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Reviewing a Thesis in Digital Commons@PSU

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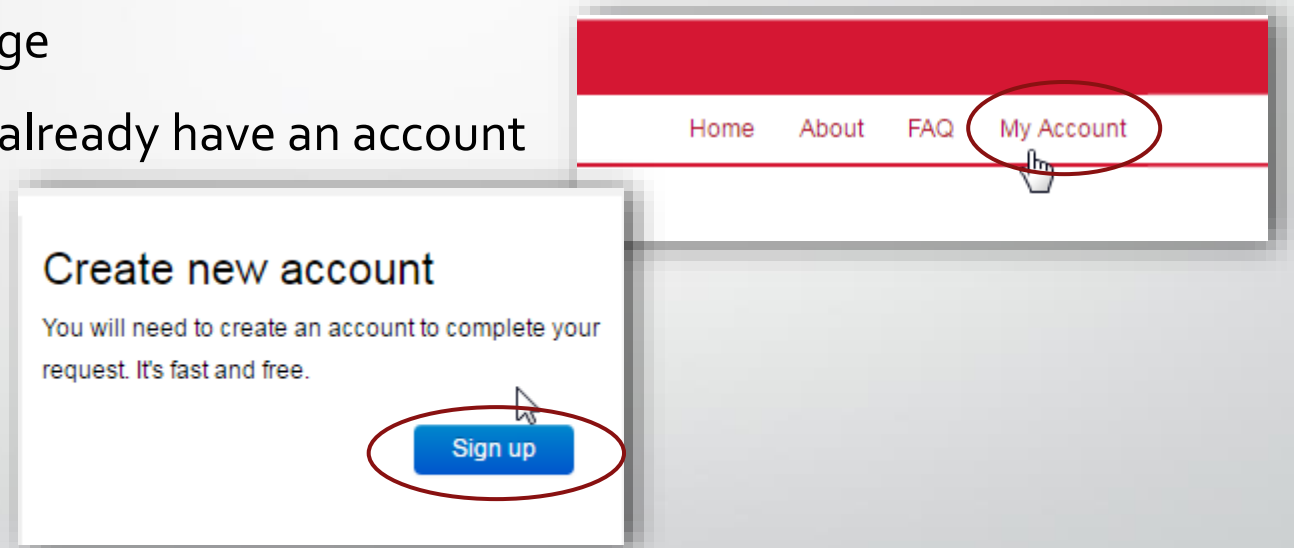
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Reviewing a Thesis in Digital Commons@Pitt State

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.

Password*

Re-enter Password*

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"

Pittsburg State University Library Services Digital Commons

Home About FAQ My Account

My Account [Log Out](#)

DURGA PRA SAD KOLLI <KDPRASAD2393@GMAIL.COM> [ACCOUNT SETTINGS](#)

[Edit Profile](#) Change password, affiliation, or contact information

[Research Alerts](#) Change e-mail notifications and manage e-mail preferences

DASHBOARD TOOLS

[Digital Commons Dashboard](#) [New usage reports!](#) View activity and download usage reports

ELECTRONIC THESIS COLLECTION [ADMINISTRATOR TOOLS](#)

[Manage Theses/dissertations](#) Access tools to manage submissions and editorial function

[Upload](#) Upload new theses/dissertations

[Configuration](#) Add/remove editor privileges and other system setting changes

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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”

Manage Theses/Dissertations | Upload Thesis/Dissertation | Dashboard | Configuration | Mailing Lists | My Account

Theses/Dissertations

Batch upload XML

Batch upload Excel

Batch revise Excel

Close ir_etd

Preview site

Update site

Go to site

Preferences

Log out

Administrator report

Show these theses/dissertations:

State: Not yet posted | show all theses/dissertations

Last Name: is

Search

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

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Manage Thesis Screen

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

The screenshot shows the 'Manage Theses/Dissertations' interface. The top navigation bar includes 'Manage Theses/Dissertations', 'Upload Thesis/Dissertation', 'Dashboard', 'Configuration', 'Mailing Lists', and 'My Account'. The left sidebar contains a menu with the following items: 'Theses/Dissertations', 'Batch upload XML', 'Batch upload Excel', 'Batch revise Excel', 'Thesis/Dissertation details', 'Preview Thesis/Dissertation', 'Revise Thesis/Dissertation' (highlighted with a red box), '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', and 'Administrator report'. The main content area displays the following information:

Title: Test
Authors: Lauren Geiger
Last Event: Revision uploaded (Fri Jul 29 2016)
Waiting for Administrator: Yes No **Locked by Administrator:** Yes 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 and notify the author, or skip that step and simply click 'Post' to queue the thesis/dissertation to be posted.

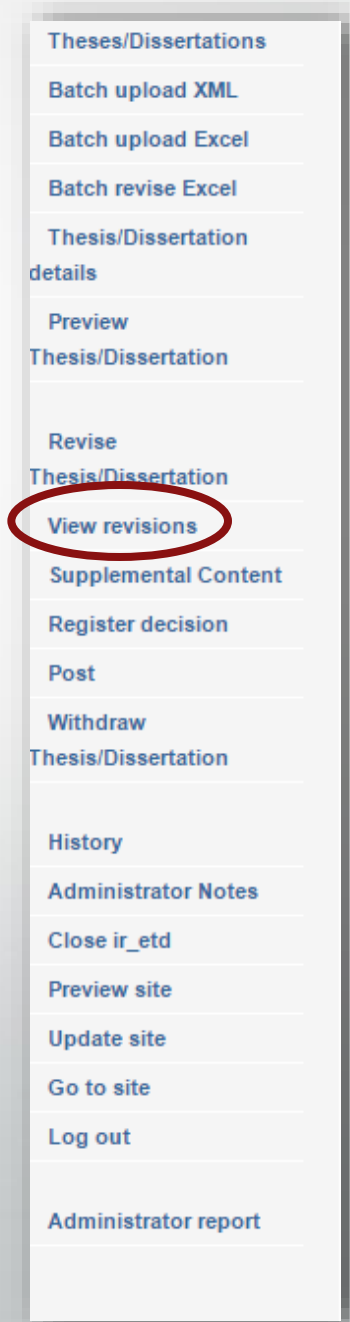
Download: PDF (title page added) (07/27/2016), 353 KB MAC_Article_rev.docx (21 KB)
read PDF modified for publication (force regeneration)

Submission Metadata

Metadata Field	Value
Title	Test
Author	Lauren Geiger, <i>Pittsburg State University</i>
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.



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.

The screenshot displays the 'View Revisions Screen' interface. It features two main sections: 'Download link behavior' and 'Revision History'.

Download link behavior: This section allows users to control how full-text downloads are available. It includes three radio button options: 'PDF' (selected), 'Native', and 'No full-text: Metadata only'. 'Save' and 'Reset' buttons are located to the right of the options.

Revision History: This section provides a list of document revisions. A note above the table states: 'Click the button to the left of a file to select that version as the one to be published, then click Save Changes.' 'Reset' and 'Save Changes' buttons are positioned to the right of the table.

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 <i>Auto-converted to PDF: Wed Jul 27 06:38:22 2016</i>	Wed Jul 27 06:38:00 2016	<input checked="" type="radio"/> MS Word 2007	<input checked="" type="radio"/> PDF	

At the bottom left, there is a legend: Editor selected version. At the bottom right, a note states: '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

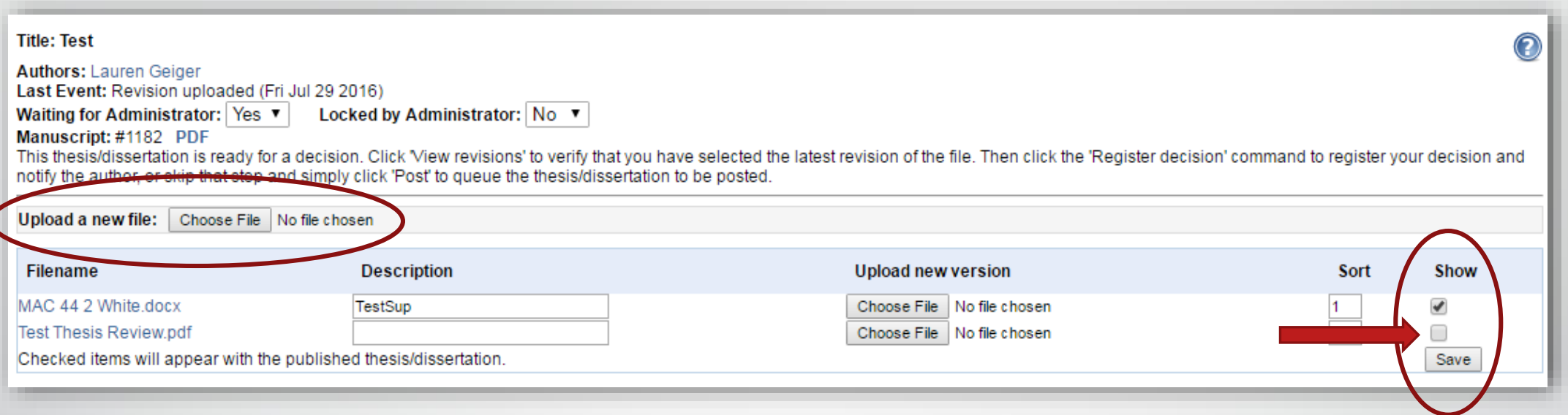
This thesis/dissertation is ready for a decision. Click 'View revisions' to verify that you have selected the latest revision of the file. Then click the 'Register decision' command to register your decision and notify the author, or skip that step and simply click 'Post' to queue the thesis/dissertation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

Cc: The Administrators

Attachment 1: No file chosen - +

Subject:

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

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:

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.

Final Approval

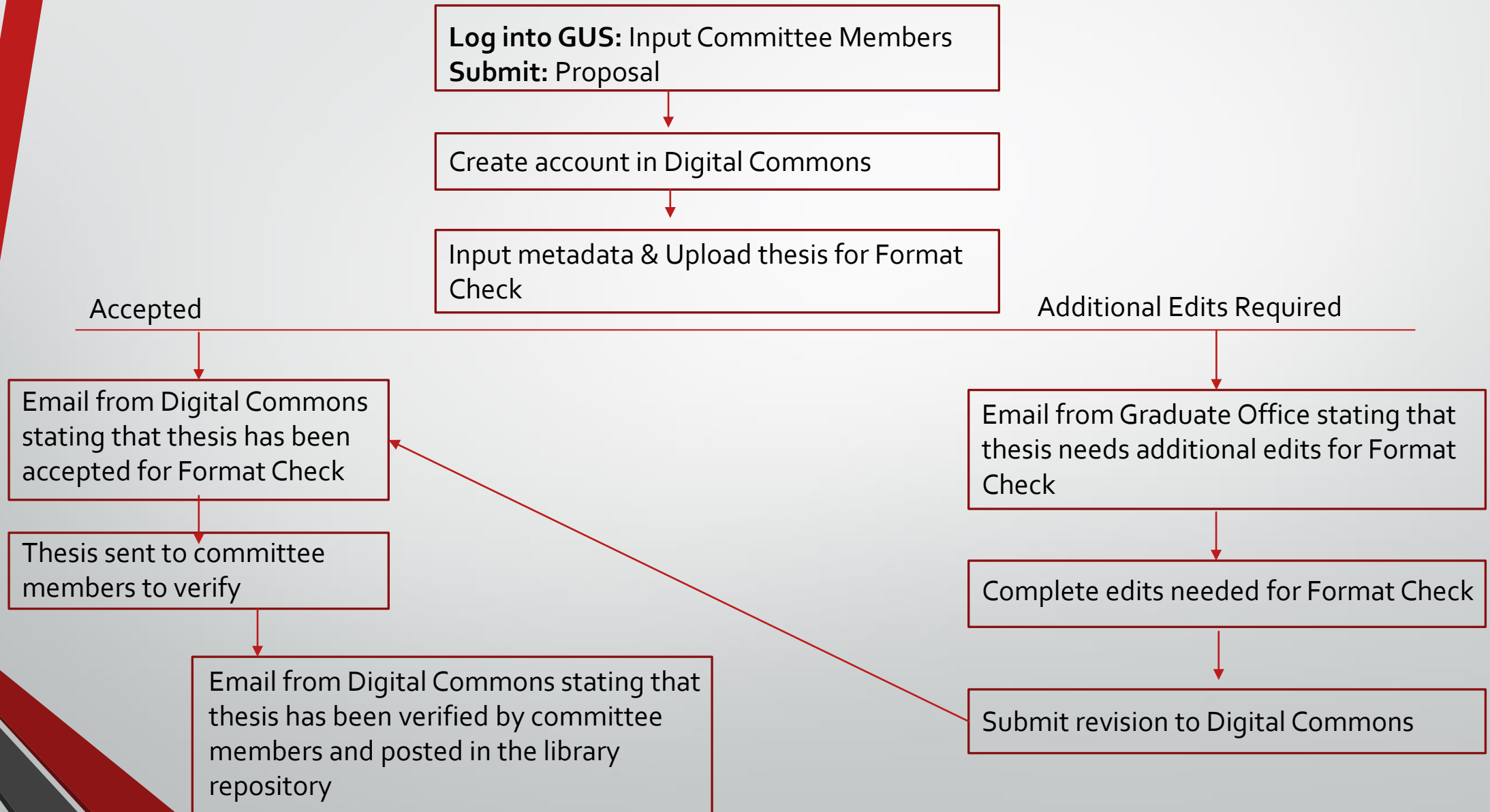
- Every committee member goes into the system and approves the thesis
- Office of Graduate and Continuing Studies forwards a list of all Theses that have been approved by all committee members to the library where it will be posted to the repository



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:

Deborah L. White

Digital Resources & Initiatives Manager

Email: dlwhite@pittstate.edu

Phone: 620-235-4889