Mukurtu CMS Project Worksheet: Part 3
Digital Stewardship Curriculum

This worksheet will aid your planning process as you think about what features and tools on Mukurtu CMS you would like to showcase in your first Mukurtu CMS project. Indicate whether or not you will use a feature or process listed, then answer the related questions to help plan your next steps.

All of these features are optional, but can enhance your Mukurtu site or project! So think about what your goals are, and choose wisely. We suggest trying at least a few of these options.

Collections

Collections are groups of selected digital heritage items. Collections have a title, description, and a featured image, and the order in which items are displayed within a collection is managed by the Collection Curator. A Collection can include digital heritage items from multiple Cultural protocols, and users will only see those items they already have access to. Collections can be tied to events, subjects, dates, people, or even show the original order from a physical collection. Use collections when you want to display multiple digital heritage items together, or guide your users through group of content on the site.

> **Will you use this Mukurtu CMS feature in your project?**
>
> ☐ yes ☐ no
> ☐ maybe (need more information or training before making a decision)

For one possible collection:

- What is the title of your collection?

- What is the description of your collection?

- Will you use a featured image? What will it be? Note: You can also add other media to the description like more images, video, or audio!

- What Digital Heritage Items will go in this collection?

- Who can/needs to be able to create Collections?

Dictionary

The Dictionary tool within Mukurtu CMS allows you to best represent your language materials, whether they are words, phrases, or other types of entries. The Dictionary supports both text and audio, and includes several ways to enrich content with sample sentences, additional media (images and video), all while attributing your language speakers and teachers. Mukurtu also enables strong connections between digital heritage items and dictionary entries.

> **Will you use this Mukurtu CMS feature in your project?**
> ☐ yes
> ☐ no
> ☐ maybe (need more information or training before making a decision)

When using the Dictionary on a Mukurtu Site, you must first:
1. Enable the Dictionary
2. Add a Language
3. Create a Language Community
4. Add Parts of Speech (optional)

- What language or languages will you be using?
- Who will be responsible for managing the language(s)? Who can/needs to be able to create dictionary entries?

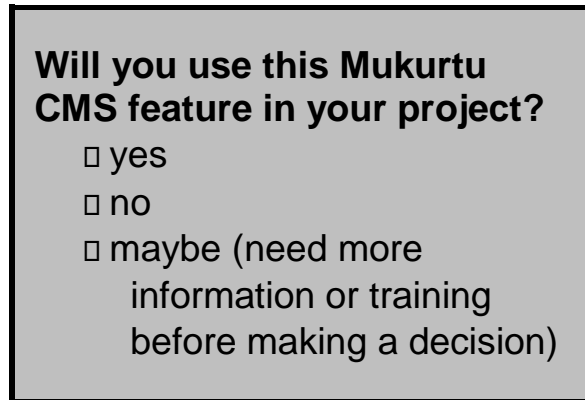- Do you want to relate dictionary words to Digital Heritage Items?

- Do you want to create any Word Lists? If yes, what will your Word Lists be?

- How many dictionary words will you enter as part of your Mukurtu Project?

- Use the remaining space for other questions or ideas of how to use the dictionary in your project:

Related Items

Mukurtu CMS allows contributors to identify related digital heritage items, making it easy to navigate between them. Using related items helps to direct users between connected materials, and help them navigate a Mukurtu site. Use related items if you want to help users make connections between specific digital heritage items.

> **Will you use this Mukurtu CMS feature in your project?**
> ☐ yes
> ☐ no
> ☐ maybe (need more information or training before making a decision)

● What are some items you will relate to one another?

● Do you want Related Items to display at the top right of the Digital Heritage Item (as well as automatically at the bottom)? Note: If yes, toggle this option on in the dashboard.
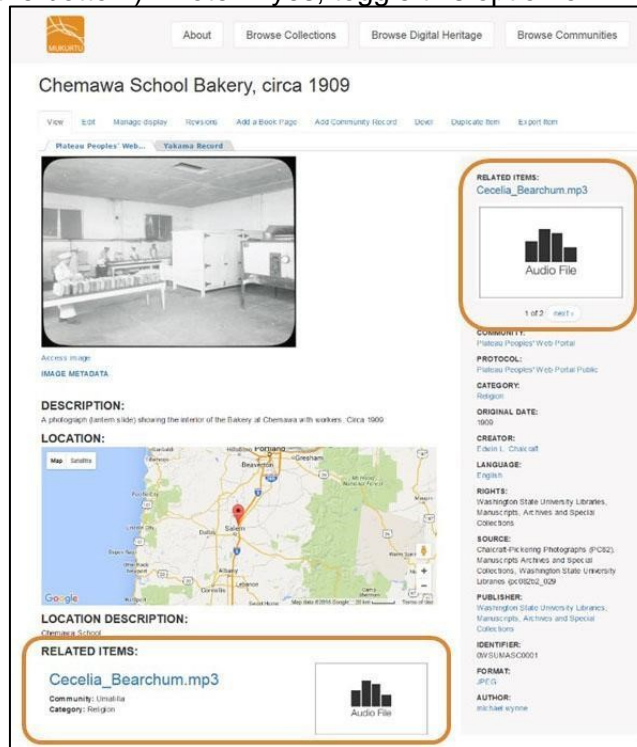
Example of a digital heritage item with related items (both display options pictured.)

Transcriptions

Mukurtu CMS allows you to enter transcriptions as plain text in the transcription field in Mukurtu Core. The transcription field allows for a more limited display than text fields like the Description, Cultural Narrative, or Traditional Knowledge fields, but is still fully searchable. Use the transcription field if you have a transcription of a text, photograph, audio, or video to enhance the Digital Heritage Item.

> **Will you use this Mukurtu CMS feature in your project?**
> ☐ yes
> ☐ no
> ☐ maybe (need more information or training before making a decision)

- Which items will you add a transcription to?

- Are the transcriptions created already, or do you need to create them?

- What digital format are the transcriptions in? (Word document, spreadsheet,)

- Use the remaining space for other questions or ideas of how to use transcriptions in your project:

Traditional Knowledge Labels

Traditional Knowledge (TK) Labels are a tool in Mukurtu CMS for communities to add an informational label to Digital Heritage Items. TK Labels are designed for material that is considered to be in the public domain and is no longer protected by copyright,or when a third party holds the legal copyright. They can also be used for other purposes, especially when customizing. Users can use the stock text provided with the labels, and Mukurtu Administrators can customize the text at either the site-wide, or community-specific level (the label images cannot be changed). Use TK Labels for content that you might not hold the rights to in Western copyright law. Use TK labels as an educational tool inside or outside your community about how content should be viewed and used.

> **Will you use this Mukurtu CMS feature in your project?**
> ☐ yes
> ☐ no
> ☐ maybe (need more information or training before making a decision)

- What types of materials might you want to use TK labels on?

- Do you want to customize the text that displays when you add a TK label?

- Will you use the same customized TK labels across your site, or would you like to have community specific TK labels?
  *Note: You can toggle between these two options using your dashboard.
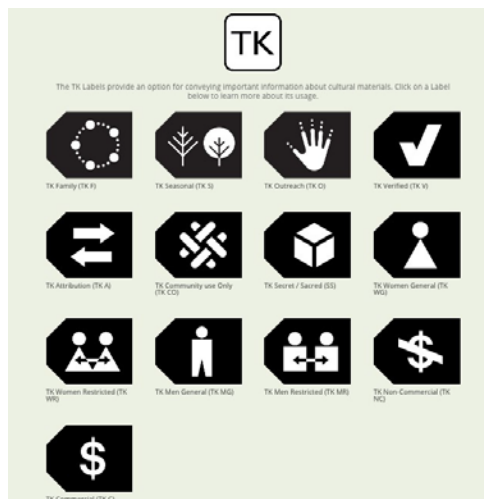
Book Pages

Book Pages, or Multi-Page Documents (MPDs), are additions to digital heritage items that allow multiple pages to be added to an item. The pages can be navigated and browsed through within the same digital heritage item page, and do not show up as unique digital heritage items when browsing or searching the site. Book Pages have metadata for the whole work, and the option of adding unique metadata for each page. Use Book Pages for items like books, pamphlets, yearbooks, scrapbooks, photo albums, or other items that have multiple pages.

Will you use this Mukurtu CMS feature in your project?
  ☐ yes
  ☐ no
  ☐ maybe (need more
       information or training
       before making a decision)

● Which items in your Mukurtu project would be well-suited to Book Pages?

Mukurtu Mobile

Mukurtu Mobile is a mobile authoring tool for Mukurtu CMS. With Mukurtu Mobile you can create content on the go and upload media to your own Mukurtu CMS-powered community site, while maintaining control over your content. Use Mukurtu Mobile when you need to collect stories in the field, with or without an internet or data connection. You can create Digital Heritage items quickly and easily using Mukurtu Mobile, and edit them after they are uploaded from a computer if needed.

> **Will you use this Mukurtu CMS feature in your project?**
> ☐ yes
> ☐ no
> ☐ maybe (need more information or training before making a decision)

- Who will be using Mukurtu Mobile?

- How will you vet the content that is uploaded using Mukurtu Mobile?

- Will you want to collect location data with each Mukurtu Mobile item created? Note: If no, you should turn off GPS information on the device before using Mukurtu Mobile.

- Will you be recording and uploading video with Mukurtu Mobile? Note: You need to have a youtube account to be able to upload video.

Batch Upload

Batch upload is a way of uploading multiple Digital Heritage Items to your site at once, instead of adding them individually. This process is helpful for large scale projects, or when several items have some similar metadata fields. Use batch upload when it will be more efficient and useful to use a spreadsheet of information, rather than adding DH items one-by-one.

Will you use this Mukurtu CMS feature in your project?
- yes
- no
- maybe (need more information or training before making a decision)

● Why will batch upload be better than uploading items one by one for this project?

Simple Customization

You can customize the way your site looks in a few simple ways to make it look unique. Look at examples of other Mukurtu sites, and at the options below to decide what you would like to work on.

> **Will you use this Mukurtu CMS feature in your project?**
> ☐ yes
> ☐ no
> ☐ maybe (need more information or training before making a decision)

- Will you change the main front page image on your site? What will the image be?

- Will you change the thumbnail image on your site? What will the image be?

- Will you change the main navigation buttons? What will they be?

- Do you want any links out to your tribal website, or other places? Where will you put them?

- What information should be written on the footer of your site?

- What information, images, or other content should be on the about page of your site?

Community Records

Community Records allow for a greater range of information to be shared about a digital heritage item. Community records can be used for a number of different purposes, for example, preserving an institutional (library, archive, museum) record while enabling community members to add their own knowledge to the item; allowing members of multiple communities to share their own information without having to edit or erase other community members' contributions; or sharing select metadata fields with different communities to help promote appropriate access to knowledge.

When a community record is created from a digital heritage item, they are displayed together, and they share the same media asset, but the rest of the metadata is completely independent. Community records can have different sets of cultural protocols from the parent record, which can be an effective tool to ensuring select metadata fields are shared with the right people.

> **Will you use this Mukurtu CMS feature in your project?**
> ☐ yes
> ☐ no
> ☐ maybe (need more
>   information or training
>   before making a decision)

- What items would you want to add community records to?

- Would you want to add multiple community records to items?

- How will you attribute the information or knowledge provided in community records?

- What metadata fields will be important in your community records?

- Will you use different levels of access for community records?