

## Creating a Collection

What will this document help you do?

1. Establish a new Collection within a Community within IUPUI ScholarWorks.

What you will need to create a Sub-Community or Collection in IUPUI ScholarWorks:

1. A computer with internet access.
2. Access to an IUPUI ScholarWorks administrative account. Contact [digschol@iupui.edu](mailto:digschol@iupui.edu) if you have questions regarding this administrative account.

### STEP 1a OPTION IU LOGIN

Go to the IUPUI ScholarWorks homepage at: <https://scholarworks.iupui.edu/>

Click on [Login](#)

**INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS**

# ScholarWorks

Search articles, posters, and other scholar wor

- What is ScholarWorks?
- Upload Your Work
- Get Help
- Statistics

### What is ScholarWorks?

ScholarWorks shares over 8,000 articles, posters, reports, theses, educational materials and historical documents submitted by members of the campus community.

Use ScholarWorks to find readers for your work, get cited, and share knowledge. [Learn more](#) about this service.

### Communities in IUPUI ScholarWorks Repository

Select a community to browse its collections.

- [Center for Research and Learning](#)
- [Center for Service and Learning](#)
- [Center for Translating Research Into Practice \(TRIP\)](#)

**My Account**

- [Login](#)
- [Register](#)

**Discover**

Click on [IU login \(CAS\)](#)



# ScholarWorks

Search articles, posters, and other scholar wor

[IUPUIScholarWorks Repository](#) → [Choose Login](#)

## Choose a Login Method

Log in via:

- [IU login \(CAS\)](#)
- [Non-IU affiliate login](#)

### My Account

- [Login](#)
- [Register](#)

### Statistics

- [Most Popular Items](#)
- [Statistics by Country](#)
- [Most Popular Authors](#)

You will be taken to the Central Authentication Service (CAS). Type in the same IU username and passphrase that allows access to One.IU and hit **Login**.

## Central Authentication Service

Username

Passphrase

**LOGIN**

[About the new look of CAS](#)

[Trouble logging in?](#)

## STEP 1b OPTION NON-IU AFFILIATE LOGIN

Go to the IUPUI ScholarWorks homepage at: <https://scholarworks.iupui.edu/>

Click on [Login](#)

**Ψ** INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

# ScholarWorks

Search articles, posters, and other scholar wor

**What is ScholarWorks?**

Upload Your Work

Get Help

Statistics

**What is ScholarWorks?**

ScholarWorks shares over 8,000 articles, posters, reports, theses, educational materials and historical documents submitted by members of the campus community.

Use ScholarWorks to find readers for your work, get cited, and share knowledge. [Learn more](#) about this service.

**Communities in IUPUI ScholarWorks Repository**

Select a community to browse its collections.

- [Center for Research and Learning](#)
- [Center for Service and Learning](#)
- [Center for Translating Research Into Practice \(TRIP\)](#)

**My Account**

[Login](#)

[Register](#)

**Discover**

Click on [Non-IU affiliate login](#)

**Ψ** INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

# ScholarWorks

Search articles, posters, and other scholar wor

IUPUIScholarWorks Repository → Choose Login

**Choose a Login Method**

Log in via:

- [IU login \(CAS\)](#)
- [Non-IU affiliate login](#)

**My Account**

[Login](#)

[Register](#)

**Statistics**

[Most Popular Items](#)

[Statistics by Country](#)

[Most Popular Authors](#)

Use the IUPUI ScholarWorks account credentials to login.

Click [Sign in](#)

**INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS**

# ScholarWorks

IUPUIScholarWorks Repository → Sign in

## Sign in to IUPUIScholarWorks Repository

**E-Mail Address:**

**Password:**  
 [Forgot your password?](#)

[Sign in](#)

**Register new user**  
Register an account to subscribe to collections for email updates, and submit new items to IUPUIScholarWorks Repository.  
[Click here to register.](#)

**My Account**  
[Login](#)  
[Register](#)

**Statistics**  
[Most Popular Items](#)  
[Statistics by Country](#)  
[Most Popular Authors](#)

## STEP 2

You should see the page below. Click on the name of the community to which you have received administrative rights. Scroll down if necessary.

The screenshot shows the ScholarWorks website for Indiana University-Purdue University Indianapolis. At the top, there is a dark red header with the IU logo and the text "INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS". Below the header, the word "ScholarWorks" is prominently displayed in a large, dark red font. To the right of the title is a search bar with the placeholder text "Search articles, posters, and other scholar works." and a magnifying glass icon.

On the left side, there is a vertical navigation menu with four items: "What is ScholarWorks?" (with an information icon), "Upload Your Work" (with an upload icon), "Get Help" (with a question mark icon), and "Statistics" (with a line graph icon). The "Upload Your Work" item is highlighted with a dark orange background.

The main content area features a "What is ScholarWorks?" section. It includes a sub-header, a paragraph stating "ScholarWorks shares over 8,000 articles, posters, reports, theses, educational materials and historical documents submitted by members of the campus community.", and another paragraph stating "Use ScholarWorks to find readers for your work, get cited, and share knowledge. [Learn more](#) about this service." To the right of this text is a large orange circular icon containing a white lowercase letter 'i'.

Below the main content area, there is a dark orange button labeled "Upload Your Work" followed by the text "- and share it with a world of readers." To the right of this is a "My Account" section with links for "Logout", "Profile", and "Submissions".

At the bottom, there is a section titled "Communities in IUPUI ScholarWorks Repository". It includes the instruction "Select a community to browse its collections." followed by a list of five community names, each with a blue underlined link: "Center for Research and Learning", "Center for Service and Learning", "Center for Translating Research into Practice (TRIP)", "Division of Undergraduate Education", and "Herron School of Art and Design". A large red arrow with a white outline points from the right towards this list.

On the far right, there is a "Discover" section with the heading "Author" and a list of author names with their respective article counts in parentheses: "Indiana Libraries (111)", "MESH Coalition (107)", "Geography Educators' Network of Indiana (106)", "Lamb, Annette (76)", "Dumraut, Summer (75)", and "Allen, Matthew R. (71)".

**STEP 3** You will see a page similar to the following.

To create a Collection, click [Create Collection](#) .

The screenshot displays the ScholarWorks website for the Test IUPUI Community. At the top, there is a dark red header with the IU logo and the text 'INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS'. Below the header, the 'ScholarWorks' logo is prominently displayed on the left, and a search bar on the right contains the text 'Search articles, posters, and other scholar wor' with a magnifying glass icon.


A breadcrumb trail below the header reads: 'IUPUIScholarWorks Repository → University Library → Test IUPUI Community'. The main heading is 'Test IUPUI Community'. On the left side, there is a 'Browse by' section with a list of links: 'By Issue Date', 'Authors', 'Titles', 'Subjects', and 'By Submit Date'. Below this is a search box with the text 'Search within this community and its collections:' and a 'Go' button.

On the right side, there are three vertical panels. The first is 'My Account' with links for 'Logout', 'Profile', and 'Submissions'. The second is 'Context' with links for 'Edit Community', 'Export Community', 'Export Metadata', 'Create Collection' (circled in red), and 'Create Sub-community'. The third is 'Statistics' with links for 'Most Popular Items', 'Statistics by Country', and 'Most Popular Authors'.

At the bottom left, there is a 'News' section with the text 'Test IUPUI Community'. Below that is a 'Sub-communities within this community' section with a link to 'Test Subcommunity'. Finally, there is a 'Collections in this community' section with a list of links: 'Indiana General Attorney Collection' (with a sub-note 'Collection made available by Cheryl Niemeier'), 'Proquest ETDs', 'Test Collection' (with a sub-note 'For testing various stuff.'), and 'Test Collection 2'.

## STEP 4

You will now be asked to provide information about the Collection. Fill in as much information as you deem necessary for the users of your collection (e.g., mission statement, contact information, etc.). Then click on [Create](#)

 INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

# ScholarWorks

IUPUIScholarWorks Repository → Create Collection

## Enter Metadata for a New Collection of Test IUPUI Community

**Name:**

**Short Description:**

**Introductory text (HTML):**

**Copyright text (HTML):**

**News (HTML):**

**License:**

**Provenance:**

**Upload new logo:**

 No file selected.

**My Account**

- [Logout](#)
- [Profile](#)
- [Submissions](#)

**Statistics**

- [Most Popular Items](#)
- [Statistics by Country](#)
- [Most Popular Authors](#)

## STEP 5

After pressing the Create button, you should see the following screen. You will be able to assign workflow roles. Beside each role is an explanation for that function.

The screenshot shows the ScholarWorks interface for editing a collection. The header includes the IU logo and 'INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS'. The main title is 'ScholarWorks' with a search bar. The breadcrumb trail is 'IUPUI ScholarWorks Repository → Collections → Roles'. The page title is 'Edit Collection: Test Collection 2'. There are tabs for 'Edit Metadata', 'Assign Roles', 'Content Source', and 'Curate'. The 'Assign Roles' tab is active, showing a table of roles and their descriptions. Each role has a 'Create...' button. On the right, there are sections for 'My Account' (Logout, Profile, Submissions) and 'Statistics' (Most Popular Items, Statistics by Country, Most Popular Authors). A 'Return' button is at the bottom left.

Role	Associated group	Action
Administrators	none Collection administrators decide who can submit items to the collection, edit item metadata (after submission), and add (mag) existing items from other collections to this collection (subject to authorization for that collection).	<a href="#">Create...</a>
Submitters	none The E-People and Groups that have permission to submit new items to this collection.	<a href="#">Create...</a>
Default read access	Default read for incoming items and bitstreams is currently set to Anonymous. E-People and Groups that can read new items submitted to this collection. Changes to this role are not retroactive. Existing items in the system will still be viewable by those who had read access at the time of their addition.	<a href="#">Restrict...</a> (system administrators only)
Accept/Reject Step	none The people responsible for this step are able to accept or reject incoming submissions. However, they are not able to edit the submission's metadata.	<a href="#">Create...</a>
Accept/Reject/Edit Metadata Step	none The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them.	<a href="#">Create...</a>
Edit Metadata Step	none The people responsible for this step are able to edit the metadata of incoming submissions, but will not be able to reject them.	<a href="#">Create...</a>

[Edit authorization policies directly.](#)

[Return](#)

Click on [Create...](#) to add members to that role. Members may be added individually or in groups (if a group has been created).





# ScholarWorks

[IUPUIScholarWorks Repository](#) --> [Manage Groups](#) --> [Edit group](#)

## Group Editor: COLLECTION\_520\_SUBMIT (id: 1024)

This group is associated with collection: [Test Collection 2](#)

Change group name:

Show group in the Workflow Analysis

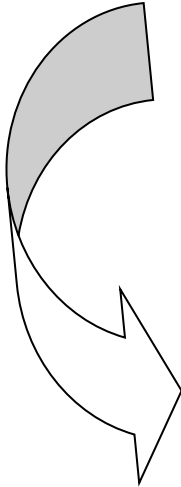
Search members to add:  [E-People...](#) [Groups...](#)

### Members

ID	Name	Email
----	------	-------

This group has no members.

[Save](#) [Cancel](#)



- Search for the person you would like to add

Search members to add:  [E-People...](#) [Groups...](#)

- Once the appropriate person is found, click the Add button next to their entry

ID	Name	Email	
165	<a href="#">Jere Odell</a>	<a href="mailto:jdodell@iupui.edu">jdodell@iupui.edu</a>	<a href="#">Add</a>

- The status will read **[pending]** next to the person's name.
- Click the **Save** button at the bottom of the screen to save the new addition.
- When you have completed all of your required steps, click on the **Return** button and your workflow process will be established.