administrator report

# View Revisions Screen

- If the student loads a Word document then that file will be available for download.
- This screen allows you to see all revisions and comments made by the student, Graduate office, or committee members.

### Download link behavior

Make full-text download available to users as:

☒ PDF ☐ Native ☐ No full-text: Metadata only

[Save](#) [Reset](#)

### Revision History

• Click the button to the left of a file to select that version as the one to be published, then click [Save Changes](#).

[Reset](#) [Save Changes](#)

User	Comment	Date	Native	PDF	Previous Versions
Lauren Geiger	Revision	Fri Jul 29 11:18:00 2016			
Deborah L White	added committee members	Fri Jul 29 11:06:00 2016			
Lauren Geiger	Initial Submission <small>Auto-converted to PDF: Wed Jul 27 06:38:22 2016</small>	Wed Jul 27 06:38:00 2016	MS Word 2007	PDF	

Editor selected version

NOTE: All times are in PT (Pacific Time)

# Supplemental Files

**Title:** Test

**Authors:** Lauren Geiger

**Last Event:** Revision uploaded (Fri Jul 29 2016)

**Waiting for Administrator:** Yes ▾ **Locked by Administrator:** No ▾

**Manuscript:** #1182 PDF

This thesis/dissertation is ready for a decision. Click 'View revisions' to verify that you have selected the latest revision of the file. Then click the 'Register decision' command to register your decision and notify the author, or skip that step and simply click 'Post' to queue the thesis/dissertation to be posted.

**Upload a new file:** Choose File No file chosen

Filename	Description	Upload new version	Sort	Show
MAC 44 2 White.docx	TestSup	Choose File No file chosen	1	<input checked="" type="checkbox"/>
Test Thesis Review.pdf		Choose File No file chosen		<input type="checkbox"/>

Checked items will appear with the published thesis/dissertation.

Save

Supplemental files are additional files related to the thesis, such as copyrights statement, recital pieces, or other files.

To upload a file simply click “Upload a new file” and be sure to uncheck the “Show” box, so when the thesis is made available only the actual thesis and/or content the student wants available to the public.

# Register a Decision

Administrator Decision for "Test"

Select the decision ☐ Do not email the decision letter.

Based on your selection, a message to the authors appears below. Revise that message as necessary, then click "Register decision" to record your decision and notify the authors. 'ATTACHMENT\_LINK' will be replaced with a link to any uploaded attachments.

To: Lauren Geiger

☒ Cc: The Administrators

Attachment 1:  No file chosen

Subject:

Body:

Do not click 'Register decision' without selecting an action (above).

- +

Each reviewer will need to "Register a decision". Best practices is to select "Major revisions required for acceptance" so the students will see the reviews submitted by faculty.

Administrator Decision for "Test"

Select the decision ☐ Do not email the decision letter.

Select the decision

- Accept Thesis/Dissertation
- Accept Thesis/Dissertation with minor revisions
- Major revisions required for acceptance
- Reject Thesis/Dissertation

Attachment 1:  No file chosen

Subject:

# Final Approval

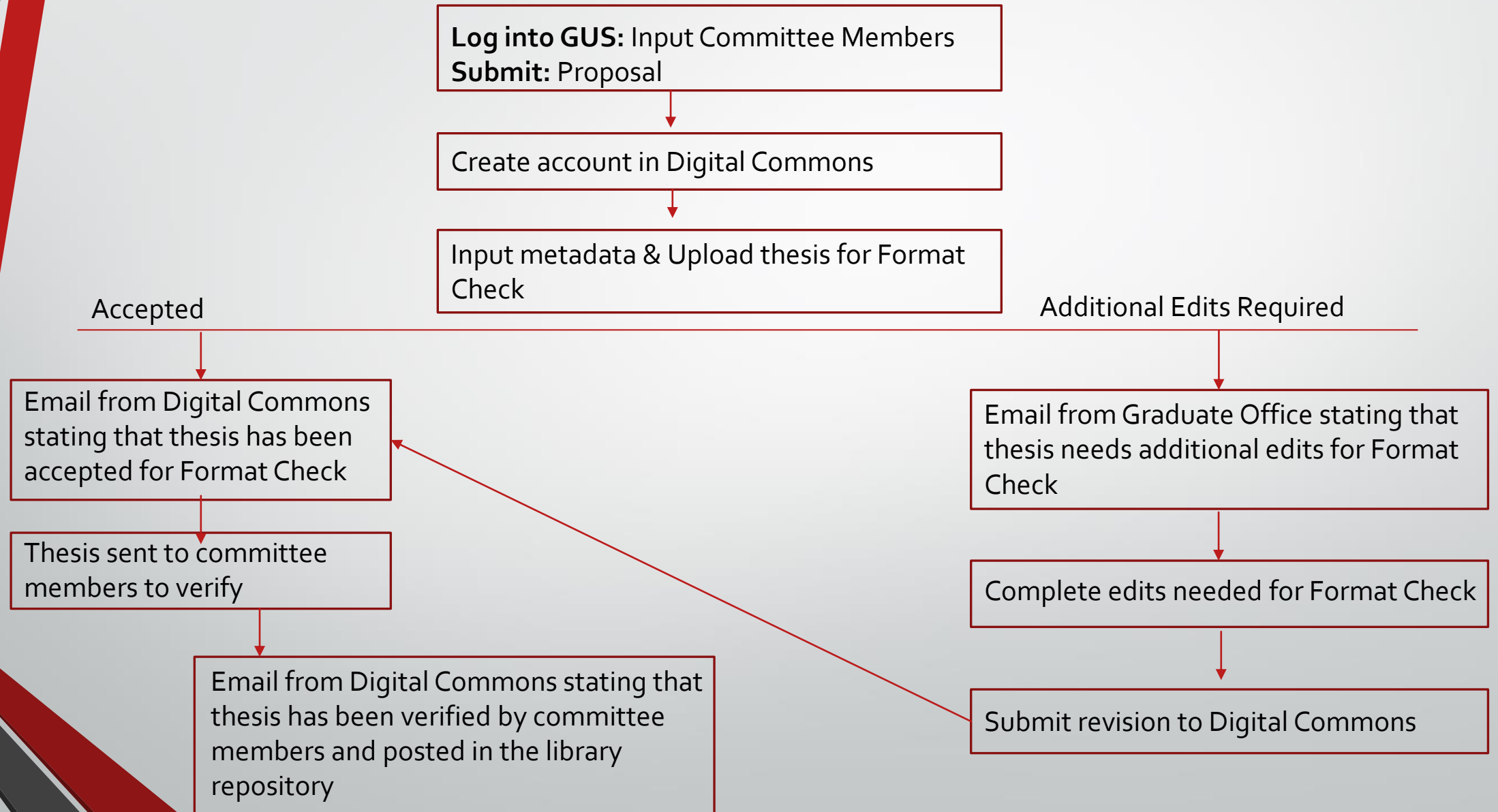
- Every committee member goes into the system and approves the thesis
- Office of Graduate and Continuing Studies forwards a list of all Theses that have been approved by all committee members to the library where it will be posted to the repository



# Advantages to the Process

- List all the committees faculty have served for Tenure & Promotion portfolio
- Thesis remarks and revisions are transparent to everyone

# Electronic Thesis Workflow





If you have any questions, please contact:

**Logan Thompson**

Digital Resources & Initiatives Manager

[lfthompson@pittstate.edu](mailto:lfthompson@pittstate.edu)

(620) 235-4889