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Digital Initiatives Symposium

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Apr 29th, 10:30 AM - 11:10 AM

### Supporting Sustainable Digital Humanities Projects: Managing the Lifecycle of Student-Created Web Content from Inception to Archiving

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# Supporting Sustainable Digital Humanities Projects: Managing the Lifecycle of Student-Created Web Content from Inception to Archiving

## Presenter 1 Title

Rachel Walton, Digital Archivist

## Presenter 2 Title

Amy Sugar, Director of Instructional Design and Technology

## Session Type

Event

## Abstract

A Digital Archivist and an Instructional Technologist team up to discuss how, together, we manage various stages of the Digital Humanities project lifecycle in the context of a small liberal arts college. Our accomplishments and lessons learned include, but are not limited to:

1. Developing retention and archiving policies for DH projects to meet short-term and long-term project goals.
2. Educating faculty and students about the implications of sharing their identity and work online in an Open Access environment (with special consideration of FERPA), and documenting student consent regarding privacy and online publication.
3. Navigating multimedia, linked, and dynamic content when archiving class blogs at the end of a project's life.

Our collaboration has broken down the silos we previously worked in and enabled our teams to perform more effectively. Instructional Designers are now ready and empowered to suggest a variety of sustainability measures at the start of a new DH project, therein making their partnerships more impactful. The College Archives is now able to document online curricula and student work in new ways, most of which support Open Access principles and enable freer re-use of quality academic products. This session will review our approach to the full DH project lifecycle with helpful use cases and examples. In addition, we will share our policies, forms, and documentation to those who would like to reuse for their own context. Finally, we also hope to engage attendees in a conversation about how they address sustainable DH with success in their organization.

## Location

## Keywords

Digital Humanities, Sustainability, Instructional Technology, Web Archiving, Retention Policy, Copyright and Privacy, Collaboration



# Supporting Sustainable Digital Humanities Projects

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University of Central  
Florida

# Context



Increase in digital projects

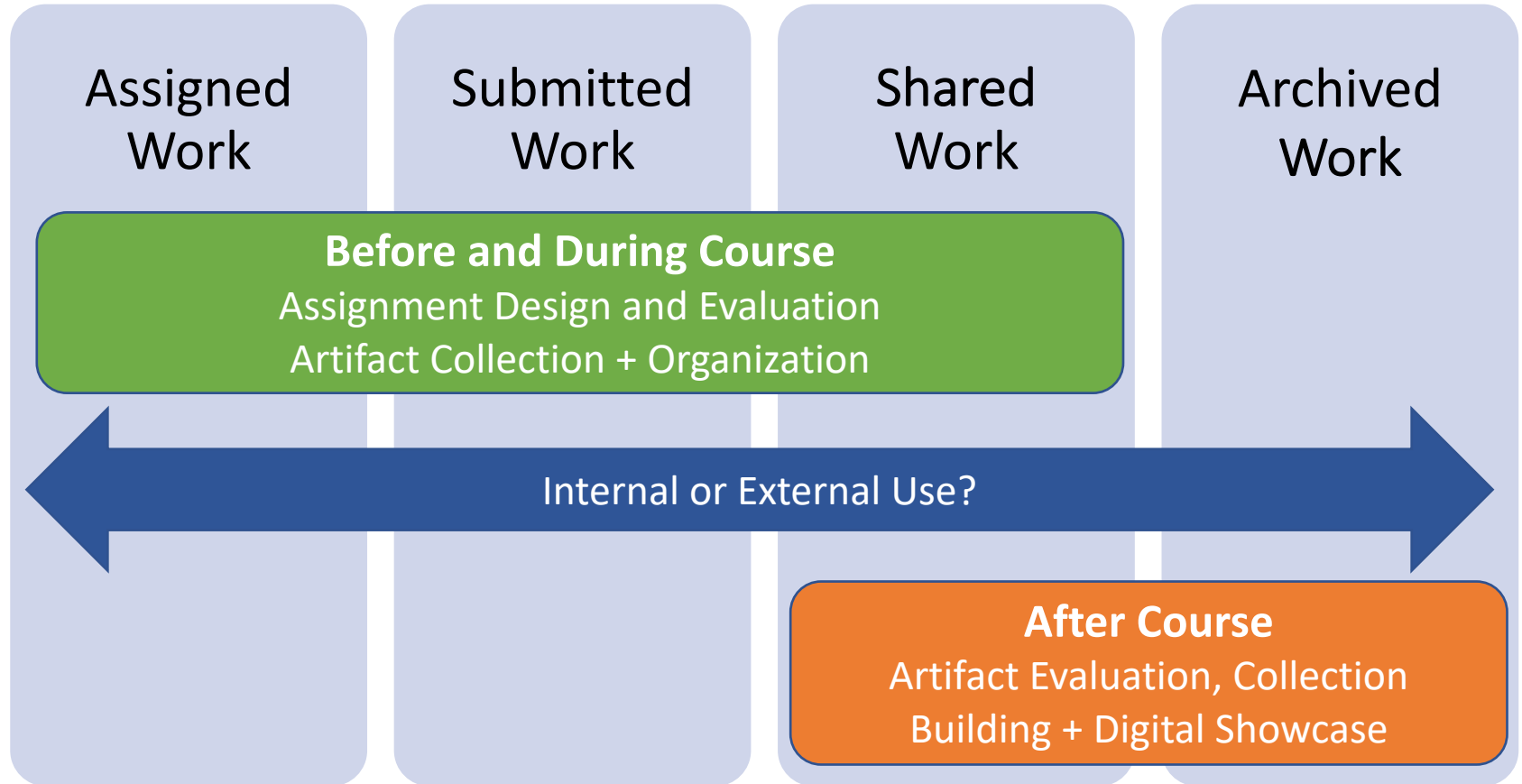


Variety of platforms and file types used



Discussion and collaboration to address long-term access, storage limitations, copyright, and privacy

# Digital Humanities Project Lifecycle



# Assigned Work

- Identify project goals
- Design the assignment and evaluation
- Select technology platform
- Discuss copyright parameters
- Discuss the lifespan of the project
- Discuss student privacy

# Assigned Work Example



**Professor:** Sociology

**Assignment:** Public Syllabus

**Technology:** WordPress

**Media:** Text, links, images, video

# WordPress Privacy Form

Select your privacy preference for WordPress.

- **Option 1: Public facing with your name.**

Your site content will appear under your username (Fox ID). Your site content may appear in web searches for your name.

- **Option 2: Public facing with a pseudonym.**

You will use an alias to post content to your site that is shared only with the instructor. Your site content will be accessible to readers outside of Rollins, but your identity will remain private, and your site content will not appear in web searches for your name.

- **Option 3: Rollins access only with your name.**

Your site will remain password protected, which means only users with active Rollins credentials can log in to access your site. Your name will appear on your site content but will only be visible to members of the Rollins community who log in to your site.



# Submitted Work

- Identify limitations of platform and file types
- Select best location for submitted work
- Verify privacy preferences are implemented

# Submitted Work Example 1



**Professor:** Art

**Assignment:** Capture high resolution images

**Technology:** LMS and OneDrive

**Media:** Student-created images



OneDrive

# Submitted Work Example 2



**Professor:** Political Science

**Assignment:** Sustainable

Development Policy Proposal

**Technology:** ARC GIS Online

**Media:** Student-created maps

# Shared Work

- Determine who needs access (now and later)
- Identify privacy issues; consider options for content restriction
- Document student consent
- Choose a platform that can serve your specific purposes

# Shared Work Example 1



**kaltura**



**Professor:** Critical Media and Cultural Studies

**Assignment:** Senior Capstone Project

**Technology:** Kaltura and Digital Commons

**Media:** Student-created documentary videos

# Shared Work Example 2



**Professor:** History

**Assignment:** Archives Research Project

**Technology:** SharePoint and CONTENTdm

**Media:** Digitized artifacts and descriptions

# Archived Work

- Determine the long-term purpose/role of the project
- Make an end-of-life plan for the project's content
- Consider specific steps and tools needed to accomplish that plan

# Archived Work Example 1



**Professor:** History

**Assignment:** Primary Source Transcription Project

**Technology:** WordPress and web crawler service

**Media:** Full-text Searchable Historic Newspapers



# Archived Work Example 2



**Professor:** Art

**Assignment:** Describing Artists' Books

**Technology:** Office 365 and Digital Commons

**Media:** Book Arts Collection (text, images, video)

# Lessons Learned

- Educate the community about retention policies and short/long-term storage
- Start the lifecycle conversation and consider privacy implications early on
- Document student consent regarding the public access and archiving of their digital work and/or help the instructor in this critical step
- Collaborate to ensure the sustainability of student-created content

# Thank you!

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- [Resources Page](#)