

## Submitting Student Works to KnowledgeWorks@UBalt

The following instructions are to assist students with submitting an electronic copy of their work to the digital repository, KnowledgeWorks@UBalt.

Students must first create an account in MDSOAR, which is the larger website that holds the thesis and dissertation collection. After an account has been created, the account will need to be approved for submission. After the account has been approved, the student may then upload their thesis or dissertation (and any accompanying files) per the instructions below.

### Creating an account in MDSOAR:

1. Go to MDSOAR.org.
2. Click “Register” under “My Account” in right sidebar.
3. Enter your University of Baltimore email address (**MUST** be your UBalt email!).
4. Check your email for a message with the subject line “MDSOAR Account Registration.”
5. To finish creating your account, follow the link inside this email and enter your name and an account password.
6. Congratulations! You are now a registered KnowledgeWorks@UBalt member.
7. While your account is registered, you must wait until you receive confirmation that your account is approved to upload materials. **Please note that** it may take **up to 48 hours** after your registration for you to receive approval to submit content to KnowledgeWorks@UBalt!

### Submitting student work and accompanying materials to KnowledgeWorks@UBalt:

1. Go to MDSOAR.org
2. Click “Login” at top-right of the page and enter your login information (UBalt email and unique MDSOAR password).
3. Once logged in, select “KnowledgeWorks@UBalt” from the list of “Communities in MDSOAR”.

- From the KnowledgeWorks@UBalt homepage, under “Collections in this Community,” click on “Pilot – Ubalt History Capstone Paper (Spring 2021)”.

- Click on the link to “Submit a new item to this collection”.

If you are already a registered member and have been contacted by the KnowledgeWorks team, you can proceed to upload your files:

[Submit a new item to this collection](#)

- This will open an “Item Submission” form. You will need to fill out this form following the instructions below. Please fill out all of the require fields to the best of your ability.

### Item submission

Describe Describe Upload Review CC License Repository Agreement Complete

Describe Item

Author(s):

Search

Search MD-SOAR  
 This Collection

BROWSE

**All of MD-SOAR**

- As you begin entering information for your item submission, keep in mind that, once this process is complete and you have submitted your item, you will not be able to edit it. Post-submission edits can only be done on request by the KnowledgeWorks team. However, you can navigate among any of the submission screens to editor add information at anytime before you submit the item. You can also save the item information in the system and come back to complete it at a later time before submission.
- You will begin with the “Describe Item” screen. This includes basic information about your thesis/dissertation.

### Item submission

Describe Describe Upload Review CC License Repository Agreement Complete

Describe Item

Author(s):

Search

Search MD-SOAR  
 This Collection

BROWSE

**All of MD-SOAR**

- The first field is **Author(s)**. Please enter your name as it appears on your thesis here. If you have a middle name or initial, include it under “First name(s)” (e.g. Margaret E.).

Author(s):

Last name, e.g. *Smith*

Holman

First name(s) + "Jr.", e.g. *Donald Jr.*

Lucy

Add

Enter the name(s) of the author(s) of this item.

10. Skip down to the **Advisor(s)** field. Please use this field to **give us the name of your professor (at minimum)**. If you are entering more than one person, click on “Add” to create another field.

Advisor(s):

Last name, e.g. *Smith* First name(s) + "Jr.", e.g. *Donald Jr.*

If applicable, enter the name(s) of the advisor(s) who oversaw the creation of this item.

Kaplan, Nancy  
 Summers, Kathryn

Authors  
 Titles  
 Subjects  
 Type  
 MY ACCOUNT  
 Logout  
 Profile

11. The next field to consider is **Title**. Please enter the title as it appears on your title page. Include any subtitle information (i.e., information after a colon).

Title: \*

Enter the title of the item, including any subtitles.

Other Title(s):

If the item has any alternative titles, enter them here.

12. The next field to consider is **Date of issue**. This is the date of publishing for your thesis that appears on the title page. **While you must minimally add a year**, you can add a month and a day if it appears on your title page.

Date of Issue:

Year Month Day

Enter the date of previous publication or public distribution when the item was made generally available. Otherwise, enter the date that the item was created. You may leave out the day and/or month if they are not applicable. If the date is unknown or uncertain, leave these boxes blank and use the "Description" box to give the approximate date, century, era, etc. with an explanatory note.

13. Scroll down the form until you reach **Department**. This will record the name of the **school or college** for which you prepared your work. **Please use one of the schools or colleges listed below:**

- University of Baltimore. College of Public Affairs
- University of Baltimore. Robert G. Merrick School of Business
- University of Baltimore. School of Criminal Justice
- University of Baltimore. School of Information Arts and Technologies
- University of Baltimore. Yale Gordon College of Arts and Sciences

- University of Baltimore. School of Communications Design
- University of Baltimore. School of Health and Human Services

14. The next field will be **Program**. This field will tell us the name of the degree program for which you wrote your work. **Please use the phrasing listed below:**

- Master of Science in Applied Psychology
- Master of Public Administration
- Doctor of Public Administration
- Master of Science in Criminal Justice
- Master of Science in Interaction Design and Information Architecture
- Doctor of Science in Information and Interaction Design
- Master of Fine Arts in Integrated Design
- Master of Fine arts in Creative Writing and Publishing Arts
- Master of Fine Arts in Publications Design

15. Both fields should look something like this:

**Department:**

University of Baltimore. School of Information Arts and Technologies.

Enter the academic or administrative department for which the item was created.

**Program:**

University of Baltimore. Doctor of Communications Design.

Enter the academic or administrative program for which the item was created.

16. Scroll down to the **Type** field. **For all work, please select Text**. Even if you have a multi-media component to your work, as the work will still be primarily a text document, please use "Text". **NOTE: the system defaults to "Collection". It is unlikely that you are submitting a collection of digital objects, so please remember to CHANGE the value before you submit a file.**

**Type: \***

Text

Select the type that best describes the item (e.g. for articles, select "Text"; for an audio file, select "Sound").

17. The next field to consider is **Format**. Type in either **research paper** or **capstone project**.

**Format:**

Enter a more specific term that indicates what the item is (e.g. thesis, journal article, book review, presentation, etc.)

**OR**

**Format:**

Enter a more specific term that indicates what the item is (e.g. thesis, journal article, book review, presentation, etc.)

18. The next field will be **Extent**. This is the length of your work expressed as the total number of pages. **Include the total number and the word “pages.”**

**Extent:**

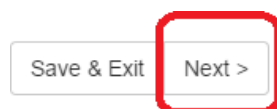
Enter a number (in Arabic numerals) and a unit of extent (e.g. pages, running time, dimensions, file size, etc.). A complete entry might look like “22 pages”, or “35 minutes”, or “8x10 inches”, etc.

19. You will now include the **Language** your work, which is presumably English. Be sure to **“English (United States)”** from the drop-down, as the list also includes just “English”.

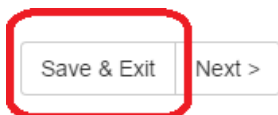
**Language:**

Enter the language of the main content of the item. If the language does not appear in the list, select “Other.” If the content of the item does not have a language (e.g. a dataset, an image, etc.), select “N/A”.

20. You will now see the “Save & Exit” and “Next” buttons at the bottom of the screen. If you are ready to go on to the next page, just click on the “Next” button. This will retain the data you have already entered and take you to the next data entry screen. **Continue on to step 23.**



21. If you would like to save the data you have entered so far and come back to the item submission later, or if you would like to cancel your submission, click on the “Save & Exit” button.



22. You can then choose from the options provided (“Save it, I’ll work on it later” or “Remove the submission”). Please note that if you select “Oops, continue submission” you will be returned to the data entry screen and you will need to click on the “Next” button to continue to the next screen.

23. After clicking on the “Next” button, you will be at the second “Describe Item” screen.

24. You will now enter the **Subject Keywords** for your work. Enter words or phrases indicating what your submission is about. Think about what words you would use if you were trying to find a work like yours. If there is more than one subject word or phrase, click on the “Add” button for additional fields. Each subject should be entered in a separate field.

25. You can now enter an **Abstract** for your work. You can simply copy and paste the abstract from your work. If your work does not have an abstract, please provide a short summary of what your work is about/what you researched/the problem you solved etc.

**Abstract:**

This qualitative study examines first-year college students' online search habits in order to identify patterns in millennials' mental models of information retrieval. The study employed a combination of modified contextual inquiry and concept mapping methodologies to elicit students' mental models. The researcher confirmed previously observed millennial behavior including preference for searching rather than browsing and hypertext reading. The study found three basic types of mental models; those with a network view conducted more searches overall and more complex (Boolean and topic + focus) searches. However, none of the participants demonstrated strong mental models that increased their effectiveness in searching.

Enter the abstract for the item.

**Sponsors:**

Subjects

Type

**This C**

By Issue

Authors

Titles

Subjects

Type

26. You will now see the “Previous”, “Save & Exit”, and “Next” buttons at the bottom of the screen.
27. If you want to go back to the previous page, just click on the “Previous” button. This will retain the data you have already entered on the current screen and take you back to the previous one.
28. If you are ready to go on to the next page, just click on the “Next” button. This will retain the data you have already entered and take you to the next screen. **Please continue to step 30.**
29. If you would like to save the data you have entered so far and come back to the item submission later, or if you would like to cancel your submission, click on the “Save & Exit” button and choose from the options provided (“Save it, I’ll work on it later” or “Remove the submission”). Please note that if you select “Oops, continue submission” you will be returned to the data entry screen and you will need to click on the “Next” button to continue to the next screen.

Describe Describe Upload Review License Complete

Save or cancel your submission?

Do you want the submission removed, or do you want to carry on working on it later? You may return to the submission process if you clicked Exit by accident.

Oops, continue submission Save it, I'll work on it later Remove the submission

30. After clicking on the “Next” button, you will be at the “Upload” screen. This is where you will upload the PDF (and accompanying work)

## Item submission

Describe Describe Upload Review CC License Repository Agreement Complete

### Upload File(s)

**File: \***

knowledgeworks-directions.pdf

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. **Thumbnails will generate for most file types within 48 hours.**

**File Description:**

research paper

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

31. Click on the “Browse” button. This will take you to the list of files on your computer. Find the folder where your file is located and select it (by double clicking or highlighting it and clicking on “Open” [on a PC]. You will now see that the file has been selected.
32. Use the “File Description” field if you need to distinguish this file from another file (e.g., “research paper” or “video” or “research data”).

## Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> <a href="#">knowledgeworks-directions.pdf</a>	757381 bytes	research paper	application/pdf (Supported)	<input type="button" value="Edit"/>
<b>File checksum:</b> MD5:2c91df70d74db60ad2d59b496e5cbdaf					
<input type="radio"/>	<input type="checkbox"/> <a href="#">BL first Floor Map.jpg</a>	111995 bytes	research data	image/jpeg (Supported)	<input type="button" value="Edit"/>
<b>File checksum:</b> MD5:baa4d9827f454d9f4dd72ebab1d8eec2					
<input type="button" value="Remove selected files"/>					
<input type="button" value=" &lt; Previous"/> <input type="button" value=" Save &amp; Exit"/> <input type="button" value=" Next &gt;"/>					



33. If you want to add more files, click on the “Upload file & add another” button. Otherwise, to continue with your submission, just click on “Next>” at the bottom of the page. You can also use the “Previous” or “Save & Exit” buttons, as described for previous screens.
34. After clicking on the “Next” button, you will be at the “Review” screen. You will be shown the data you entered on the previous screens and/or see anything the system thinks is an error, and provided with the opportunity to review and/or change anything you entered on the previous screens.

### Item submission



35. As before, you can return to previous screens by clicking on the “Previous” button, or save your work and come back to it later by clicking on the “Save & Exit” button. If you are ready to submit your item, click on the “Next” button.
36. You will now be able to **Review Submission**. Please check to make sure you have all of the fields entered, that there are no spelling issues, etc. If there is an issue you can click on the “Correct one of these” buttons in each area to go back and make a correction. Only the KnowledgeWorks team can make edits to an item after it has been submitted, so please check your work carefully.

### Item submission



#### Review Submission

Describe Item
<p><b>Author(s):</b> Holman, Lucy</p> <p><b>Advisor(s):</b> Kaplan, Nancy</p> <p><b>Advisor(s):</b> Summers, Kathryn</p> <p><b>Advisor(s):</b> Daniel, Evelyn</p> <p><b>Title:</b> Millennial Students' Mental Models of Information Retrieval</p> <p><b>Date of Issue:</b> 2009-10</p> <p><b>Department:</b> University of Baltimore. School of Information Arts and Technologies.</p> <p><b>Program:</b> University of Baltimore. Doctor of Communications Design.</p> <p><b>Type:</b> Text</p> <p><b>Format:</b> application/pdf</p> <p><b>Extent:</b> 157 pages</p> <p><b>Language:</b> English (United States)</p> <p>Correct one of these</p>

Describe Item

Search

Search

This

BROWSE

All c

Comi

By Is

Authr

Titles

Subje

Type

This

By Is

Authr

Titles

Subje

Type

37. When you're happy with everything, click **Next** at the bottom of the screen.

Describe Item

**Subject Keywords:** Library science

**Subject Keywords:** Information science

**Abstract:** This qualitative study examines first-year college students' online search habits in order to identify patterns in millennials' mental models of information retrieval. The study employed a combination of modified contextual inquiry and concept mapping methodologies to elicit students' mental models. The researcher confirmed previously observed millennial behavior including preference for searching rather than browsing and hypertext reading. The study found three basic types of mental models; those with a network view conducted more searches overall and more complex (Boolean and topic + focus) searches. However, none of the participants demonstrated strong mental models that increased their effectiveness in searching.

Correct one of these

Upload File(s)

[UB\\_2009\\_Holman\\_L.pdf](#) - Adobe PDF (Known)

[UB\\_2009\\_Holman\\_L\\_Appendices.xls](#) - Microsoft Excel (Known)

[UB\\_2009\\_Holman\\_L\\_DATA.xml](#) - XML (Known)

Correct one of these

< Previous   Save & Exit   **Next >**

38. You will now move to a screen where you will be allowed to **License Your Work**. This is not required, but if you wish you may select a license from the dropdown under “License Type”.

---

Describe	Describe	Upload	Review	CC License	Repository Agreement	Complete
----------	----------	--------	--------	------------	----------------------	----------

### License Your Work

---

You may add a Creative Commons License to your item. These licenses help inform others how the item may or may not be used.

- [Public domain](#) – choose this option if copyright has expired on the item you are submitting or if the item is a part of the public domain.
- [CC0](#) – choose this option to waive all copyrights to the item.
- [Creative Commons](#) – choose this option to further specify if commercial uses or modifications of this item are allowed. ([Learn more about the Creative Commons “ShareAlike” model.](#))
- [No Creative Commons License](#) – choose this option if you do not wish to specify a Creative Commons license.

Adding a Creative Commons license is generally recommended. Visit [the Creative Commons website](#) or contact your repository administrator to find out which licensing options are best for your work.

**License Type:**

Select or modify your license ... ▼

< Previous	Save & Exit	Next >
------------	-------------	--------

39. You will now be asked to agree to the **Distribution License**. **You must agree to this license in order to submit your work to MDSOAR**. By agreeing to this license (which has been carefully reviewed and agreed to by all the institutions using the MDSOAR repository) you give the repository administrators permission to make your work available and you attest that you have the right to grant these rights and that you are not infringing on anyone's copyright.

## Item submission

Describe Describe Upload Review CC License Repository Agreement Complete

### Distribution License

**There is one last step:** In order for MD-SOAR 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'.

NOTE: PLACE YOUR OWN LICENSE HERE This sample license is provided for informational purposes only.

#### NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license, you (the author(s) or copyright owner) grants to DSpace University (DSU) the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.

You agree that DSU may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that DSU may keep more than one copy of this submission for purposes of security, back-up and preservation.

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant DSU the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN DSU, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

DSU will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

If you have questions regarding this license please contact the system administrators.

#### Distribution license:

I Grant the License

Search

Search M

This Coll

BROWSE

All of M

Communi

By Issue I

Authors

Titles

Subjects

Type

This Col

By Issue I

Authors

Titles

Subjects

Type

MY ACCOUNT

Logout

Profile

40. Click in the 'I Grant the License' box.

**Distribution license:**

I Grant the License

< Previous	Save & Exit	Complete submission
------------	-------------	---------------------

41. You are now done and may click on the **Complete submission** button.

42. Congratulations! Your work is now part of KnowledgeWorks@UBalt! An email will be generated notifying library staff that your submission is complete.

43. If you have further questions, or subsequently need to have the KnowledgeWorks team edit any of your submissions, please contact us at [knowledgeworks@ubalt.edu](mailto:knowledgeworks@ubalt.edu) or contact Carolyn Cox directly at [ccox@ubalt.edu](mailto:ccox@ubalt.edu).