

Bulk Data Entry into DSpace

1. Prepare Metadata in Excel

The scholarworks portal currently requires that the metadata be submitted in an Excel Workbook (.xlsx).

- a. The spreadsheet must be named as **metadata.xlsx**
- b. The metadata table format must include, as the first three rows, the dublin core specification for each column, the filename(s) for each row and the handle or the collection that the item will be submitted to. **All Dublin Core descriptors MUST begin on the first row.**
- c. **Follow the IR Metadata Description Guideline** to create and/or edit data.
- d. Copy the handle to the handle field in your spreadsheet. **Only the numeric section is needed**, for instance 10211.3/5567. You may
 - i) copy the handle from the handle document; OR
 - ii) navigate to the **COLLECTION** in a web browser and copy the handle from the full url in the address bar. (like:
<http://csufresnodspace.calstate.edu/handle/10211.3/5567>)

An example of a submission table can be seen here:

dc	dc	dc	dc	dc	filename	handle
title	contributor	contributor	type	type		
	author	department		genre		
Deconstructing the self : models of disenchantment	Benson, Aaron	California State University, Fresno. College of Arts and Humanities. Department of English	Text	Thesis	AaronBENSON.pdf	10211.3/5567

2. Metadata Package

- a. Create a compressed folder containing the files in it.
Put the spreadsheet and all the pdf files in the same folder -> select all -> right click -> send to "Compressed (zipped) folder"
- b. Rename the compressed folder.
- c. Move it to a root folder if desired.

3. Submit Metadata Package

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- a. Login to the Scholarworks Portal in a browser
(<http://scholarworks.calstate.edu/portal/web/app.php>)
- b. Select the compressed file you wish to upload, enter a name for it and submit.

4. Process Metadata

- a. Upon successful upload, you will be presented with a processing screen. Each item included in the metadata package will be displayed on the processing screen. Items are submitted via sword individually after the bulk package has been preprocessed.
- b. Click the “Process All Files” button to start the SWORD submission process.
- c. As each file is successfully processed, a link will be added to the item to view the item in the collection.