

Fall 11-16-2015

# C-PEER IES Data File Upload Instructions

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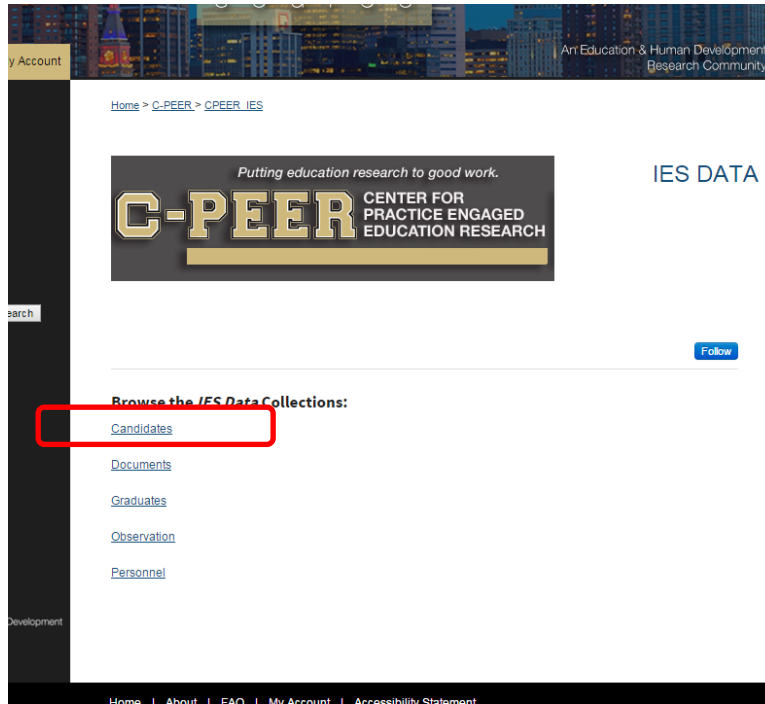
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[http://source.ucdenver.edu/instructional\\_guides/1](http://source.ucdenver.edu/instructional_guides/1)

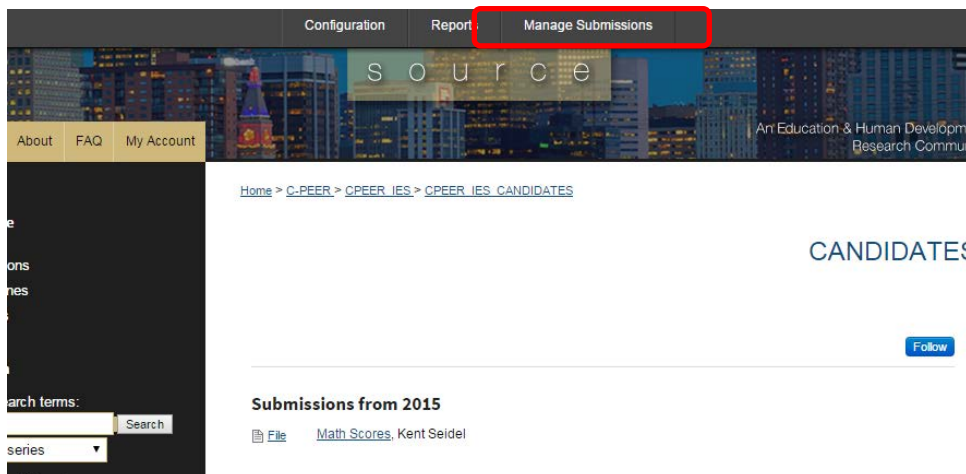
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## C-PEER SOURCE File Upload Guide | IES Data

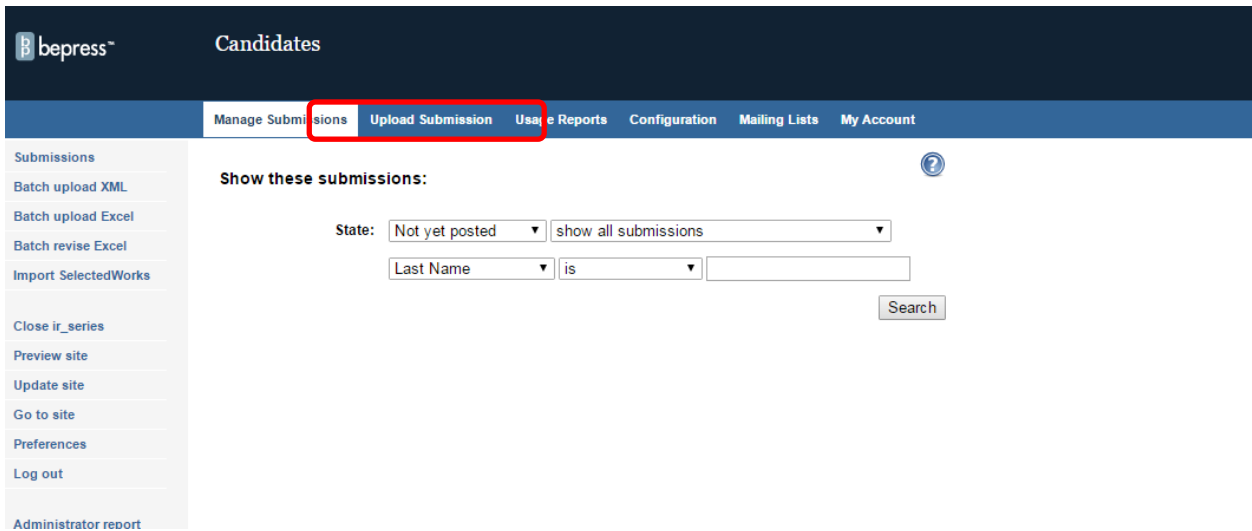
- 1) Login to your account on the [SOURCE website](#).
- 2) Navigate to the [C-PEER IES Data Collection](#), and click on the IES Data series that you want to upload a file to. *For example purposes, we are going to use the "Candidate" series.* Please see Appendix A (at the end of this document) for series/community identification.



- 3) Once "inside" the series, click **Manage Submissions** on the dark grey navigation bar across the top of the page. *If you do not see the bar, hover over the top of the page, and the bar should drop down. If not, double check to see that you are logged in.*



4) You will then be navigate to the “back end” of the site. Click **Upload Submission**.



5) You will now fill out the information pertaining to your file.

- **File Name**

**REQUIRED** File Name

Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*

Enter title:  
C-PEER IES Data File Upload EXAMPLE

- **Submitter Name** [will most likely be Dr. Seidel's - as this field also acts as the *author field* in ways – unless he tells you differently]

Once an author/submitter has submitted something to the repository, their name is saved in the system. Use the *Search Box* to find the submitter/author **by last name**.

**REQUIRED** Submitter Name

Search For An Author Using: Last Name, First Name, Email, or Institution

1	Email	First	Middle	Last	Suffix	Institution
	Search...					Search...

Corporate

If in the system, the name will drop down, **click or press enter to select**.

**REQUIRED** Submitter Name

Seidel  
Kent Seidel University of Colorado Denver Kent.Seidel@UCDenver.edu

1	Email	First	Middle	Last	Suffix	Institution

Corporate

The name will then be added to the list. **If Dr. Seidel wishes to have your name, or another author listed with this file, you can utilize the same process to add an additional author(s).** See the next page for instructions on how to add an author that is **NOT** in the system.

**ADDING A NEW AUTHOR THAT IS NOT IN THE SYSTEM:**

Make sure to fill out all fields where applicable, and make sure that the information is correct before submission.

Click the green “+” button.

The screenshot shows the 'Submitter Name' form with a search bar containing 'Kent Seidel@UCDenver.edu'. Below the search bar, a table displays search results for 'Kent Seidel, University of Colorado Denver'. The table has columns for 'Email', 'First', 'Middle', 'Last', 'Suffix', and 'Institution'. A red arrow points to a green '+' button at the bottom right of the form.

A second author/submitter field will display.

The screenshot shows the 'Submitter Name' form with two author fields. The first field is filled with 'Kent Seidel, University of Colorado Denver'. The second field is empty and highlighted with a red box, indicating it is ready for input.

Enter the applicable information. Again, IT IS VERY IMPORTANT THAT THIS INFORMATION IS CORRECT AND FILLED OUT IN IT'S ENTIRETY.

The “Institution” field also acts as a search field. *Be sure to select the correct institution as many are parts of systems, like UC Denver, and it is very easy to choose a different campus (ex. University of Colorado – Boulder, University of Colorado – Colorado Springs, etc.*

The screenshot shows the 'Submitter Name' form with the 'Institution' field open. The dropdown menu lists 'University of Colorado at Colorado Springs', 'University of Colorado Boulder', and 'University of Colorado Denver', with the last option selected and highlighted by a red box.

**Note:** If the submitter/author is an entity, institution, government agency, or organization as a **WHOLE**(i.e. U.S. Department of Education) click the “Corporate” box. This will block out the email and name fields.

The screenshot shows the 'Submitter Name' form with the 'Corporate' checkbox checked. The 'Institution' field is highlighted with a red box and contains 'U.S. Department of Education'. The email and name fields are blocked out.

- **Date**

As stated, the year is the only **REQUIRED** field, but for the purpose of C-PEER work, please enter the season, month and day – unless otherwise instructed.

Ask Dr. Seidel to determine what date to put here depending on the file. (i.e. the date you are uploading **OR** the date the file was created)

Note: For the “**Season**” field, unless specifically instructed, **do not** use the “**Winter**” option, as this is not a typical semester at our institution.

**REQUIRED** **Date**

If you choose to enter a date, the year is required but all other fields are optional.

Season	Month	Day	Year
Fall	November	20	2015

- **Notes**

This is not a required field. Please ask Dr. Seidel if anything should be inputted here.

**Notes**

Additional text to be displayed on index page.

**Comments**

**B** *I* | | | | |  $x_2$  |  $x^2$  | [HTML](#)

| | | |

Here is where the notes go.

- 6) Next, you will upload the file **from your computer**. Select the “**Upload file from your computer**” option and a “**Choose File**” button will appear. Use this button to select the file from your computer.

**REQUIRED** **File to Upload**

**Upload file from your computer**  
 Import file from remote site  
 Link out to file on remote site

Please upload the full text of your submission:

**Choose File** No file chosen

- 7) Click “**Submit**”. See the next page of this document for instructions on how to upload additional files need in the **SAME** submission (i.e. files that are “paired” together)

This may take a while. Please only click once.

## UPLOADING ADDITIONAL FILES:

- Check the “Please check this if you’d like to add additional files” box.

### Additional Files

Please check this if you’d like to add additional files:

- Click the “Submit” button.

This may take a while. Please only click once.

- You will then be navigated to the **Upload Supplemental Content** page. Click the **Choose File** button, and add additional files. When you are complete, click **Continue**.

### Candidates

#### Upload Supplemental Content

If your submission includes supplementary material—spreadsheets, audio clips, or other material that isn’t part of the text portion of your work—you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file:  | No file chosen

Filename	Description	Upload new version	Sort	Show
Please click the <b>Continue</b> button once after you’ve attached your supplemental files.				

[Home](#) | [About](#) | [FAQ](#) | [My Account](#) | [Accessibility Statement](#)

After submitting the submission, you will navigate to a confirmation page. Verify the **Submission Metadata** is correct.

If you need to change something, click the “**Revise submission**” button, which will return you to the previous screen.

You can always edit your submissions in the future when needed.

### CANDIDATES

You have successfully uploaded:  
C-PEER IES Data File Upload EXAMPLE

#### Submission Metadata

Metadata Field	Value
File Name	C-PEER IES Data File Upload EXAMPLE
Submitter Name	Kent Seidel, University of Colorado Denver and U.S. Department of Education
Date	Fall 11-20-2015
Notes	Here is where the notes go.
File to Upload	<a href="#">Download</a>
Update Submission	Initial Submission

#### Publishing Queue

ID	Article	Author(s)	Add Date	Submitter
<input checked="" type="checkbox"/>	1001 C-PEER IES Data File Upload EXAMPLE	Kent Seidel, Kent.Seidel@UCDenver.edu U.S. Department of Education	11/20/2015	Melissa M. Burrows, melissa.burrows@ucdenver.edu


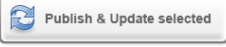

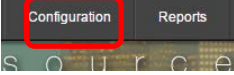
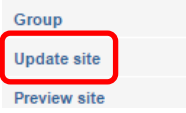
Clicking the “Publish & Update selected” button will make the checked submissions above available online

8) This next step is **EXTREMELY IMPORTANT.**

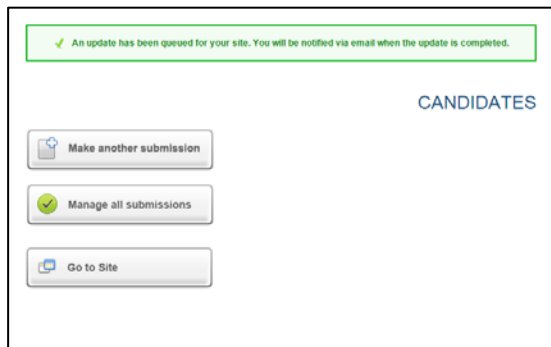
You have now uploaded your file(s) to the **BACK END** of the repository. *The file is still not available to your collaborators.*

**DO NOT UPDATE THE SITE/PUBLISH FILES TO THE SITE WHEN UPLOADING MULTIPLE FILES AT THE SAME TIME!**

Choose the option below pertaining to where you are at with your files, and follow the directions.

<p><b>Not Finished, Need to Upload More Files to the SAME series</b></p>	<p><b>Not Finished, Need to Upload More Files to a DIFFERENT series</b></p>	<p>Finished Uploading Files &amp; Have Submitted to <b>One Series</b></p>	<p>Finished Uploading Files &amp; Have Submitted to <b>Multiple Series</b></p>
<p>Click the <b>“Make another submission”</b> button at the top of the <i>submission confirmation page</i>.</p> 	<p>Navigate back to the <a href="#">IES Data Community Page</a> and start again from STEP 2.</p>	<p>Click the <b>“Publish &amp; Update selected”</b> button at the bottom of the <i>submission confirmation page</i>.</p> 	<p>DO NOT use this button. →  <b>It only updates the series in which it is located.</b> Therefore, you must navigate to the <b>Configuration Page</b> for the <b>ENTIRE IES Data community and update there.</b></p> <p>To do this, navigate to the <a href="#">IES Data Page</a>.</p>
<p>You will be navigated back to a new submission form. Follow the same steps outlined above until you have finished. Then follow the <b>green</b> instructions to the right.</p>	<p>When you have finished submitting all of your files, follow the <b>purple</b> directions to the right.</p>		<p>Click <b>“Configuration”</b> on the dark grey navigation bar across the top of the page.</p> 
			<p>Once you’ve navigated to the <i>back end</i> of the site, click <b>Update Site</b>, on the left hand navigation menu. <i>You will see a confirmation message appear at the top of the page.</i></p> 

Once you have queued the update, you will navigate to a page like the one below. Once the update has been completed (meaning your submissions are *live*), all administrators will receive an email confirmation. I **highly suggest you configure your email account to send bepress/SOURCE emails to a given folder, as depending on the amount of files you upload, you will get a confirmation email for each one.** Instructions can be found [here](#).

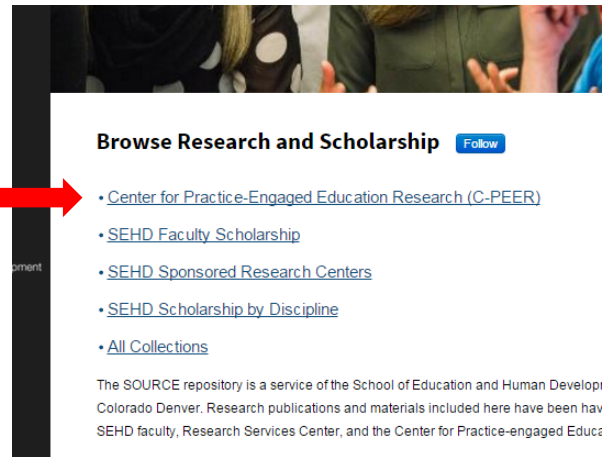


For more information, questions or concerns, please contact **Melissa M. Burrows**, *SOURCE Repository Manager*, via email [MELISSA.BURROWS@UCDENVER.EDU](mailto:MELISSA.BURROWS@UCDENVER.EDU) or at 303-315-0086

# APPENDIX A: C-PEER | Series/Community Identification

**Top Level Community:** Center for Practice-Engaged Education Research (C-PEER)

This community is found on the [main page](#) of the site.



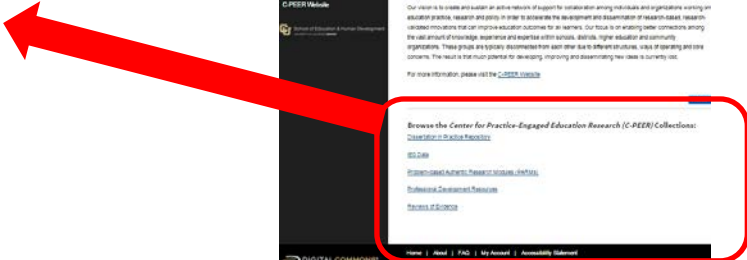
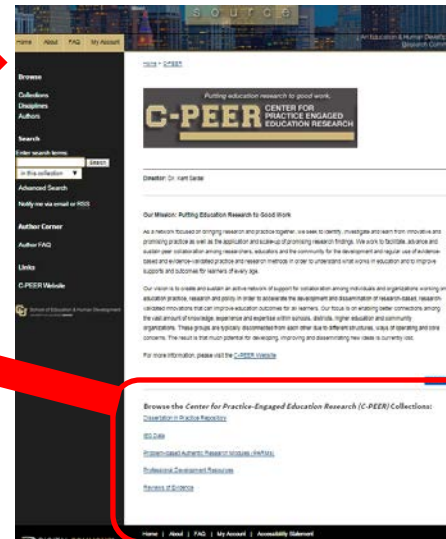
**2nd Level Communities:** Dissertation in Practice Repository, IES Data, Problem-based Authentic Research Modules (PARMs), Professional Development Resources, Reviews of Evidence

These communities are found in the **First Level Community (Above)**, which is also the [SOURCE C-PEER Main Page](#).



**Browse the Center for Practice-Engaged Education Research (C-PEER) Collections:**

- [Dissertation in Practice Repository](#)
- [IES Data](#)
- [Problem-based Authentic Research Modules \(PARMs\)](#)
- [Professional Development Resources](#)
- [Reviews of Evidence](#)



**Series by 2nd Level Community:** The C-PEER series are located *within* the 2nd Level Communities

Dissertation in Practice Repository
CPED Partner Studies
C-PEER Facilitated Studies

Professional Development Resources
Data Analysis for Improvement Planning
Improvement Cycle Research Methods

IES Data
Candidates
Documents
Graduates
Observation
Personnel

Problem-based Authentic Research Modules (PARMs)
Coached Modules
Independent Student Modules

Reviews of Evidence
Effective Professional Learning
Supporting 21st Century Skills
Supports for Early Literacy Success