



Video Transcript: Manage Submissions in an ETD Series

Video Duration: 9 minutes, 37 seconds

Hello and welcome. The title of this video is “Manage Submissions in an ETD Series.” This video will provide an overview of the Manage Submissions screen in Digital Commons.

Let’s say that we are a representative of the graduate school or the administrator of the Digital Commons repository, and we have just received an email letting us know that a new submission has been made to the ETD series. To access our Administrator Tools, we start by going to My Account.

And here we log in with our information.

This will take us to our My Account page. Here we have access to our Administrator Tools, which includes the Manage Theses/Dissertations option.

To manage submissions in the ETD series we click that link, which takes us to the default screen, which shows us the submissions in the ETD Series that have not yet been published and are either assigned to us specifically or are not assigned to any administrator at all. We can change what shows up on this page simply by changing the “State” or who those submissions are assigned to. We can also do a search using these drop-down menus and the search function. To look at the submission that just arrived, we click on its title.

This takes us to the Submission Details page. Here we can look at the document by clicking on the “PDF” link.

Once we have finished looking over this particular thesis or dissertation, we can then continue by looking at the metadata that the author provided. We can download the original file that was submitted. We can also make changes to it by going to “Revise Thesis/Dissertation.” That is, if we want to make those changes ourselves as the administrators, without relying on the authors to make those changes for us. Usually this is the case if we want to make some small changes that may not need the author’s involvement. Just like when the author revises the submission, here we can change anything that we want to change and leave everything the same that we want to leave the same. For instance, let’s say that we want to make a change to the “Full Text of Submission,” you would download the thesis, make the changes to it, and then upload it again.

Now even though we have just uploaded a new version of the full-text, we can view all past versions of both the native file and the PDF by clicking “View Revisions” in the sidebar. As you can see, the latest revision which we have just submitted is here. You can download and view all past versions by clicking on the links here. If we ever want to hide a version of a thesis from a reviewer, we can do so by checking the “Hide” boxes here.

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We also have the option of going to the “History” of this particular document, where we may view a list outlining the changes made to the record, when, and by whom. It will show us all the steps that have been taken for this thesis. In this case, you can see that there have been revisions made by the administrator. Any decisions that have been registered by the administrator or the reviews that have been requested and received from advisors will also be noted on the History page.

The sidebar here also gives us the option to assign this particular submission to an administrator, so if we know that there will be a particular administrator from the grad school, the library, or another department who will be taking this submission through the administrative process, we can assign it to that administrator. If we do so, we have the option of including a note for that administrator. Administrator notes will only ever be shown to other administrators.

And the most recent Administrator Note will be shown on the Submission Details page. There it is. If you would like to leave another administrator note, you can do so by using the “Administrator Notes” section in the sidebar, which will show all past Administrator Notes and allow you add new ones.

Let’s also look at the Supplemental Content area. If the student has uploaded additional files for their submission, we can view a list of these files here. We can click on the filename to download the item. We can also add a short description of the file here. The Supplemental Content feature is often used by graduate schools to store signed and scanned permission forms from the student. If you would not like supplemental files to be viewable by the public once published, feel free to deselect the box below the “Show” column for the file, and click “Save.” This will preclude the file from public view.

Now to return to the Manage Theses/Dissertations page, we can finally click on My Theses/Dissertations in the sidebar or Manage Theses/Dissertations, the tab at the top.

To take another moment to look at the display on this page, we notice that we have a manuscript ID for all the submissions in our ETD Series. Sometimes it happens that an author may submit the same thesis twice accidentally. In that case we would have two articles with the same authors and the same title. However, the manuscript ID, because it always starts at 1000 and counts up from there, would be unique for those submissions. Also, even though conceivably the title and the author might change during the lifecycle of the article on Digital Commons, the ID always remains consistent, and thus it becomes a good way to refer back to that article.

We can see the name of the first author on the article, again we can see all of the thesis information by clicking on the Title to return to the Submission Details page. We can see the title. We can see the Last Event and the date that that happened. Here we also see whether the submission is Waiting for an Administrator. The red dot in this case means that the submission is waiting for an administrator to take some sort of action on it, such as requesting a review or registering a decision. When the submission is not Waiting for an Administrator, that might mean that we’re waiting for some sort of action to be taken by the authors or the advisors.

We can see the type of this particular submission is a thesis, the same as what was chosen during the submission process. We can see that the submission has been Locked by an Administrator. I’ll say more about that in just a few moments. We can assign this particular thesis to an Administrator, and we can see when the Initial Decision date is due. In this case, the Initial Decision date is just meant to be a guideline for the administrators to realize how long this has been in the system and to have some sort of a guideline for how long they have to make some sort of decision on it.

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If we would like to change the status of either Waiting for Administrator or Locked by Administrator, we can return to the submission's title [clicks on title to view Submission Details page]. And here we have two drop-down menus. We can either change Waiting for Administrator from Yes to No or from No to Yes, keeping in mind that it is just meant to be an aid to administrators to let them know if some action is required from them, and has no actual bearing on the publication process. It will never prevent a thesis or dissertation from being published. The Locked by Administrator setting can be changed here as well, keeping in mind that when a submission is locked by an administrator, then an author cannot revise it until the administrator goes back in and unlocks it.

The Manage Theses/Dissertations page can be edited so that different columns appear. If some of these columns are not helpful to you, you can remove them by going to the Preferences page and changing which columns appear or adding new ones.

We can also access the Reviewer List, which is the list of all advisors who have been entered into our ETD Series to review theses or dissertations. We can see who is in here by clicking on "Show All." We can also see the advisors by the first letter of their last name. We can receive a Reviewer Report, which will provide more detailed information about the advisors who have reviewed ETDs, by clicking on Reviewer Report here in the sidebar, which will generate an Excel file for us.

We also have the option of creating an Administrator Report, which will provide information on the articles in the system. To change which information is provided for the theses, we can change the checkboxes that are checked, and similarly we can change which articles should be included in that report by changing this drop-down menu. When we have it set up the way that we want it to, we click on the "Report" button here, and then an Excel file will be generated for us.

This covers the Manage Theses/Dissertations tool and processes for ETD series in Digital Commons. For more information on registering decisions and the review process, as well as publishing documents to your ETD Series, please see our other ETD video tutorials. If you have any questions, please contact Consulting Services. [Contact information shown on screen: dc-support@bepress.com, 510-665-1200 option 2.]