

Creating a Sub-Community

What will this document help you do?

1. Establish a new Sub-Community within a Community in 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 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ScholarWorks shares over 8,000 articles, posters, reports, theses, educational materials and historical documents submitted by members of the campus community.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](#)

INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

ScholarWorks

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My Account

[Login](#)

[Register](#)

Discover

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

The screenshot shows the top navigation bar with the IU logo and the text 'INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS'. Below the bar is the 'ScholarWorks' title and a search box containing the text 'Search articles, posters, and other scholar wor'. A breadcrumb trail reads 'IUPUIScholarWorks Repository → Choose Login'. The main heading is 'Choose a Login Method' with the subtext 'Log in via:'. There are two bullet points: 'IU login (CAS)' and 'Non-IU affiliate login', with the latter circled in red. On the right, there are two boxes: 'My Account' with links for 'Login' and 'Register', and 'Statistics' with links for 'Most Popular Items', 'Statistics by Country', and 'Most Popular Authors'.

Use the IUPUI ScholarWorks administrative account credentials to login.

Click [Sign in](#)

The screenshot shows the top navigation bar with the IU logo and the text 'INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS'. Below the bar is the 'ScholarWorks' title and a search box containing the text 'Search articles, posters, and other scholar wor'. A breadcrumb trail reads 'IUPUIScholarWorks Repository → Sign in'. The main heading is 'Sign in to IUPUIScholarWorks Repository'. There are two input fields: 'E-Mail Address:' and 'Password:'. A 'Forgot your password?' link is next to the password field. A 'Sign in' button is circled in red. Below the input fields is a section for 'Register new user' with the text 'Register an account to subscribe to collections for email updates, and submit new items to IUPUIScholarWorks Repository.' and a link 'Click here to register.'. On the right, there are two boxes: 'My Account' with links for 'Login' and 'Register', and 'Statistics' with links for 'Most Popular Items', 'Statistics by Country', and '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 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?", "Upload Your Work", "Get Help", and "Statistics". Each item has a corresponding icon (a question mark, an upload arrow, a question mark, and a line graph respectively).

The main content area features a section titled "What is ScholarWorks?". It contains two paragraphs of text: "ScholarWorks shares over 8,000 articles, posters, reports, theses, educational materials and historical documents submitted by members of the campus community." and "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 circular icon containing a lowercase letter 'i'.

Below the main content area, there is a horizontal banner with a button that says "Upload Your Work" followed by the text "- and share it with a world of readers.".

On the right side, there are two sidebar sections. The first is titled "My Account" and contains links for "Logout", "Profile", and "Submissions". The second is titled "Discover" and lists authors with their respective article counts: "Indiana Libraries (111)", "MESH Coalition (107)", "Geography Educators' Network of Indiana (106)", "Lamb, Annette (76)", "Durrant, Summer (75)", and "Allen, Matthew R. (71)".

At the bottom left, 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 links: "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.

STEP 3

You will see a page similar to the following. To create a Sub-Community, click [Create Sub-community](#).

INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

ScholarWorks

IUPUIScholarWorks Repository → University Library → Test IUPUI Community

Test IUPUI Community

Browse by

- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)
- [By Submit Date](#)

Search within this community and its collections: [Go](#)

My Account

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

Context

- [Edit Community](#)
- [Export Community](#)
- [Export Metadata](#)
- [Create Collection](#)
- [Create Sub-community](#)

Statistics

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

News
Test IUPUI Community

Sub-communities within this community

- [Test Subcommunity](#)


Collections in this community

- [Indiana General Attorney Collection](#)
Collection made available by Cheryl Niemeier
- [Proquest ETDs](#)
- [Test Collection](#)
For testing varioius stuff.
- [Test Collection 2](#)

STEP 4

You will now be asked to provide information about the Sub-Community.

Fill in as much information as you deem necessary for the users of your sub-Community (e.g., mission statement, contact information, etc.). Then click on [Create](#)

 INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

ScholarWorks

[IUPUIScholarWorks Repository](#) → [Create Community](#)

Enter Metadata for a New Sub-Community of Test IUPUI Community

Name:

Short Description:

Introductory text (HTML):

Copyright text (HTML):

News (HTML):

Upload new logo:
 No file selected.

My Account

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

Statistics

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

STEP 5

You will then be taken to a screen where you will have the option to make changes by selecting **Update**; decide to erase the community by selecting **Delete community**; or keep the information by selecting **Return**.

INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

ScholarWorks

Search articles, posters, and other scholar w

IUPUIScholarWorks Repository → Communities → Metadata

Edit Metadata for Community Sub-community 2

Edit Metadata | Assign Roles | Curate

Name:
Sub-community 2

Short Description:

Introductory text (HTML):

Copyright text (HTML):

News (HTML):

Upload new logo:
Browse... No file selected.

Update | Delete community | Return

My Account
[Logout](#)
[Profile](#)
[Submissions](#)

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

Clicking on the **Return** button will save and establish the new sub-community and take you back to the Communities page where you will see the new sub-community listed below the Top-Level Community.