



Mukurtu CMS: Roundtrip

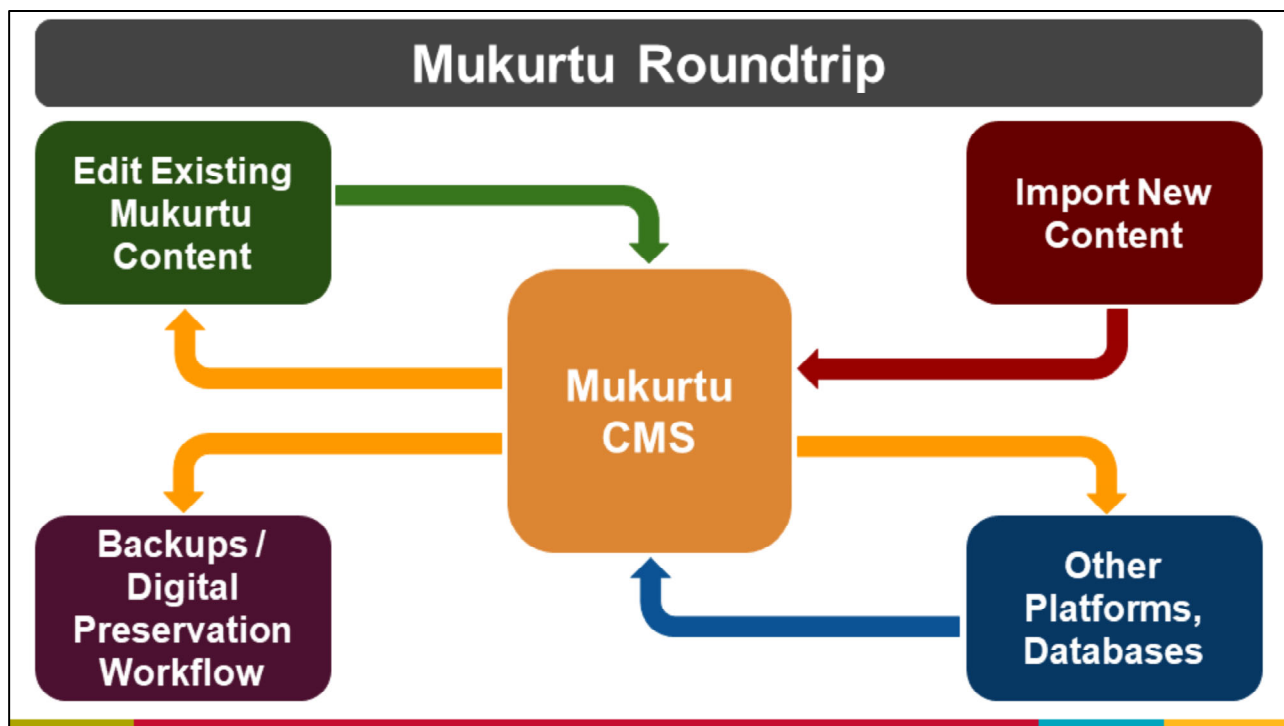
Digital Stewardship Curriculum

- These slides will cover an important topic on Mukurtu - how to get content in and out of your site in batch actions.
- These features are called Mukurtu CMS Roundtrip

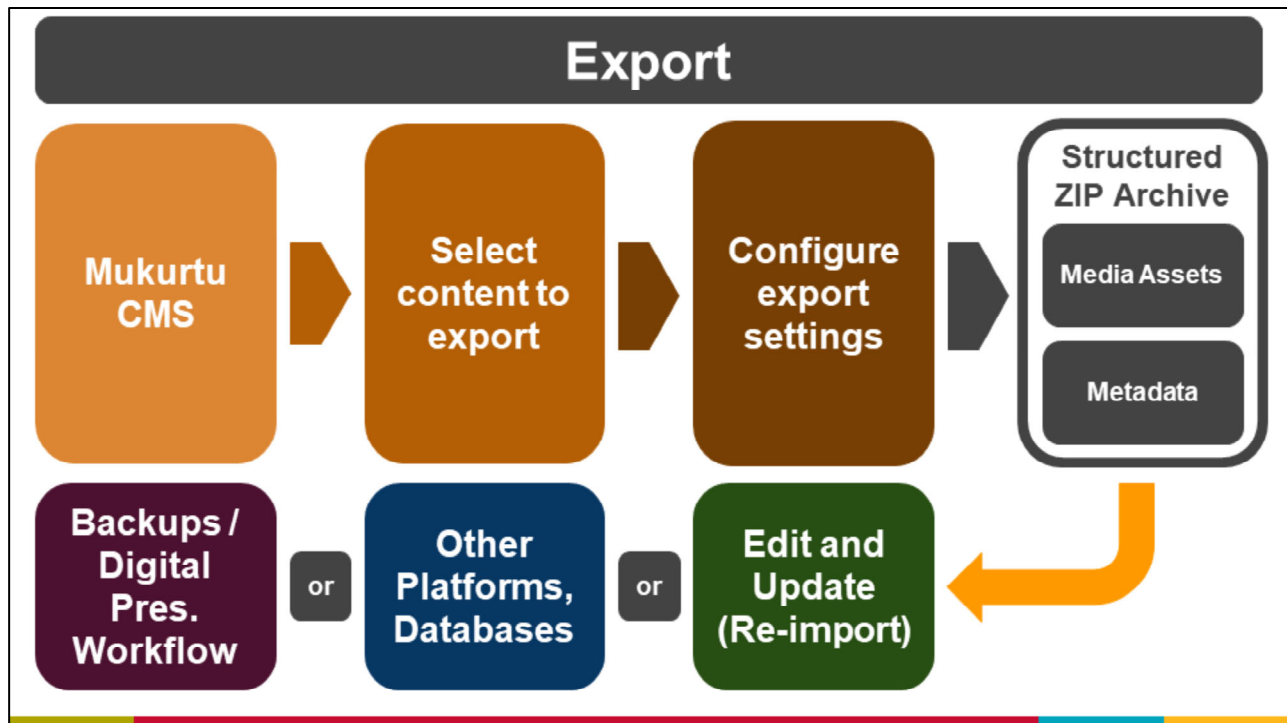
Roundtrip is used for

- **Import**
 - Import new content from another site/platform
 - Import new content from scratch
- **Export**
 - Export content to make updates
 - Export backups
 - Export to migrate or share with another site/platform

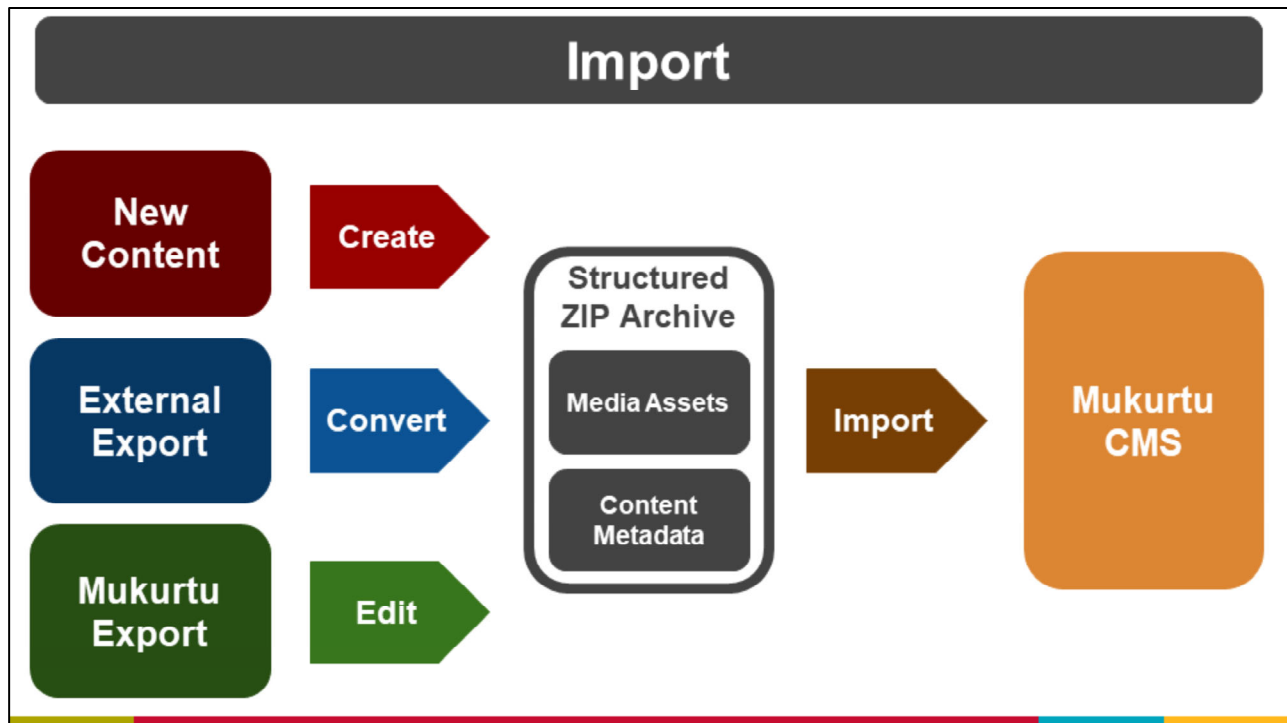
- We have this broad category of tools that we call roundtrip. Roundtrip is composed of tools that allow us to import and export content from Mukurtu.
- “Content” is used very generally here - this can apply to digital heritage items, dictionary words, really most things in Mukurtu.
- We can import content from somewhere else, like an existing database or platform, or we can import entirely new content.
- We can also export content. The most common use is exporting content, making batches of edits and re-importing and updating that content. We can also export content to store as backups, or to copy into another database or system.



- You can see those different options here



- On the flipside, if we want to export content from Mukurtu to use elsewhere...
- First we would want to select the content to export, choose the right settings for export - which will depend on the endpoint for that content, and then when we run the export, we'll get another structured set of media and metadata.
- From here, the workflow to bring Mukurtu content into another platform or system will depend entirely on the type of import tools built into that system.



- The overall workflow for each of these uses of roundtrip will vary a bit, depending on exactly where content is coming from or going to.
- Here you can see that to import content, ultimately what we need is some kind of structure for our media and metadata.
- If we're working with brand new content, we can go ahead and create that in the right format from the start.
- If we bringing in external content from another system, we will probably need to do some kind of conversion or crosswalking to get it in the right format.
- And if we're updating existing content from a Mukurtu export, we're probably going to be making edits, but not having to totally convert the format.
- Once we have that structured media and metadata, we can import it into Mukurtu.

Roundtrip uses

- Structured ZIP archive folders containing:
 - Media files
 - Access copies (eg: mp3, pdf, jpg)
 - Metadata in spreadsheets (lots of spreadsheets)
 - CSV files (avoid using Excel)
 - UTF-8 encoded

“Structure of roundtrip”

- What that actually means is we are going to have a single folder, and within that we'll have additional folders for media. We will also have some spreadsheets for our metadata.
- For our spreadsheets, we use CSV files, which is a non-proprietary format. You're probably familiar with Excel and XLS - that's technically a format owned by Microsoft, so we wanted to use a format that anyone could open and use without having to license specific software.
- CSV also allows us to use Unicode character encoding, which is the most reliable way to work with non-English characters.
- Working with Google Sheets, and Libre Office gives the best results typically, and is what we recommend you work in for your Roundtrip spreadsheets
 - Importing a CSV file to Mukurtu that was saved in Excel on a Mac or Windows OS can sometimes cause issues

Descriptive and structural metadata

- Descriptive metadata is about the content
 - Usually typed in by hand
 - Mostly plain text fields (some formatting notes)
- Structural metadata connects content and site
 - Usually selected from lists, dropdown menus, or auto-complete fields
 - Mostly entered as NIDs (node IDs)

- Two main kinds of metadata that you will be working with on your Mukurtu sites
- First is descriptive metadata. This is usually fields that you can easily read and understand. Things like title, description, creator, date.
- Structural metadata on the other hand is usually more machine-readable and tends to use unambiguous, unique information to represent fields. For example, when I specify that an item is using my public access protocol... what if more than one community has a protocol titled public access? We need a unique identifier for many of these structural fields, since descriptive information might not be sufficient.

Node - Digital Heritage 2.csv

Liberation Sans 10

F6 Depue, Robert B. ?

1	A	B	C	D	E	F	G	H	I
	nid	Title	Community	Type	Category	Creator	Format	Identifier	Item Sharing Set
2	37712	Jim Looney (Ik-pach-pall), aged 73 1951	3671;12	Image	Lifeways	Relander, Click	JPG	OPPS NEG 41887 V	any
3	37702	Woman and Four Men in Partial Costume Outside Canvas Tent n.d	3671;32097	Image	Artistry and Artifacts;Architecture and Dwellings	Matsura, Frank ?	JPG	NAA INV 02817500	any
4	37698	Woman Holding Infant n.d	3671;32097	Image	Lifeways		JPG	NAA INV 02815500	any
5	37695	Bert Totus, Watson Totus, and Cecelia Totus of Satus Long House Committee 1968	3671;12	Image	Government to Government Relations;Lifeways		JPG	NAA INV 00946900	any
6	37690	View of Mission Valley and Range JUL 1922	3671;32097	Image	Lands	Depue, Robert B. ?	JPG	NAA INV 00928300	any
7	37689	Woman by Tipi 1900	3671;32097	Image	Architecture and Dwellings	Moorhouse, Lee Major	JPG	NAA INV 00923000	any
8	37688	Woman and Girl by River? or Lake?	3671;32097	Image	Lands	Moorhouse, Lee Major	JPG	NAA INV 00922800	any
9	37687	Woman in Native Dress	3671;32097	Image	Artistry and Artifacts	Moorhouse, Lee Major	JPG	NAA INV 00922500	any
10	37686	Woman and Girl in Native Dress and on Horses with Decorated Trappings	3671;32097	Image	Artistry and Artifacts	Moorhouse, Lee Major	JPG	NAA INV 00921600	any
11	37685	Woman on Horseback with Man and Major Lee Moorhouse? (Non-Native, Center), All in Native Dress	3671;32097	Image	Artistry and Artifacts		JPG	NAA INV 00920300	any

- This is a screenshot of an export from PPWP and you can see that it combines both descriptive and structural metadata.
- Title, type, Creator, Identifier are all descriptive fields.
- NID, and Community are both structural fields.
- So, working in spreadsheets to create and edit content will be in part really familiar, and in part require some new workflows.

Keep in mind

- Does it fit YOUR workflow?
 - Unique items, minimal repetition
- Small mistakes can snowball
 - Extra review may be needed
- Doesn't save time for everyone
 - How do you feel about spreadsheets?
- Some technical requirements

- Speaking of workflows, these are some things to keep in mind when deciding how to use roundtrip tools - especially for importing content.
- Roundtrip works best for items that have repetition in their metadata
 - Examine your project and think about if Roundtrip is the best way to do it, or if one by one uploading is better
 - You may want to consider one-by-one for items that are unique, or if you have several items that have little in common
- When you are doing Roundtrip/batch upload or editing small mistakes can snowball and become BIG mistakes
 - You may need to review your spreadsheets several time
 - One-by-one uploading on the site is easier to fix mistakes as you go
- Depending on how you work with spreadsheets, the Roundtrip may or may not be the easiest for most efficient for uploading and editing content
- This method can be very powerful, but involves a little more work and technical detail

Strike a balance

- Collect descriptive metadata in a simple spreadsheet
- Some projects might use batch tools, some might not
- Work in small stages (don't upload EVERYTHING in one go)
- There is more than one workflow. No one workflow is better than another

- Ultimately, this can be one tool on your belt, and being able to decide when to use it effectively is just as important as technically knowing HOW.
- Create a different spreadsheet for your descriptive metadata about content, and then copy into the Roundtrip format as needed
- Consider the project and if Roundtrip will be helpful
- Work in stages - this makes it easier to keep track of content and track and fix errors
 - It also gives a better chance of success, as too-large batches can take a long time to load and can be interrupted if you have an unstable Internet connection
- You will need to create your own workflow for how you assemble, prepare, and upload your information - there is not one exact way to do this process (though we have the technical structure in place), and this can take time to develop what is right for you

Getting started

- Create rich, complete DH items by hand on your site
 - (and other content)
- Export those items to use as templates
 - Easier than starting with a blank spreadsheet

- Probably the best place to get started with Roundtrip is by exporting content, NOT importing.
- This allows you to not only have a template or model, but to really easily compare your various metadata in a spreadsheet to your actual site and see how everything maps and is put together.
- We highly recommend doing this step, whether just learning, or at the start of an actual project

Credits

- More resources at www.mukurtu.org/support
- Screenshots from:
 - Little Big Horn College
 - <https://passamaquoddypeople.com/>
 - <https://uhla.info/>
 - <https://www.wiwkwebthegen.com/>
- *This template is free to use under [Creative Commons Attribution license](#).*
- Presentation template by [SlidesCarnival](#).
- [Minicons](#) by Webalys
- These slides contain changes to color scheme and content.

Using this Resource

The Digital Stewardship Curriculum is an Open Educational Resource created by the Center for Digital Scholarship and Curation.

All presentations and resources created by the CDSC are licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 license (CC BY-NC-SA). Please share, reuse, and adapt the resources and provide attribution to the Center for Digital Scholarship and Curation, Washington State University.