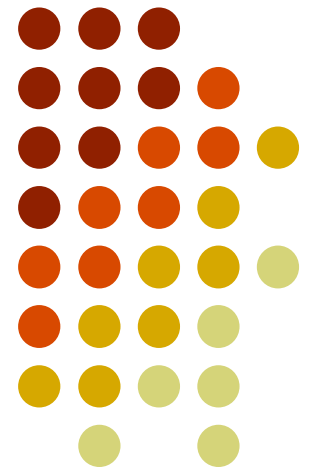


Contribution plugin for Omeka

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What it does:

“The Contribution plugin provides a way to collect stories, images, or other files from the public and manage those contributions in your Omeka archive as items (Omeka, 2007).”

The Contribution plugin accepts public information related to your site.

Before using this plugin please consider :



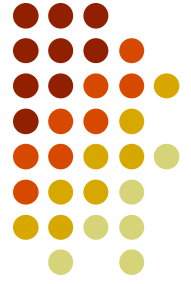
- Installing reCAPTCHA - a security measure, which makes those contributing have to type in two words displayed by reCAPTCHA to prove a human is present and not a computer or spammer. Once Contribution is installed its dashboard will help connect you to the reCAPTCHA site.





Before using this plugin:

- Think about what you want from the contributor.
- Think about what elements went into your own collection to help you customize the contribution form.
- What information do you need from the contributor?




Other information

- Once a contributor fills out the contribution form it is initially set up as private until the administrator of the site makes it public.
- The contribution form can be customized by the administrator.
- This is done by going to the contribution dashboard page on the administrators site.
- See image on next slide.

Contribution Dashboard



A screenshot of the Contribution Dashboard interface. At the top, there is a navigation bar with tabs for 'Items', 'Collections', 'Item Types', 'Tags', 'Contribution', and an unlabeled tab. The 'Contribution' tab is active. Below the navigation bar, the main content area has the heading 'Contribution | Dashboard'. Underneath, there are five sub-headers: 'Dashboard', 'Contribution Types', 'Contributor Questions', 'Submission Settings', and 'Contributors'. A red callout box with a black border is positioned over the 'Contribution Types', 'Contributor Questions', and 'Submission Settings' headers. It contains the text: 'Click on these headings to customize your form. See next 3 slides for more info.' Three red arrows point from the callout box to each of these three headers.

 You have not entered your [reCAPTCHA](#) API keys under [security settings](#). We recommend adding these keys, or the contribution form will be vulnerable to spam.

Getting Started

A basic contribution form is installed and ready to ask users to submit a Story or Image type, and to include their name and email address. If you want to modify the form, follow the steps below.

1. Modify the contribution form:

Choose item types you wish visitors to share in [Contribution Types](#).

Pick the fields you want users to complete by editing each item type in [Contribution Types](#).

Create questions about contributors in [Contributor Questions](#).

Contribution Types allow the administrator to add elements to the contribution form



Items Collections Item Types Tags Contribution

Contribution | Types

Dashboard Contribution Types Contributor Questions Submission Settings Contributors

Click here to add more type Metadata like a website, email, etc...

Add a Type

Edit to add more fields or elements to the form. See next slide

Name	Item Type	Contributed Items	File Upload	Edit
Story	Document	View	Allowed	Edit
Image	Still Image	View	Required	Edit

Items Collections Item Types Tags Contribution

Contribution | Types | Edit "Image" Delete this Type

Dashboard Contribution Types Contributor Questions Submission Settings Contributors

Type Metadata

Display Name
The label you would like to use for this contribution type. If blank, the Item Type name will be used.

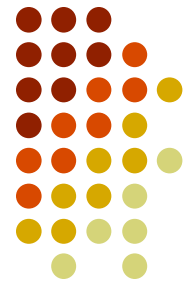
Allow File Upload Via Form -
Enable or disable file uploads through the public contribution form. If set to "Required," users must add a file to their contribution when selecting this item type.

Contributed Elements

Prompt	Element	Set	Delete?
<input type="text" value="Image Description - describe what you find interesti"/>	Description	Dublin Core	<input type="checkbox"/>
<input type="text" value="What school grade is the report card from? (ex. 11th)"/>	Title	Dublin Core	<input type="checkbox"/>
<input type="text" value="For the creator of the report card name the school it"/>	Creator	Dublin Core	<input type="checkbox"/>
<input type="text" value="What years does the report card cover? (ex. 1991-15)"/>	Date	Dublin Core	<input type="checkbox"/>
<input type="text" value="What language is the report card in?"/>	Language	Dublin Core	<input type="checkbox"/>
<input type="text" value="What's the original format? Paper? digital?"/>	Original Format	Item Type Metadata	<input type="checkbox"/>
<input type="text" value="What are the dimensions of the original report card?"/>	Physical Dimensions	Item Type Metadata	<input type="checkbox"/>

[Add an Element](#) Save Changes

Example: Editing Image Type



After choosing an element, type inside the field to the left how you want it to appear on the form.

Click here for a drop down list of elements to add.

Contributor Questions allows the administrator to add more question fields to the form.



Items Collections Item Types Tags Contribution

Contribution | Contributor Questions

[Add a Question](#)

Dashboard Contribution Types **Contributor Questions** Submission Settings Contributors

Question	Type	Edit
Name	These questions are required by the plugin and cannot be edited.	
Email Address	These questions are required by the plugin and cannot be edited.	
What city, state and/or country are you from? (ex. Brooklyn, NY, USA)	Tiny Text	Edit

Question I Added

Contribute

What type of item do you want to contribute?

Upload a file

Image Description - describe what you find interesting about your subjects and grades, or anything you want to add on it

What school grade is the report card from? (ex. 10th grade)

For the creator of the report card name the school it came from. (ex. Teachers from Rock and Roll High School)

What years does the report card cover? (ex. 1991-1992)

What language is the report card in?

What's the original format? Paper? digital?

What are the dimensions of the original report card? (width x height or digital specs)

Personal Information

Name

Email Address

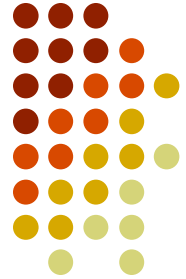
What city, state and/or country are you from? (ex. Brooklyn, NY, USA)

Publish my contribution on the web.

In order to contribute, you must read and agree to the [Terms and Conditions](#).

I agree to the Terms and Conditions.

Top three fields and all fields under Personal Information are original to the form. All other fields were added by me by editing either image or story options in Contribution Types.



My Customized Contribution Form

Please visit my site to see how using the form works

<http://wotan.liu.edu/omeka/vpilato>

For step by step information regarding customizing and managing the Contribution plugin please visit the Omeka Help Page at:



- <http://help.omeka.net/build-a-website/manage-themes-and-plugins/contribution/>
- Or visit my Omeka site and click on *Contribute an Item* to see an example of a customized form:
<http://wotan.liu.edu/omeka/vpilato>

References

Omeka. (2007). Plugins/contribution. Retrieved from <http://omeka.org/codex/Plugins/Contribution>



The End