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Assisting Faculty/Students Navigate Digital Commons

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The background features a light purple-to-blue gradient. Scattered throughout are various-sized, realistic-looking water droplets with highlights and shadows. In the center, there is a faint, large, light-colored circular graphic that resembles a stylized sun or a lens flare.

ASSISTING FACULTY / STUDENTS NAVIGATE DIGITAL COMMONS

DEBORAH L WHITE, MLIS, MA

DIGITAL RESOURCES & INITIATIVES MANAGER

PITTSBURGH STATE UNIVERSITY

JUNE 4, 2019

WDDD PART II

- TEACH FACULTY / STUDENTS HOW TO CREATE AN ACCOUNT IN DIGITAL COMMONS
- ASSIST FACULTY WITH LOADING CONTENT INTO DIGITAL COMMONS
- FIND OUT THEIR PURPOSE FOR DEPOSITING THEIR WORK
- TROUBLESHOOT LOADING ISSUES
- TROUBLESHOOT ACCOUNT ACCESS ISSUES

TEACH FACULTY / STUDENTS HOW TO CREATE AN ACCOUNT IN DIGITAL COMMONS

- TUTORIALS ARE AVAILABLE IN DIGITAL COMMONS
- METADATA BEST PRACTICES
 - EMAIL (PITT STATE)
 - FIRST/LAST NAME (CAPITALIZE FIRST LETTER ONLY)
 - **INSTITUTIONAL AFFILIATION** → **“PITTSBURG STATE UNIVERSITY”**
 - PASSWORD (GUS PORTAL)

ASSIST FACULTY WITH LOADING CONTENT INTO DIGITAL COMMONS

- DIGITAL COMMONS STRUCTURE

- BOOK GALLERY
- IMAGE GALLERY
- SERIES

- CONTENT

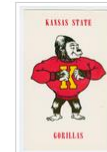
- OER
- RESEARCH / SCHOLARSHIP
- BOOKS
- LINKS



15th Kentucky Volunteer Cavalry Regiment, Company F, Records, 1862-1864

Special Collections, Leonard H. Axe Library

A collection of volunteer enlistments, payroll accounts, certificates of release, company descriptive book, company clothing book, quarterly return of clothing and camp garrison equipment for the 2nd, 3rd, and 4th quarters of 1863, ordnance and ordnance stores reports for the 3rd quarter of 1863 and the company muster roll for the 15th Kentucky Cavalry, Company F.



Submissions from 2012

[Link](#) [Special Volume on Philosophical Methodology - Issue Introduction](#), James McBain

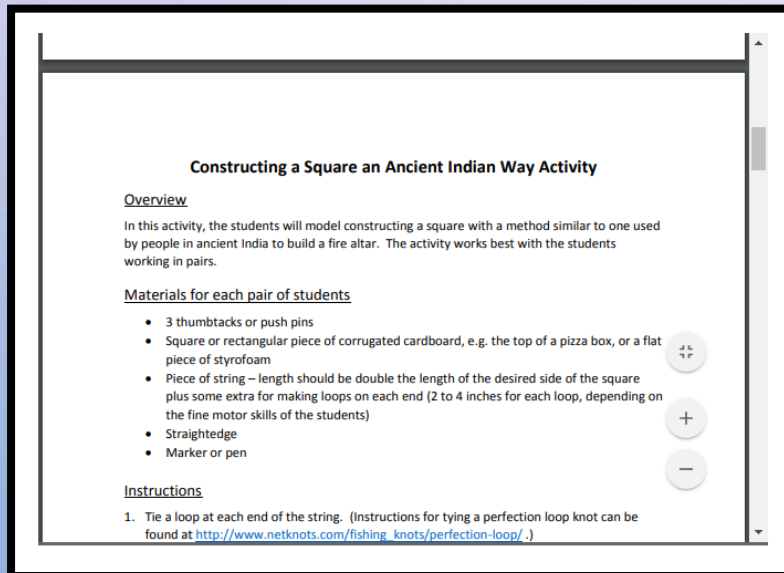
Submissions from 2008

[PDF](#) [How Not to be an Atheist: A Neoclassical Response to the New Atheism](#), Donald W. Viney

FIND OUT THEIR PURPOSE FOR DEPOSITING THEIR WORK

- OER

- NATIVE FILE DOWNLOAD → WORD DOC
- LINK TO PRESSBOOK → UPLOAD PDF TOO
- PDF VIEWER



Constructing a Square an Ancient Indian Way Activity

Overview

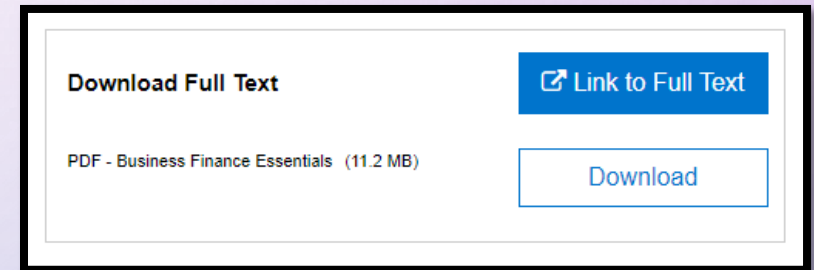
In this activity, the students will model constructing a square with a method similar to one used by people in ancient India to build a fire altar. The activity works best with the students working in pairs.

Materials for each pair of students

- 3 thumbtacks or push pins
- Square or rectangular piece of corrugated cardboard, e.g. the top of a pizza box, or a flat piece of styrofoam
- Piece of string – length should be double the length of the desired side of the square plus some extra for making loops on each end (2 to 4 inches for each loop, depending on the fine motor skills of the students)
- Straightedge
- Marker or pen

Instructions

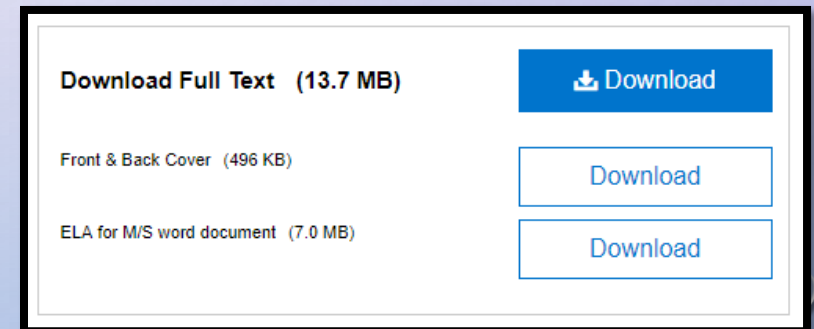
1. Tie a loop at each end of the string. (Instructions for tying a perfection loop knot can be found at http://www.netknots.com/fishing_knots/perfection-loop/.)



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FIND OUT THEIR PURPOSE FOR DEPOSITING THEIR WORK

- RESEARCH / SCHOLARSHIP
 - LINK TO OPEN ACCESS SITE
 - PDF

Decision Making: Uncertainty [Link to Full Text](#)

[James McBain, Pittsburg State University](#) [Follow](#)

Document Type
Article

Publication Title
Encyclopedia of Public Administration and Public Policy, Third Edition

Publication Date
2-24-2016

Recommended Citation
McBain, James, "Decision Making: Uncertainty" (2016). *Faculty Submissions*. 25.
https://digitalcommons.pittstate.edu/phil_faculty/25

PLUMX METRICS

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A Slice of Immortality: Remembering Charles Hartshorne [Download](#)

[Donald W. Viney, Pittsburg State University](#) [Follow](#)

Document Type
Article

Publication Date
9-29-2016

Abstract
"A Slice of Immortality: Remembering Charles Hartshorne" is an illustrated record of the

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INCLUDED IN
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TROUBLESHOOT LOADING ISSUES

- COMMON ERRORS
 - UP LOADED TO WRONG COLLECTION
 - DOUBLE CHECK THEY ARE IN THE FACULTY SUBMISSION FOR THEIR DEPARTMENT
 - DID THEY FORGET TO ATTACH THE FILE?
 - WHAT TYPE OF FILE DID THEY TRY TO LOAD?
 - ARE THEY LOGGED IN PROPERLY ?
- THEY CAN ALWAYS REVISE THEIR SUBMISSION THEMSELVES UNTIL THE ITEM HAS BEEN POSTED BY THE ADMINISTRATOR AFTER THAT THEY HAVE TO SEND THE NEW FILE TO THE ADMINISTRATOR TO REVISE

Author Corner

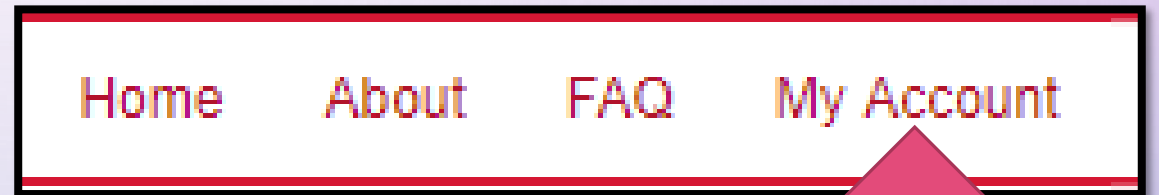
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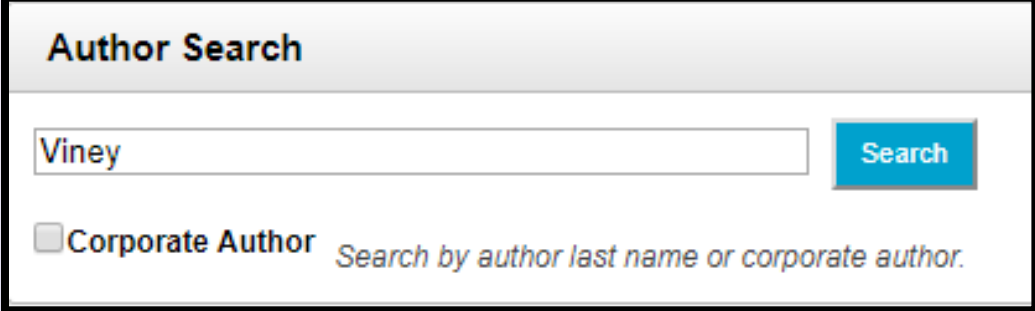
TROUBLESHOOT ACCOUNT ACCESS ISSUES

- PASSWORDS
 - FORGETTING PASSWORDS
 - CHANGING PASSWORDS
- CHANGED PASSWORDS
 - LOG INTO EMAIL AND CLICK ON THE LINK
 - **DO NOT GO TO THE PREVIOUS TAB**
 - **COOKIES**
 - CLICK ON **“MY ACCOUNT”**
 - RE-ENTER INFORMATION



TROUBLESHOOT ACCOUNT ACCESS ISSUES

- E-MAIL
 - WHICH E-MAIL DID THEY CREATE THEIR ACCOUNT?
 - IS THAT THE E-MAIL THEY ARE USING TO LOG IN NOW?
 - TRY BOTH E-MAIL'S
- SOME FACULTY HAVE 2 E-MAIL'S ON CAMPUS AND ZIMBRA AUTOMATICALLY FORWARDS THEM TO ONE ACCOUNT
- DIGITAL COMMONS IS SPECIFIC TO A SINGLE E-MAIL
- THE ADMINISTRATOR CAN LOOK UP THEIR EMAIL IN THE AUTHOR MERGE TOOL TO SEE WHICH EMAIL THEY ARE USING



Author Search

Viney

Corporate Author *Search by author last name or corporate author.*

Authors								
Primary Author	Merge	First Name	Middle Name	Last Name	Institution	Corporate Author	Email	Submission
<input type="radio"/>		Donald	W.	Viney	Pittsburg State University		dviney@pittstate.edu	See all submissions
<input type="radio"/>	<input type="checkbox"/>	Kenneth	D.	Vineyard	Kansas State College of Pittsburg			The Effects of Listening Training on Achievement

CONCLUSIONS

- DIRECT HELP? – MAYBE NOT
- WALK THEM THROUGH SOME STUFF? – POSSIBLY
- THEY ARE ALWAYS WELCOME TO DIRECTLY CALL BEPRESS

REBECCA KARBERG

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