Thesis Central Instructions *for Undergraduate Program Managers*

About Thesis Central

Thesis Central is a system that allows students to upload senior thesis files for retrieval by their home department and from which the files will be transmitted to the University Archives. The system also provides tools for Undergraduate Program Managers to administer senior theses for their own departmental needs.

Partnership with Academic Departments and the Princeton University Archives

Since the early 1990s, academic departments have partnered with the University Archives to ensure that all senior theses are that are submitted for degree fulfillment are represented in the University Archives. The senior theses are a record of the academic and pedagogical work of the university, as well as a significant resource for each new class of seniors as they as they begin to develop their own senior independent work. Indeed, **over 17,000 senior thesis documents** were downloaded by users during the last academic year.

What we ask of Undergraduate Program Administrators

In order to ensure that this resource is comprehensive, accessible and accurate, the University Archives asks the Undergraduate Program Managers to:
- Ensure that each senior thesis that is submitted to your department is transferred to the Princeton University Archives
- Review each submission for accuracy and completeness (i.e. title, advisers, correct file)
- Approve one submission for each student to be transferred to the University Archives*

***Students are be allowed to submit multiple times, for example, if they made a mistake and need to resubmit. Therefore it is very important that just one submission per student is marked "Approved" and faulty submissions are marked "Cancelled."
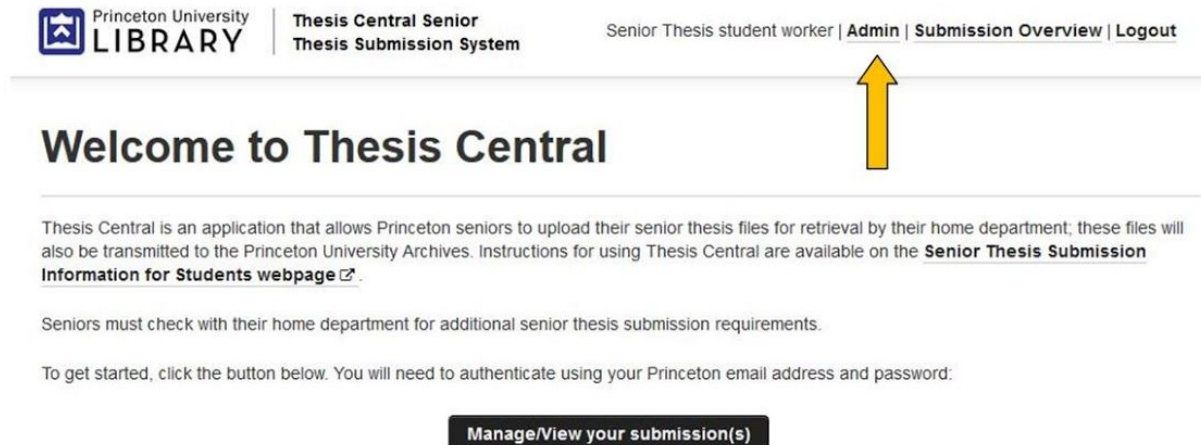
Please contact the University Archives at mudd@princeton.edu if you have any questions or require assistance.

Log In

Thesis Central web address: https://thesis-central.princeton.edu

Login to Thesis Central with your **netid** and **password**. If you have trouble logging in, please contact us at mudd@princeton.edu.

Once logged in, UPAs should click on the "Admin" link in the upper-right hand corner of the page (see below).

Admin Page

On the Admin page (see below) you can view thesis submissions, download files, and export lists. You will also be able to view, edit, and approve submissions from the Admin page.

The **List of Submissions** includes a complete list of all concentrators in your department.

By default, the information displayed includes **Student name, Status, Submission date (also includes time of day), Advisors, Document title, Student email and a link to the Primary document**.

Sorting and Filtering Submissions on the Admin Page

Thesis Central provides many ways to view the submissions on the Admin Page.

Sorting Thesis Submissions

By default, the list of submissions is sorted in ascending order by Student's last name. This is evident by the small gray arrow pointing down next to the title of the "Student name" column (see screenshot below).

You can, however, sort the submissions by any column (**Student name, Status, Submission date, Advisors, Document title, Student email, Primary document).** For example, if you click on **Status**, the submissions will be sorted alphabetically by the status.

Generally, if you click a column once, it will sort in ascending order, if you click it again, it will sort in descending order.

Student name ▾	Status	Submission date	Advisors	Document title	Student email	Primary document

Filtering Thesis Submissions

Thesis Central allows you to "**filter**" the submissions on your screen so that you see only those that meet a specific criteria. In addition, **filters can be used to export a list of submissions that meet a specific criteria**; for example, you can export a of submissions that have been Approved or those that were advised by a specific faculty member.

Each Undergraduate Program Manager will automatically have a filter for their own academic department. This filter cannot be changed.

The filtering options are listed in the left-hand side of the Admin page (see screenshot on page 8).

Search box filter

In the Search Box you can enter any text and hit "Go" to see any submissions that contain that text. Common uses for this filter are
- to find a specific student's submission by entering their last name
- Enter a faculty member's name to see theses advised by that faculty member

- Enter words in a title to find a specific submission

Status filter

Use the Status filter to see the submissions that are assigned a certain status (Not Submitted, Submitted, Under Review, Approved, Cancelled).

Multi Author Yes/No

By clicking the Yes or No option under Multi author, you will see a list of the submissions who have indicated whether they are part of a multi author thesis. This filter is used only in departments that accept multi author theses.

Submission Date Range

Use this filter to see all submissions before/after or between a certain date range. Be sure to enter your dates in the format of MM/DD/YYYY.

Now filtering By: [-]

DEPARTMENT

❌ **English**

Filter Further By: [-]

SEARCH BOX

[   ]   [Go]

STATUS

Not Submitted

Submitted

Under Review

Approved

Cancelled

MULTI AUTHOR

yes

no

SUBMISSION DATE (RANGE)

After:

[   ]

MM/DD/YYYY

Before:

[   ]

MM/DD/YYYY

[Go]

Using Filters

Each time that you invoke a filter, it will appear in the top portion of the filters area (see screenshot below). To clear a filter, simply click the red "x" next to its name.

Note that you can invoke multiple filters at a time (see screenshot below) such as "Submitted" plus an adviser's name entered into the search box (e.g. Jones). This will give you a list of submissions that are both "Submitted" **and** advised by Jones.

Now filtering By:	[-]
DEPARTMENT	
⊗ English	
SEARCH BOX	
⊗ jones	
STATUS	
⊗ Submitted	

List Submissions

Customize view

Student name ▲	Status	Submission date	Advisors	Document title	Student email	Primary document
Frain, Katherine	Submitted	03/23/18 13:23	Jones, Joan	Test titles	thesis.central.pu+kfrain@gmail.com	FRAIN-KATHERINE-THESIS.pdf
Durgin, Lynn	Submitted	03/13/18 10:30	Jones, Jane	Testing Thesis Central	ldurgin@princeton.edu	DURGIN-LYNN-THESIS.pdf

2 matching records displayed on 1 pages (100 per page).

Prev 1 Next

In the screen shot on page 8, you see that the filters are split into categories (Search box, Status, Multi Author, Submission Date). If you invoke multiple filters from the **same** category (e.g. "Submitted" and "Approved") you will see submissions that are **either** marked submitted **or** approved.

However, if you choose filters from different categories, such as from Status and the date range option (e.g. Approved and 03/10/2020-03/20/2020), the submissions must meet both criteria to be listed (Approved and submissions submitted 03/10/2020-03/20/2020). See screenshot below.

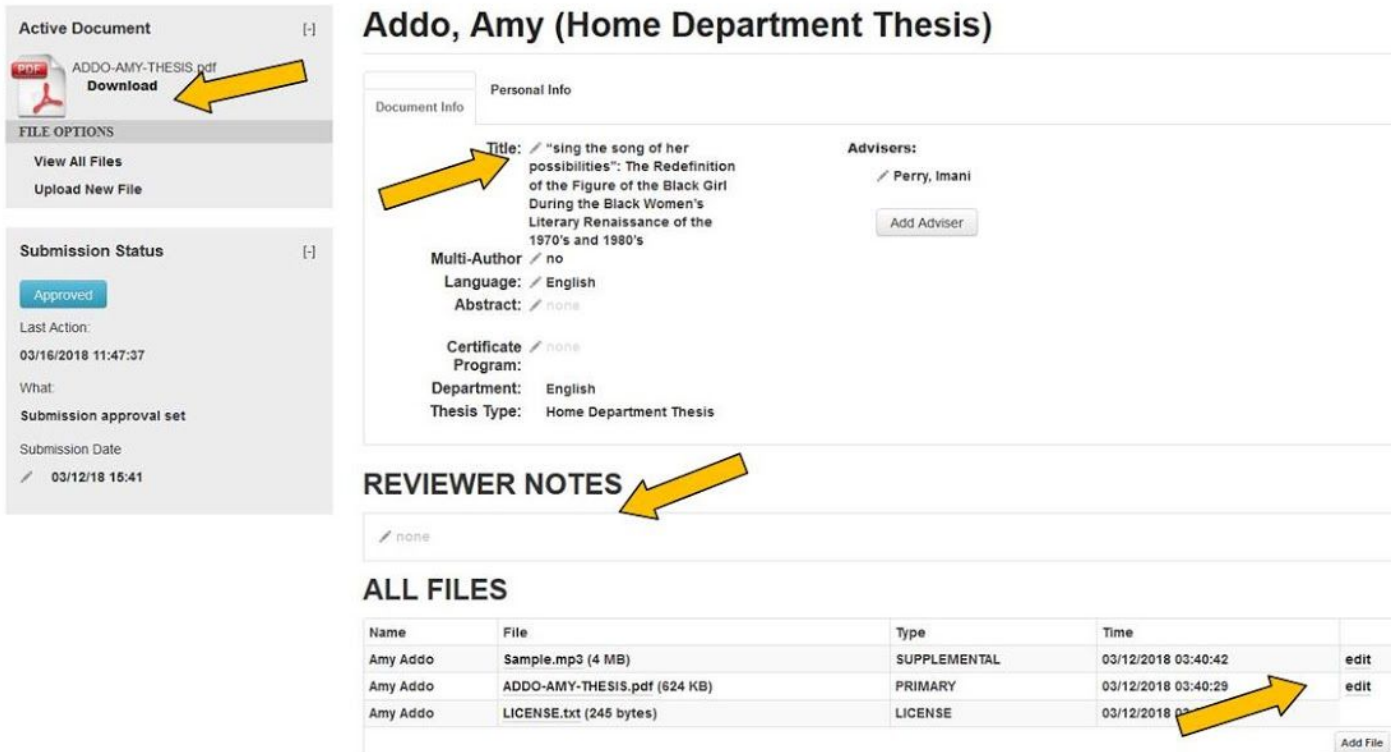| Student name ▲	Status	Submission date	Advisors	Document title	Student email	Primary document
Kessler, Raye	Approved	03/13/18 16:46	Sandberg, Robert	Just Desserts: A Critical Analysis of Triumph's Summer 2016 Menu	thesis.central.pu+rachelak@gmail.com	KESSLER-RAYE-THESIS.pdf
De La Garza, Alejandro	Approved	03/13/18 16:38	Smith, Vance	Donald Trump and Angry Populism: Making America Psycho Again	thesis.central.pu+asgarza@gmail.com	DELAGARZA-ALEJANDRO-THESIS.pdf
Addo, Amy	Approved	03/12/18 15:41		"Sing the song of her possibilities": The Redefinition of the Figure of the Black Girl During the Black Women's Literary Renaissance of the 1970's and 1980's	thesis.central.pu+anaddo@gmail.com	ADDO-AMY-THESIS.pdf

View an Individual Submission

To View an individual submission, click on a Student's name. In the individual submission view (see below), you can:

- View the senior thesis PDF by clicking on **Download** in the upper left hand corner of the screen near the file name.

- Edit any field that contains the **pencil icon** , such as title, adviser, abstract, certificate program, and others. Make sure to **click the checkmark** after you make your changes so that they are saved.

- Leave notes for yourself in the **Reviewer Notes** section. These notes are for your own personal reference-- no one else will see them.

- Delete and upload new files in the "all files" section

To **Edit, Delete or Add** advisers, go to the Individual Submission View by clicking on a student's name in your List of Submissions.

To Edit or Delete an adviser name that is currently listed, click the ✎ edit button next to the adviser's name (see below next to Perry, Imani).

(continued below)

When you click the ✏ **edit** button, you will see the option to revise or delete the adviser's name (see screenshot below). Make sure to click the **check mark** symbol to save your changes.

To delete the adviser name, click "**delete**"; the system will ask, "**are you sure**?" and you must click the button again to confirm.

Advisers:

Last Name	First Name	Middle Name
Perry	Imani	

delete ✖ ✔

Add Adviser

To add and adviser, click the "**Add Adviser**" button seen in the screenshot above. You will be given three empty fields-- last name, first name and middle name. Enter the names and make sure to click the **check mark** symbol to save your changes. You can add additional advisers by hitting the **Add Adviser** button repeatedly.

In the individual submission view (as shown in the screenshot above), in the **ALL FILES** section (toward the bottom of the screen), click on "edit" next to the file that you wish to delete.

Click the red **"Delete"** button (see below); then click the button again when it says "**Are you sure?**"
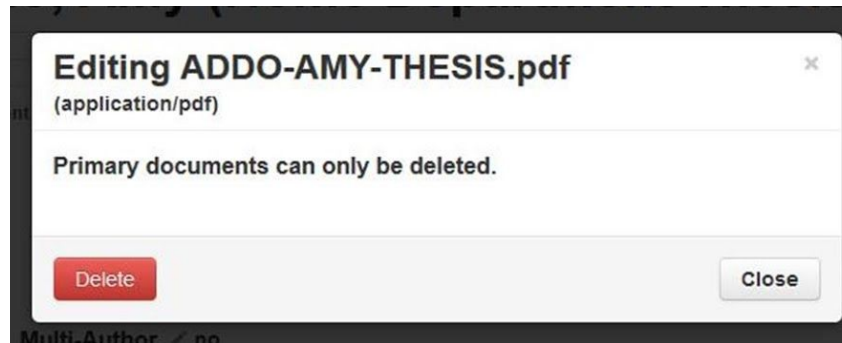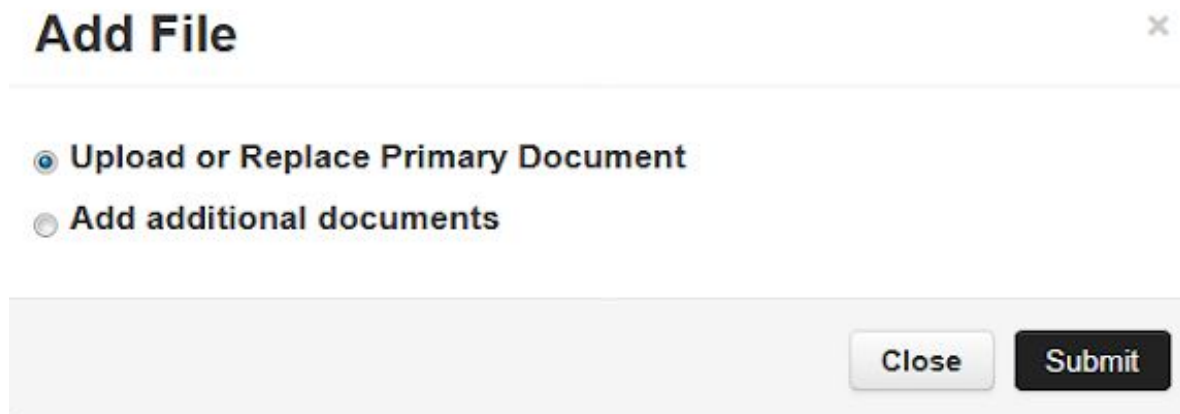
Your file is now deleted.

To upload a new file, click on the "**Add File**" button (see below).

Name	File	Type	Time
Amy Addo	LICENSE.txt (245 bytes)	LICENSE	03/12/2018 03:34:37

Add File

In the **Add File** dialog box (see below), choose "**Upload or Replace Primary Document.**" Browse to the location of the file on your computer and upload it. You can also upload new supplementary files by clicking "**Add additional documents**."

The **submission statuses** allow you to keep track of submissions and provide a way to mark the theses that are ready for transmittal to the University Archives.

Please note: Only <u>one submission per student</u> should be marked "Approved"

The status options are
- **Not submitted** (student has not yet submitted their thesis)
- **Submitted** (the student has submitted the thesis, but it has not been reviewed)
- **Under review** (assign this status if you are in the process of reviewing it, but you cannot yet approve it for some reason; for example if you are waiting for further information)
- **Approved** (assign this status when you have reviewed the submission and determined that it is ready for transmittal to the University Archives)
- **Cancelled** (assign this status if a student makes an error and submits multiple theses; the faulty thesis should be marked "cancelled". This status is also used for Multi-author theses, as described below)
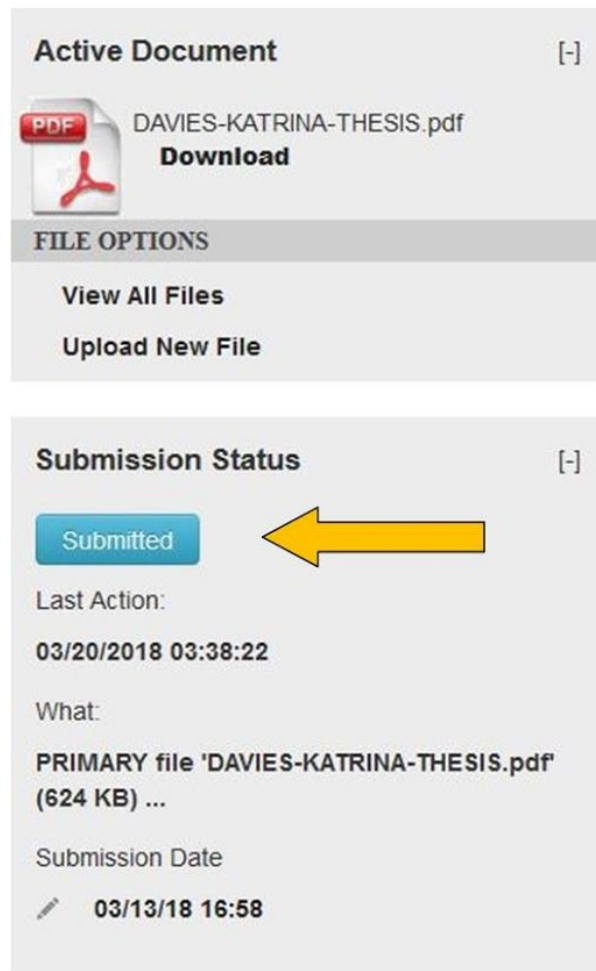
Please note:
- It is **not possible** for you to completely delete an entire submission, though you **can** completely delete individual files
- Statuses can be changed back and forth at any time

On the individual submission view, you can change the status of the submission under "**Submission Status**" in the left-hand side of the screen. To change the status, click on the blue button that shows the current status.

(continued below)

You will be brought to a dialog box (see screenshot below) in which you can make changes to the submission status.

You can change the status under the "**Current Transition**" heading or with the "**Advanced Options**" dropdown box. Click your choice of status.

Batch Export

The Batch Export feature allows you to:
- Download a <u>spreadsheet of senior thesis information that contains active links</u> to senior thesis documents
- Download <u>a zip file that contains senior thesis documents</u>

You can access the Batch Export in the lower-left hand portion of the Admin page.

Download a spreadsheet

Click **Download Export** (see screenshot above)
In the Batch Export dialog box (see screenshot below), in the Export Format drop-down menu, choose "**Excel Export (with Document URLs)**"
Click "**Download Export**"
(continued below)
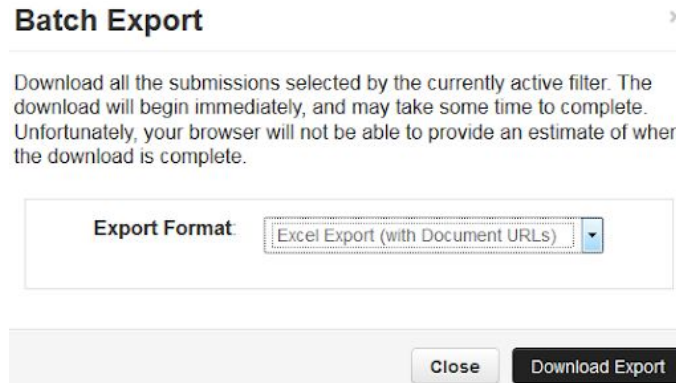
Depending on your browser settings, the list will either automatically save to your "Downloads" folder, or a dialog box will appear to ask you whether to **open** or **save** the document. You can save it to your preferred location and then open it, or open it first before you save the document to your preferred location.
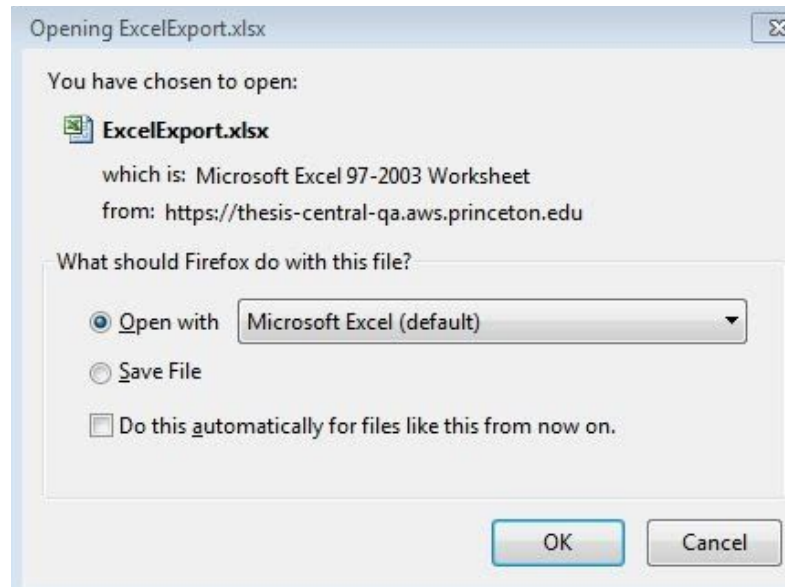
The system produces an Excel spreadsheet of all theses that are active on your screen. For example, if you filter for all "Approved" theses on your screen, only the "Approved" theses will appear in the spreadsheet. If no filters are activated, all of the submissions in your list will be reflected in the spreadsheet. In the example below, no filters were active on the screen so all submissions are listed.

	A	B	C	D	E	F	G
1	Student name	Status	Submission date	Advisors	Title	Student email	Primary document
2	Durgin, Lynn	Submitted	03/13/2018 10:30	Jones, Jane	Testing Thesis Central	ldurgin@princeton.edu	https://thesis-central-qa.aws.princeton.edu//submit/review/1520613770HqYKXfKWIZo/35361/DURGIN-LYNN-THESIS.pdf
3	Addo, Amy	Approved	03/12/2018 15:41	Perry, Imani	"Sing the song of her p	thesis.central.pu+anad	https://thesis-central-qa.aws.princeton.edu//submit/review/1520867748fc9NMfuBrs/35410/ADDO-AMY-THESIS.pdf
4	Aslaoui, Mim Ra	Under Review	03/13/2018 16:34	Gayle, Salamon	Mad Science: Madness,	thesis.central.pu+aasla	https://thesis-central-qa.aws.princeton.edu//submit/review/1520867749HL5MyZrgNio/35406/ASLAOUI-MIMRA-THESIS.pdf
5	Baber, Sarah	Under Review	03/13/2018 16:27	Wolf, Stacy	"Doing New York": The	thesis.central.pu+skb3	https://thesis-central-qa.aws.princeton.edu//submit/review/1520867749E2IXdpOwjYA/35364/BABER-SARAH-THESIS.pdf
6	Bollen, Sam	Submitted	03/13/2018 16:30	Dickman, Michael	Yearning Girl	thesis.central.pu+sboll	https://thesis-central-qa.aws.princeton.edu//submit/review/1520867750sOzzlsv02s/35405/BOLLEN-SAM-THESIS.pdf
7	Bryan, Jack	Not Submitted		Jones, Ben	To Hope in Hell: Figura	thesis.central.pu+jmbry	https://thesis-central-qa.aws.princeton.edu//submit/review/1520867751lcJpHimQB4/35399/BRYAN-JACK-THESIS.pdf
8	Carey, Miles	Submitted	03/15/2018 16:52	Fuss, Diana	Unnatural Feelings in N	thesis.central.pu+mdc6	https://thesis-central-qa.aws.princeton.edu//submit/review/1520867751sYdA3KEug8/35401/CAREY-MILES-THESIS.pdf
9	Cousins, Graham	Not Submitted				thesis.central.pu+gcousins@gmail.com	
10	Cox, Samuel	Submitted	03/12/2018 14:50	Chaudhary, Zahid	To Hope in Hell: Figura	thesis.central.pu+sscox	https://thesis-central-qa.aws.princeton.edu//submit/review/1520867754lonu3Dgvk/35354/COX-SAMUEL-THESIS.pdf
11	Curtis, Melissa	Submitted	03/13/2018 16:32	Smith, Tracy	that thing there	thesis.central.pu+mc24	https://thesis-central-qa.aws.princeton.edu//submit/review/1520867754tkKBhaBZkA/35368/CURTIS-MELISSA-THESIS.pdf
12	Davies, Katrina	Submitted	03/13/2018 16:58	Nunokawa, Jeff	Death, Divinity, and th	thesis.central.pu+kdavi	https://thesis-central-qa.aws.princeton.edu//submit/review/1520867755F4Gz347huxQ/35407/DAVIES-KATRINA-THESIS.pdf

The URLs that are provided open the senior thesis PDFs and they are accessible to anyone with a valid Princeton netid. **Please take care to share the links only with those that have authorized uses for them.** (Please note that the URLs in the example above are all sample files and are for example use only).

Share links to Thesis PDFs with Advisers

One potential use case for the spreadsheet export as described above would be to share PDFs with advisers of theses. To do this, enter an adviser's name in the search box run an **Excel Export with document URLs**. Then share the spreadsheet with the adviser.

Download a Zip File that Contains Senior Thesis Documents

After your departmental deadline passes and all of the senior thesis have been submitted, you may want to download all of the senior thesis files so that you have a local copy of each thesis. To do this:

Click on **Download Export**

Choose "**File Export**" in the Export Format drop-down list (see screenshot below)
Click "**Download Export**"
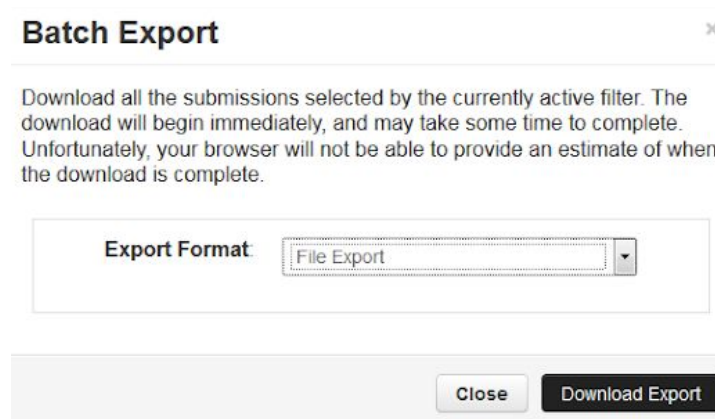
The Batch Export results in a zip file (a zip file is an archive file format that compresses files for improved transmission).

Depending on your browser settings, the zip file will either automatically download to your "Downloads" folder, or a dialog box will appear to ask you whether to open or save the file. **Click save**-- it may give the option to save to your preferred location, or it may automatically save to your Downloads folder. Once saved, right click the folder and choose "extract files." A new file directory will be created in the same location-- but this time the files will be uncompressed and therefore usable. Your SCAD can help you with this step if needed.

Note that the files are nested within folders containing a submission id number, e.g. "submission_2803" (see screenshot below).
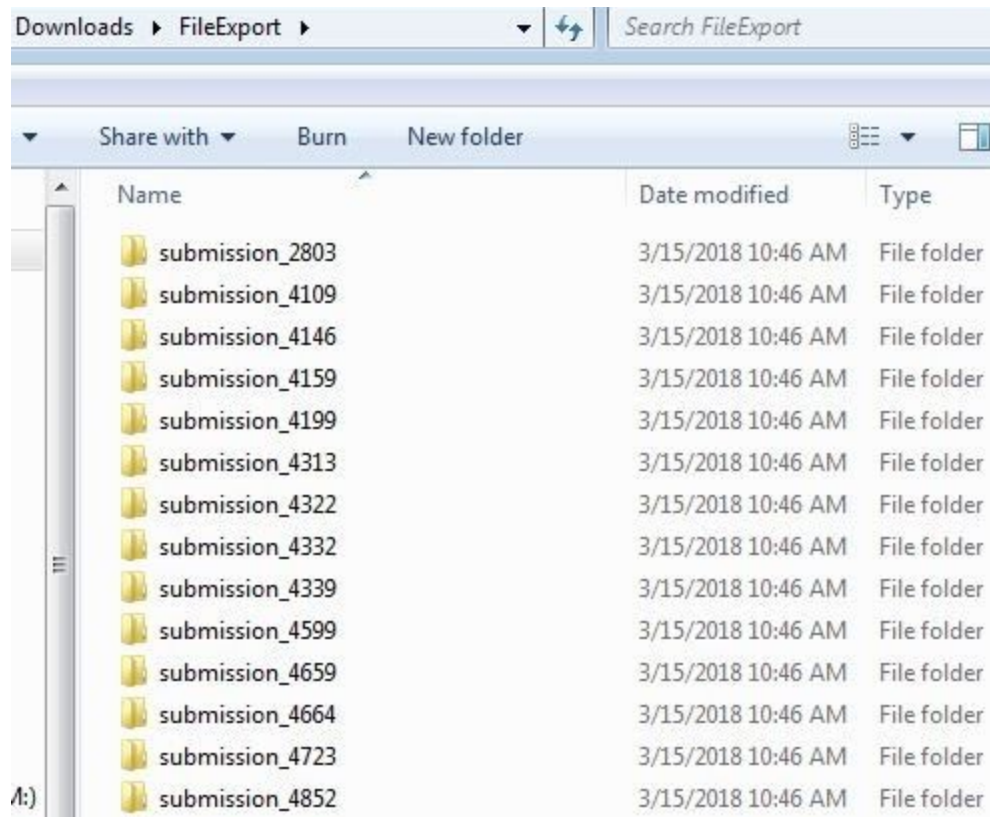
(continued below)

To cross-reference the submission id number with a student's name, you can run an **Excel Export with document URLs** that contains submission id numbers. This process is explained in the **Customize View** section below.

Customize View

The **Customize View** feature allows you to modify the information and order of displayed information that appears on your Admin page. The way information appears on your Admin page also is reflected in any spreadsheet exports that you may produce.

To customize the information that you see on your List of Submissions, click on the **Customize View** button in the upper right hand corner of the Admin page.

(continued below)

In the Customize Results Table, you will see your currently **displayed columns** on the left-hand side, and your currently **disabled columns** on the right-hand side.

Customize Results Table

Please select which columns should be displayed by dragging into or out of the list of displayed columns.

Displayed Columns	Disabled Columns
Student name	ID
Status	Institutional ID
Submission date	Multi Author
Advisors	Document language
Document title	Approval date
Student email	Certificate Program
Primary document	Thesis Type
	Department
	Event time

Close   Save   Default Columns

(continued below)

To add columns to your current view, drag the boxes from the Disabled Columns table to the Displayed Columns table and click save. The new column will then appear as your default display. Change the order that the columns are displayed on the Admin page by arranging the cells in the preferred order in the **Displayed Columns** table.

The columns of most interest are:

ID	Submission ID number-- include this column in your display if you are running a **File Export** and need to cross reference submission ID numbers with student names in the File Export
Multi Author	The Multi Author column will tell you whether a student's thesis is part of a multi author thesis. Only departments that have multi author theses should display this column
Certificate Program	Add this column to see if the thesis fulfills requirements for a certificate program
Approval Date	Add this column to see when you approved the theses

Instructions for Multi-author theses

When multiple students collaborate on a senior thesis we call this a Multi-author thesis.

Undergraduate Program Managers must **customize the view** of their **Admin Page** to include the **Multi author column** (see instructions in the Customize View section of this document). Please contact mudd@princeton.edu if you have any questions about this process.

Multi Author thesis process:
- each student involved with a Multi Author thesis must submit a senior thesis PDF to Thesis Central that is identical to the PDFs that the other students in their group submit
- the Undergraduate Program Manager must **choose one thesis** from each thesis group to mark as "**Approved**" to send to Mudd Library
- OIT/Mudd Library staff will collate the names of each senior thesis author group onto a single senior thesis record in DataSpace

Submit a Thesis on Behalf of a Student

For the most part, students have the ability to submit their thesis multiple times-- if they make a mistake, they can upload a new thesis themselves rather than relying on you to do it for them. You would simply need to pick the correct thesis and mark it as "**Approved**," and mark any faulty theses as "Cancelled."

However, students will be **locked out of the system after Dean's date**; so if they haven't submitted by that time, you will need to upload the file for them.

To do so, you would find their name in your **List of Submissions** and click on the student's name to access the **Individual View.**

Weintraub, Lydia (Home Department Thesis)

Document Info | **Personal Info**

Title: ✎ none   **Advisers:**
Multi-Author ✎ no
Language: ✎ English   [Add Adviser]
Abstract: ✎ none

Certificate ✎ none
Program:
Department: English
Thesis Type: Home Department Thesis

REVIEWER NOTES

✎ none

ALL FILES

Name	File	Type	Time	
				[Add File]

You will need to enter information into the following required fields:

- Title
- Abstract (if there is one in the senior thesis PDF)
- Adviser/s

To do so, click on the ✏ **edit** button and enter your desired text. Make sure to <u>click the **check mark**</u> symbol (see below) to save your changes.

Title: Sample Thesis Title
✖ ✔

You must also upload the senior thesis file. Click "**Add File**" in the lower right-hand corner, and then choose "**Upload or Replace Primary document**" and hit **Submit**. (Only choose "Add Additional documents" if you are adding extra, supplementary files, rather than the main PDF.)

Add File   ✕

⦿ **Upload or Replace Primary Document**

○ **Add additional documents**

Close   Submit

The final step is to change the submission status to "**Approved**" and change the status of any other submissions that student may have to "**Cancelled**."

Please note: since you cannot accept the honor code statement on behalf of the student you will want to make sure the student has included this confirmation in the body of the senior thesis.

Certificate Program Theses

We will provide access to senior theses that fulfill requirements for **both home departments <u>and</u> certificate programs** by generating spreadsheets for each certificate program with active links to senior thesis PDFs at in mid May 15 (which is the last day that students can submit to the system). If you would like access to the theses on a different date, or if you have questions, please contact mudd@princeton.edu.

Special Cases/Who Should Not Use

Students whose thesis work is in the form of a performance or exhibition, and a file of the work is not being submitted for evaluation, are not required to use Thesis Central. The University Archives will work with the Mendel Music Library and the Lewis Center for the Arts to obtain recordings or other documentation of these theses.

Large files. Thesis Central can reliably handle files up to roughly 600 MB. If students have trouble uploading their file, they should follow the directions in Thesis Central, which include uploading a placeholder file, and submitting the PDF to the department using another method such as uploading the file to Google Drive.*

*Google Drive information: all staff (as well as faculty and students) are eligible for a [Google Drive account through the university](). If you do not have an account yet, you can request one [here](). Once your account has been set up, you can access it by logging in to [https://www.google.com/drive/]() with your university netid and password. If you have trouble setting up your account, please contact the [OIT Help Desk]().

Students should share the file with the email address of their Undergraduate Program Manager and [mudd@princeton.edu]().

Further assistance

See the [Mudd Library Webpage for Thesis Submission]()
For questions about using Thesis Central contact [mudd@princeton.edu]() or 609-258-6345.
For questions about an access restriction request, please contact [staccess@princeton.edu]().
For questions about the [online repository of senior theses](), please contact [mudd@princeton.edu]().