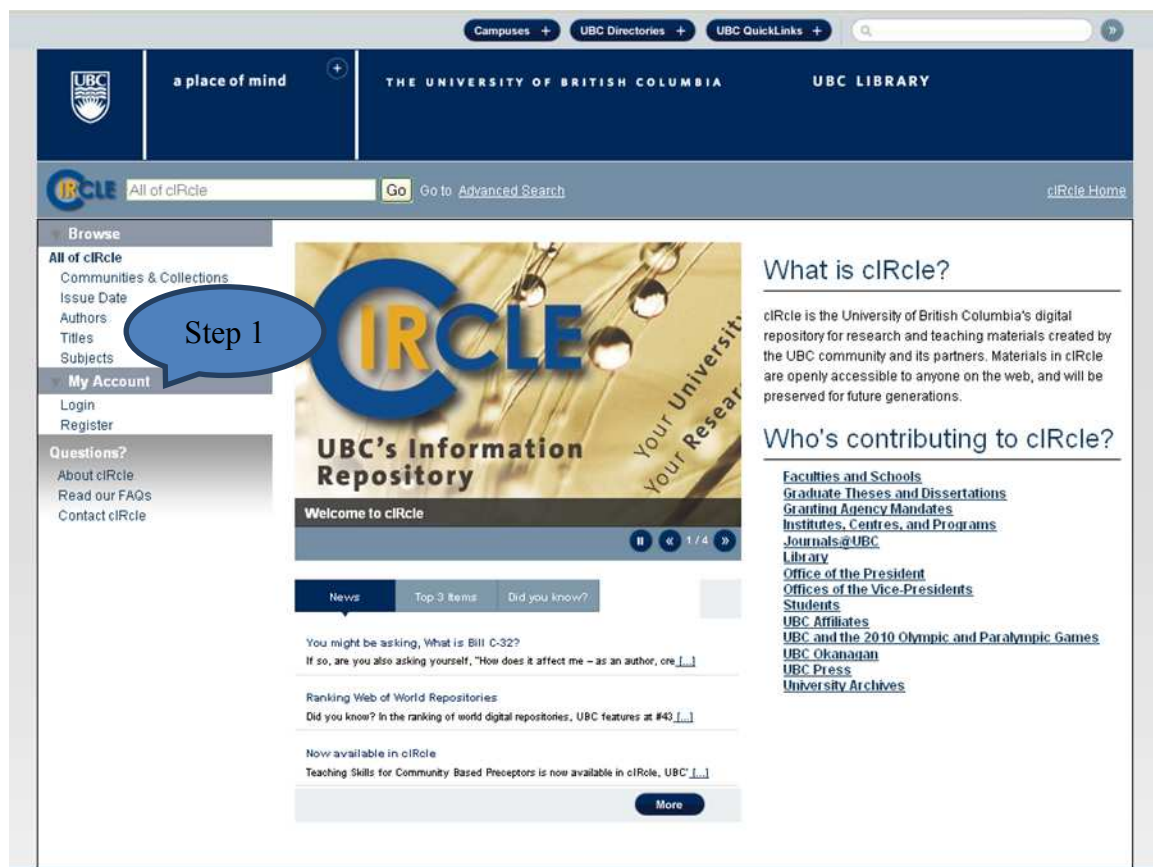


Uploading a New Submission to cIRcle

The following guide will lead you through each step of uploading a submission to cIRcle. The length of time required to upload a submission will depend on file size, the number of files, the amount of metadata added and other details specific to each submission. At its quickest, uploading should only take a few minutes.

Step 1. Login to your account: 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 are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The main header includes the UBC logo, 'a place of mind', 'THE UNIVERSITY OF BRITISH COLUMBIA', and 'UBC LIBRARY'. Below the header is a search bar with 'All of cIRcle' and a 'Go' button, along with a link to 'Go to Advanced Search' and a 'cIRcle Home' link. The left sidebar contains navigation options: 'Browse' (All of cIRcle, Communities & Collections, Issue Date, Authors, Titles, Subjects), 'My Account' (Login, Register), and '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 'cIRCLE' logo, the text 'UBC's Information Repository', and 'Welcome to cIRcle'. Below this is a 'News' section with three items: 'You might be asking, What is Bill C-32? If so, are you also asking yourself, "How does it affect me - as an author, cre...', 'Ranking Web of World Repositories: Did you know? In the ranking of world digital repositories, UBC features at #43...', and 'Now available in cIRcle: Teaching Skills for Community Based Preceptors is now available in cIRcle, UBC...'. A 'More' button is at the bottom of the news section. On the right, there are sections for 'What is cIRcle?' and 'Who's contributing to cIRcle?' with a list of contributing entities: 'Faculties and Schools', 'Graduate Theses and Dissertations', 'Granting Agency Mandates', 'Institutes, Centres, and Programs', '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'.

Step 2. Choose a login method: Use your CWL or your cIRcle login to login to your account.

TIP! If you have not signed up for a cIRcle login, please contact us at ubc-circle@interchange.ubc.ca.

The screenshot shows the cIRcle website interface. At the top, there is a navigation bar with the UBC logo, the slogan 'a place of mind', 'THE UNIVERSITY OF BRITISH COLUMBIA', and 'UBC LIBRARY'. Below this is a search bar with 'All of cIRcle' and a 'Go' button. The main content area is titled 'Choose a Login Method' and includes a blue speech bubble with the text 'Step 2'. The page explains that there are two ways to log in: CWL Login and cIRcle Login. It provides instructions for each and includes sections for linking the two logins and using cIRcle login exclusively.

Step 3. Start a new submission (Part 1): Under “My Account”, click on “Submissions” to go to your “Submissions & workflow tasks” page.

The screenshot shows the cIRcle website interface. At the top, there is a navigation bar with the UBC logo, the slogan 'a place of mind', 'THE UNIVERSITY OF BRITISH COLUMBIA', and 'UBC LIBRARY'. Below this is a search bar with 'All of cIRcle' and a 'Go' button. The main content area is titled 'My Account' and includes a blue speech bubble with the text 'Step 3'. The page displays a 'What is cIRcle?' section, a 'Who's contributing to cIRcle?' section with various links, and a 'Now available in cIRcle: IGH Resources' section.

Step 4. Start a new submission (Part 2): On your “Submission & workflow tasks” page, click on “Start a new submission”.

TIP! If you have already completed a submission during this session, the prompt will read “Start another submission”.

The screenshot shows the UBC Library cIRcle interface. The top navigation bar includes the UBC logo, the slogan "a place of mind", and "THE UNIVERSITY OF BRITISH COLUMBIA UBC LIBRARY". Below this is a search bar with "All of cIRcle" and a "Go" button. The main content area is titled "Submissions & workflow tasks" and "Unfinished submissions". A blue callout bubble labeled "Step 4" points to the link "start another submission". Below this link is a table of unfinished submissions:

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"/> sldgstg	UBC and the 2010 Olympic and Paralympic Games: Coursework	email: Tara Stephens

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

Step 5. Select a collection for your item: On the “Item Submission” page, click on “Select a collection” from the drop-down menu. Choose a collection for your item. Click on “Next” to continue.

TIP! The “Collection” is the one into which you have been authorized to submit your item (for theses/dissertations authorization, contact Faculty of Graduate Studies). Want to add an item to multiple collections? Please contact ubc-circle@interchange.ubc.ca.

The screenshot shows the UBC Library cIRcle interface for "Item submission". The top navigation bar is the same as in the previous screenshot. The main content area is titled "Item submission" and "Select a collection". A blue callout bubble labeled "Step 5" points to the "Select a collection" dropdown menu. Below the dropdown menu is a "Next" button.

Step 6. Describe the item (Part 1): There are two stages to describing the item. To complete the first stage, fill in all 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! Click on “Save & Exit” to save your unfinished submission and complete it at another time. Look for this option throughout the submission process.

The screenshot shows the UBC Library Item submission interface. At the top, there are navigation links for Campuses, UBC Directories, and UBC QuickLinks. The main header includes the UBC logo and the text "a place of mind" and "THE UNIVERSITY OF BRITISH COLUMBIA UBC LIBRARY". Below the header, there is a search bar and a "Go" button. The left sidebar contains a "Browse" menu with options like "All of ciRcle", "Communities & Collections", "Issue Date", "Authors", "Titles", "Subjects", "This Collection", "My Account", "Context", "Reporting Suite", "File Conversion", and "Questions?". The main content area is titled "Item submission" and shows a progress bar with steps: Describe, Describe, Upload, Duplicate Check, Review, License, License, and Complete. The "Describe Item" section is active and contains the following fields:

- Author/Creator:** Two input fields for "Last name, e.g. Smith" and "First name(s) e.g. Donald John". An "Add" button is next to the first name field. A blue callout bubble points to this "Add" button with the text "p 6". Below the fields is the instruction: "Enter the name of the author(s) or creator(s). [REQUIRED]".
- Title:** A single input field with the instruction: "Enter the title of the work. [REQUIRED]".
- Other Titles:** A single input field with an "Add" button below it. The instruction is: "If the item has any alternative titles, please enter them above. [optional]".
- Language:** A dropdown menu with options: English, French, Chinese, Cree, German, Hindi. Below the dropdown is the instruction: "Select the language(s) of the work. To select more than one language, hold down the 'Ctrl' or 'Shift' key. [REQUIRED]".
- Type:** A dropdown menu with options: Text, Still Image, Sound, Dataset, Interactive Resource.

Step 7. Describe the item (Part 2): Fill in all required fields to complete the final stage of describing your item. If applicable, fill in any other optional fields. Click on “Next” to continue.

TIP! Remember that Required Fields will display in red if not completed.

The screenshot shows the 'Item submission' page for the UBC Library. The breadcrumb trail is: [cIRcle Home](#) > [Library](#) > [Library Staff Papers and Presentations](#) > [Item submission](#) >. The page title is 'Item submission'. A progress bar shows the following steps: Describe (selected), Describe, Upload, Duplicate Check, Review, License, License, Complete. The 'Describe Item' section contains the following fields:

- Affiliation:** A dropdown menu with the following options: Law, Faculty of Learning Exchange; Learning Technology (Distance Learning) (OLT), Office of Library, UBC; Library, Archival and Information Studies (SLAIS), School of Life Sciences Institute (LSI). A blue callout bubble labeled 'Step 7' points to this field.
- Date of Issue:** Year, Month, Day. Below the input fields: 'Please give the date of previous publication or public distribution above. Leave out the day and/or month if they aren't applicable. [optional]'
- Publisher:** Enter the name of the previous publisher. [optional]
- Citation:** Two text areas. The first: 'If your submission was previously published, enter a standard citation for the published source (e.g. Handbook of pedagogy, Toronto: Macmillan, 2001. 99-121; Journal of sociology, 53 (2), 49-63). [optional]'. The second: 'If your submission was previously published, enter a standard citation for the published source (e.g. Handbook of pedagogy, Toronto: Macmillan, 2001. 99-121; Journal of sociology, 53 (2), 49-63). [optional]'
- Series:** Enter the name of the series. [optional]. Below: 'If your submission belongs to a series, enter that information here. Include series title, ISSN and number (if you have them) separated by commas (e.g. Working papers in ontology, 1234-9635, no. 21). [optional]'
- Copyright Holder:** Enter the name of the copyright holder. [optional]
- Subject Keywords:** Enter subject keywords or phrases describing the work (e.g. Shakespearean comedies, Geology, Sigmund Freud). [optional]. Includes an 'Add' button.
- Abstract/Summary:** Enter a short description of the work. [optional]

At the bottom of the form are buttons: '< Previous', 'Save & Exit', and 'Next >'.

Step 8. Upload a file: Click on **“Browse”** to select the file from your computer. If there is only one file to be uploaded, simply click on **“Next”** and proceed to Step 10. If you have more than one file to upload, click on **“Upload”** and continue to Step 9.

TIP! If you need to place an embargo on your item/work, email the cIRcle Office at ubc-circle@interchange.ubc.ca for consultation and/or approval—unless you are submitting a thesis or dissertation, in which case consult with the Faculty of Graduate Studies. If an embargo is placed without approval, the uploaded file(s) will automatically be kept private until the embargo is approved by the cIRcle Coordinator.

The screenshot shows the cIRcle Item submission page. At the top, there is a navigation bar with 'Campuses +', 'UBC Directories +', and 'UBC QuickLinks +'. Below this is the UBC Library header with the logo and 'a place of mind' slogan. The main content area is titled 'Item submission' and includes a breadcrumb trail: 'cIRcle Home > Library > Library Staff Papers and Presentations > Item submission >'. A progress bar shows steps: Describe, Upload, Duplicate Check, Review, License, and Complete. The 'Upload File(s)' section is highlighted with a blue callout bubble labeled 'Step 8'. It contains a 'File:' field with a 'Browse...' button, a 'File Description:' field, and 'File Availability:' options for 'Public' and 'Embargo - File private until:' (with date pickers for Aug 17, 2010). A 'TIP!' callout bubble points to the embargo date pickers. At the bottom of the form is an 'Upload' button. A blue callout bubble on the left side of the page says 'Click on “Upload” to add more files.' The page footer includes '< Previous', 'Save & Exit', and 'Next >' buttons.

Step 9. Upload another file: If you clicked on **“Upload File(s)”** in Step 8, you will see the name of your file under **“Files Uploaded”**. To add another file, click on **“Browse”** to select the file from your computer. Repeat this step to add multiple files. Click on **“Next”** when all the necessary files have been uploaded.

TIP! If you wish to remove a file uploaded by mistake, select the file you wish to remove under **“Files Uploaded”** then click on **“Remove Selected Items”**.

Upload File(s)

File:

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.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

File Availability:

Public

Embargo - File private until:

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.

Files Uploaded

Primary	File	Size	Description	Format	Embargo
<input type="radio"/>	<input type="checkbox"/> file_cabinet.jpg			image/jpeg (Supported)	Public <input type="button" value="Edit"/>
File checksum: MD5:b290...c514ce					
<input type="button" value="Remove selected files"/>					

< Previous Next >

Step 10. 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.

All of cIRcle [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

Context

cIRcle Home > UBC and the 2010 Olympic and Paralympic Games > UBC and the 2010 Olympic and Paralympic Games Coursework > Item submission >

Item submission

→ → → → → →

Potential duplicates: (0)

No potential duplicates found.

< Previous Next >

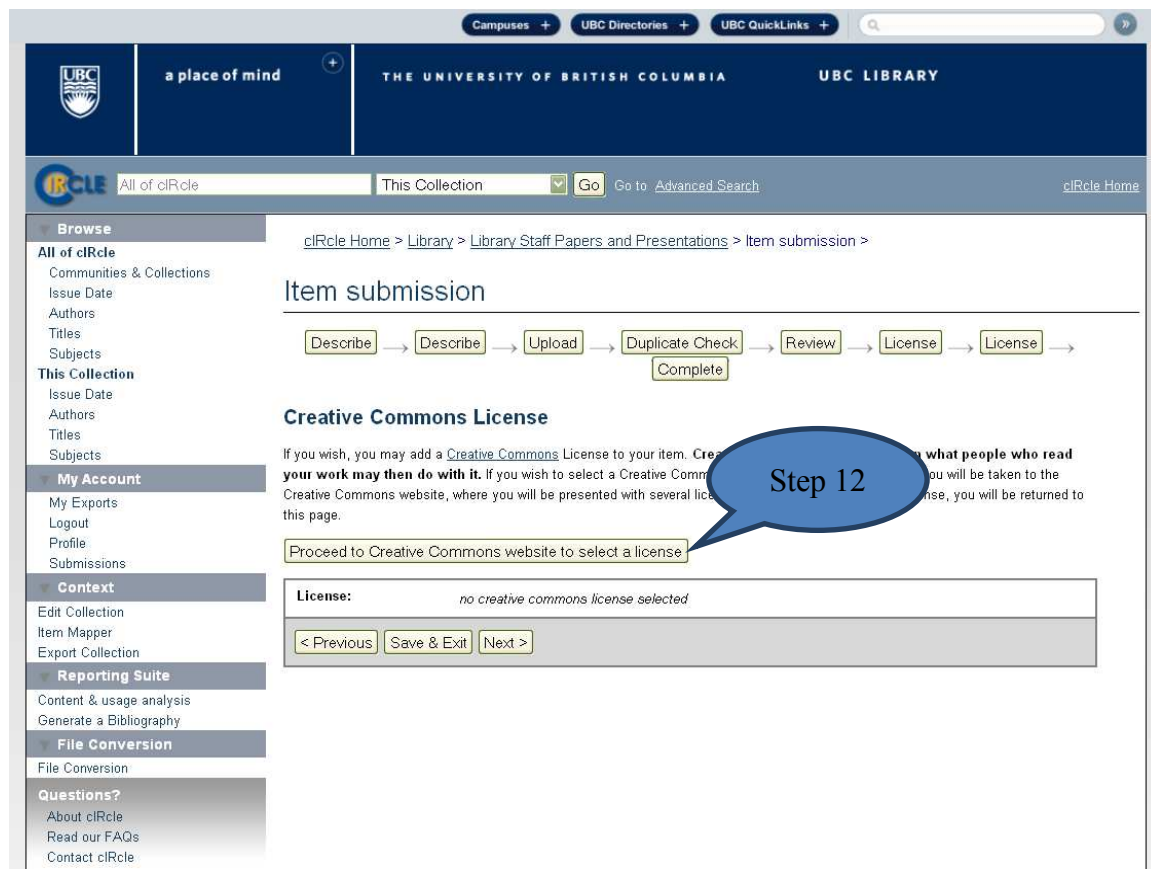
Step 11. Review Submission: Under each of the “Describe Item” sections, verify that the information entered into all of the metadata fields is correct. Click on “Next” if there are no changes.

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 the “Next” button 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 shows the UBC Library Item Submission interface. At the top, there are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The main header includes the UBC logo and 'a place of mind' slogan. Below the header, there is a search bar and a breadcrumb trail: 'cIRcle Home > Library > Library Staff Papers and Presentations > Item submission >'. The main content area is titled 'Item submission' and features a sequence of buttons: 'Describe' (twice), 'Upload', 'Duplicate Check', 'Review', 'License' (twice), and 'Complete'. A blue callout bubble labeled 'Step 11' points to the 'Review Submission' section. This section contains a 'Describe Item' form with the following fields: 'Author/Creator: Doe, John', 'Title: A guide to cIRcle submissions', 'Other Titles: -', 'Language: English', 'Type: Text', and 'Type: Still Image'. Below these fields are 'Text Attributes: (Other)', 'Scholarly Level:', and 'Review Status:'. A 'Correct one of these' button is located below the 'Review Status' field. A second blue callout bubble labeled 'TIP!' points to this button. Below the 'Describe Item' section is an 'Upload File(s)' section showing a file named 'Sunset.jpg - JPEG (Known)' and another 'Correct one of these' button. At the bottom of the form are buttons for '< Previous', 'Save & Exit', and 'Next >'. The footer contains the UBC logo, 'a place of mind', 'THE UNIVERSITY OF BRITISH COLUMBIA', and contact information for UBC Library.

Step 12. Add a Creative Commons License (Optional): If you wish to select a Creative Commons License, click on the **“Proceed to Creative Commons website to select a license”** button. Continue to Step 13 in the “Uploading a submission” guide for further instructions. If you **do not** want to add a Creative Commons License to your item/work, then click on the **“Next”** button to proceed to Step 16 in the submission process.

TIP! Creative Commons Licenses govern what people who access your work may then do with it.



Important TIP when adding a Creative Commons License: When proceeding to the Creative Commons website, you may receive 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?”

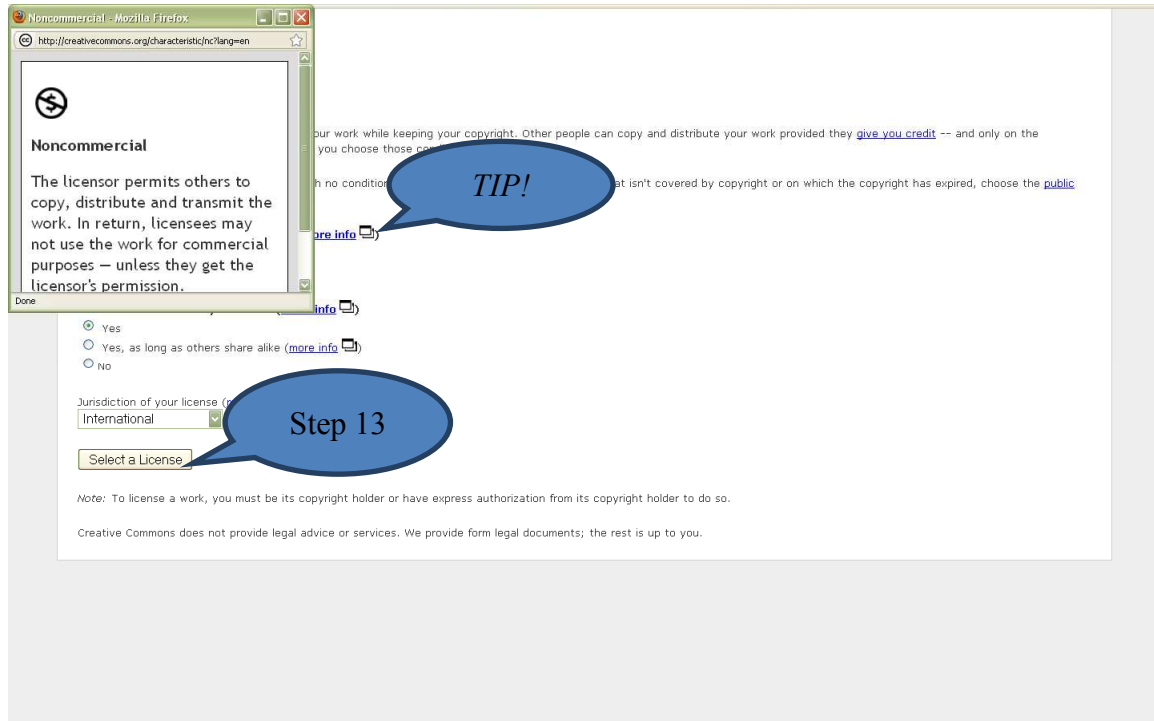
--Click on the “Continue” button to proceed to the Creative Commons License website.

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?”

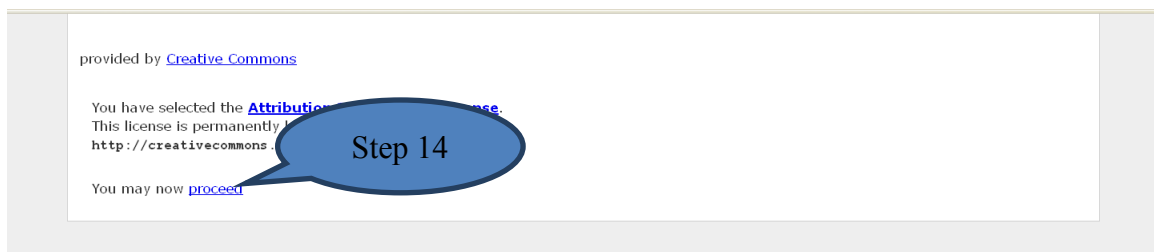
--Click on the “OK” button to proceed.

Step 13. Completing 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 14. Complete the 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 15. 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 shows the cIRcle submission interface. At the top, there are navigation links for "Campuses", "UBC Directories", and "UBC QuickLinks". The main header includes the UBC logo and "a place of mind" slogan, along with "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below the header, there is a search bar and a "Go" button. The main content area is titled "Item submission" and shows a progress bar with steps: Describe, Upload, Duplicate Check, Review, License, and Complete. The "Creative Commons License" section is highlighted, and a blue callout bubble labeled "Step 15" points to the "License" field. Below the license field, there is a "Remove this Creative Commons License" button, which is also pointed to by a blue callout bubble labeled "TIP!". The bottom of the page has navigation buttons: "< Previous", "Save & Exit", and "Next >".

Step 16. Complete the cIRcle 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”. Click on the **“Complete submission”** button.

TIP! If you are submitting an item on behalf of someone else, please ensure that cIRcle staff have received the non-exclusive distribution license from the person(s) holding the rights to the submission.

The screenshot shows the cIRcle submission interface. At the top, there are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The main header includes the UBC logo and 'a place of mind' slogan. Below the header, there is a search bar and a breadcrumb trail: 'cIRcle Home > Library > Library Staff Papers and Presentations > Item submission >'. The 'Item submission' page features a progress bar with steps: Describe, Upload, Duplicate Check, Review, License, and License. The 'License' step is highlighted. The 'Distribution License' section contains the following text:

UBC cIRcle NON-EXCLUSIVE DISTRIBUTION LICENSE (Version 1.0)

- By signing and submitting this license, you hereby grant to The University of British Columbia (UBC) the non-exclusive royalty-free right to include in the Institutional Repository at UBC (cIRcle) your Submission, including the descriptive information, metadata and abstract and to reproduce, translate (as described below) and distribute the Submission in any format and in any medium.
- UBC will: (a) where provided, identify in cIRcle the author(s) of the Submission; (b) where provided, identify in cIRcle the owner of copyright in the Submission, if different from the author(s), as indicated by you at the time of making the Submission.

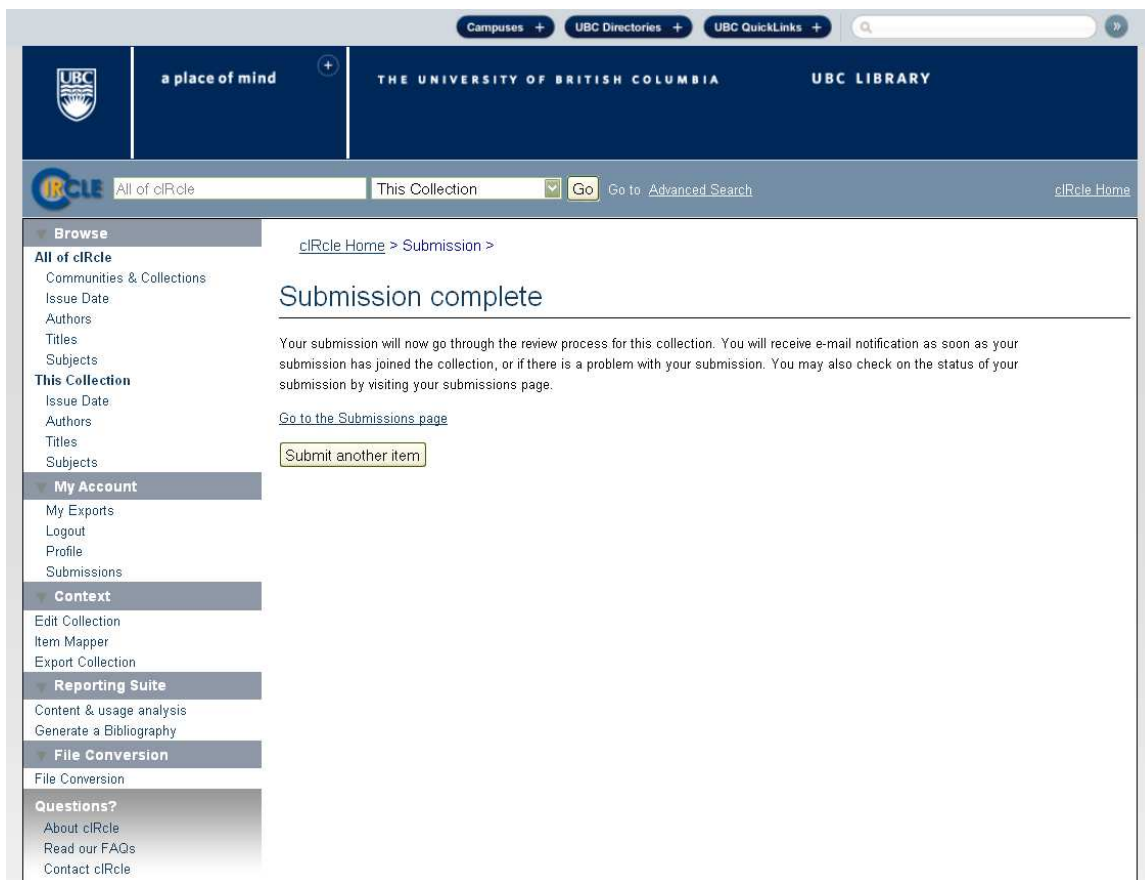
Below the license text, there is a checkbox labeled 'Distribution license:' with the option 'I Grant the License' checked. At the bottom of the form are three buttons: '< Previous', 'Save & Exit', and 'Complete submission'.

Congratulations! You have now completed your cIRcle submission!

An automated “cIRcle: You have a new task” email message is sent once a submission has been completed. Either the collections administrator or an authorized reviewer (aka coordinator) will review your cIRcle submission and add it to the cIRcle database. After addition to the database, you will receive an automated email containing the URL of your submission.

To exit cIRcle, click on “**Logout**” in the left sidebar under “My Account”.

*TIP! To start another submission, click on the “**Submit another item**” on this page. Or, you may click on “**Submissions**” under “My Account” in the left sidebar to return to your “Submission & workflow tasks” page.*



The screenshot shows the cIRcle submission completion page. At the top, there is a navigation bar with links for "Campuses", "UBC Directories", and "UBC QuickLinks". Below this is the UBC logo and the text "a place of mind" and "THE UNIVERSITY OF BRITISH COLUMBIA UBC LIBRARY". The main content area features a search bar with "All of cIRcle" and "This Collection" dropdowns, and a "Go" button. The page title is "Submission complete". The main text states: "Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page." Below this text is a link "Go to the Submissions page" and a button "Submit another item". The left sidebar contains a "Browse" section with "All of cIRcle" and "This Collection" categories, each with sub-links for "Communities & Collections", "Issue Date", "Authors", "Titles", and "Subjects". The "My Account" section includes "My Exports", "Logout", "Profile", and "Submissions". The "Context" section includes "Edit Collection", "Item Mapper", and "Export Collection". The "Reporting Suite" section includes "Content & usage analysis" and "Generate a Bibliography". The "File Conversion" section includes "File Conversion". The "Questions?" section includes "About cIRcle", "Read our FAQs", and "Contact cIRcle".

Last updated January 5th, 2011.