

Electronic Thesis & Dissertation (ETD) User Guide for cIRcle

Your ETD Submission Checklist:

- Register** for cIRcle Login
- Contact** the Faculty of Graduate Studies
- Steps 1-10 – **Submit** your ETD to cIRcle

IMPORTANT!

Have you submitted your completed thesis forms to the Faculty of Graduate Studies? If not, go to the [Final Dissertation & Thesis Submission](#) webpage on their website.

If you have already submitted your completed thesis forms to the Faculty of Graduate Studies, you can proceed with the next steps.

Register

- 1a. Go to circle.ubc.ca
- 1b. Click on “Register”

The screenshot shows the cIRcle website homepage. At the top, there is a navigation bar with the UBC logo, the text "a place of mind", "THE UNIVERSITY OF BRITISH COLUMBIA", and "UBC LIBRARY". Below this is a search bar with the text "All of cIRcle" and a "Go" button. The main content area is divided into three columns. The left column contains a "Browse" menu with options like "Communities & Collections", "Issue Date", "Authors", "Titles", and "Subjects". Below this is a "My Account" section with a "Register" link. A blue callout bubble with the text "Step 1b." points to the "Register" link. The middle column features a large banner for "CIRCLE UBC's Information Repository" with a "Welcome to cIRcle" message and a "News" section. The right column contains sections for "What is cIRcle?", "Who's contributing to cIRcle?" (listing various UBC departments and programs), and "Feeds" (with RSS and ATOM icons).

Register (continued)

- 1c. Enter your email address
- 1d. Go to your email account immediately to continue cIRcle account registration process. If you delay too long, you may receive an 'Invalid token' error message. If this occurs, please start the login registration process again from the beginning.

The screenshot shows the cIRcle website interface. At the top, there is a dark blue header with the UBC logo, the slogan 'a place of mind', and the text 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'UBC LIBRARY'. Below the header is a search bar with the text 'All of cIRcle' and a 'Go' button. The main content area is titled 'New user registration' and includes a progress bar with the steps: 'Verify Email', 'Create Profile', and 'Finished'. Below the progress bar is a registration form with an 'Email Address' field, a 'Register' button, and a note: 'This address will be verified and used as your login name.' A blue callout bubble points to the email field with the text 'Step 1c.'

Contact

Once you have registered for your cIRcle login and set your password, **email the Faculty of Graduate Studies (FOGs)** at thesis@interchange.ubc.ca with your name and email address in the body of the email. Your email address needs to be the same email address that you entered in cIRcle.

TIP! If the Faculty of Graduate Studies has received your forms, your cIRcle account will be activated and you will receive an email confirming that you can now submit your thesis. If so, you can now submit your thesis electronically to cIRcle by following Steps 1-10 provided in this guide.

Choose a Login Method:

1. On the cIRcle homepage at circle.ubc.ca, click on “**Login**” under “My Account” in the left sidebar.
2. Next, click on the “**cIRcle Login**” button in the box.

*TIP! Use your cIRcle Login account. Do **not** use your CWL login account.*

The screenshot shows the cIRcle homepage with a dark blue header containing the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below the header is a search bar with the text "All of cIRcle" and a "Go" button, along with a link to "Advanced Search" and a "cIRcle Home" link. The left sidebar has three main sections: "Browse" with links to "All of cIRcle", "Communities & Collections", "Issue Date", "Authors", "Titles", and "Subjects"; "My Account" with links to "Login" and "Register"; and "Questions?" with links to "About cIRcle", "Read our FAQs", and "Contact cIRcle". The main content area is titled "Choose a Login Method" and includes a breadcrumb trail "cIRcle Home > Choose Login >". A blue speech bubble with the word "TIP!" is positioned above the "cIRcle Login" button. Below the login options, there are instructions for linking CWL and cIRcle logins, and for using cIRcle login exclusively.

Choose a Login Method

There are two ways of logging in to cIRcle, both of them equally valid:

CWL Login

To login using your UBC Campus Wide Login, please click on the CWL button above.

cIRcle Login

To login using your email-based cIRcle login, please click on the cIRcle Login button above.
First time user? [Register for a cIRcle login.](#)

Linking your CWL and your cIRcle login

If you wish to upload items to cIRcle, you need to register for a cIRcle login first. (Your login then needs to be authorized for uploading). After registering for a cIRcle login, you can link your CWL to your cIRcle login by taking the following steps:

- Login with your CWL
- Select the 'Profile' link in the left hand column
- Click the radio button next to 'Assign UBC CWL ID ...'
- Click 'Update Profile'

From now on you can use your CWL exclusively. Your cIRcle login also remains valid.

Using your cIRcle login exclusively

If you wish to upload items to cIRcle, you need to register for a cIRcle login first. (Your login then needs to be authorized for uploading). You can use your cIRcle login exclusively. A CWL is not required.

Step 1. Login to your account:

1. On the cIRcle homepage at circle.ubc.ca, click on “**Login**” under “My Account” in the left sidebar.

TIP! At several stages in the upload process, you will be given the option to “Save and Exit” if you wish to complete the submission at another time.



The screenshot shows the cIRcle homepage. At the top, there is a dark blue header with the UBC logo, the text "a place of mind", "THE UNIVERSITY OF BRITISH COLUMBIA", and "UBC LIBRARY". Below the header is a search bar with the text "All of cIRcle" and a "Go" button. To the right of the search bar are links for "Go to Advanced Search" and "cIRcle Home".

On the left side, there is a sidebar with several sections:

- Browse**: All of cIRcle, Communities & Collections, Issue Date, Authors, Titles, Subjects.
- My Account**: Login, Register.
- Questions?**: About cIRcle, Read our FAQs, Contact cIRcle.

A blue callout bubble with the text "Step 1." points to the "Login" link in the "My Account" section.

The main content area features a large banner with the cIRcle logo and the text "UBC's Information Repository". Below the banner is a "Welcome to cIRcle" section with a "News" tab selected. The news section contains three items:

- News: cIRcle is expanding access to EOS at UBC. Have you heard the news? There are two new EOS collections in cIRcle! Two collections...
- Top 3 Items: Celebrating National Aboriginal Day and the Summer Solstice. June 21st not only marks the beginning of the Summer Solstice but also means...
- Did you know?: Now available in cIRcle. Some recent undergraduate papers from the GEOG 419 course have been added to cIRcle.

On the right side, there are two sections:

- What is cIRcle?**: A brief description of cIRcle as the University of British Columbia's digital repository for research and teaching materials.
- Who's contributing to cIRcle?**: A list of contributing entities, including Faculties and Schools, Graduate Theses and Dissertations, Granting Agency Mandates, Institutes, Centres, Programs, Labs, Journals@UBC, Library, Office of the President, Offices of the Vice-Presidents, Students, UBC Affiliates, UBC and the 2010 Olympic and Paralympic Games, UBC Okanagan, UBC Press, and University Archives.

At the bottom right, there is a "Feeds" section with three RSS feeds: RSS 1, RSS 2, and ATOM.

Step 2a. Start a new submission:

Under "My Account" in the left sidebar, click on "Submissions".

The screenshot shows the UBC Library website interface. At the top, there is a dark blue header with the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below the header is a search bar with the text "All of cIRcle" and a "Go" button. To the right of the search bar is a link to "Go to Advanced Search" and a link to "cIRcle Home".

On the left side, there is a sidebar menu with several sections:

- Browse**
 - All of cIRcle
 - Communities & Collections
 - Issue Date
 - Authors
 - Titles
 - Subjects
- My Account**
 - Logout
 - Profile
 - Submissions**
- Reporting Suite**
 - Content & usage analysis
 - Generate a Bibliography
- File Conversion**
- Questions?**
 - About cIRcle
 - Read our FAQs
 - Contact cIRcle

In the center of the page, there is a large image of hands holding a small object. Below the image, there is a section titled "Now available in cIRcle: IGH Resources" with a play button icon and a progress indicator "2 / 4". Below this, there is a "News" section with a "Did you know?" link.

On the right side, there are two sections:

- What is cIRcle?**

cIRcle is the University of British Columbia's digital repository for research and teaching materials created by the UBC community and its partners. Materials in cIRcle are openly accessible to anyone on the web, and will be preserved for future generations.
- Who's contributing to cIRcle?**
 - [Faculties and Schools](#)
 - [Graduate Theses and Dissertations](#)
 - [Granting Agency Mandates](#)
 - [Institutes, Centres, Programs, Labs](#)
 - [Journals@UBC](#)
 - [Library](#)
 - [Office of the President](#)
 - [Offices of the Vice-Presidents](#)
 - [Students](#)
 - [UBC Affiliates](#)
 - [UBC and the 2010 Olympic and Paralympic Games](#)
 - [UBC Okanagan](#)
 - [UBC Press](#)
 - [University Archives](#)

Step 2b. Start a new submission:

Next, click on “Start a New Submission”.

The screenshot shows the UBC Library cIRcle interface. At the top, there is a dark blue header with the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below this is a search bar with the text "All of cIRcle" and a "Go" button, along with a link to "Advanced Search" and "cIRcle Home".

The main content area is titled "Submissions & workflow tasks" and "Unfinished submissions". Below this title, there is a text prompt: "These are incomplete item submissions. You may also [start another submission](#)." A blue callout bubble with the text "Step 2b." points to this link.

On the left side, there is a navigation menu with the following sections:

- Browse**
 - All of cIRcle
 - Communities & Collections
 - Issue Date
 - Authors
 - Titles
 - Subjects
- My Account**
 - Logout
 - Profile
 - Submissions
- Reporting Suite**
 - Content & usage analysis
 - Generate a Bibliography
- File Conversion**
 - File Conversion
- Questions?**
 - About cIRcle
 - Read our FAQs
 - Contact cIRcle

The table of unfinished submissions is as follows:

	Title	Collection	Submitter
<input type="checkbox"/>	Testy Test	UBC and the 2010 Olympic and Paralympic Games: Coursework	email: Tara Stephens
<input type="checkbox"/>	Untitled	UBC and the 2010 Olympic and Paralympic Games: Research	email: Tara Stephens
<input type="checkbox"/>	sdqdstj	UBC and the 2010 Olympic and Paralympic Games: Coursework	email: Tara Stephens

Below the table is a button labeled "Remove selected submissions".

Step 3. Select a collection:

3. Under "Item Submission", click on **“Select a collection”** from the drop-down menu and select **“Electronic Theses and Dissertations (ETDs) 2008+”**. Click on **“Next”** to continue.

The screenshot shows the UBC Library cIRcle website interface. At the top, there are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The main header includes the UBC logo, the slogan 'a place of mind', and the text 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'UBC LIBRARY'. Below the header is a search bar with the text 'All of cIRcle' and a 'Go' button. The main content area is titled 'Item submission' and features a 'Select a collection' dropdown menu. A blue callout bubble with the text 'Step 3.' points to the dropdown menu. Below the dropdown menu is a 'Next' button. The left sidebar contains a navigation menu with categories such as 'Browse', 'My Account', 'Reporting Suite', 'Generate a Bibliography', 'File Conversion', and 'Questions?'. The breadcrumb trail at the top of the main content area reads 'cIRcle Home > Item submission >'.

Step 4a. Describe the item:

Fill in all of the **required** fields. Required fields will display in red if you do not fill them in and you will be prompted to complete this step before continuing the submission process. You may also fill in the optional fields if desired. When you have finished, click on “Next” to continue.

*TIP! If there are **special characters** such as diacritics, symbols, etc. in your title or abstract, you can enter them in cIRcle by following the instructions in [Entering Special Characters](#) on the Faculty of Graduate Studies website at: <http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/circle-instructions>.*

The screenshot shows the cIRcle submission interface. At the top, there is a navigation bar with the UBC logo, the slogan 'a place of mind', and 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'UBC LIBRARY'. Below this is a search bar with 'All of cIRcle' and 'This Collection' dropdowns, and a 'Go' button. A breadcrumb trail reads: 'cIRcle Home > Graduate Theses and Dissertations > Electronic Theses and Dissertations (ETDs) 2008+ > Item submission >'. The main heading is 'Item submission'. A progress bar contains buttons for 'Describe', 'Describe', 'Upload', 'Duplicate Check', 'Review', 'License', 'License', and 'Complete'. The 'Describe Item' section is highlighted. It contains the following fields:

- Author:** Two text boxes for 'Lastname' and 'Firstname'. Below them, instructions read: 'Lastname, e.g. Smith' and 'Firstname(s) e.g. Donald/John'. A red note says: 'Enter the name of the thesis author. This must be the same as the name on the student record. [REQUIRED]'.
- Title:** A text box with the instruction: 'Enter the title of the thesis in sentence case'. Below it, a red note says: 'Important: ENTER THE THESIS TITLE IN SENTENCE CASE. Only capitalize the first letter of the title, proper names (people, places) and acronyms. DO NOT capitalize any other words and do not capitalize the first letter of a subtitle (i.e. after a colon). Also, do not use scientific formulas, Greek letters, symbols or abbreviations; spell them out if they are part of the title (e.g. Epsilon theta delta: sorority for leaping lemurs). [REQUIRED]'. A blue callout bubble points to this field with the text 'Step 4a.'.
- Language:** A dropdown menu with 'English' selected. Below it, a red note says: 'Select the primary language of the thesis. If the language does not appear in this list, please select "Other". [REQUIRED]'.
- Abstract:** A large text box with the instruction: 'Enter the thesis abstract here.'. Below it, a red note says: 'Enter the thesis abstract (maximum of 350 words). [REQUIRED]'.

At the bottom of the form are 'Save & Exit' and 'Next >' buttons.

Step 4b. Describe the item:

Select the correct information from the drop-down menus for the **required** fields. When you have finished, click on “Next” to continue.

TIP! Your “Graduation Date” is the season in which you will formally be granted your degree and invited to convocation ceremonies. It will be either spring or fall.

The screenshot displays the UBC Library cIRcle Item submission interface. At the top, the UBC logo and 'a place of mind' tagline are visible. The main header includes 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'UBC LIBRARY'. Below the header, the cIRcle logo and search options are present. The breadcrumb trail indicates the current location: 'cIRcle Home > Graduate Theses and Dissertations > Electronic Theses and Dissertations (ETDs) 2008+ > Item submission'. A progress bar shows the steps: Describe, Describe, Upload, Duplicate Check, Review, License, License, and Complete. The 'Describe Item' section contains the following fields:

- Degree:** --- Select Degree --- (REQUIRED)
- Program:** --- Select Program --- (REQUIRED)
- Campus:** --- Select Campus --- (REQUIRED)
- Graduation Date:** --- Select Graduation Date --- (REQUIRED)
- Copyright Date:** --- Select Copyright Date --- (REQUIRED)

Navigation buttons at the bottom include '< Previous', 'Save & Exit', and 'Next >'. The left sidebar provides navigation options: Browse, My Account, Reporting Suite, Generate a Bibliography, File Conversion, and Questions.

Step 5. Upload your thesis file:

Before uploading your thesis file, make sure that you have saved the file name using all lower case and in the format shown directly below:

- * ubc_gradyear_gradseason_lastname_firstname.pdf
- * E.g.: ubc_2010_spring_houdini_harry.pdf

Next, click on the "**Browse**" button and locate the file on your computer. Then, click on "**Upload**". Verify that you have uploaded the correct file. When you have finished, click on "**Next**" to continue.

TIP! If you uploaded the wrong file, select the file you want to remove under "Files Uploaded" then click on "Remove selected files". Repeat Step 5 to upload your correct file.

UBC a place of mind THE UNIVERSITY OF BRITISH COLUMBIA UBC LIBRARY

cIRCLE This Collection Go Go to Advanced Search cIRcle Home

Browse

All of cIRcle
Communities &
Collections
Issue Date
Authors
Titles
Subjects
This Collection
Issue Date
Authors
Titles
Subjects

My Account

Logout
Profile
Submissions

Reporting Suite

Usage analysis
Content analysis

Generate a Bibliography

Generate a Bibliography
File Conversion

File Conversion

Questions?

About cIRcle
Read our FAQs
Contact cIRcle

cIRcle Home > Graduate Theses and Dissertations > Electronic Theses and Dissertations (ETDs) 2008+ > Item submission >

Item submission

Describe → Describe → Upload → Duplicate Check → Review → License → License → Complete

Upload File(s)

File: **Browse...** **Step 5.**

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.
The file name must be in the following format, all lower case:
ubc_gradyear_gradseason_lastname_firstname.pdf
Example: ubc_2010_spring_houdini_harry.pdf

File Availability:

Public

Embargo - File private until: Jul 8, 2011

Configure the preferred embargo settings for the uploaded file.
Either request public access for the uploaded file, or configure the date when the uploaded file will become publicly available.
Please be aware that an embargo will be applied after approval of an administrator. The uploaded file will remain private until the embargo is approved.

Upload

Files Uploaded

Primary	File	Size	Description	Format	Embargo
<input type="checkbox"/>	ubc_gradyear_gradseason_lastname_firstname.pdf	7616 bytes	Unknown	application/pdf (Supported)	Public Edit

File checksum: MD5:c9e38bff6295f7a170efd53fc7973613

Remove selected files

< Previous Save & Exit Next >

Step 6. Potential Duplicates:

The system automatically checks for duplicate items in the database. The statement on the screen should read, “No potential duplicates found.” Click on “Next” to continue.

TIP! This quality assurance check makes sure that there are no duplicate submissions already archived in cIRcle. If the statement indicates the presence of a duplicate, email the cIRcle Office at ubc-circle@interchange.ubc.ca for assistance.

The screenshot shows the cIRcle submission interface. At the top, there is a navigation bar with the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below this is a search bar with "All of cIRcle" and a dropdown menu set to "This Collection". A "Go" button and a link to "Advanced Search" are also present. The left sidebar contains a "Browse" menu with categories like "Communities & Collections", "Issue Date", "Authors", "Titles", and "Subjects". Below that is a "My Account" section with links for "Logout", "Profile", and "Submissions". Further down are sections for "Reporting Suite", "Generate a Bibliography", "File Conversion", and "Questions?". The main content area shows the submission progress: "Describe" → "Describe" → "Upload" → "Duplicate Check" → "Review" → "License" → "License" → "Complete". The "Duplicate Check" step is highlighted, and a blue callout bubble points to the text "Potential duplicates: (0) No potential duplicates found." with the text "Step 6." inside it. At the bottom of the progress bar, there are buttons for "< Previous", "Save & Exit", and "Next >".

Step 7. Review Submission:

Under each of the “Describe Item” sections, verify that the information entered into all of the metadata fields is correct. Click on “Next” if there are no changes.

TIP! If you need to change the metadata in one of the fields, click on “Correct one of these”. This will allow you to return to the relevant section to make changes. Be sure to click on “Next” after making any correction(s) to ensure the changes have been saved. To navigate through the Item submission sequence, simply use the tabs labelled, “Describe”, “Upload”, “Duplicate Check”, etc. that appear at the top of the Item submission page.

The screenshot displays the UBC Library Item Submission interface. At the top, the UBC logo and navigation links are visible. The main content area is titled "Item submission" and features a progress bar with the following steps: Describe, Describe, Upload, Duplicate Check, Review, License, License, and Complete. A blue callout bubble labeled "Step 7." points to the first "Describe" step in the progress bar.

The "Review Submission" section contains two "Describe Item" forms. The first form has the following fields:

- Author: Lastname, Firstname
- Title: Enter the title of the thesis in sentence case
- Language: English
- Abstract: Enter the thesis abstract here.

Below the first form is a "Correct one of these" button. The second "Describe Item" form has the following fields:

- Degree: Doctor of Philosophy - PhD
- Program: Adult Education
- Campus: UBC Vancouver
- Graduation Date: Spring 2011
- Copyright Date: 2011

Below the second form is another "Correct one of these" button. The "Upload File(s)" section shows a file named "ubc_gradyear_gradseason_lastname_firstname..pdf" with the note "Adobe PDF (Known)". Below this is a "Correct one of these" button. A blue callout bubble labeled "TIP!" points to this button.

At the bottom of the page, there are navigation buttons: "< Previous", "Save & Exit", and "Next >".

Step 8a. Add a Creative Commons License (Optional):

To select a Creative Commons License, click on the “**Proceed to Creative Commons website to select a license**” button and follow the instructions. If you do not want to add a Creative Commons License, then click on “**Next**” to proceed to Step 9 in the submission process.

TIP! Creative Commons Licenses govern what people who access your work may then do with it. If you proceed to the Creative Commons website, you may see one or both of the following messages:

Message 1: “Security Warning: Although the page is encrypted, the information you have entered is to be sent over an unencrypted connection and could easily be read by a third party. Are you sure you want to continue sending this information?”

--Click on “**Continue**” to go to the Creative Commons License website.

Message 2: “This web page is being redirected to a new location. Would you like to resend the form data you have typed to the location?”

--Click on “**OK**” to proceed.

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Step 8b. Complete your Creative Commons License:

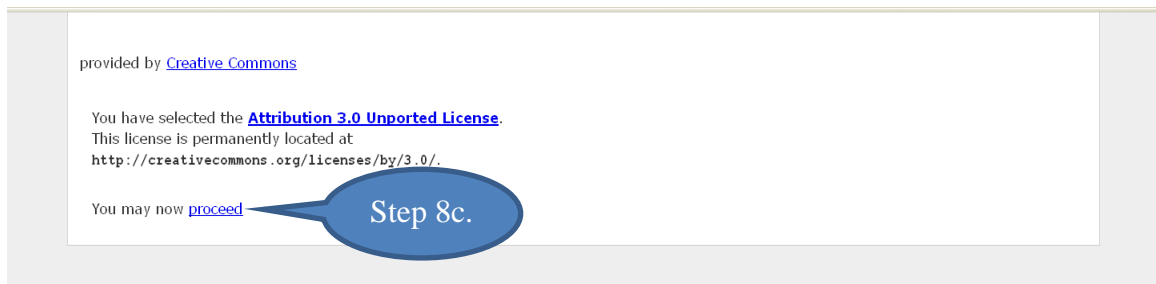
On the Creative Commons License website, choose the type of license you prefer and click on “**Select a License**”.

*TIP! To help you decide which license to use, click on the “**More Info**” link for each license type to learn more about conditions of use.*



Step 8c. Complete your Creative Commons License:

After selecting your Creative Commons License, click on the “**You may now proceed**” link at the bottom of the screen. This will automatically return you to your unfinished submission in cIRcle.



Step 9. Preview your Creative Commons License in cIRcle:

Under the “Creative Commons License” section, you will now see the Creative Commons License you just created with its associated hyperlink next to the “License” field in cIRcle. If you do not wish to make any changes, click on “Next” to proceed to the last phase of the submission process.

TIP! To delete the Creative Commons License, click on the “Remove this Creative Commons License” button.

The screenshot displays the cIRcle submission interface. At the top, the UBC logo and 'a place of mind' tagline are visible. The main header includes 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'UBC LIBRARY'. Below this, the cIRcle logo and search options are present. The left sidebar contains navigation menus for 'Browse', 'My Account', 'Reporting Suite', 'Generate a Bibliography', 'File Conversion', and 'Questions?'. The main content area shows the submission progress: 'Describe' → 'Describe' → 'Upload' → 'Duplicate Check' → 'Review' → 'License' → 'License' → 'Complete'. The 'Creative Commons License' section explains that users retain full copyright but can add a license. A callout bubble labeled 'Step 9.' points to the button 'Proceed to Creative Commons website to select a license'. Below this, the license URL is shown as <http://creativecommons.org/licenses/by-nc-nd/3.0/>. A callout bubble labeled 'TIP!' points to the button 'Remove this Creative Commons License'. At the bottom, navigation buttons are '< Previous', 'Save & Exit', and 'Next >'.

Step 10. Complete the UBC Thesis Non-Exclusive Distribution License:

This is the final step in the submission process. The distribution license permits cIRcle to make your work available via the Web but you, as the author/creator, retain the copyright. Once you have read the license agreement, click on the box beside the statement, **“I Grant the License”**. Then, click on the **“Complete submission”** button.

Once you have made your submission, the final screen will indicate that the submission was successful.

The screenshot shows the cIRcle submission interface. At the top, there is a navigation bar with the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below this is a search bar with "All of cIRcle" and "This Collection" dropdown menus, a "Go" button, and a link to "Advanced Search". A sidebar on the left contains navigation links for "Browse", "My Account", "Reporting Suite", "Generate a Bibliography", "File Conversion", and "Questions?". The main content area is titled "Item submission" and shows a progress bar with steps: Describe, Upload, Duplicate Check, Review, License, and Complete. The "License" step is highlighted. Below the progress bar is the "Distribution License" section, which contains the text: "There is one last step: In order for cIRcle to reproduce, translate and distribute your submission worldwide, you must agree to the following terms. Grant the standard distribution license by selecting 'I Grant the License', and then click 'Complete Submission'." A text box contains the full license agreement text. At the bottom, there is a "Distribution license:" section with a checked checkbox for "I Grant the License" and a blue callout bubble pointing to it with the text "Step 10.". Below this are buttons for "< Previous", "Save & Exit", and "Complete submission".

Congratulations! You have now completed your cIRcle submission!

IMPORTANT!

It may take up to two business days for your thesis to be reviewed. When the Faculty of Graduate Studies has reviewed and approved your thesis, you will receive an email notification. **Your thesis has not been approved until you receive this email.**

Last revised July 12, 2011