

How to submit an item to the curriculum library

In order to submit information to the curriculum library you must first register.

So once you are on the teaching resource library page click on the “Register” button on the left

The screenshot shows the SAEA Teaching Resource Library homepage. At the top, there is a logo for 'saea' and the title 'Teaching Resource Library' with a 'Login' link. Below the header, there is a search bar with a 'Go' button. The main content area is divided into sections: 'Browse' with links for 'All Content', 'Communities & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'; 'My Account' with links for 'Login' and 'Register' (highlighted with a black arrow); and 'Discover'. The main content area also includes a 'SAEA Teaching Resource Library' title, a welcome message, and a list of communities: 'Archive of Sustainable Agriculture Education Materials (SAEM)', 'Community Education', 'Graduate School Education', and 'Undergraduate Education'.

Once you click “Register” a new screen will pop open and ask for your email address... enter it in the space provided:

The screenshot shows the 'New user registration' page. At the top, there is a logo for 'saea' and the title 'Teaching Resource Library' with a 'Login' link. Below the header, there is a search bar with a 'Go' button. The main content area is divided into sections: 'Browse' with links for 'All Content', 'Communities & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'; 'My Account' with links for 'Login' and 'Register'; and 'New user registration' with a progress bar showing 'Verify Email' → 'Create Profile' → 'Finished'. The 'New user registration' section includes a title, a description, and an 'Email Address' field with a 'Register' button (highlighted with a black arrow).

A verification email will be sent to the email address you provided: Once you receive the verification email click on the link to complete your registration. The verification email will look like the following:

To complete registration for a SAEA Teaching Resource Library account, please click the link below:

<https://sustainableaged.dspacedirect.org/register?token=6b9541f88ef4fa18cf1956aafcd356b0>

If you need assistance with your account, please contact us at:

<http://sustainableaged.dspacedirect.org/contact>



The link in the verification email will take you to the “Create Profile” page of the SAEA website.

Enter your information into the blocks provided



saea Teaching Resource Library [Login](#)

SAEA Teaching Resource Library Home → New user registration

Search

Browse

All Content

- [Communities & Collections](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

My Account

- [Login](#)
- [Register](#)

Create Profile

Verify Email → Create Profile → Finished

Identify

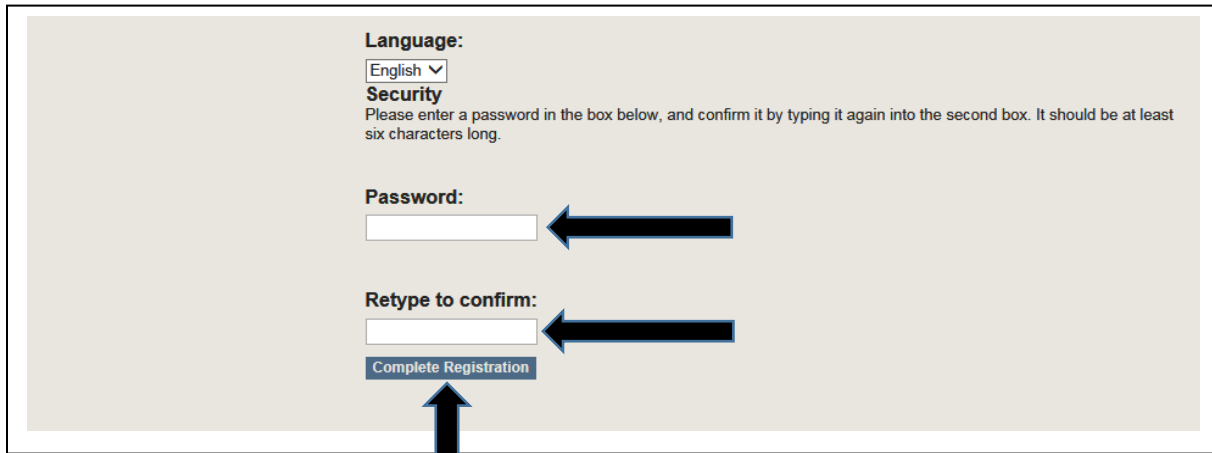
Email Address:
waldenm@bera.edu

First Name:

Last Name:

Contact Telephone:

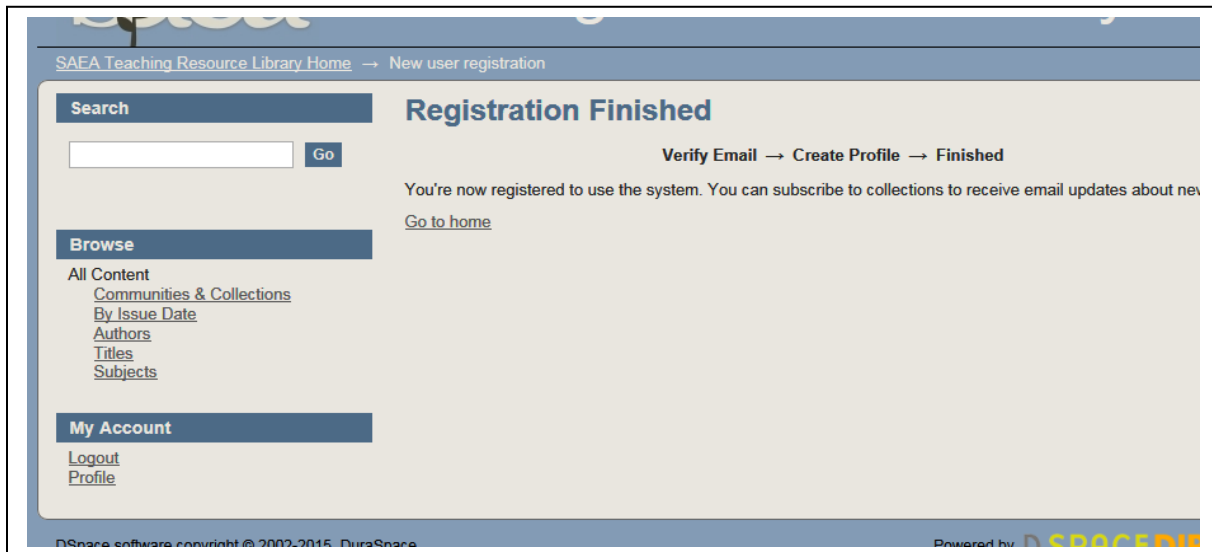
After entering your profile information – at the bottom of the same page you will be asked to create a password. **Passwords need to be at least six characters long..... Enter your password.... then retype your password in the next box to confirm spelling and click “Complete Registration”**



The screenshot shows a registration form with the following elements:

- Language:** A dropdown menu set to "English".
- Security:** A heading followed by the instruction: "Please enter a password in the box below, and confirm it by typing it again into the second box. It should be at least six characters long."
- Password:** A text input field with a blue arrow pointing to it from the right.
- Retype to confirm:** A second text input field with a blue arrow pointing to it from the right.
- Complete Registration:** A blue button located below the second input field, with a blue arrow pointing to it from below.

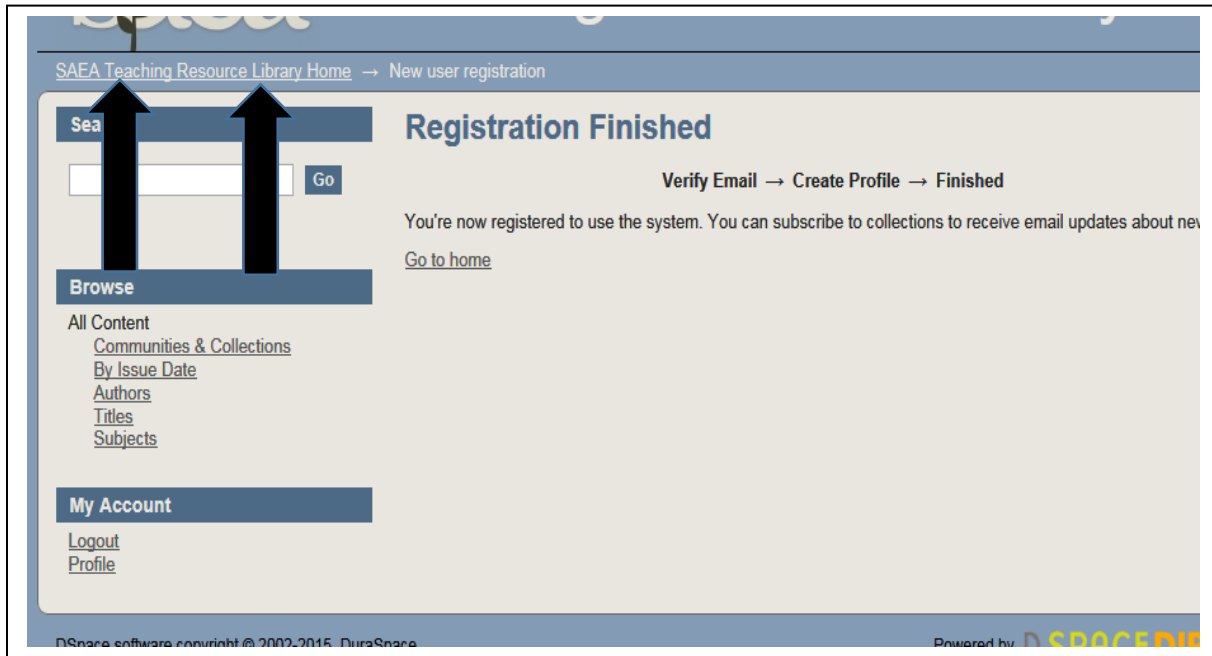
Once you click “complete registration” you should see the following screen:



The screenshot shows a confirmation page with the following layout:

- Header:** "SAEA Teaching Resource Library Home → New user registration"
- Search:** A search bar with a "Go" button.
- Registration Finished:** A large heading in blue.
- Progress:** "Verify Email → Create Profile → Finished" (with "Verify Email" and "Create Profile" in blue).
- Message:** "You're now registered to use the system. You can subscribe to collections to receive email updates about new..."
- Link:** "Go to home" (in blue).
- Navigation:**
 - Browse:** A section with links for "All Content", "Communities & Collections", "By Issue Date", "Authors", "Titles", and "Subjects".
 - My Account:** A section with links for "Logout" and "Profile".
- Footer:** "DSpace software copyright © 2002-2015. DuraSpace" and "Powered by DSpace" (with the DSpace logo).

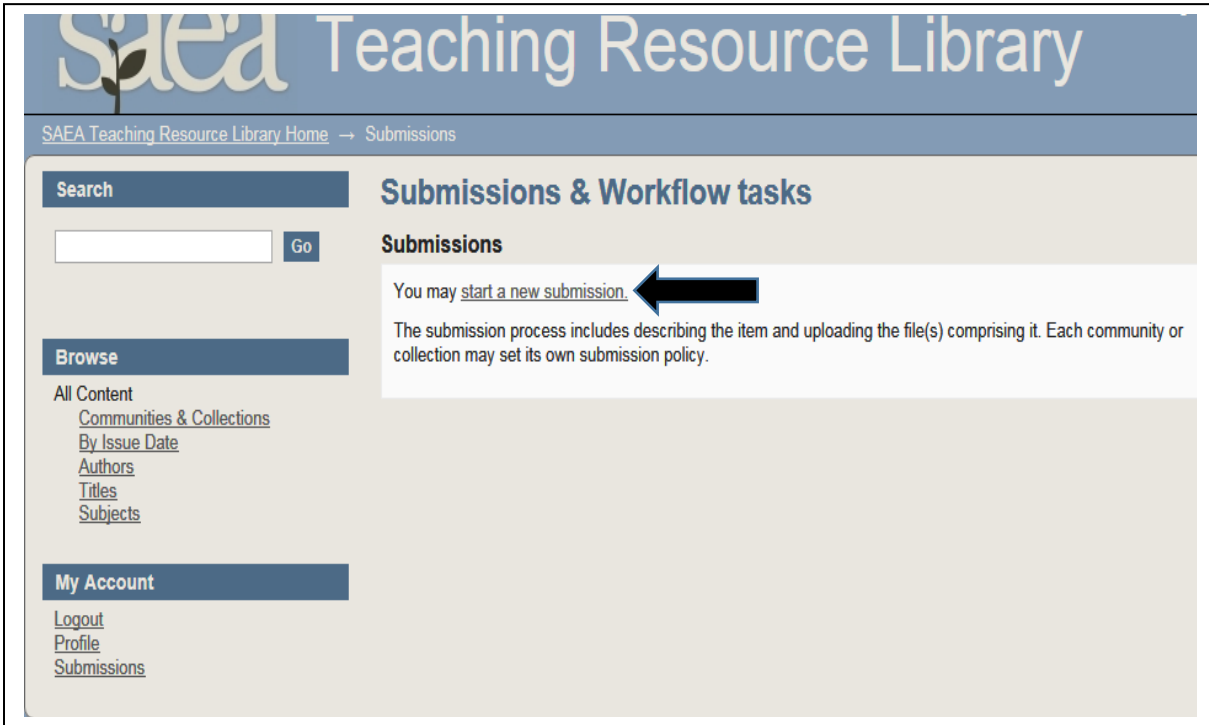
Now your registration is complete and you can begin submitting new content. On the “Registration Finished” screen click on the link at the top left of the screen titled “SAEA Teaching Resource Library Home” this will redirect you back to the Library home page.



For new submissions click on the link “Submissions” under the My Account section.

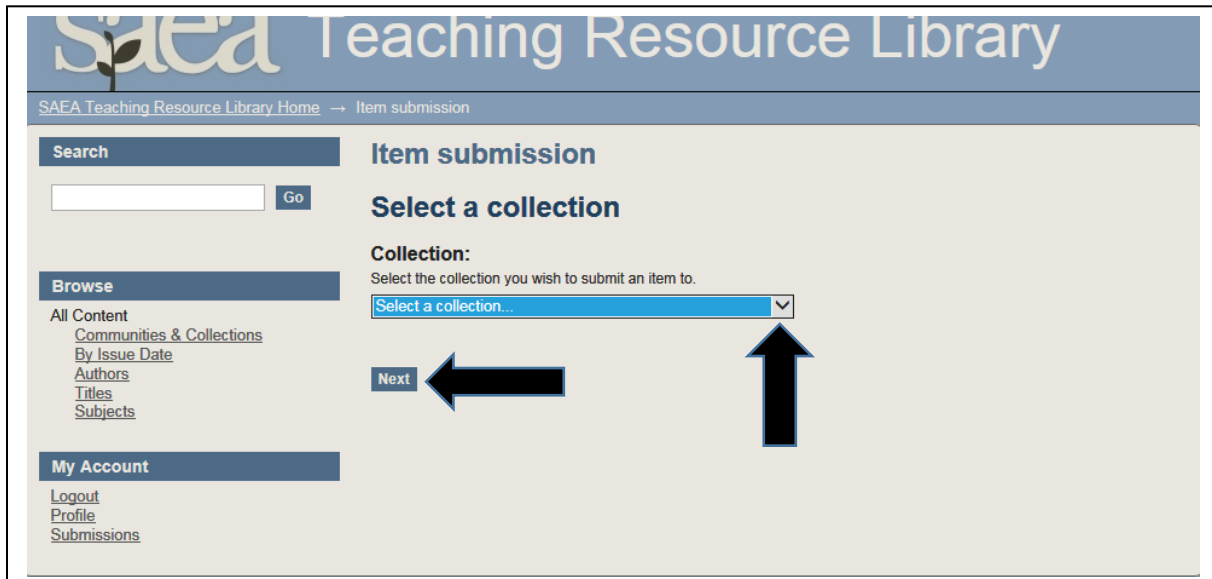


Next you will see the “Submissions & Workflow tasks” page ---- click on “**start a new submission**” in the Submissions box.



You will be redirected to the item submission page – click the **drop down arrow** to the right of “select a collection”. Choose an option that best fits the item you are submitting.

Once you select a collection click “**Next**”



Once you click –next- the “Item Submission” Page will pop up. Fill in all blocks that you have information for: **At a minimum there must be a Title and a Year for the date of issue. Click “Next”**

SAFA Teaching Resource Library Home → Community Education → Adult Education → Item submission

Search
 Go

Search
 This Collection

Browse
All Content
[Communities & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)
This Collection
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

My Account
[Logout](#)
[Profile](#)
[Submissions](#)

Context
[Edit Collection](#)
[Item Mapper](#)

Item submission

Describe → Describe → Upload → Review → License → Complete

Describe Item

Authors:
Enter the names of the authors of this item.
 Add
Last name, e.g. *Smith* First name(s) + "Jr", e.g. *Donald Jr*

Title:
Enter the main title of the item.

** You must enter a main title for this item.*

Other Titles:
If the item has any alternative titles, please enter them here.
 Add

Date of Issue:
Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

Year Month Day
** You must enter at least the year.*

Publisher:
Enter the name of the publisher of the previously issued instance of this item.

Citation:
Enter the standard citation for the previously issued instance of this item.

Series/Report No.:
Enter the series and number assigned to this item by your community.
 Add
Series Name Report or paper No.

Identifiers:
If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.
ISSN **Add**

Type:
Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.
Animation
Article
Book
Book chapter
Dataset
Learning Object

Language:
Select the language of the main content of the item. If the language does not appear in the list, please select "Other". If the content does not really have a language (for example, if it is a dataset or an image) please select "N/A".
N/A

****Please Note****
You can also click save and close and come back to your submission later.

Save & Exit **Next >**

The next screen will ask for more description about your submission. Enter as much detail as needed and then click “Next”

Search

Go

Search
 This Collection

Browse

All Content
[Communities & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

This Collection
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

My Account

[Logout](#)
[Profile](#)
[Submissions](#)

Context

[Edit Collection](#)
[Item Mapper](#)

Item submission

[Describe](#) → **Describe** → [Upload](#) → [Review](#) → [License](#) → [Complete](#)

Describe Item

Subject Keywords:
Enter appropriate subject keywords or phrases.
 Add

[Subject Categories](#)

Abstract:
Enter the abstract of the item.

Sponsors:
Enter the names of any sponsors and/or funding codes in the box.

Description:
Enter any other description or comments in this box.

[< Previous](#) [Save & Exit](#) [Next >](#)

Continued next page

The next section will be the Upload File(s) Page:

Click on “Browse” under the FILE: heading – clicking browse will allow you to select the file from your computer or file storage location. After selecting the file you want to submit click “Next”

Search

Search
 This Collection

Browse

All Content
[Communities & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

This Collection
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

My Account

[Logout](#)
[Profile](#)
[Submissions](#)

Context

[Edit Collection](#)
[Item Mapper](#)

Item submission

→ → → → →

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".

Embargo until specific date:
The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Embargo reason:
The reason for the embargo, typically for internal use only. Optional.

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Continued on next page:

Next you will need to review your Submission. Look over the information shown on this page – this is where you can make final changes before your submission is released. If everything looks ok click “**Next**”

SAEA Teaching Resource Library Home → Community Education → Adult Education → Item submission

Item submission

Describe → Describe → Upload → **Review** → License → Complete

Review Submission

Describe Item

Title:
Organic Pest Control

Date of Issue:
2017

Correct one of these

Describe Item


Correct one of these

Upload File(s)

resource-guide-for-organic-insect-and-disease-management.pdf - Adobe PDF (Known)

Correct one of these

< Previous Save & Exit **Next** >



Continued on next page

SAEA Teaching Resource Library Home → Community Education → Adult Education → Item submission

Search

 Search
 This Collection

Browse

All Content
[Communities & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

This Collection
[By Issue Date](#)
[Authors](#)
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My Account

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[Submissions](#)

Context

[Edit Collection](#)
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Item submission

→ → → → →

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Once you click on **“Complete Submission”** you are done!