



Video Transcript:

Registering Decisions in an ETD Series

Video Duration: 5 minutes, 49 seconds

Hello and welcome. The title of this video is “Registering Decisions in an ETD Series.”

This video will cover the process for how to register an administrative decision in an ETD series on Digital Commons.

Registering a decision is the administrator’s primary way of communicating with authors and letting the author know where their thesis or dissertation is in the publication process, and also, of course, requesting different actions from the authors.

Before we begin, it’s worth noting that ETD series may be used for all sorts of capstone projects, both graduate and undergraduate.

For the sake of brevity, we’ll be just using the terms “thesis or dissertation”, but rest assured the advisor process is also available for senior theses, capstone projects, and other culminating deliverables for which you may need to issue decision letters. For more information on integrating your capstone projects into Digital Commons, please contact Consulting Services.

So, to begin, we go to our My Account page and log in with our administrator information.

To view the theses and dissertations currently in the system, we click on Manage Theses/Dissertations in our ETD Series Administrator Tools.

And from here we can click on the title of the thesis or dissertation that we would like to register a decision on.

On the details page for this thesis or dissertation, we click on Register Decision in the sidebar, which takes us to the screen where we will then register our decision. At this point, we have a number of options available to us.

The system has four decisions built into it, and these decisions are to Accept the Thesis or Dissertation, to Accept the Thesis or Dissertation with Minor Revisions, to request Major Revisions which are required for acceptance, or to Reject the Thesis or Dissertation from the system.

Starting at the bottom, if we Reject the thesis or dissertation, what this means is that we would not like this thesis or dissertation to ever be published to the ETD series in any form.

Once a thesis or dissertation is rejected, the authors cannot make any further changes to that document. For instance, they cannot revise it and resubmit.

If the decision is made, for whatever reason, to then allow the authors to continue with that thesis or dissertation, they'll have to start over from scratch with a new submission.

So once a thesis or dissertation is rejected, that is final. And for that reason, if you select that decision, this pop up window appears asking you to confirm that decision. In this case, I'll hit cancel to not do this.

We next have the option of asking for major revisions.

In many ways, it is helpful to think of this as the default decision that is made because it means that we would like changes to be made to this thesis or dissertation, which is usually the case.

When you ask for Major Revisions, it is not any sort of commitment to either publish or not publish this particular thesis or dissertation in its current form. Both options remain available to you after this decision has been made.

When you select a decision from the drop-down menu, the default email will be populated here with the text for the ETD series.

If you would like to make changes, for instance if you'd like to use this section that's specifically inserted to allow you to ask for changes, you can make those changes for this particular document here.

You can include links to registrar forms, links to graduation completion sites for the student author's information, and other resources relating to the final steps a student author must take to complete their thesis or dissertation defense.

Keep in mind that the changes that you make here will only affect this one particular email being sent for this one particular thesis or dissertation.

If you would like to change the default text for your ETD series emails, you can do so by contacting Consulting Services.

Now one of the important reasons to treat the Major Revisions email and decision as the default decision is because it allows you to continue the review process, so once you have received some reviews from those advisors you can ask for revisions from the author.

However, it gives you the option of, once you have received those revisions, asking for further reviews so that the advisors can check those revisions to make sure all their concerns were met.

If you ever Accept a thesis or dissertation or Accept a Thesis or dissertation with Minor Revisions, what those decisions mean is that this particular thesis or dissertation is ready to be published close to its current form to your ETD series, and that you will not be requesting additional advisor feedback.

After you Accept a thesis or dissertation, you are not allowed to add additional advisors, and the PDF is then hidden from advisors on the Reviewers screen.

For this reason, we recommend that you only Accept the thesis or dissertation once you are sure that you want no additional advisor feedback for this particular thesis or dissertation.

Video Transcript: ETD Registering Decisions

When you register a decision, you have the option of not emailing the decision letter. This is often used when you wish to reject the thesis or dissertation and you already have contacted the author outside of the system, and you don't want to send another email letting the author know that their thesis or dissertation has been rejected.

You have the option of choosing who receives a copy of this letter. You can send a copy to the Administrators, which is checked by default, and you can also send a copy to the Advisors, here called Reviewers.

Once you register a decision and any minor revisions to the thesis or dissertation are complete, you may post the thesis or dissertation to the ETD series.

This covers the decision registering portion of the process.

If you have any questions, please contact Consulting Services.

[Contact information on screen: dc-support@bepress.com, 510-665-1200, option 2.]