

# Hands-On Tutorial: Uploading Materials

## What Is HUBzero?

HUBzero is an open source software platform for building powerful Web sites that support scientific discovery, learning, and collaboration. Some refer to such web sites as “collaboratories” supporting “team science.” We call them “hubs” because each site becomes a focal point for its user community.

## Hands-On Introduction

This brief session guides participants through the process of uploading materials and sharing them on a hub. The general process works the same way on all hubs. For these exercises, we'll use the [hubzero.org](http://hubzero.org) site, which is also a hub.

## Exercises

### #1 – Register and Log In

For this first exercise, you'll create an account so that you can upload content in the exercises below. Go to <http://hubzero.org> and click on the [Register](#) link in the upper-right corner of the page. Fill out the form and click on the *Create Account* button. You'll receive an email asking you to verify your email address. Click on the link to prove that you received the email, and then log in. Congratulations! You're now a registered user.

*Extra Credit.* Try updating your user profile. Once you're logged in, click on your name in the upper-right corner of the page. Then edit your institution, biography, and interests. Try uploading a profile photo, if you like.

### #2 – Upload a Resource

For the next exercise, you'll upload a technical report or presentation slides to share with the hub community. Don't worry. If you don't want your contribution to show up on the hub, you can cancel at the last minute, or the workshop coordinator can remove your posting.

Start at the [Resources Page](#) on [hubzero.org](http://hubzero.org). Click on the *Submit a Resource* button in the upper-right corner, then click *Get Started*. Choose the type of resource—probably “Reports,” but you can choose “Seminars” or “Teaching Materials” instead, if you like.

The next series of screens walks you through the process. On the first page, fill in a title and a brief abstract. Then, click *Next* at the bottom of the page.

On the next screen, you'll attach the documents for the materials you want to upload. This may be a single file (Word document), or a couple of files (PowerPoint slides and PDF handouts).

Upload your documents and click *Next*.

The next screen lets you set authors and privacy. You can choose a group and make this resource private to the group. We'll skip that for now. Try adding an author by typing a name in the Authors box and clicking *Add*. Then, click *Next*.

The next screen lets you add tags to categorize this work. Try typing "pre" and choose something off of the list that appears. Or, type your own tag and press the comma key to add another. Add a few tags, then click *Next*.

The last screen asks you to certify ownership and select a license. You can see a preview of your resource at the bottom of the page. Click the *Require* check box and select a Creative Commons license, if you like.

If you want to bail out at this point, you can click on the *Cancel* link in the upper-right corner of the screen (under *Status*). Or, if you want to see what it's like to submit something, click *Submit Contribution*.

Congratulations! Your resource has been submitted. At this point, it is waiting for an administrator to approve it. Once it's approved, it will show up on the [What's New](#) page for the hub.

### **#3 – Create a Private Project Area**

Some users need to work together privately—to analyze data, write a paper, or prepare a proposal. You can do that by creating a private project area for a group of users.

Go to the [Projects page](#) and click on the *Start a Project* button. Then, fill in a title for the project and a short name for the project URL. Click *Yes, I'll do it now* to describe your project.

Write a brief description of your project. Upload a thumbnail image, if you like. Then, click *Save all and continue*.

Next, invite people to join your project. If you're in a workshop session with other people, pick someone else in the room. Type their name in the *Individual* slot and select a match from the drop-down list. Then, click *Add* to add them to the project. Click *Save all and continue* to move on.

Finally, agree to the privacy policy and click *Save all and continue*. Welcome to your new project area!

Click on the *Files* tab on the left-hand side to see the file repository for this project. Click the *Upload* button to upload files into the repository. Everyone on the project will have access to these files.

Click on the *To Do* tab on the left-hand side to access project management functions. Click on

*Add a To Do* to create a new item. Describe the task, assign it to someone in the project, give it a due date, and click *Save*. Add a comment to the note, or click on *Check off* to mark it complete.

Click on the *Updates* tab on the left-hand side to see all of the things that have happened within the project. Add your own update message and click on *Share with team*.

### #4 – Create Collections

Collections provide an easy way to gather and share information. Click on the *My Account* link in the upper-right corner of the page. Then, click on the *Collections* tab along the left, under your profile picture.

Click on the tab that says *1 collections*. By default, everyone has one collection called *Favorites*. This collection is private by default, so nobody else can see what you put on it. Click on the *New Collection* button, then create a new (public) collection called *Cool Stuff*. Then, click on your new collection and click *New Post* to post an item in that collection. Upload an image, a PDF document, or a link. Enter a title or a brief description, and add some tags, if you like. Then, click *Save* to post this item.

Go to the [Collections page](#) on hubzero.org to view posts from other people. Find a post that you like and click on the *Like* or *Comment* button. Click the *Collect* button to add a post to your own collection, so you can find it easily later.

## Reference Materials

- HUBzero Overview** [slides](#) (4 MB, uploaded by Michael McLennan 9 years 5 months ago)  
Brief introduction to the HUBzero Platform
- Publishing Digital Assets** [slides](#) (3 MB, uploaded by Michael McLennan 9 years 5 months ago)  
Upload and publish your own files
- Projects and Data Management** [slides](#) (2 MB, uploaded by Michael McLennan 9 years 5 months ago)  
Create private collaboration areas for data management
- Collecting and Sharing Information** [slides](#) (2 MB, uploaded by Michael McLennan 9 years 5 months ago)  
Post information informally, and gather your own collections