

### SharePoint Portal - Lehman Connect

Master's Thesis Repository

Library – IT Strategic Partnership

Presented by Leonard Lief Library and Information Technology
Division, Lehman College, CUNY

CUNY IT Conference, December 1, 2011



### Presentation by

- Madeline Cohen, Head of Reference, Leonard Lief Library, Lehman College
- Wayne Halliday, Electronic Information Systems, Leonard Lief Library, Lehman College
- David Stevens, College Webmaster, SharePoint Portal Manager, IT Division, Lehman College
- Rasun Williams, Web Developer, Designer, IT Division, Lehman College



# Master's Thesis Repository in SharePoint

 Library Resource part of IT Division's Unified Approach to Managing Information

 Single User Interface for Lehman College Resources



### Repository Facts

- Development Timeframe
  - > February 2011 to Beta Launch November 2011

Digitized Data Starts in 2006

- Present Size of Repository
  - > 400+ Thesis Records and Documents



### Beta Repository on SharePoint in 2011

- Access For Faculty and Staff in Fall 2011
  - ➤ Student Portal Will Open in 2012
- Access on PCs or MACs on Lehman campus
  - Login Not Required to BROWSE Repository "Anonymous User" Behind the Scenes Login
  - First Step Toward Single Sign-On for Lehman Resources



# Master's Thesis Repository in SharePoint

User-Friendly Search Experience for Students and Faculty

Stable Platform for Growth of Repository

Model for Future Campus Repositories



### Lehman College Technology Ecosystem

December 1, 2011

### Selected Key Systems & Sponsors



### Considerations

- Minimize information overload regarding new systems.
- Establish clarity regarding the purpose of systems, how they relate to each-other and how to obtain support.
- Ensure the necessary resources for training & support for faculty and staff.
- Ensure a seamless user experience which provides a standard user-interface and intuitive access to key systems, tools and functions.
- Create standards and clarify tools that the College & CUNY will/will not support (security, licensing, training).

# Alignment with **Achieving the Vision** (edited)

**Goal 3/Objective 3.1**: ...guide the development of a technological environment integrated into teaching, research, and learning.

### Lehman Connect (Goals)

- □ **Communication**: Provide a streamlined process for internal college communications, announcements, notifications.
- Collaboration: Document and media storage, sharing, archiving, and versioning. Team sites provide collaboration environments which feature project management, scheduling, task lists, shared assets, discussion boards, and chat.
- Application: Provide a central location to access internal business processes, forms, tools, and applications. Provide reduced sign-on via integration with Active Directory. Develop feature rich software to streamline internal operations (e.g. Master's Thesis Repository).





Home ▶ My Lehman Connect



Tags &

Home

My Lehman Connect Collaboration Tools Training and Documentation

### My Profile Page



#### My Profile Page

The My Profile Page is an information profile

searchable from inside the portal, Upload and share documents, publish blogs, integrate with social media networking sites, and interact with your colleagues via real time chat are additional features coming soon.

### My Web Page



### My Web Page

The My Web Page section

includes a web builder application and elegant template styles to facilitate the editing and publishing of publicly accessible web pages. My Web Pages are searchable and linkable via the college website, and does not require a user login to access.

### My Applications

- ► <u>CUNYfirst</u>
- PAF Forms
- Faculty & Staff Directory
- ► <u>Lehman College</u> Dashboard
- Google Analytics
- Master Thesis Repository

### My Lehman Connect



### **About My Lehman Connect**

#### **Tools and Features**

My Lehman Connect is a central point of reference for your applications, schedules, rosters, webmail, college directory, team sites (collaboration tools), links and RSS feeds. The "My Team Sites" section includes your memberships to private websites at unique addresses that you and your team can log on to to communicate, upload documents, keep track of to-do's, milestones, meetings and discussions.

Team sites are comprised of shared documents, calendars, task lists, and web-based office tools to improve your day-to-day workflows and streamline business processes.

For more information, visit the Lehman Connect training & documentation site, or contact the web services team to request a team site.

### My Team Sites & Collaboration Tools



Contribute Status

- ITR Team Site
- Lehman Connect
- Master Thesis
- Mobile Web
- Web Team Projects

### Class Schedules & Rosters

Select from the list below to view your schedule of classes and class rosters.

- Fall 2011 Class Rosters
- Fall 2011 Department Schedule
- Fall 2011 Class Rosters
- Fall 2011 Department Schedule

my-web-page

#### My Recent Documents

Туре	Name	Last Modified	Location	Properties
<u>_</u>	teaching-learning-commons	10/6/2011 1:52 PM	Site Collection Images	<b></b>
	virtual-transfer-center	10/6/2011 1:52 PM	Site Collection Images	
•	web-mail-01	10/6/2011 1:52 PM	Site Collection Images	
•	webmail-icon-01	10/6/2011 1:52 PM	Site Collection Images	<b></b>
-	portal-image-02	10/6/2011 1:52 PM	Site Collection Images	
1	portal-image-03	10/6/2011 1:52 PM	Site Collection Images	
<u>.</u>	portal-logo-01	10/6/2011 1:52 PM	Site Collection Images	
	portal-logo-01-backup	10/6/2011 1:52 PM	Site Collection Images	<b>I</b>
<u>.</u>	portal-logo-0 llayers	10/6/2011 1:52 PM	Site Collection Images	
	portal-image-01	10/6/2011 1:52 PM	Site Collection Images	

Site Collection Images

10/6/2011 1:52 PM

### Webmail



### **Campus Directory**



Faculty & Staff Directory

#### My Calendar



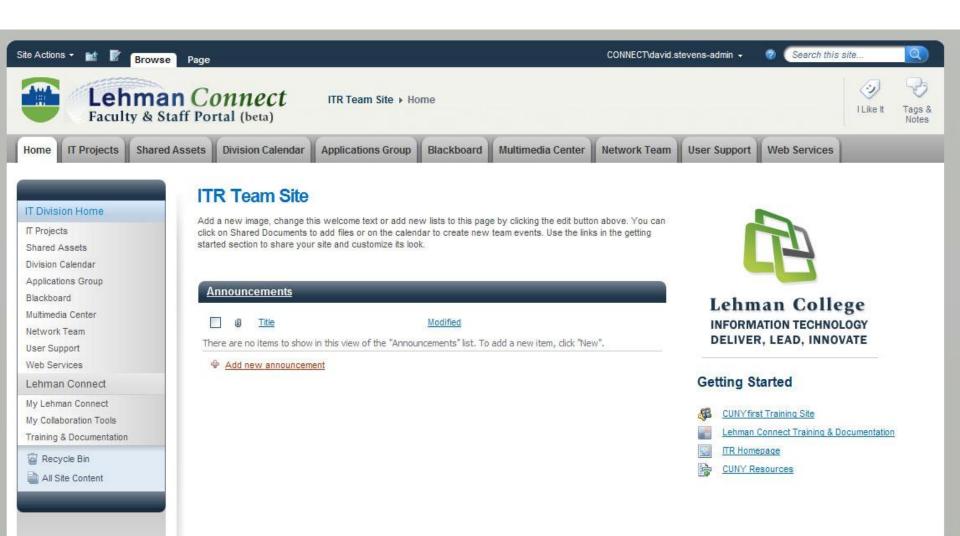
My Calendar

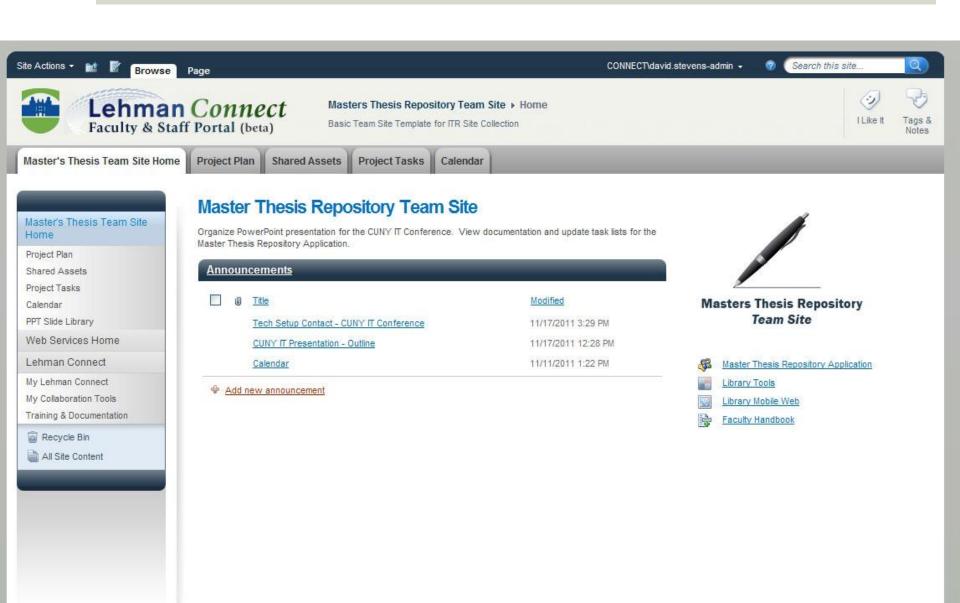
#### My Tasks



My Tasks View and update tasks

from all projects and team sites in a single page view.







## Lehman Connect

Thesis Repository



Why is an academic repository important?

NUAR (Niigata University Academic Repository)

". . . institutional repositories can disseminate information much more effectively than personal websites"



### Universities can:

meet accountability requirements

improve their brand image

 preserve academic research output effectively and permanently



### Universities can:

 promote cooperation and contribute to local communities

Reduce costs of managing academic information



### REPOSITORY ORIGINS





Library collected a \$15 submission fee

Typed thesis pages were bound





- Original Dbase III database
- Developed by Fine Arts Librarian Harold
   Diamond

Theses Ranged from 1967 - 2006

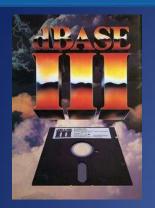
Record_No StudentName	Title	Year
2000000 Neal, Mary V.	The Relationship Between a Regimen of Vestibular Stimulation	1967
2000001 Costello, John A.	Mental Practice in Rotary Pursuit	1968
2000002 Lipetz, Stanley	An Electromyographic Investigation of the Rectus Abdominis	1969
2000003 Low, Murray Moshe	Energy Cost of Eight	1969
2000004 Simon, Julius Percy	Can "Psychedelic Experience"	1969
2000005 Stanley, Lipetz	An Electormyogaphic Investigation	1969
2000006 Fisher, Paul B.	Karyo Type Analysis of Two Sympatric	1970
2000007 Miller, Harriet	A Review of the Literature Dealing With Vocal Cues	1970
2000008 Robischon, Paulette	A Study of the Relationship Between Children's	1970
2000009 Rukeyser, Joseph	Modifications in Human Erythrocyte Structure and Physiology	1970
2000010 Adler, Jay	Effect of Muscular Fatrgae on Accuracy, for the 6th Grade Boys	1971
2000011 Alvarenga, Joyce E.	Investigation of the Ability of Listeners to Differentiate	1971
2000012 Barone, Marie	Political Power and Burea a Cracies	1971
2000013 Battista, John	Study of the Effects of Protein	1971
2000014 Blumenthal, Neil	Studies on Pig Kidney Glutaminase	1971
2000015 Budweiser Judith D.	Study of Disfluency the Speech in the One Hundred Montess	1971
2000016 Budweiser, Judith D.	Study of Disfluency the Speech in the One Hundred ( Part 2 )	1971
2000017 Connolly, Sister Mary	A Manual for Coordination of Science - Art	1971
2000018 Corry, James M.	Effects of Integrated Slide Series	1971
2000019 Doman, Diane	Analysis of the DNA Content of Chicken	1971

















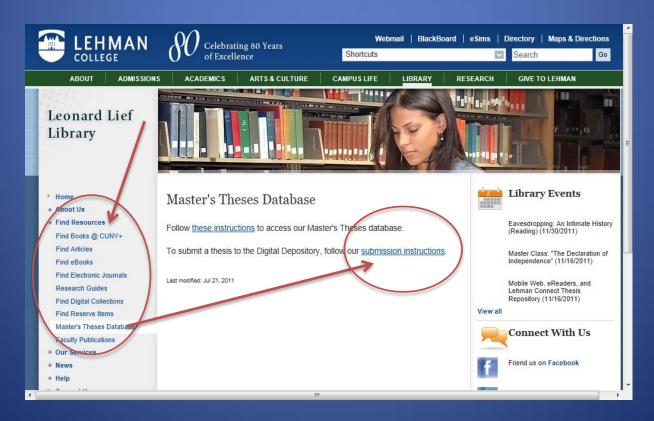






### Submission Guidelines are posted at:

http://www.lehman.edu/library/master-thesis-database.php





### Master's Thesis Navigation



#### Thesis Resources

- Portal Homepage
- Master's Thesis Homepage
- Submission Instructions
- Contact Us

### Library Resources

- Library Homepage
- Find Books
- Find Articles
- Find eBooks
- Find Electronic Journals
- Research Guides
- Find Digital Collections
- Find Reserve Items
- Faculty Publications

### Lehman Event Feeds

### Welcome to the Master's Thesis Digital Repository

Browse By Advisor Browse By Department

O

Search this site...

#### **Login Instructions**

### **Digital Repository**

The Leonard Lief Library is uploading and sharing the content of Lehman College Master's Theses, Capstone and Final Papers with the college community. The Leonard Lief Library's Digital Master's Thesis Collection contains theses from 2006 to the present.

Thesis documents are searchable and can be viewed in .PDF format.

Theses collected prior to 2006 are printed and bound, and are available for viewing in the Library. The catalog of printed theses can be viewed at the Reference Desk, the Education Library and the Periodicals department.

### Spinnssion Instructions / Litense Agreement



Master's Thesis Repository

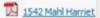
Submission instructions



Search Tips

Useful tips for productive searching.

### 10 Most Recently









1538 Abdel-Said G

1537 Hogan Felicia

1536 Sandeen Krit

1534 Vieux Vanes

1535 Franczkiewic

1533 frankis Mary

### Library Twitter Fo

Lehman Colege Library Tiv. Library Twitt



Department entire Lehn \*

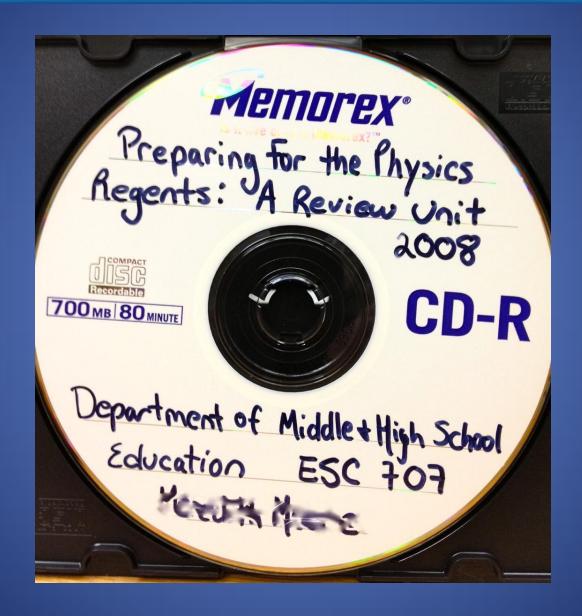


### Submit ALL of the following:

FIRST: Thesis CD [Labeled (using permanent marker), with Title, Student Name, Department, Course Code, Course Number, Year]

\* Thesis includes Final Papers, Essays, Reports, Slides, Capstone Projects, etc.







SECOND: Copy of signed **Thesis Cover**Page [paper] with Abstract



### Template for Cover Page of Master's Thesis

TITLE

#### STUDENT NAME

#### DEPARTMENT

[Art, Biology, Computer Science, Early Childhood Education, English, Health Sciences, History, Journalism Communications and Theater, Mathematics, Middle and High School Education, Music, Nursing, Speech-Language-Hearing Sciences]

#### ABSTRACT

[Brief descriptive summary of your Thesis - 250 words maximum]

#### **KEYWORDS**

[Subject terms or phrases that best describe the material covered in your Thesis, separated by commas]

Submitted to meet the requirements of [COURSE CODE AND NUMBER]

in partial fulfillment of the requirements for the Degree of [MASTER OF SCIENCE, MASTER OF ARTS, MASTER OF SCIENCE IN EDUCATION, MASTER OF ARTS IN TEACHING, MASTER OF FINE ARTS, MASTER OF PUBLIC HEALTH]

in [STATE THE PRECISE NAME OF YOUR PROGRAM]

#### **LEHMAN COLLEGE**

SEMESTER, YEAR

DVISOR/READER NAME [print]	DATE	
HESIS ADVISOR SIGNATURE	DATE	
GRADUATE ADVISOR SIGNATURE	DATE	

Leonard Lief Library http://www.lehman.edu/library/

2

07/11/2011



THIRD: Signed Digital Repository License Agreement



### **Digital Repository License Agreement**

- 1. By signing this License Agreement, the Author grants to the Leonard Lief Library of Lehman College - hereby known as the Library - the non-exclusive right to reproduce and distribute the Author's submission in electronic format. This includes the right to migrate or convert the Author's submission, without alteration of the content, for purposes of continuous preservation.
- 2. The Library acknowledges that any copyright of this Thesis\* remains with the Author as copyright holder. Subsequent uses of the submitted material by the Author are not restricted by this License.
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- 4. The Library's Digital Repository will make this submission available to the Lehman community using a Creative Commons license accompanied by a Copyright statement indicating the Author's continuing rights. The Library's Digital Repository will take reasonable steps to ensure that the Author's name remains clearly associated with the submission and that no content alterations are made.

#### I agree to the terms of this Non-Exclusive Distribution License:

Author Signature		Date
Print Name		4.66.4
Thesis Title		
Department		
Home Address	***************************************	
Telephone		E-mail (required)
Leonard Lief Library	3	07/11/2011

http://www.lehman.edu/library/



# FOURTH: Signed Digital Thesis Submission Checklist



### **Digital Thesis Submission Checklist**

To be completed by Student and Advisor MUST be submitted with CD to Library

☐ CD labeled as required [see Instructions on page 1]	☐ Copyright permissions obtained
CD contains content submitted in PDF format and readable condition	☐ IRB permission obtained to either name individuals and organizations or names have been masked
☐ Print Cover Page with Abstract [Template on page 2]	☐ Signed Digital Repository License Agreement [page 3]
Author Signature	Date
Print Name	
Thesis Title	
Department	
Home Address	
Home Address Telephone	E-mail [required]
Telephone  Please include my e-mail contact infi	ormation in the Lehman College Digital
Telephone  Please include my e-mail contact infi	
Telephone Please include my e-mail contact inf Repo	ormation in the Lehman College Digital ository
Telephone Please include my e-mail contact inf Repo	ormation in the Lehman College Digital ository
Telephone  Please include my e-mail contact information Report  ☐ Yes	ormation in the Lehman College Digital ository



# Deliver Completed Materials to the Library

Wayne Halliday - Leonard Lief Library – Room 119A Wayne.Halliday@lehman.cuny.edu, 718-960-7768



# Master's Thesis Repository in SharePoint Project Plan

- > Step 1
- Discussion of Library and IT Requirements,
   Goals, and Timetable
- ➤ Step 2
- Repository Specifications Submitted by Library to IT Division, February 2011



# Master's Thesis Repository in SharePoint Project Plan

- ➤ Step 3
- Project Plan and Timetable Reviewed and Approved
- Step 4
- Weekly Meetings to Review Progress and Adjust Plan



### **Project Specifications**

- ➤ Narrative Sections:
  - Statement of Problem or Purpose of Project
  - Background and Legacy Data
  - Proposal of New Repository
  - Staff Requirements
  - Timetable
- Screenshots and File Attachments to Show Examples of Proposed New Repository



# Metadata Record from D-Space Repository with Dublin Core Metatags

dc.contributor.advisor	MacDonald, Maritza DR.	en_US
dc.contributor.author	WORTEL, STEPHANIE BRIANNE	en_US
dc.date.accessioned	2009-05-20 [Used for Date on Thesis]	en_US
dc.date.accessioned	2010-04-01T21:50:56Z	
dc.date.available	2010-04-01T21:50:56Z	
dc.date.issued	2009-04-01	en_US
dc.identifier.other	1389	en_US
dc.identifier.uri	http://hdl.handle.net/10090/14044	
dc.description.abstract	The purpose of this scholarly thesis is to research methodologies for assessing student science learning and acquisition of science identities in informal educational environments. The study begins by surveying the methodologies used to assess female science identity and learning. An overview of the methods used to assess learning in informal environments follows. The thesis concludes by providing anecdotal experiences in collecting structured interviews at the American Museum of Natural History, and recommendations for methodologies that might be used to assess learning and identity development within the American Museum of Natural History and other informal science settings.	en_US
dc.description.provenance	Made available in DSpace on 2010-04-01T21:50:56Z (GMT). No. of bitstreams: 1 1389.pdf: 359829 bytes, checksum: 1bf434856461d809614dfe5251a5a784 (MD5) Previous issue date: 2009-04-01	en
dc.relation.ispartof	ESC	en_US
dc.relation.ispartof	707	en_US
dc.subject	Informal Education, Science Education, Female, Interview, Methods	en_US
dc.title	DEVELOPING METHODOLOGIES AND RESOURCES FOR ASSESSING INTEREST IN SCIENCE CAREERS IN INFORMAL ENVIRONMENTS	en_US
dc.type	Thesis	en_US
dc.degree.grantor	Middle and High School Education	en_US



# Mapping of Metatags to Fields in Repository

	А	В	С	D	Е	F	G	Н	I I
1	Metatag	text	numeric	Format	Required	Indexed	Map to Database Field	Length	
2									
3	dc.contributor.advisor	X		Last name, First Name Rank	х	X	Advisor (searchable)	100 char	Last name, First Name [space] Rank
4	dc.contributor.author	X		Last name, First Name Middle	х	X	Author(searchable)	100 char	Last Name, First Name [space] Middle Initial
5	dc.date.issued	X	X	YYYY-semester	X	X	Date (searchable)	10 char	YYYY-FALL [OR] SPRING [OR] SUMMER
6	dc.identifier.other		X	#########	X	X	Identifier	10 char	system generated
7	dc.description.abstract	X		Paragraph	X	X	Abstract (searchable)	unlimited	
8	dc.relation.ispartof	Х		AAA				3 char	
9	dc.relation.ispartof		X	###				3 char	
10	dc.subject	X		keyword, keyword, etc	X	X	Keyword(searchable)	unlimited	words or phrases separated by commas
11	dc.title	X		ALL CAPS	X	X	Title (searchable)	unlimited	
12	dc.type	X		Thesis (Final Project, Publication)	X	X	Document Type	100 char	develop standard list of Types
13	dc.degree.grantor	X			X	X	Department(searchable)	unlimited	develop standard list of Departments
14									
15	Name (file names of uploaded files				X				There may be multiple files associated with
16									a record. There should be a way to indicate
17									which file will display next to the Brief
18									display of the record. When the "full record"
19									is displayed, thumbnails of all the files will
20									appear beneath the metadata.



# Example of Browse by Department in an Academic Thesis Repository

#### ScholarWorks@UMass Amherst

#### Browse by School, College, or Department

Content posted here has been selected and deposited by the individual campus groups. For more information, see <u>About the Repository</u>.

#### College of Engineering

- Chemical Engineering
- Civil and Environmental Engineering
- Electrical and Computer Engineering
- Mechanical and Industrial Engineering

#### College of Humanities & Fine Arts

- Afro-American Studies
- Art, Architecture & Art History
- English
- History
- Languages, Literatures, & Cultures
- Linguistics
- Music & Dance
- Philosophy
- Theater

#### College of Natural Sciences

- Astronomy
- Biochemistry and Molecular Biology
- Biology Department
- Chemistry
- Computer Science
- Food Science

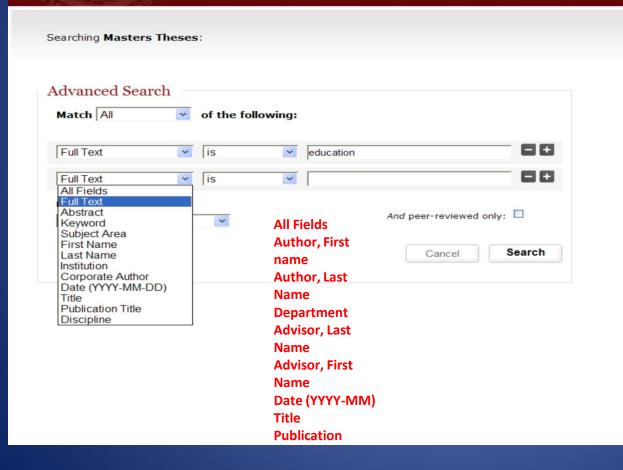
**Browse By Department** 





# Example of Search by Field

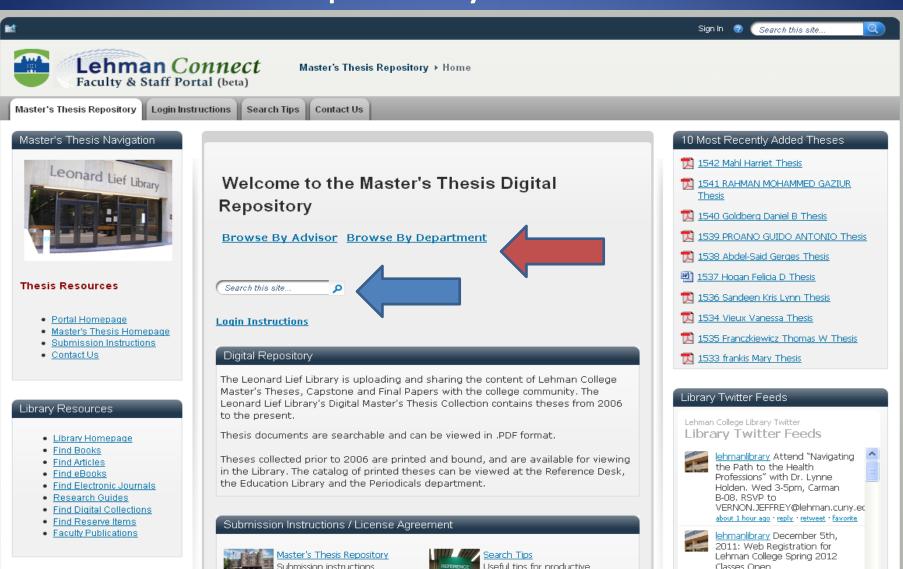
#### ScholarWorks@UMass Amherst



Enter search terms:
Search
in this series
Notify me via email or RSS
Links
University Libraries
UMass Amherst
Contact Us
Browse
Collections
Disciplines
Authors
Author Corner
Author FAQ
Submit Research
UMASS AMHERST



### SharePoint Repository Search and Browse





## **Most Students Request:**

Thesis Submitted by Their Department

Thesis Submitted by Their Advisor

Browse feature answers this need



## **Browse Functionality**

# Custom Programmed Search of Metadata Fields:

- Advisor
- Department



## SharePoint Enterprise Search

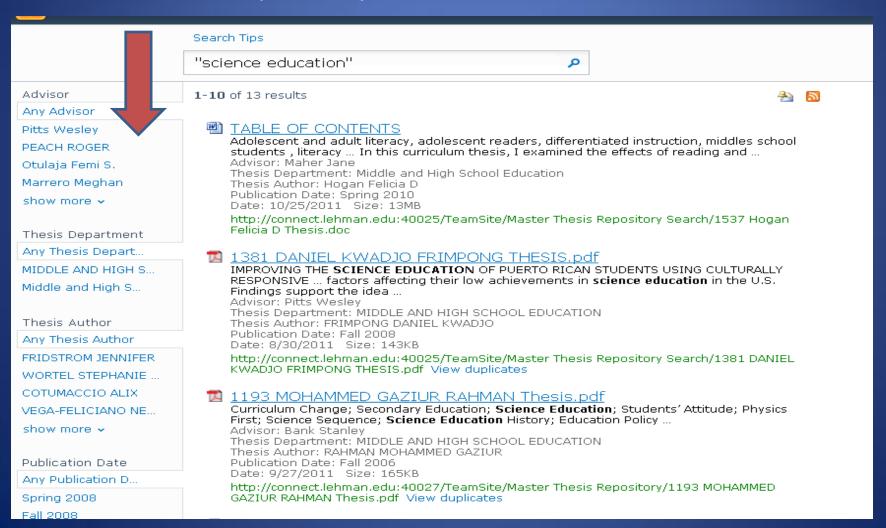
 Search of Metadata and Enterprise Keywords through SharePoint

I-Filter (Adobe add-on) Provides Full Text
 Search of Adobe PDF documents



#### Search Results for "Science Education"

> Limit to Enterprise Keywords in Left Column





# Limit Search Results by Clicking on Enterprise Keywords

- Author
- Advisor
- Department
- Publication Date



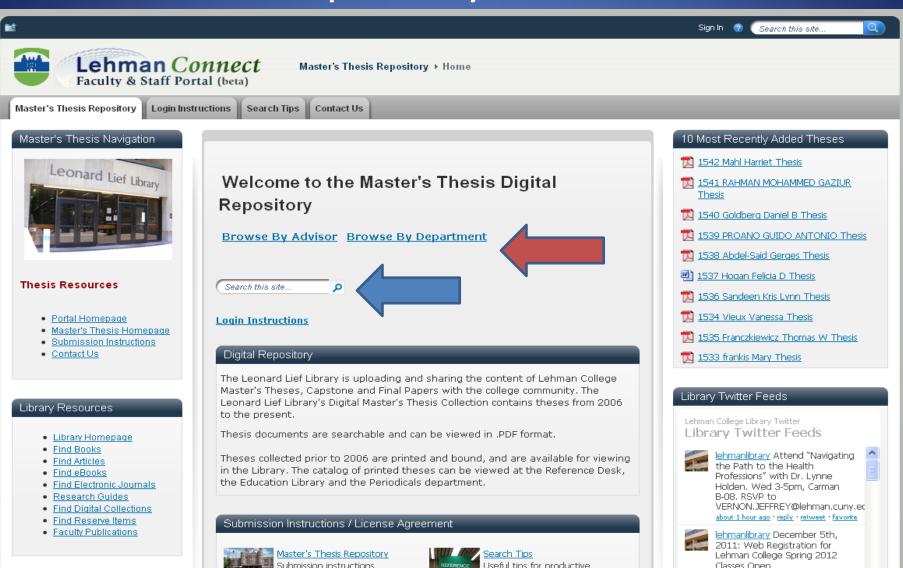
# Homepage Search Box

- Search of Full Text and Metadata
- Similar to Google

- ➤ Enter Search Terms without Connectors
  - Example: education science
- >Implicit "and" in Search Statement



#### SharePoint Repository Search and Browse





#### More Search Features

Phrase Searches in Quotes for Greater Precision

Example: "science education"

Truncation of Word Endings with an Asterisk \*

Example: govern\* for govern, governing, government, governor



# Search of Personal Names and Departments

Names of Authors, Advisors

**Enter in Any Order** 

Example: Doe John or John Doe or "John Doe"

Names of Departments

Use Quotes for Precise Name: "Middle and High School Education"

Enter Keywords: Middle High School Education



### Cataloging Metadata

#### **Field Names**

- Name of File
- Advisor \*
- Thesis Author \*
- Publication Date \*
- Accession Number
- Course Code
- Section Number

#### **Field Names**

- Keywords
- Thesis Title
- Thesis Type
- Thesis Department \*
- Abstract

\* Enterprise Keyword for BROWSE and LIMIT



## **Cataloging Template**

Bave Cancel Paste	Delete Item					
Commit Clipboard	Actions					
Name *	1515 LEPORE KRYSTEL Thesis pdf					
Title						
Advisor	ALONSO ORLANDO					
Thesis Author	LEPORE KRYSTEL					
PublicationDate	Spring 2011					
AccessionNumber	1,515					
CourseCode	ESC					
SectionNumber	707					
Keywords	Math Anxiety, MARS, and MAQ					
ThesisTitle	MATH ANXIETY					
ThesisType	THESIS  Enter the thesis type:					
ThesisDepartment	MIDDLE AND HIGH SCHOOL EDUCATION					
Association						
Item Type						
Abstract	Math anxiety is the panic, helplessness, paralysis, and menta					
Target Audiences						



## Printing and Copyright

- Copyright belongs to Thesis Author
- Signed License Agreement by Author Grants Library Non-Exclusive Right to Reproduce and Distribute Thesis in Electronic Format
- Printing and Downloading Governed by U.S. Copyright Law
- Copyright and Fair Use Guidelines on Library Website: http://www.cuny.edu/libraries/services/copyright.html



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# Library – IT Strategic Partnership

SharePoint Master's Thesis Repository

Lessons Learned and Future Plans



#### Lessons Learned

- Synergy is Key to Collaboration
- Each Group Will Achieve Important Goals in the Short Term

- > IT Developed First Portal Site in SharePoint
- ➤ Library Created an Accessible, User-Friendly Master's Thesis Repository



#### Lessons Learned

 IT Group Gained Experience with Sharepoint Search Engine and Web Parts

- Library Refined Workflow for Thesis Submission and Uploading of Digital Files
- IT Group Advanced the Reengineering of College Ecosystem
  - Reduce Silos that Don't Talk to One Another
  - Harness Active Directory to Advance Single Sign-On



#### **Future Plans**

Media Asset Repository for College

- Master's Thesis Repository
  - Access to Bound Volumes 1967 2005
  - Marketing and Promotion to Increase Student Submissions



#### **Presentation Slides are Available at:**

http://www.lehman.edu/masters-thesis



## Speakers - Contact Information

- Madeline Cohen, Head of Reference, Leonard Lief Library, Lehman College, Madeline.Cohen@lehman.cuny.edu
- Wayne Halliday, Electronic Information Systems, Leonard Lief Library, Lehman College, Wayne.Halliday@lehman.cuny.edu
- David Stevens, College Webmaster, SharePoint Portal Manager, IT Division, Lehman College, David.Stevens@lehman.cuny.edu
- Rasun Williams, Web Developer, Designer, IT Division, Lehman College, Rasun.Williams@lehman.cuny.edu