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SOURCE Structure Creation | Explanation & Examples

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SOURCE Structure Creation Form | Explanation & Examples

SOURCE is categorized by **Communities** and **Series**. You can think of these like folders.

Top Level Community:

Top level communities can hold series OR a 2nd level community.

2nd Level Communities:

2nd level communities hold series, you do not have to have 2nd level communities, but they are available to you if you need them for better organization.

Series:

Series hold your files.

Use the Structure Form (Excel File) to indicate how you would like your structure to be set up. There are examples below to guide you, as well as a visual representation of how the examples would look like on created on SOURCE. *Note: Please "grey out" cells that are not in use, as also show in the examples.*

The last page of this document provides to visual examples of the **Series** page and the **File** page (**Examples C & D**)

Examples of How to Fill Out Structure Sheet

EXAMPLE A: Structures with Top Level and Series ONLY

SOURCE Structure Form		
Top Level Community Title	2nd Level Community Title	Series Title
Student Art Work		Kindergarten Art Work
		1st Grade Art Work
		2nd Grade Art Work
		3rd Grade Art Work
		4th Grade Art Work
		5th Grade Art Work
		6th Grade Art Work
		7th Grade Art Work
		8th Grade Art Work
		9th Grade Art Work
		10th Grade Art Work
		11th Grade Art Work
		12th Grade Art Work



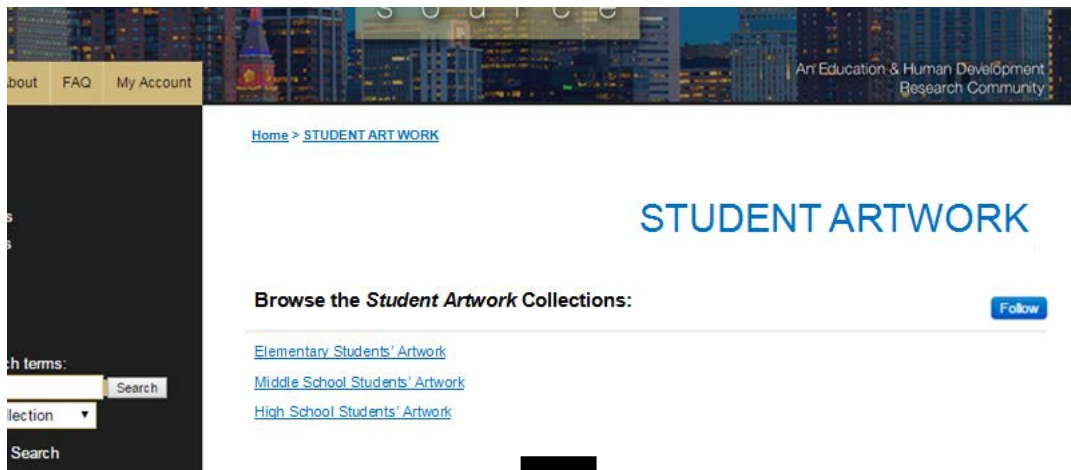
The screenshot shows the SOURCE website interface. At the top, there is a navigation bar with links for Home, About, FAQ, and My Account. The main content area is titled "STUDENT ARTWORK" and includes a "Browse the Student Artwork Collections:" section with a "Follow" button. Below this, there is a list of links for each grade level: Kindergarten Artwork, 1st Grade Artwork, 2nd Grade Artwork, 3rd Grade Artwork, 4th Grade Artwork, 5th Grade Artwork, 6th Grade Artwork, 7th Grade Artwork, 8th Grade Artwork, 9th Grade Artwork, 10th Grade Artwork, 11th Grade Artwork, and 12th Grade Artwork. The footer contains the Digital Commons logo and navigation links for Home, About, FAQ, My Account, and Accessibility Statement.

EXAMPLE B: Structures with Top Level and Series ONLY

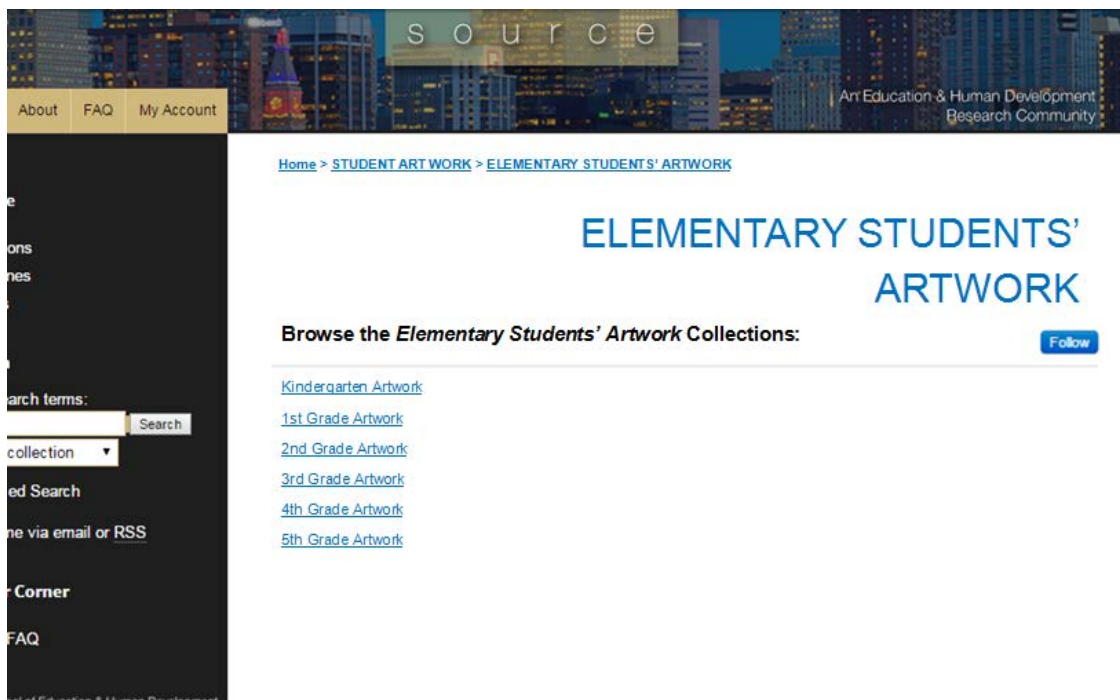
SOURCE Structure Form		
Top Level Community Title	2nd Level Community Title	Series Title
Student Art Work	Elementary Students' Artwork	Kindergarten Art Work
		1st Grade Art Work
		2nd Grade Art Work
		3rd Grade Art Work
		4th Grade Art Work
	Middle School Students' Artwork	5th Grade Art Work
		6th Grade Art Work
		7th Grade Art Work
	High School Students' Artwork	8th Grade Art Work
		9th Grade Art Work
		10th Grade Art Work
		11th Grade Art Work
		12th Grade Art Work



Student Artwork Top Level Community with Second Level Communities



Elementary Students' Artwork 2nd Level Community with Series



EXAMPLE C: Series Visual

The screenshot shows a website header with a city skyline and the word "source" in a large font. Below the header is a navigation menu with "Home", "About", "FAQ", and "My Account". The main content area is titled "KINDERGARTEN ARTWORK" and includes a "Follow" button. There are two sections of submissions: "Submissions from 2015" and "Submissions from 2014". Each submission is a PDF link followed by a list of authors. Red boxes highlight the file names and author names in the 2015 section. A red line connects the "File Name" label to the highlighted file name, and another red line connects the "Author(s) Name" label to the highlighted author names. The footer includes the Digital Commons logo and a banner image of a Denver skyline at sunset.

File Name

Author(s) Name
(In this case, it is the na

EXAMPLE D: File Page Visual

The screenshot shows a file page titled "KINDERGARTEN ARTWORK" with a sub-page title "MRS. LEMONS CLASS ARTWORK PORTFOLIO". A "Download" button is visible. Below the title is a list of authors and their affiliations, all from Denver Elementary School. A red box highlights the entire list of authors and affiliations. A red line connects the "File Name" label to the highlighted title, and another red line connects the "Download File Button" label to the "Download" button. A third red line connects the "Authors and Institutional Affiliation" label to the highlighted author list. The page also includes a "Follow" button, social media sharing options, and a "Document Type" section. The footer includes the Digital Commons logo and a banner image of a Denver skyline at sunset.

File Name

Download File Button

Authors and Institutional
Affiliation