

# Hands-On Tutorial: Uploading Resources

## 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, but we will be focusing on NCIPhub.org.

## Exercises

### Register and Log In

In order to do this exercise, you’ll need an account on NCIPhub.org. If you don’t have an account, you can get one as follows. Go to <https://nciphub.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.

### Upload a Resource

For this exercise, you’ll upload information about a software project 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, you can start the title of the resource with the word “TEST” (e.g, “TEST – BLASTx program”) and the workshop coordinator will not approve your posting.

Start at the **Discover** menu on NCIPhub.org, and choose **Resources** and **Upload**. That should take you to the [“Resources: New” Page](#). Click on **Get Started**. Choose the type of resource—probably *External Application* if you are uploading a description of a software product that exists outside of NCIPhub. But you can choose *Presentations* or *Teaching Materials* instead, if that’s the sort of material that you want to contribute.

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 link to the external software, or the documents for the materials you want to upload. Note that you can include both a link and a few documents that describe the software (if you have it). Documents may be a single file (Word document), or a

couple of files (PowerPoint slides and PDF handouts). Make sure that you put the most important thing first, as that is what people will see prominently when they later view this resource. Enter your link and/or 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*. If this isn't your software, you will probably want to remove yourself from the authors list. When the author list looks good, click *Next*.

The next screen lets you add tags to categorize this work. Try typing "cancer" 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. If this is your work, might should consider adding a Creative Commons license so that others feel free to build upon it. If this is a reference to someone else's software on another site, leave the license control alone. After all, you don't want to confuse other users by posting a license that the other package doesn't really have.

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.

## Reference Materials

Uploading Resources [slides](#) (1 MB, uploaded by Michael McLennan 9 years 1 month ago)  
Upload your own files as scholarly works