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C-PEER Collaborator SOURCE Navigation Guide | IES Data

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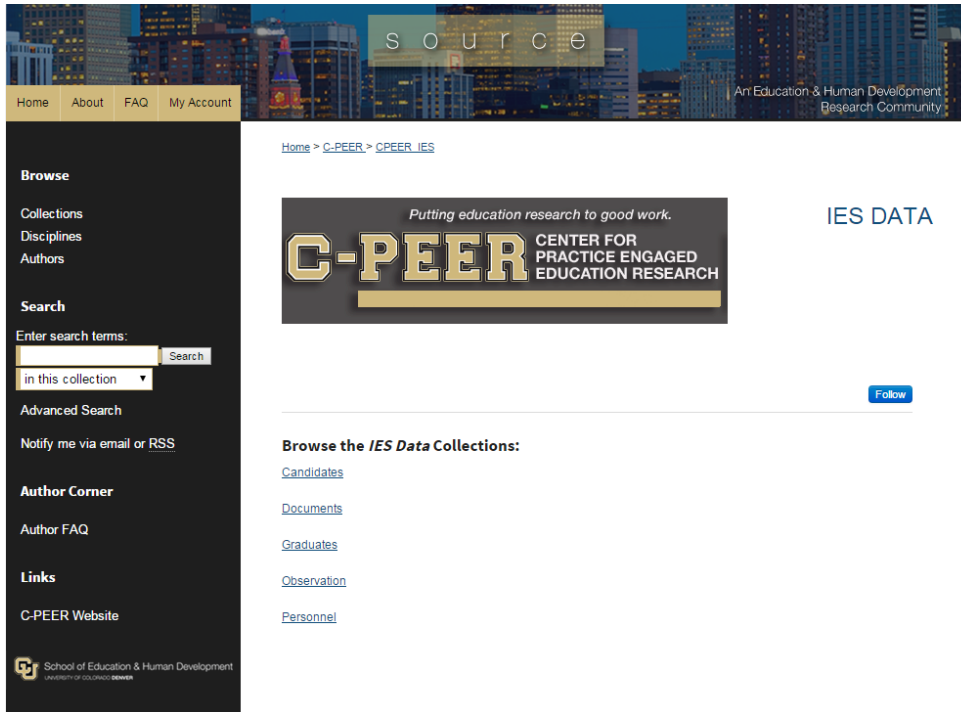
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C-PEER Collaborator SOURCE Navigation | IES

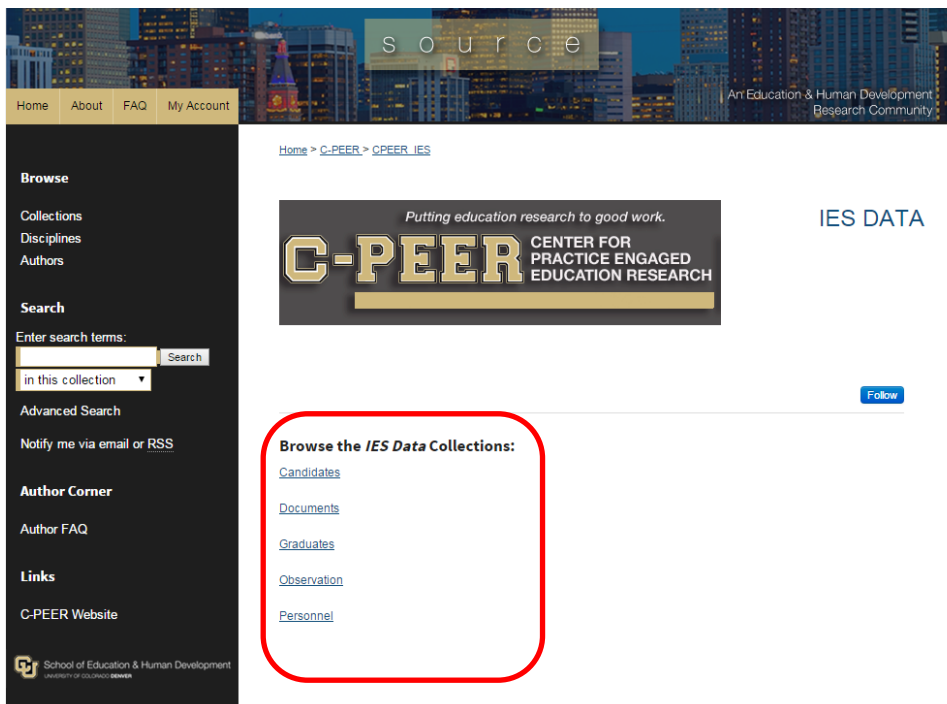
*Before attempting to navigate SOURCE, please make sure that you have **set-up your Digital Commons® account**. Unless you already have an account associated with the email address provided to the Repository Manager by Dr. Kent Seidel.*

- 1) Go to the [C-PEER IES SOURCE](http://source.ucdenver.edu/cpeer_ies/) page [http://source.ucdenver.edu/cpeer_ies/]



The screenshot shows the SOURCE website interface. At the top, there is a navigation bar with links for Home, About, FAQ, and My Account. Below this is a search bar with the text "Enter search terms:" and a "Search" button. The main content area features a large banner for C-PEER (Center for Practice Engaged Education Research) with the tagline "Putting education research to good work." To the right of the banner is the text "IES DATA" and a "Follow" button. Below the banner, there is a section titled "Browse the IES Data Collections:" with a list of links: Candidates, Documents, Graduates, Observation, and Personnel. The left sidebar contains sections for "Browse" (Collections, Disciplines, Authors), "Search" (Advanced Search, Notify me via email or RSS), "Author Corner" (Author FAQ), and "Links" (C-PEER Website).

- 2) Click on the **Collection** you wish to access.



This screenshot is identical to the one above, but with a red rounded rectangle highlighting the "Browse the IES Data Collections:" section and its list of links: Candidates, Documents, Graduates, Observation, and Personnel.

3) Once you have entered the collection, you will see a list of submissions. *Example Below.*

The screenshot shows the 'IES DATA COLLECTION' page. The breadcrumb trail is 'Home > C-PEER > CPEER IES > CPEER IES DATA COLLECTION'. The page title is 'IES DATA COLLECTION' with a 'Follow' button. A red rounded rectangle highlights the 'Submissions from 2015' section, which contains four entries:

- File [Sample File 1](#), Name of Submitter
- File [Sample File 2](#), Name of Submitter
- File [Sample File 3](#), Name of Submitter
- File [Sample File 3](#), Name of Submitter

The left sidebar includes navigation links for 'Browse' (Collections, Disciplines, Authors), 'Search' (with a search box and 'in this series' dropdown), and 'Author Corner' (Author FAQ). The footer features the Digital Commons logo and navigation links: Home | About | FAQ | My Account | Accessibility Statement. A banner image of a Denver skyline at sunset is also present.

4) Click on the file you wish to download. You will then navigate to the file page. *Example Below.*

The screenshot shows the 'Sample File' page. The breadcrumb trail is 'Home > C-PEER > CPEER IES > CPEER IES DATA COLLECTION > SAMPLE FILE'. The page title is 'IES DATA COLLECTION'. The main heading is 'Sample File' with a 'Download' button. Below the heading, there is a 'Submitter Name, Submitter Institution' field with a 'Follow' button. The 'Date' is listed as 'Fall 11-11-2015'. There is a 'Notes' section with the text 'Here are the notes.' and a 'SHARE' section with social media icons for Facebook, Twitter, LinkedIn, Google+, and Email.

5) Click the Download button to download the file.

The screenshot shows the SOURCE repository website. The header includes navigation links (Home, About, FAQ, My Account) and the text 'source' and 'Art Education & Human Development Research Community'. The breadcrumb trail is 'Home > CPEER > CPEER IES > CPEER IES DATA COLLECTION > SAMPLE FILE'. The main heading is 'IES DATA COLLECTION'. Below it, the 'Sample File' section is visible, with a 'Download' button highlighted by a red box. Other elements include a 'Follow' button, a 'Date' field (Fall 11-11-2015), and social media sharing icons (Facebook, Twitter, LinkedIn, Google+, Email, Print). The left sidebar contains navigation options like 'Browse', 'Search', and 'Author Corner'.

6) If you are not logged in, you are going to be sent to a login screen (*shown below*), as these files are **confidential and password protected**.

If you ARE logged in, the download will start immediately.

The screenshot shows the login screen. At the top, it says 'Existing Subscriber? Log in at the bottom of this page.' Below that, it states 'This content is available only to authorized visitors.' and 'If you believe that you have reached this message in error, please notify support@dr.bepress.com with the title and URL of the content you wish to access.' The main section is titled 'Login' and contains fields for 'Email address:' and 'Password:'. There is a 'Remember me' checkbox and a 'Login' button. A link for 'Forgot your password?' is also present. At the bottom, it says 'New Email Address? Please log in and choose Edit Profile on your My Account page to update your contact information or customize your password.'

For more information, questions or concerns, please contact **Melissa M. Burrows**, SOURCE Repository Manager, via email MELISSA.BURROWS@UCDENVER.EDU or at 303-315-0086.