Workshop Outline 2 - Dataverse workshop - Depositing and Archiving Data

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Skeleton for a Dataverse workshop focusing on depositing and archiving data

Use or adapt this outline to offer your own workshop on using Dataverse to deposit and archive data.

**Level**: For beginners, basic introduction to research data management

**Time frame**: Half day workshop (ca 3 - 3.5 hours)

**Target group**: Researchers/PhD candidates

**Recommended no. of participants**: 15-30; more is possible but there is less room for interaction

## Learning goals

* Know at least three reasons for why archiving data is important
* Know the advantages of a trustworthy digital repository
* Have a basic understanding of what Dataverse is
* Be able to upload a dataset in Dataverse

## Preparations for the participants in advance

* You may want to ask participants to have a look at the CESSDA DMEG beforehand. In particular
  + Asking participants to read the [Plan chapter](https://dmeg.cessda.eu/Data-Management-Expert-Guide/1.-Plan) would give them the into to Data Management as well as introduce concepts such as FAIR data, Data Management Plans.
  + Ask participants to read the [Archive & Publish](https://dmeg.cessda.eu/Data-Management-Expert-Guide/6.-Archive-Publish) would allow you to go through the content of the chapter more quickly and use more time for discussion or exercise or in general shorten the workshop.
* You could ask participants to bring a dataset of their own that they would like to publish
* You could ask participants to think about reasons for archiving their dataset beforehand. Or ask them to think about reasons why they would not want to archive their data so this can be used as discussion points.

## Programme

### **Programme overview**

09:00 - 09:15 Welcome

09:15 - 09:45 Presentation 1: Archiving & Publishing Data

09:45 - 10:00 Discussion

*10:00 - 10:30: Break*

10:30 - 11:00: Presentation 2: Dataverse Introduction

11:00 - 11:30 Interactive session - Depositing your own data

11:30 - 11:45 Discussion

11:45-12:00 Wrap up

Detailed programme and example assignments

09:00 - 09:15 Welcome

Start the day with welcoming your participants. Use this time to introduce the programme and any house rules. With a small group you could ask everyone to introduce themselves and tell you what they would like to learn during this day.

09:15 - 09:30 Presentation 1: Archiving & Publishing Data

The first presentation gives background on archiving and publishing data. This presentation highlights the benefits of archiving data and addresses some common objections that researchers may have. It also gives an overview of the different types of repositories and introduces the concept of a trustworthy digital repository.

You can use the information from the [CESSDA DMEG Chapter on Archiving & Publishing](https://dmeg.cessda.eu/Data-Management-Expert-Guide/6.-Archive-Publish) as the basis for this presentation.

Slides to re-use for this section:

* You can re-use slides from this presentation: WO2\_Presentation\_Archive
* The presentation is based on materials from the [DMEG TTT](https://cessda.eu/ttt)

*Note:* If you asked participants to read the DMEG chapter beforehand you may want to shorten this section.

In addition to the slides these videos may be interesting to incorporate into your presentation

* [Addressing a researcher's data sharing concerns](https://www.youtube.com/watch?v=8qRLgQa1wT4)
* [Core Trust Seal in 2 Minutes](https://www.youtube.com/watch?v=ITSMzEH_YjY)

09:45 - 10:00 Discussion

Give participants the time to reflect on the presentation and discuss data sharing for their own project. You can ask them about their experiences with data sharing and archiving. You may also want to discuss concerns they have in addition to the ones you may have covered in your presentation.

10:30 - 11:00 Presentation 2: Dataverse Introduction

The second presentation is meant to introduce the researchers to Dataverse as a way to archive and publish data. Here you want to present them with your Dataverse repository and highlight the features to the researchers.

This presentation should include background about Dataverse and cover information about its features and how people can deposit data. Depending on your Dataverse installation, you may want to highlight features like controlled vocabularies that can be used to document the data or the licence options that participants can choose from.

For the presentation you can use information from Chapter 5 of the [User Guide](https://doi.org/10.5281/zenodo.6347488)

Slides to re-use for this section

* You can re-use slides from this presentation: WO2\_Presentation\_DataverseArchive
* The presentation is based on the [User Guide](https://doi.org/10.5281/zenodo.6347488)

11:00 - 11:30 Interactive session - Depositing your own data

In this session, you let participants test Dataverse as a means to deposit their datasets. You can choose to use a test instance if this is available in your set-up. Or you can ask participants beforehand to bring a dataset that they wish to publish.

Alternatively, you could walk participants through the upload process centrally allowing them to ask questions at every step of the process.

You can provide participants with the [User Guide](https://doi.org/10.5281/zenodo.6347488) (chapter 5) for instructions. Do tailor the guide for your particular Dataverse instance.