


## To Add a Creative Work – Digital Art, Media & Web Design

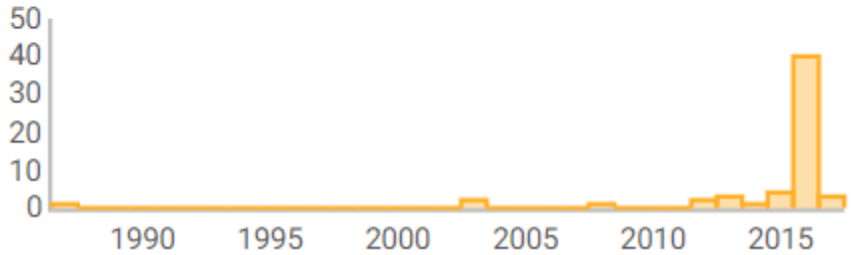
To add information about your Creative Work:

- Log in to CUBE using your identikey username and password
- On the home page, scroll down to “My Summary” click the “+add” link then select “creative work – digital art, media & web design” from the pop up window

### My Summary

 84 scholarly and creative works , plus 42 pending

+ add



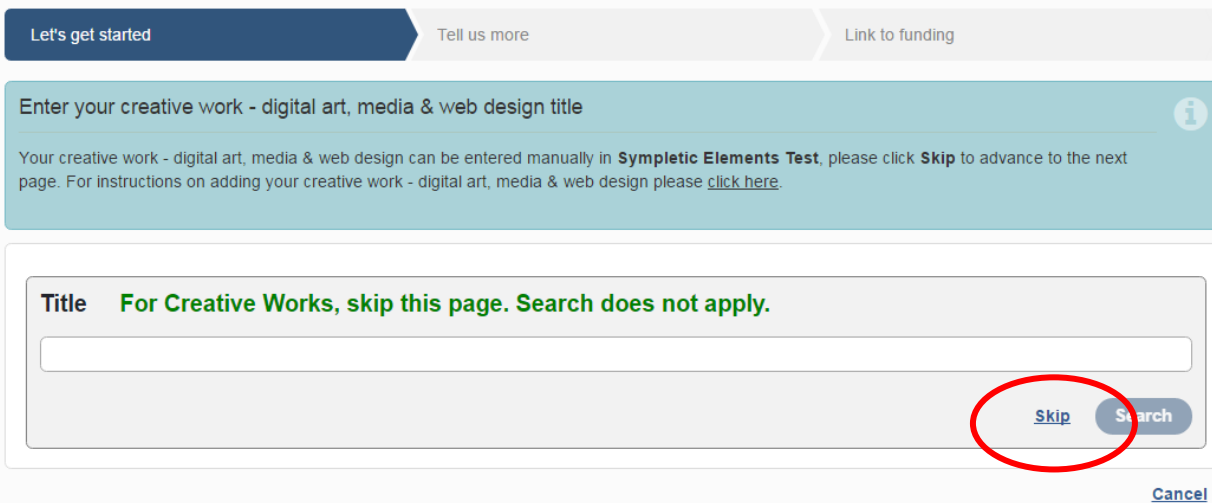
Add a new... ✕

book	chapter
conference proceeding	journal article
scholarly edition	creative work - performance/production
creative work - exhibition	creative work - play, poem, fiction (not books)
creative work - digital art, media & web design	creative work - composition
creative work - other	

Or you can [perform a bulk import](#) of scholarly or creative works from your local system.

On the following page, click “Skip” to start adding your Creative Work

## Add Creative Work - Digital Art, Media & Web Design



The screenshot shows a navigation bar with three buttons: "Let's get started" (active), "Tell us more", and "Link to funding". Below the navigation bar is a light blue box with the text: "Enter your creative work - digital art, media & web design title" and an information icon. Below this is a paragraph: "Your creative work - digital art, media & web design can be entered manually in **Symplectic Elements Test**, please click **Skip** to advance to the next page. For instructions on adding your creative work - digital art, media & web design please [click here](#)." Below this is a form with a title field containing the text: "Title For Creative Works, skip this page. Search does not apply." Below the title field is a search bar with a "Skip" button circled in red and a "Search" button. At the bottom right of the form is a "Cancel" link.

On the following page, add information about your creative work, click on the question marks for help with an individual field.

Required Fields for Creative Work – Digital Art, Media & Web Design are marked by a Red Asterisk:

- Relationship - In the relationship box Faculty Affairs advises selecting the “Contributor to” relationship type. This will not affect what information flows through to the FRPA, and will improve the information in CU Experts and other systems.
- Description – Add information on your Creative Work here, this field should be treated like the old FRPA interface.
- Start Date – Add information about when your Creative Work started. This field is important for FRPA purposes, it can be expressed in Year, Month/Year, or Day/Month/Year format. See the question mark in Elements for more information on accepted date formats.

**\*What is your relationship with this creative work - digital art, media & web design?**

Author of       Editor of  
 Translator of       Contributor to

**Essential Information**

**\* Description:**  1300 characters left ?

**\* Start Date:**   ?


**End Date:**   ?

**Related URL:**  150 characters left ?

If you need more space to describe your Creative work click the plus next to Additional Information to expand the additional fields.

If you choose to give more information about your Creative Work that information will be available to populate the CU Experts system.

**Additional Information**



Keywords: No Keywords - please add... ?

DOI:  ?

Notes:  ?

Click "Save" at the bottom of the page when you are done entering information about your Creative Work, and return to the Elements home page to add additional creative works.

For more assistance, contact Faculty Affairs by emailing [pubsdata@colorado.edu](mailto:pubsdata@colorado.edu), or call Matt Ramey at 303-735-7827.

<http://www.colorado.edu/FIS/CUBE>