Mukurtu: Batch Upload, Roundtrip

Digital Stewardship Curriculum

Why Batch Upload?

- Volume of content
  - Saves time (potentially)
- Allows you to stage content offline
- Allows you to review content
  - Great if students are doing the work
- Working with repetitive metadata

Possible Pitfalls

- Might not fit your workflow
  - Lots of unique items, minimal repetition
- Small mistakes can snowball
  - If you enter the wrong protocol, or mis-format a field for hundreds (thousands?) of items…
- Might not actually save time…
- If there is a problem, can you find and fix it?

Strike a Balance

- Collect content in a simple spreadsheet…
- Start uploading DH items one at a time
- THEN batch upload SOME items
  - Max 20 items (when you're confident)
  - Start with 5 items at a time
- Write a clear workflow for planning, troubleshooting, and accountability

Batch Upload Workflow

Batch Upload Workflow

1. Prepare DH Metadata (part 1)
   - Descriptive metadata only (Dublin Core)
2. Upload Media Assets
   - Access copies only (JPEG files)
3. Prepare DH Metadata (part 2)
   - Structural metadata (Mukurtu specific)
4. Import DH Metadata
   - CSV spreadsheet

1. Prepare DH Metadata (part 1)

- Enter **descriptive** metadata in the Mukurtu Metadata spreadsheet
- DO NOT fill in:
  - GUID
  - NID
  - Media Assets
  - Sharing Setting/Protocols
  - Category

guid	id	Media Assets	Sharing Settings	Sharing Protocols	Category	title	Summary	Creator	Contributor	Date	Cultural Narr	Traditional K	Description	Keywords	Publisher	Rights	Traditional L	Sta

Screenshot: two Excel spreadsheet windows comparing metadata templates, with orange arrows mapping columns between them.

Top window — digital_heritage_metadata_template

Cell reference: J10

Column headers (row 1): title | Summary | Creator | Contributor | Date | Cultural Narrative | Traditional Knowledge | Description | Keywords | Publisher | Rights | Traditional L | Standard and | Format | Type | Identifier | Language | Source

Bottom window — MukurtuDescriptiveMetadataTemplate

Cell reference: O2

Formula bar: Names of people in the photograph listed [First name] [Last name] and separated with a semicolon.

Title	Creator	Contributor	Subject	Description	Rights	Publisher	Date	Format	Type	Original Identifier	Filename	Language
Label on item, if one exists. If no label exists, a short description of main focus of item.	Name of the creator. If unknown, leave blank.	Any names or groups that contributed to the creation of the item.	List a few subjects or keywords that the items falls under.	Description of the content of the item.	Fill in: For permission to publish please contact Washington State University Libraries, Manuscripts, Archives, and Special Collections (509) 335-6691.	Fill in: Manuscripts, Archives, and Special Collections, Washington State University Libraries	Original date if written on item yyyy/mm/dd	Digital file format (TIFF, JPEG, PDF, MP3, etc.)	Type of material (text, image, audio, video)	Any identifying code or number featured on the original material.	Filename on WSU storage	Leave blank if apply. Otherw language, sep semicolon if r langauges exi

2. Upload Media Assets

- Can only upload same media type at a time
  - All image, all audio, etc
  - Can mix filetypes (eg: jpeg and png together)
- Work with access copies
  - JPEG
  - MP3
  - PDF

3. Prepare DH Metadata (part 2)

- DO NOT fill in
  - NID
- Fill in
  - GUID
  - Media Assets
  - Sharing Settings
  - Sharing Protocols
  - Category
  - Any other remaining fields

3. Required Mukurtu Metadata

- GUID (Global Unique Identifier)
  - Machine readable field (you will never see it again)
  - Can create (eg: *PPWP_MAC12897*)
  - Can generate using www.guidgenerator.com
- Media Assets
  - Use SCALD ID
  - Dashboard > View Media
  - Separate multiple with semicolons

Atoms Library

ATOMS | CONTENT | COMMENTS

✚ Add atom

Title	Publishers	Authors	Types	Providers	Tags
	Enter a comma separated list of user names.		Audio File Image Video	Upload Audio file Video hosted on Dailymotion Upload Video file Video hosted on Vimeo Video hosted on YouTube File upload Image upload	

Apply

SCALD ID	TYPE	PROVIDER	BASE ID	TITLE	PUBLISHER	REPRESENTATION
492	audio	scald_audio	855	miri.mp3	Mukurtu Adminis...	miri.mp3 View Edit
491	image	scald_image	854	EPL_Logo_190x105.png	Mukurtu Adminis...	EPL_Logo_190x105.png View Edit
490	audio	scald_audio	853	miri.mp3	Mukurtu Adminis...	miri.mp3 View Edit
489	image	scald_image	850	transformation_logo-236x300.jpg	Mukurtu Adminis...	transformation_logo-236x300.jpg View Edit
488	image	scald_image	849	UofM_photo_2017-02-03_161836.jpg	UMtraining	UofM_photo_2017-02-03_161836.jpg

3. Required Mukurtu Metadata cont.

- Sharing Settings
  - *Any* or *all*
  - Most important if DH item has multiple protocols
- Sharing Protocols
  - Cultural Protocol(s)
  - Use Node ID
  - Dashboard > Manage Communities and Protocols > Edit Protocol
  - Separate multiple with semicolons

About   Collections   Browse Digital Heritage   Communities   Dictionary

MUKURTU

Show Wizard

Admin Communities

Communities Structure

Add community

Mukurtu Hubs West

Mukurtu Hubs West Public Access   Edit Protocol

Mukurtu Hubs West Community Only   Edit Protocol

Edmonton Public Library

Edmonton Public Library Community Only   Edit Protocol

Mukurtu Hubs Demo

Mukurtu Hubs Public Access   Edit Protocol

Mukurtu Hubs Demo Community Only   Edit Protocol

University of Manitoba

University of Manitoba Community Only   Edit Protocol

3. Required Mukurtu Metadata cont.

- Category
  - Enter exactly as they appear on site
  - Separate multiple with semicolons
  - Eg: *Lands;Artistry and Artifacts*
- Other fields have specific formatting
  - TK Labels
  - CC Licenses
  - Related Items

4. Import DH Metadata

- Once all metadata is finalized…
- File > Save As >
  - CSV (just plain, not Windows, MS-DOS, or any other versions)
  - OK the warning that some formatting will be lost
- Import to Mukurtu
  - Dashboard > Import Digital Heritage Metadata

MUKURTU

About   Browse Digital Heritage   Browse Communities

Show Wizard

Dashboard

Add a block

Set up Site   — ⠿ ✕

Change site name, slogan and email address.
Shortcut to page where you can change some
settings for this site. The site name, a slogan for
your site, and the email address for the site
administrator.

Change Logo
Shortcut to theme settings where you can change
your logo.

View & Edit About page
Mukurtu comes with a default about page that you
can edit.

Enable and disable extra menu items
Mukurtu comes with additional pages that you can
enable.

Layout and Design

Edit Custom Site Header
Edit HTML markup of Custom Site Header

Edit Custom Site Footer
Edit HTML markup of Custom Site Footer

Disable Related Items teasers
Disable Related Items teasers at top of right of
Digital Heritage items.

Content and Collections   — ⠿ ✕

Recent content   — ⠿ ✕

TEST Batch DH   edit   delete
Anonymous (not verified)

Blah **new**   edit   delete
admin

About   edit   delete
admin

Mukurtu.org Office Hours Jan 12,   edit   delete
2016 - Introduction to Mukurtu 2.0
michael.wynne

Mukurtu.org Office Hours Jan 28,   edit   delete
2016 - Basic Site Customization
michael.wynne

Mukurtu.org Office Hours Feb 4,   edit   delete
2016 - User Roles and Permissions
michael.wynne

Mukurtu.org Open Office Hours   edit   delete
michael.wynne

Audio test 2   edit   delete
michael.wynne

Audio test   edit   delete
michael.wynne

WSU Libraries   edit   delete
michael.wynne

Communities and Protocols   — ⠿ ✕

Manage Communities and Protocols
Add/edit Communities

Create Community
Add Communities

Create Cultural Protocol
Add Protocols

Batch Import Content   — ⠿ ✕

Import Digital Heritage Metadata
Batch import many digital heritage items from CSV
file. If the media assets have associated metadata,
import the media files first using the media
importers.

Import Images
Batch import images and associated metadata from
CSV file.

Import Audio
Batch import audio files and associated metadata
from CSV file.

Import Video
Batch import video files and associated metadata
from CSV file.

Import Files
Batch import files and associated metadata from
CSV file.

Home » Import

STATUS

- Last import: 5 hours ago.
- 3 imported items total.

IMPORT

Import CSV files with one or more of these columns: title, Media Assets, guid, Category, Keywords, Creator, Contributor, Date, Description, Format, Type, Identifier, Language, Publisher, Rights, Source, Subject, Transcription, Traditional Knowledge, Cultural Narrative, Latitude, Longitude, Location Description, nid, Traditional Licensing URL, Standard and Creative Commons Licensing URL, Collections, Summary, Related Items, Sharing Settings, Sharing Protocols, Book Pages, Community Records, Username.

- Columns **guid, nid** are mandatory and values in these columns are considered unique: only one entry per value in one of these column will be created.
- Download a template

Delimiter

[, ▼]

The character that delimits fields in the CSV file.

☐ No Headers

    Check if the imported CSV file does not start with a header row. If checked, mapping sources must be named '0', '1', '2' etc.

File encoding

[UTF-8 ▼]

Performs character encoding conversion from selected option to UTF-8.

File

digital_heritage_metadata_templa   [Browse...   No file selected.]

488 bytes

text/csv   Select a different file from your local system.

[Import]

Edit HTML markup of Custom Site Header

Desktop

Search

Favorites
Applications
Documents
Pictures
Desktop
Comics
Michael
Podcasts
Sync

Devices
Michael's MacBook Pro

Media

Tags
Red
Orange

2WSUMOFA...1-38-08.png
99PI
1910607_9...204001_n.jpg
20150712_110343.jpg
Avengers Ag...015) [1080p]
Create Atom...1-34-14.png
Create Atom...1-34-54.png
Create Atom...1-36-30.png
Create Atom...1-37-01.png
Create Atom...1-37-09.png
Create Atom...1-37-42.png
Create Digita...0-45-19.png
Dashboard |...1-31-17.png
digital_herita...late_rev_MW
digital_herita...late_rev_MW
digital_herita..._template.csv
Hap_Baby.pdf
IMG_20151011_092057.jpg
IMG_20160214_105605.jpg
Import Digita...2-07-05.png
NASA JPL Posters

CSV

digital_heritage_metadata_template
_rev_MW
418 bytes
Created   Today, 8:29 PM
Modified   Today, 8:29 PM
Last opened   Today, 8:29 PM
Add Tags...

Hide extension

Cancel   Open

STATUS

- Last import: 5 hours ago.
- 3 imported items total.

IMPORT

Import CSV files with one or more of these columns: title, Media Assets, guid, Category, Keywords, Creator, Contributor, Date, Description, Format, Type, Identifier, Language, Publisher, Rights, Source, Subject, Transcription, Traditional Knowledge, Cultural Narrative, Latitude, Longitude, Location Description, nid, Traditional Licensing URL, Standard and Creative Commons Licensing URL, Collections, Summary, Related Items, Sharing Settings, Sharing Protocols, Book Pages, Community Records, Username.

- Columns **guid, nid** are mandatory and values in these columns are considered unique: only one entry per value in one of these column will be created.
- Download a template

Delimiter

[, ▾]

The character that delimits fields in the CSV file.

☐ No Headers

Check if the imported CSV file does not start with a header row. If checked, mapping sources must be named '0', '1', '2' etc.

File encoding

[UTF-8 ▾]

Performs character encoding conversion from selected option to UTF−8.

File

digital_heritage_metadata_templa... [Browse...] digital_heritage_metadata_template_rev_MW.csv

488 bytes

text/csv

Select a different file from your local system.

[Import]

Home » Import

✓ • Created 1 node.
  • You can view and edit your content, categories, users & groups.
    • List of Groups
    • Manage Content & Groups
    • Manage Categories
    • Manage Users

STATUS

- Last import: 2 sec ago.
- 4 imported items total.

IMPORT

Import CSV files with one or more of these columns: title, Media Assets, guid, Category, Keywords, Creator, Contributor, Date, Description, Format, Type, Identifier, Language, Publisher, Rights, Source, Subject, Transcription, Traditional Knowledge, Cultural Narrative, Latitude, Longitude, Location Description, nid, Traditional Licensing URL, Standard and Creative Commons Licensing URL, Collections, Summary, Related Items, Sharing Settings, Sharing Protocols, Book Pages, Community Records, Username.

- Columns **guid, nid** are mandatory and values in these columns are considered unique: only one entry per value in one of these column will be created.
- Download a template

Delimiter

[, ▼]

The character that delimits fields in the CSV file.

☐ No Headers

Check if the imported CSV file does not start with a header row. If checked, mapping sources must be named '0', '1', '2' etc.

File encoding

[UTF-8 ▼]

Roundtrip

Roundtrip

- Export DH metadata (and media)
  - For use elsewhere
    - another system
    - share with another organization
    - for backups
  - To edit and re-import into the same site
  - Use to generate an import template
- Only accessible to Mukurtu Administrators

Dashboard

Add a block

Set up Site — :: ×

Change site name, slogan and email address.
Shortcut to page where you can change some
settings for this site. The site name, a slogan for
your site, and the email address for the site
administrator.

Change Logo
Shortcut to theme settings where you can change
your logo.

View & Edit About page
Mukurtu comes with a default about page that you
can edit.

Enable and disable extra menu items
Mukurtu comes with additional pages that you can
enable.

Layout and Design
Edit Custom Site Header
Edit HTML markup of Custom Site Header

Edit Custom Site Footer
Edit HTML markup of Custom Site Footer

Disable Related Items teasers
Disable Related Items teasers at top of right of
Digital Heritage items.

Content and Collections — :: ×

Add a Digital Heritage item
Add a Digital Heritage Item.

Create a Collection
Create a collection of digital heritage

Recent content — :: ×

img test
michael.wynne   edit   delete

soundcloud test new
Mukurtu Adminis...   edit   delete

Wilin Research Unit in Indigenous   edit   delete
Arts and Culture new
sally.treloyn

test_Nez Perce Paradigms new   edit   delete
lisa.minthorn

Muckleshoot Collection new   edit   delete
NWA1

page 2 new   edit   delete
Mukurtu Adminis...

book test 2 new   edit   delete
Mukurtu Adminis...

ssdfdsfsd new   edit   delete
Mukurtu Adminis...

book test page new   edit   delete
Mukurtu Adminis...

book test new   edit   delete
Mukurtu Adminis...

More

Site Users — :: ×

Batch Import Content — :: ×

Import Digital Heritage Metadata
Batch import many digital heritage items from CSV
file. If the media assets have associated metadata,
import the media files first using the media
importers.

Import Digital Heritage Community Records
Batch import many community records for
pre-existing digital heritage items from CSV file.

Import Images
Batch import images and associated metadata from
CSV file.

Import Audio
Batch import audio files and associated metadata
from CSV file.

Import Video
Batch import video files and associated metadata
from CSV file.

Import Files
Batch import files and associated metadata from
CSV file.

Import Dictionary Words
Batch import many dictionary words.

Import Dictionary Word Entries
Batch import additional dictionary word entries.

Export Digital Heritage Metadata
Select digital heritage items for export.

Import Digital Heritage Metadata from Zip Archive
Batch import many digital heritage items from a Zip
Archive.

About   Collections   Digital Heritage   Communities   Categories   Dictionary

Manage Digital Heritage

Title

Community

ANLA Workshop 2016
ARDS
ATALM 2016
Bridge to the Future
Catherine Test
CIMCC
Colville
Edmonton Public Library

Category

Creator

Is Community Record   **Book Pages**   **Items per page**

- Any -   - Any -   20   Apply

Reset

Operations

Export Digital Heritage Items   Execute

	Title	Media Asset	Updated date	Community	Category	Creator	Contributor	Original Date	Collection
☐	Uploading Media	Mukurtu - Uploading Media View Edit Delete	01/15/2016 - 12:59	Getting Started with Mukurtu					
☐	Site Setup: Communities, Cultural Protocols	Mukurtu - Site Setup: Communities Cultural	01/15/2016 - 13:01	Getting Started with Mukurtu					

MUKURTU

About | Collections | Digital Heritage | Communities | Categories | Dictionary

Manage Digital Heritage

☑ Export local item IDs (nids) for reimport

Select fields to export

☑ Community Records

☑ All Pages

☐ Related Items

Download Options

◉ Download Digital Heritage metadata only

○ Download a Zip archive with all metadata and media assets

Export Format *

◉ CSV

○ XML

○ JSON

CSV column multi-value delimiter *

Next   Cancel

Mukurtu CMS is managed by the Center for Digital Scholarship and Curation at Washington State University and funded in part by the National Endowment for the Humanities and the Institute of Museum and Library Services.

NATIONAL ENDOWMENT FOR THE

About   Collections   Digital Heritage   Communities   Categories   Dictionary

Are you sure you want to perform *Export Digital Heritage Items* on the selected items?

You selected the following *5 items*:

- Uploading Media
- Site Setup: Communities, Cultural Protocols, and Categories
- Chemawa School Bakery, circa 1909
- Percy_Brigham.mp3
- Creating Digital Heritage Items

Confirm   Cancel

INSTITUTE of Museum and Library SERVICES   NATIONAL ENDOWMENT FOR THE Humanities

Follow Mukurtu on Twitter @Mukurtu, @MukurtuSupport
Email Mukurtu.org support (at) mukurtu.org

About   Collections   Digital Heritage   Communities   Categories   Dictionary

Performing *Export Digital Heritage Items* on the selected items...

Processed 5 out of 5   100%

Mukurtu CMS is managed by the Center for Digital Scholarship and Curation at Washington State University and funded in part by the National Endowment for the Humanities and the Institute of Museum and Library Services.

Follow Mukurtu on Twitter @Mukurtu, @MukurtuSupport
Email Mukurtu.org support (at) mukurtu.org

MUKURTU

About   Collections   Digital Heritage   Communities   Categories   Dictionary

Manage Digital Heritage

- Download your exported items: **Download**
- Performed *Export Digital Heritage Items* on 5 items

×

Title

[   ]

Community

ANLA Workshop 2016
ARDS
ATALM 2016
Bridge to the Future
Catherine Test
CIMCC
Colville
Edmonton Public Library

Category

[   ] ⟳

Creator

[   ] ⟳

Is Community Record   **Book Pages**   **Items per page**

- Any -   - Any -   20

Apply

Reset

Operations

- Choose an operation -   Execute

☐	Title	Media Asset	Updated date ▲	Community	Category	Creator	Contributor	Original Date	Collection
☐	Uploading Media	Mukurtu - Uploading Media	01/15/2016 - 12:59	Getting Started with Mukurtu					

MUKURTU

About   Collections   Digital Heritage   Communities   Categories   Dictionary

Manage Digital Heritage

- Download your exported items: **Download**
- Performed *Export Digital Heritage Items* on 5 it...

×

Title

Community

ANLA Worksho...
ARDS
ATALM 2016
Bridge to the F...
Catherine Test
CIMCC
Colville
Edmonton Publ...

Opening digitalheritage_17.csv ×

You have chosen to open:

📄 **digitalheritage_17.csv**

    which is: Microsoft Excel Comma Separated Values File (4.3 KB)
    from: http://mukurtudemo.libraries.wsu.edu

What should Firefox do with this file?

◯ _O_pen with   [Microsoft Excel (default) ▾]

⦿ _S_ave File

☐ Do this _a_utomatically for files like this from now on.

                                      OK   Cancel

es   **Items per page**
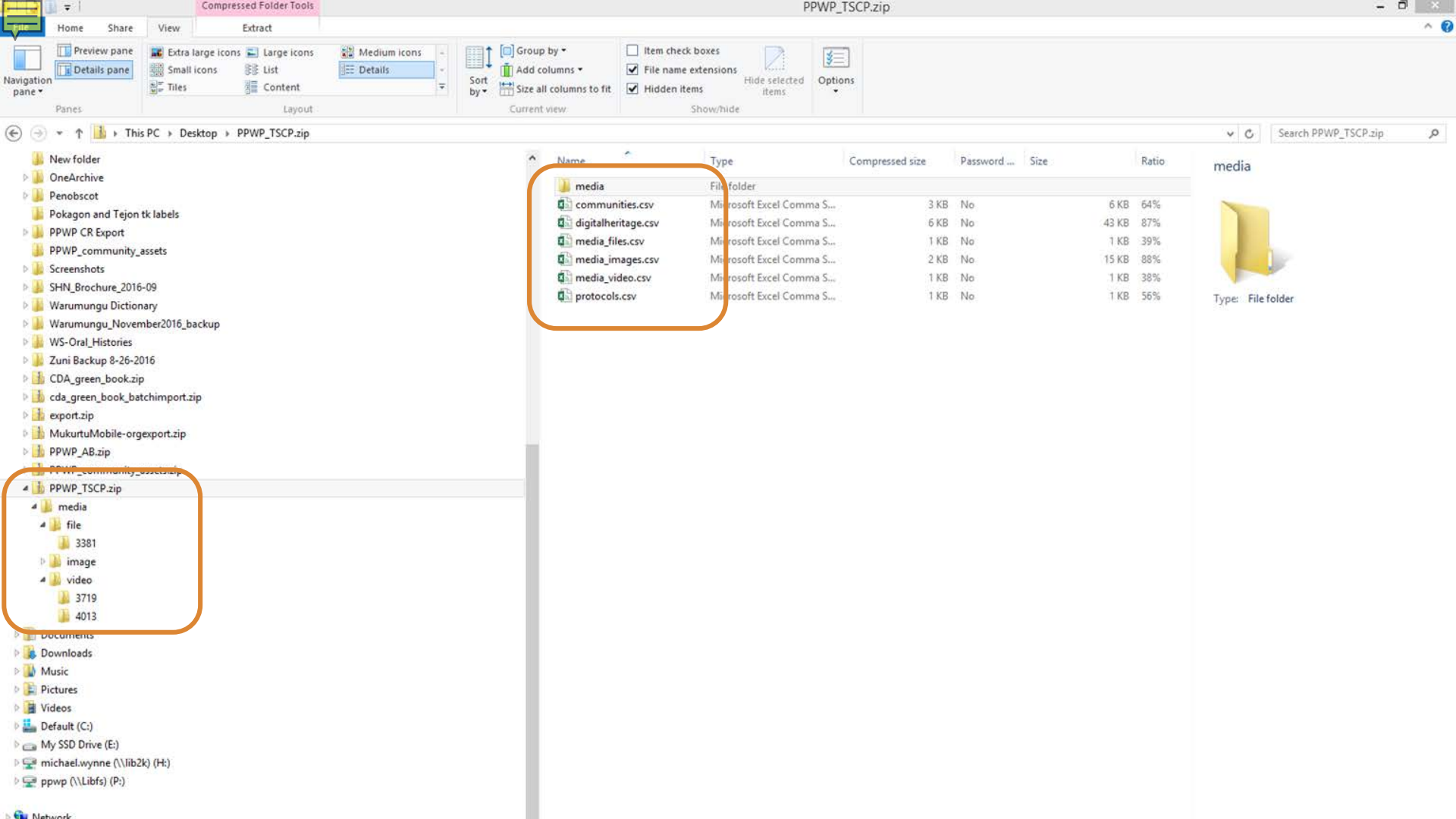
[20 ▾]   **Apply**

Reset

Operations

[- Choose an operation - ▾]   Execute

	Title	Media Asset	Updated date ▲	Community	Category	Creator	Contributor	Original Date	Collection
☐	Uploading Media	Mukurtu - Uploading Media	01/15/2016 - 12:59	Getting Started with Mukurtu					

PPWP_TSCP.zip

Compressed Folder Tools

File   Home   Share   View   Extract

Preview pane
Navigation pane
Details pane

Panes

Extra large icons   Large icons   Medium icons
Small icons   List
Tiles   Content   Details

Layout

Sort by
Group by
Add columns
Size all columns to fit

Current view

Item check boxes
File name extensions
Hidden items

Show/hide

Hide selected items

Options

This PC › Desktop › PPWP_TSCP.zip

Search PPWP_TSCP.zip

New folder
OneArchive
Penobscot
Pokagon and Tejon tk labels
PPWP CR Export
PPWP_community_assets
Screenshots
SHN_Brochure_2016-09
Warumungu Dictionary
Warumungu_November2016_backup
WS-Oral_Histories
Zuni Backup 8-26-2016
CDA_green_book.zip
cda_green_book_batchimport.zip
export.zip
MukurtuMobile-orgexport.zip
PPWP_AB.zip
PPWP_community_assets.zip
PPWP_TSCP.zip
    media
        file
            3381
            image
        video
            3719
            4013
Documents
Downloads
Music
Pictures
Videos
Default (C:)
My SSD Drive (E:)
michael.wynne (\\lib2k) (H:)
ppwp (\\Libfs) (P:)
Network

Name	Type	Compressed size	Password ...	Size	Ratio
media	File folder				
communities.csv	Microsoft Excel Comma S...	3 KB	No	6 KB	64%
digitalheritage.csv	Microsoft Excel Comma S...	6 KB	No	43 KB	87%
media_files.csv	Microsoft Excel Comma S...	1 KB	No	1 KB	39%
media_images.csv	Microsoft Excel Comma S...	2 KB	No	15 KB	88%
media_video.csv	Microsoft Excel Comma S...	1 KB	No	1 KB	38%
protocols.csv	Microsoft Excel Comma S...	1 KB	No	1 KB	56%

media

Type: File folder

Worktime

- Export digital heritage items
  - Try metadata only
  - Try metadata AND media
  - Try editing and re-importing some items

- Practice staging and importing new digital heritage items
  - Sample content on desktops if needed