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# Assisting Faculty/Students Navigate Digital Commons

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The background features a light purple-to-blue gradient. Scattered throughout are several realistic water droplets of various sizes, some with highlights and shadows. In the center, there is a faint, large, light-colored circular graphic that resembles a stylized sun or a lens flare.

# ASSISTING FACULTY / STUDENTS NAVIGATE DIGITAL COMMONS

DEBORAH L WHITE, MLIS, MA

DIGITAL RESOURCES & INITIATIVES MANAGER

PITTSBURG STATE UNIVERSITY

JUNE 4, 2019

## WDDD PART II

- TEACH FACULTY / STUDENTS HOW TO CREATE AN ACCOUNT IN DIGITAL COMMONS
- ASSIST FACULTY WITH LOADING CONTENT INTO DIGITAL COMMONS
- FIND OUT THEIR PURPOSE FOR DEPOSITING THEIR WORK
- TROUBLESHOOT LOADING ISSUES
- TROUBLESHOOT ACCOUNT ACCESS ISSUES

# TEACH FACULTY / STUDENTS HOW TO CREATE AN ACCOUNT IN DIGITAL COMMONS

- TUTORIALS ARE AVAILABLE IN DIGITAL COMMONS
- METADATA BEST PRACTICES
  - EMAIL (PITT STATE)
  - FIRST/LAST NAME (CAPITALIZE FIRST LETTER ONLY)
  - **INSTITUTIONAL AFFILIATION** → **“PITTSBURG STATE UNIVERSITY”**
  - PASSWORD (GUS PORTAL)

# ASSIST FACULTY WITH LOADING CONTENT INTO DIGITAL COMMONS

- DIGITAL COMMONS STRUCTURE

- BOOK GALLERY
- IMAGE GALLERY
- SERIES

- CONTENT

- OER
- RESEARCH / SCHOLARSHIP
- BOOKS
- LINKS



## 15th Kentucky Volunteer Cavalry Regiment, Company F, Records, 1862-1864

*Special Collections, Leonard H. Axe Library*

A collection of volunteer enlistments, payroll accounts, certificates of release, company descriptive book, company clothing book, quarterly return of clothing and camp garrison equipment for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters of 1863, ordnance and ordnance stores reports for the 3<sup>rd</sup> quarter of 1863 and the company muster roll for the 15<sup>th</sup> Kentucky Cavalry, Company F.



## Submissions from 2012

[Link](#) [Special Volume on Philosophical Methodology - Issue Introduction](#), James McBain

## Submissions from 2008

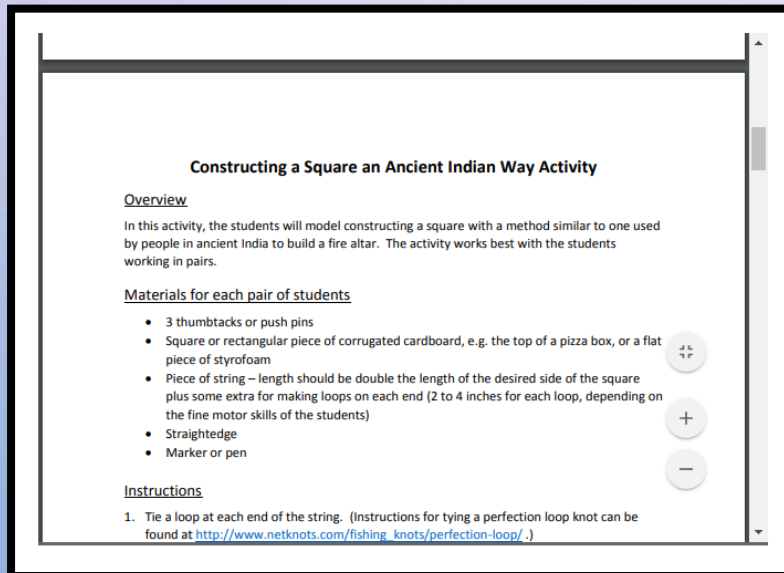
[PDF](#) [How Not to be an Atheist: A Neoclassical Response to the New Atheism](#), Donald W. Viney



# FIND OUT THEIR PURPOSE FOR DEPOSITING THEIR WORK

- OER

- NATIVE FILE DOWNLOAD → WORD DOC
- LINK TO PRESSBOOK → UPLOAD PDF TOO
- PDF VIEWER



**Constructing a Square an Ancient Indian Way Activity**

Overview

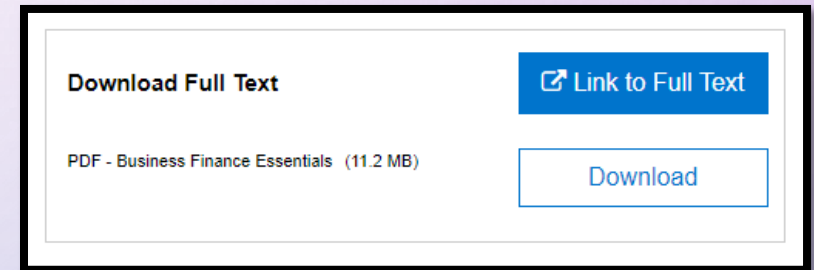
In this activity, the students will model constructing a square with a method similar to one used by people in ancient India to build a fire altar. The activity works best with the students working in pairs.

Materials for each pair of students

- 3 thumbtacks or push pins
- Square or rectangular piece of corrugated cardboard, e.g. the top of a pizza box, or a flat piece of styrofoam
- Piece of string – length should be double the length of the desired side of the square plus some extra for making loops on each end (2 to 4 inches for each loop, depending on the fine motor skills of the students)
- Straightedge
- Marker or pen

Instructions

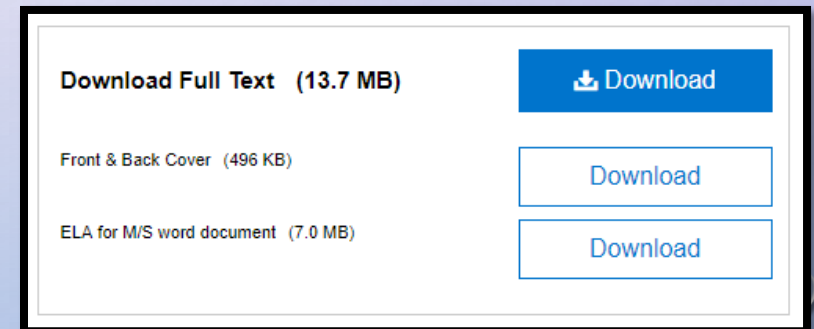
1. Tie a loop at each end of the string. (Instructions for tying a perfection loop knot can be found at [http://www.netknots.com/fishing\\_knots/perfection-loop/](http://www.netknots.com/fishing_knots/perfection-loop/).)



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ELA for M/S word document (7.0 MB)

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# FIND OUT THEIR PURPOSE FOR DEPOSITING THEIR WORK

- RESEARCH / SCHOLARSHIP
  - LINK TO OPEN ACCESS SITE
  - PDF

## Decision Making: Uncertainty

[Link to Full Text](#)

[James McBain, Pittsburg State University](#) [Follow](#)

**Document Type**  
Article

**Publication Title**  
Encyclopedia of Public Administration and Public Policy, Third Edition

**Publication Date**  
2-24-2016

**Recommended Citation**  
McBain, James, "Decision Making: Uncertainty" (2016). *Faculty Submissions*. 25.  
[https://digitalcommons.pittstate.edu/phil\\_faculty/25](https://digitalcommons.pittstate.edu/phil_faculty/25)

**PLUMX METRICS**

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## A Slice of Immortality: Remembering Charles Hartshorne

[Download](#)

[Donald W. Viney, Pittsburg State University](#) [Follow](#)

**Document Type**  
Article

**Publication Date**  
9-29-2016

**Abstract**  
"A Slice of Immortality: Remembering Charles Hartshorne" is an illustrated record of the

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**PLUMX METRICS**

**INCLUDED IN**  
[Philosophy Commons](#)

# TROUBLESHOOT LOADING ISSUES

- COMMON ERRORS
  - UP LOADED TO WRONG COLLECTION
  - DOUBLE CHECK THEY ARE IN THE FACULTY SUBMISSION FOR THEIR DEPARTMENT
  - DID THEY FORGET TO ATTACH THE FILE?
  - WHAT TYPE OF FILE DID THEY TRY TO LOAD?
  - ARE THEY LOGGED IN PROPERLY ?
- THEY CAN ALWAYS REVISE THEIR SUBMISSION THEMSELVES UNTIL THE ITEM HAS BEEN POSTED BY THE ADMINISTRATOR AFTER THAT THEY HAVE TO SEND THE NEW FILE TO THE ADMINISTRATOR TO REVISE

**Author Corner**

[Author FAQ](#)

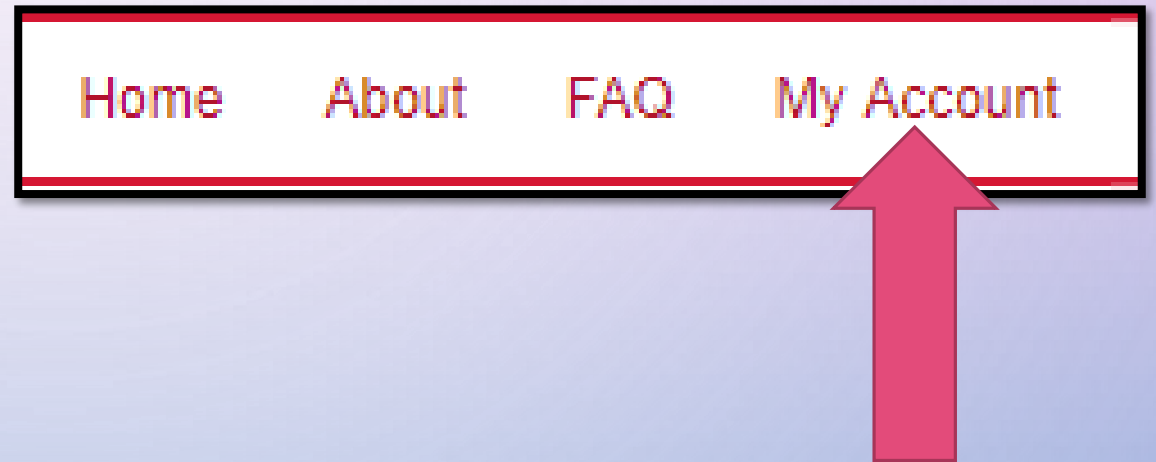
[Submission Guidelines](#)

[Submit Research](#)



# TROUBLESHOOT ACCOUNT ACCESS ISSUES

- PASSWORDS
  - FORGETTING PASSWORDS
  - CHANGING PASSWORDS
- CHANGED PASSWORDS
  - LOG INTO EMAIL AND CLICK ON THE LINK
  - **DO NOT GO TO THE PREVIOUS TAB**
    - **COOKIES**
  - CLICK ON **“MY ACCOUNT”**
  - RE-ENTER INFORMATION



# TROUBLESHOOT ACCOUNT ACCESS ISSUES

- E-MAIL
  - WHICH E-MAIL DID THEY CREATE THEIR ACCOUNT?
  - IS THAT THE E-MAIL THEY ARE USING TO LOG IN NOW?
  - TRY BOTH E-MAIL'S
- SOME FACULTY HAVE 2 E-MAIL'S ON CAMPUS AND ZIMBRA AUTOMATICALLY FORWARDS THEM TO ONE ACCOUNT
- DIGITAL COMMONS IS SPECIFIC TO A SINGLE E-MAIL
- THE ADMINISTRATOR CAN LOOK UP THEIR EMAIL IN THE AUTHOR MERGE TOOL TO SEE WHICH EMAIL THEY ARE USING

### Author Search

  
 **Corporate Author** *Search by author last name or corporate author.*

Authors								
Primary Author	Merge	First Name	Middle Name	Last Name	Institution	Corporate Author	Email	Submission
<input type="radio"/>		Donald	W.	Viney	Pittsburg State University		dviney@pittstate.edu	<a href="#">See all submissions</a>
<input type="radio"/>	<input type="checkbox"/>	Kenneth	D.	Vineyard	Kansas State College of Pittsburg			<a href="#">The Effects of Listening Training on Achievement</a>

# CONCLUSIONS

- DIRECT HELP? – MAYBE NOT
- WALK THEM THROUGH SOME STUFF? – POSSIBLY
- THEY ARE ALWAYS WELCOME TO DIRECTLY CALL BEPRESS

REBECCA KARBERG

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