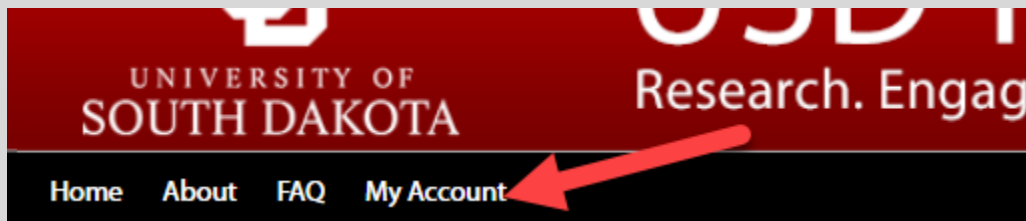


## Occupational Therapy Capstone Presentations Electronic Submission Guide

### Step 1: Create an account in RED

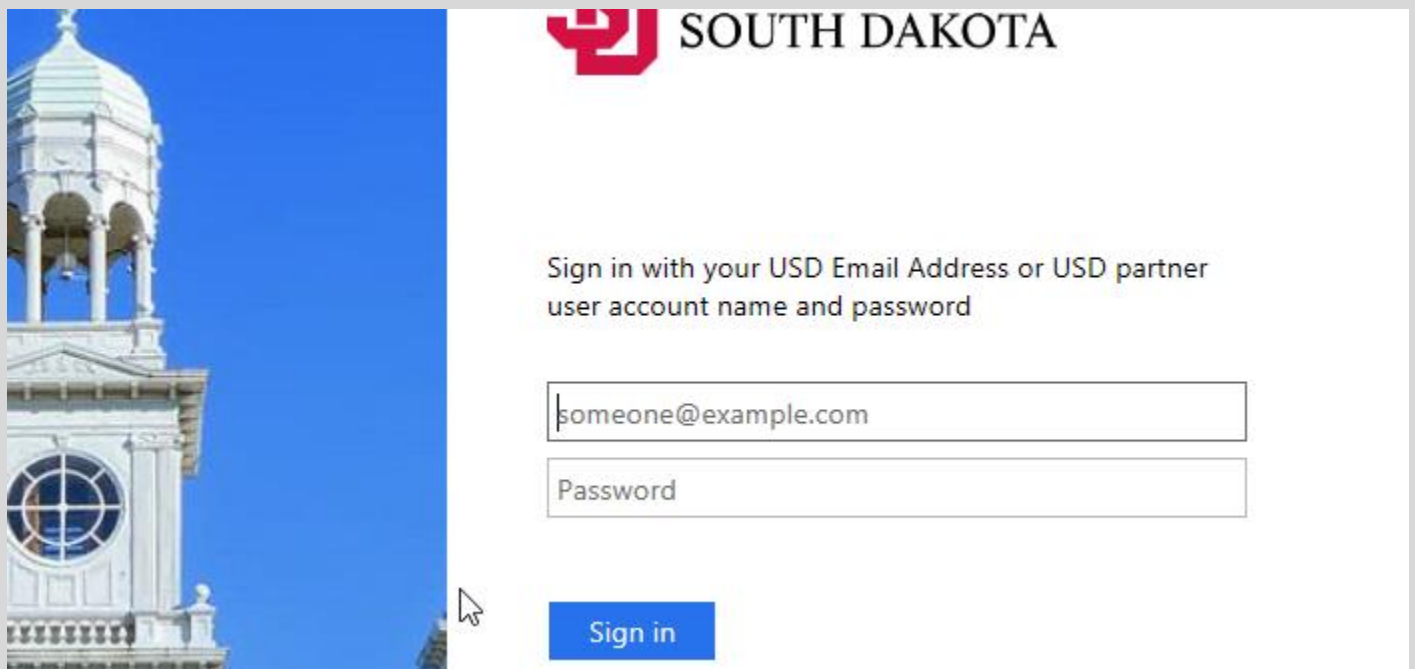
- First navigate to <https://red.library.usd.edu/otcapstone>
- Next, select the link to **My Account** near the top of the page



- Create your account. Select the link to “Current USD users...” and sign in:

For **current** University of South Dakota students and faculty, please click on the link below to log in using your USD ID.

**[Current USD users, sign in with your USD Email Address here](#)**



SOUTH DAKOTA

Sign in with your USD Email Address or USD partner user account name and password

d. Select the link to “Edit Profile”:



e. **Note:** don't enter anything in the fields for your password or email. It's already been entered automatically.

f. Enter your legal USD name and select the “Update” button:

## Step 2: Submitting your capstone electronically

a. After creating your account, again navigate to the Capstone Presentations page:

<https://red.library.usd.edu/otcapstone>

b. Next, select the link to “Submit Research” on the left side of the page under Author Corner:



- c. You will then be directed to the online **Submission Instructions** and **Submission Agreement** page. Read the Agreement, and check the box at the bottom of the page, indicating you agree with the conditions, and select the **Continue** button.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.

**NOTE:** It is suggested that you print this page for your records.

Please check this if you agree to the above terms.

- d. After agreeing, you will be taken to the main capstone submission page. Some of the fields on the form are required:

- REQUIRED Title** • Enter the Title in Headline Capitalization (capitalize "all nouns, pronouns and verbs, and all other words of four or more letters").
- REQUIRED Author** • This is the name and address you used when you created your account. No further action is required in this field.
- REQUIRED Date of Award** • Month and year you graduated.
- REQUIRED Document Type** • Select Oral Presentation/Poster.
- Department** • Select your major/department.
- Keywords** • Up to 10 words, to help make your capstone project discoverable on Google.
- Subject Categories** • Select a category that corresponds to your major.

**Available:**

- Architecture
- Arts and Humanities
- Business
- Education

**Selected:**

**REQUIRED Abstract**

Your abstract tells your reader what to expect, and should briefly describe your research question, methodology and results.

**REQUIRED Upload Full Text**

This file should be in Microsoft Word or PDF format.

Additional Files

---

Please check this if you'd like to add additional files

- If you have an additional file such as an audio or video file--you can add it here.

This may take a while. Please only click once.

Click to submit your thesis to Digital Commons.

Uploading your capstone may take a few minutes. If clicking on 'Submit' does not take you to a new page after a while, scroll to the top and check for error messages:

- ✘ The 'Keywords' field cannot be blank.
- ✘ The 'First Advisor' field cannot be blank.
- ✘ The 'Abstract' field cannot be blank.
- ✘ The 'Title' field cannot be blank.
- ✘ The 'Date Of Award' field cannot be blank.
- ✘ You must choose yes or no for 'Upload Full Text'.

e. If your upload was successful, you will be taken to a page that resembles the following:

You have successfully uploaded:  
a thesis

[Revise submission](#)

[Make another submission](#)

**Submission Metadata**

Metadata Field	Value
Title	a thesis
Author	Kim Harris
Date of Award	Winter 2000
Degree Type	Thesis
Degree Name	Master of Science in Education (MSEd)
Department	Education and Human Development
First Advisor	Edward Carrington
Second Advisor	- empty -
Third Advisor	- empty -
Keywords	library, business, etc.
Subject Categories	Education
Abstract	words that describe this thesis
Comments	- empty -
Streaming Media	- empty -
Media Format	flash_audio
Upload Full Text	<a href="#">Download</a>

**Congratulations, you have successfully uploaded your capstone!**

You may revise the submission if necessary, or to return to your account page and logout, select the **My Account** button at the top of the screen.

On the **My Account** page you can:

Log out, manage your account settings, look at your Dashboard Tools or view the status of your submission.

**My Account** [Log Out](#)

**DANIELLE P DE JAGER-LOFTUS <DANIELLE.LOFTUS@USD.EDU>** **ACCOUNT SETTINGS**

<b>Edit Profile</b>	Change password, affiliation, or contact information
<b>Research Alerts</b>	Change e-mail notifications and manage e-mail preferences
<b>Follow Management</b>	Manage what you Follow

**DASHBOARD TOOLS**

<b>Author Dashboard</b>	View readership for your works
<b>Digital Commons Dashboard</b>	View activity and download usage reports

At this point, the system will notify the RED manager of your submission, and you will receive notification when it is approved.

Additionally, you will receive monthly emails after your capstone is posted; alerting you to the number of downloads your capstone has received.

If you have any questions regarding the process, please contact:

Danielle Loftus  
University Libraries  
University of South Dakota  
PHONE: 605/658-3386 | EMAIL: [Danielle.Loftus@usd.edu](mailto:Danielle.Loftus@usd.edu)