

Depositing Research Data in the TXST Dataverse Repository

Laura Waugh
October 15, 2019

#datascholar | *#scholcomm* | *@alkeklibrary*

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Communications
Workshop Series from
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Use analytic and
mapping tools to
analyze and interpret
data

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Plan to manage your
data, archive and
share your results.

If you require accommodations due to a disability in order to participate, please contact
Mavis Klemcke at 245.245.6311 at least 72 hours in advance of the event.
For more information see website above or email scholcomm@txstate.edu

TEXAS STATE
UNIVERSITY LIBRARIES

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October 24, 2019

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- **GIS: Share Your Research with ArcGIS StoryMaps**

November 7, 2019

Finding Data

- **Finding Government Statistics**

November 14, 2019

<https://guides.library.txstate.edu/datascholar>

#datascholar | #scholcomm | @alkeklibrary

Overview

- About Dataverse
- Getting started
- Create a collection (*dataverse*)
- Choose a metadata scheme
- Control user permissions
- Deposit a dataset
- Version controls
- Create a template for multiple datasets

Slides and Handout: <https://digital.library.txstate.edu/handle/10877/8666>

About Dataverse

The **Texas Data Repository** (TDR) is a platform for **publishing**, **archiving**, and **sharing** datasets (and other data products) created by faculty, staff, and students at Texas higher education institutions.

The repository is built in an open-source application called **Dataverse**, developed and used by Harvard University.



<https://dataverse.org/>

About Dataverse



TXST Dataverse is our local instance of the TDR Dataverse and hosted by consortial membership in the Texas Digital Library (tdl.org)




<https://dataverse.tdl.org/dataverse/txstate>


About Dataverse

TXST Dataverse

A screenshot of the Texas Data Repository website. The header includes the logo and navigation links: Search, About, User Guide, Support, and Log In. Below the header, there's a section for 'Texas Data Repository Dataverse' with a 'Metrics' tab showing '20,345 Downloads'. The main content area has a heading 'Share, publish, and archive your data. Find and cite data across all research fields.' followed by a welcome message and a 'LEARN MORE' section with links to the user guide and local university librarians. At the bottom, there's a carousel of institutional dataverses: University of Texas at Austin, Texas State University, Texas A&M University, and Baylor University.

 Texas Data Repository

Texas Data Repository Dataverse


 Metrics 20,345 Downloads


Share, publish, and archive your data. Find and cite data across all research fields.


Welcome to the Texas Data Repository, a statewide archive of research data from Texas Digital Library (TDL) member institutions. To add, share, and publish your data or work on a project, select your local institutional repository from the institutions below. To find datasets from across Texas institutional dataverses, start here.


LEARN MORE

- [Go to the user guide.](#)
- [Contact a local university librarian for help.](#)


University of Texas at Austin
Dataverse


Texas State University
Dataverse


Texas A&M University
Dataverse


Baylor University
BEARdata Dataverse

<https://dataverse.tdl.org/>

About Dataverse

TXST Dataverse

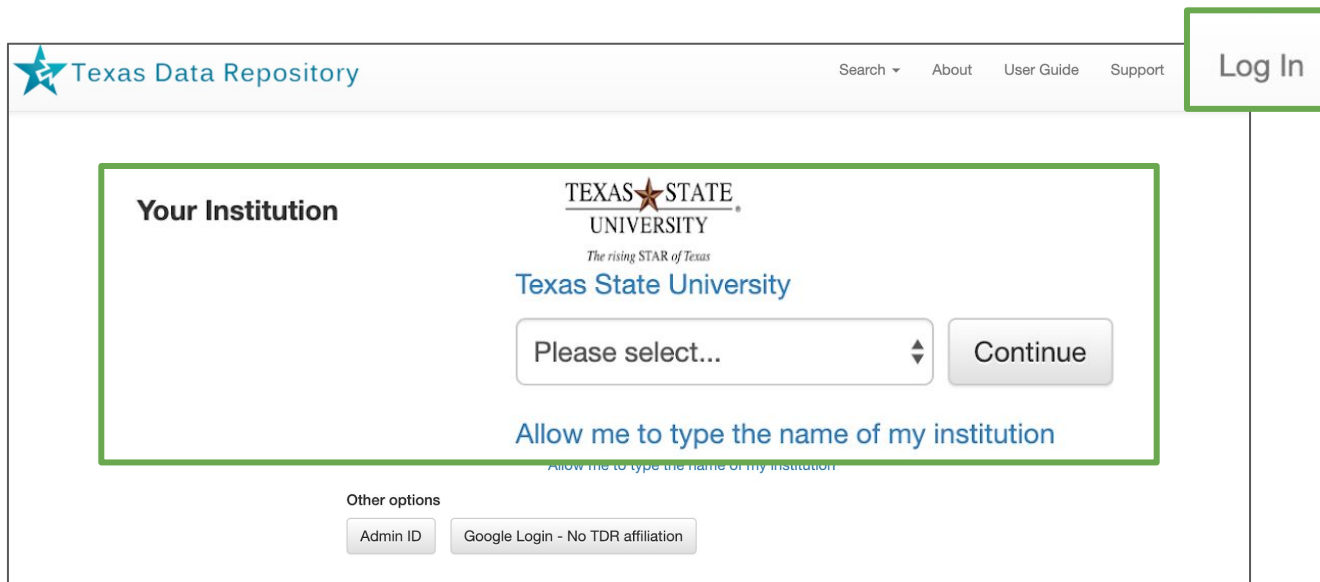


A screenshot of the Texas Data Repository Dataverse website. The header includes the Texas Data Repository logo and navigation links: Search, About, User Guide, Support, and Log In. Below the header, the text 'Texas Data Repository Dataverse' is followed by the subtitle 'A statewide collaboration of Texas higher education institutions'. A metrics bar shows '20,345 Downloads' and links for 'Contact' and 'Share'. The main content area features the heading 'Share, publish, and archive your data. Find and cite data across all research fields.' and a welcome message. A central carousel highlights the 'Texas State University Dataverse' with the university's logo and the tagline 'The rising STAR of Texas'. To the left of the carousel is a link to 'LEARN MORE' with sub-links for the user guide and contacting a librarian. To the right is a partially visible link to 'Baylor University BEARdata Dataverse'.

<https://dataverse.tdl.org/>

About Dataverse

Login: TXST NetID and Password



The screenshot shows the login interface of the Texas Data Repository. At the top left is the logo and text "Texas Data Repository". To the right are links for "Search", "About", "User Guide", and "Support". A "Log In" button is highlighted with a green box in the top right corner. The main content area is titled "Your Institution" and features the Texas State University logo and name. Below this is a dropdown menu with the text "Please select..." and a "Continue" button. A link "Allow me to type the name of my institution" is also present. At the bottom, under "Other options", there are buttons for "Admin ID" and "Google Login - No TDR affiliation".

Texas Data Repository

Search About User Guide Support

Log In

Your Institution

TEXAS STATE UNIVERSITY
The rising STAR of Texas
Texas State University

Please select... Continue

Allow me to type the name of my institution

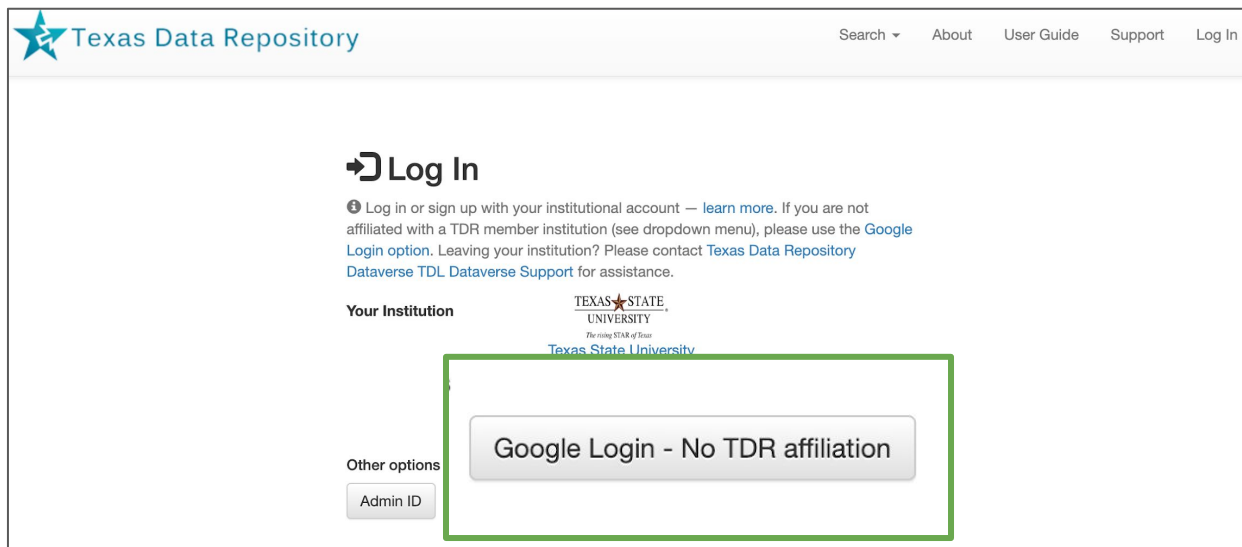
Other options

Admin ID Google Login - No TDR affiliation

<https://dataverse.tdl.org/dataverse/txstate>

About Dataverse

Login: Google (*collaborators*)



Texas Data Repository

Search ▾ About User Guide Support Log In

Log In

Log in or sign up with your institutional account — [learn more](#). If you are not affiliated with a TDR member institution (see dropdown menu), please use the [Google Login option](#). Leaving your institution? Please contact [Texas Data Repository Dataverse TDL Dataverse Support](#) for assistance.

Your Institution

TEXAS STATE UNIVERSITY
The rising STAR of Texas
[Texas State University](#)

Other options

Admin ID

Google Login - No TDR affiliation

<https://dataverse.tdl.org/dataverse/txstate>

About Dataverse

TXST: By the Numbers

- 3 dataverses
- 47 datasets
- 1,871 files

- Social Sciences (44)
- Medicine, Health and Life Sciences (37)
- Computer and Information Science (16)
- Mathematical Science (13)
- Physics (12)
- Engineering (3)

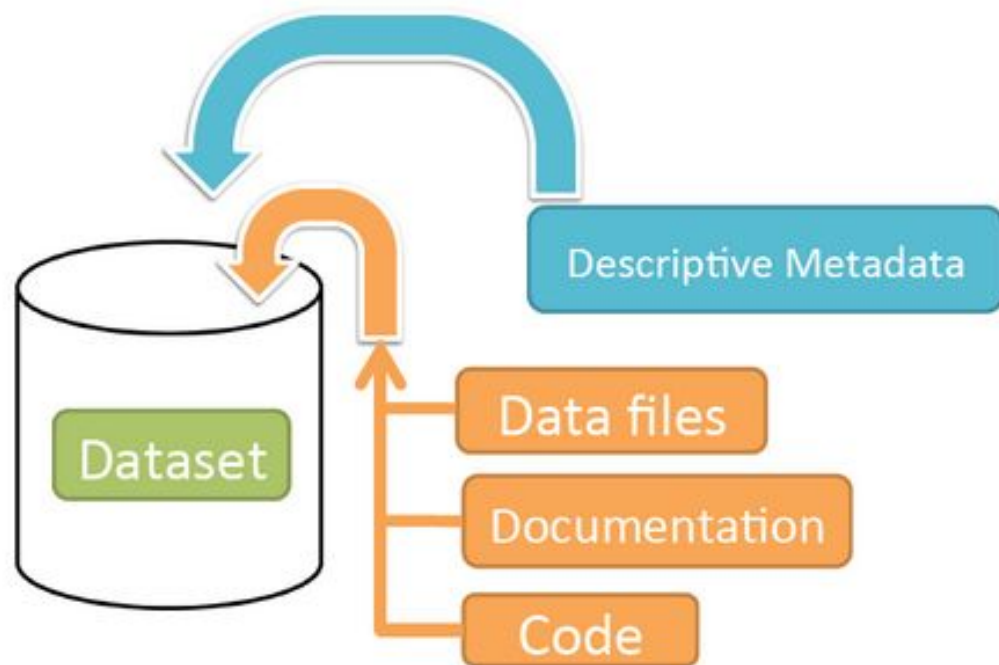
About Dataverse



Frequently Asked Questions:

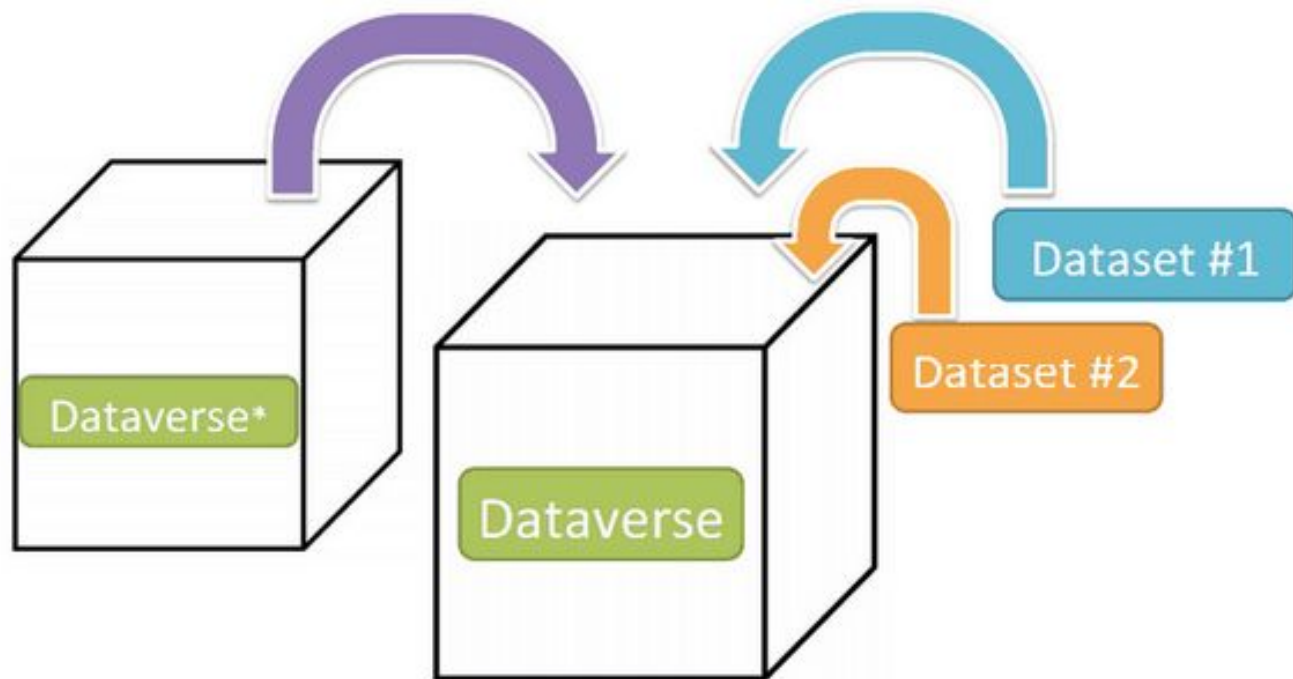
- Supports all disciplines and wide variety of data
 - Spreadsheets, GIS, sensor instruments, surveys, audio/video, etc.
 - No confidential or sensitive information
- Files up to 4GB and Datasets up to 10GB
 - Larger data? Contact us: digitalcollections@txstate.edu
- Default Creative Commons CC0 (Public Domain)
 - <https://creativecommons.org/share-your-work/public-domain/cc0/>
- Consider non-proprietary formats (CSV, XML, .txt, etc.)
 - Ensure reuse by fellow researchers

Schematic Diagram of a **Dataset** in Dataverse 4.0



Container for your data, documentation, and code.

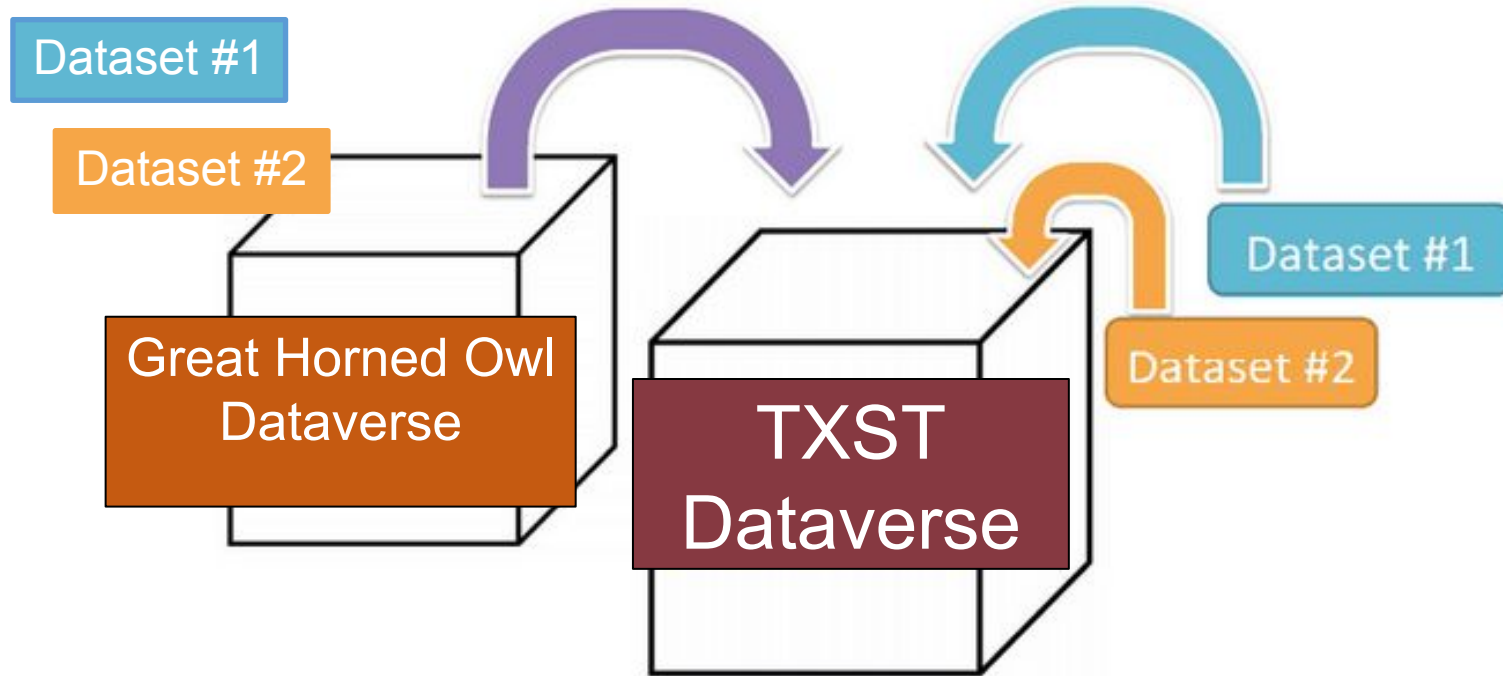
Schematic Diagram of a **Dataverse** in Dataverse 4.0



Container for your **Datasets** and/or **Dataverses***

* Dataverses can now contain other Dataverses (this replaces Collections & Subnetworks)

Schematic Diagram of a **Dataverse** in Dataverse 4.0



Container for your **Datasets** and/or **Dataverses***

* Dataverses can now contain other Dataverses (this replaces Collections & Subnetworks)

Getting Started

Getting Started

Today's Workshop:

- Download a sample dataset file
- <https://bit.ly/2sSOPeW>
 - Select 1-2 files
 - Save to desktop



DATASET



TEXT



DATASET



TEXT

plots.csv (0.53 kB)



plots.json (1.07 kB)

species.csv (1.57 kB)

species.json (4.07 kB)



DATASET



DATASET



TEXT



DATASET

survey_data_spre... .xls (46 kB)

Portal_rodents_1... .csv (5.4 MB)

surveys.json (4.35 MB)

surveys.csv (997.64 kB)

Cite

Download all (38.4 MB)

Share

Embed

+ Collect (you need to log in first)

11 files 1 / 2 < > ☐ ☰

<https://bit.ly/2sSOPeW>

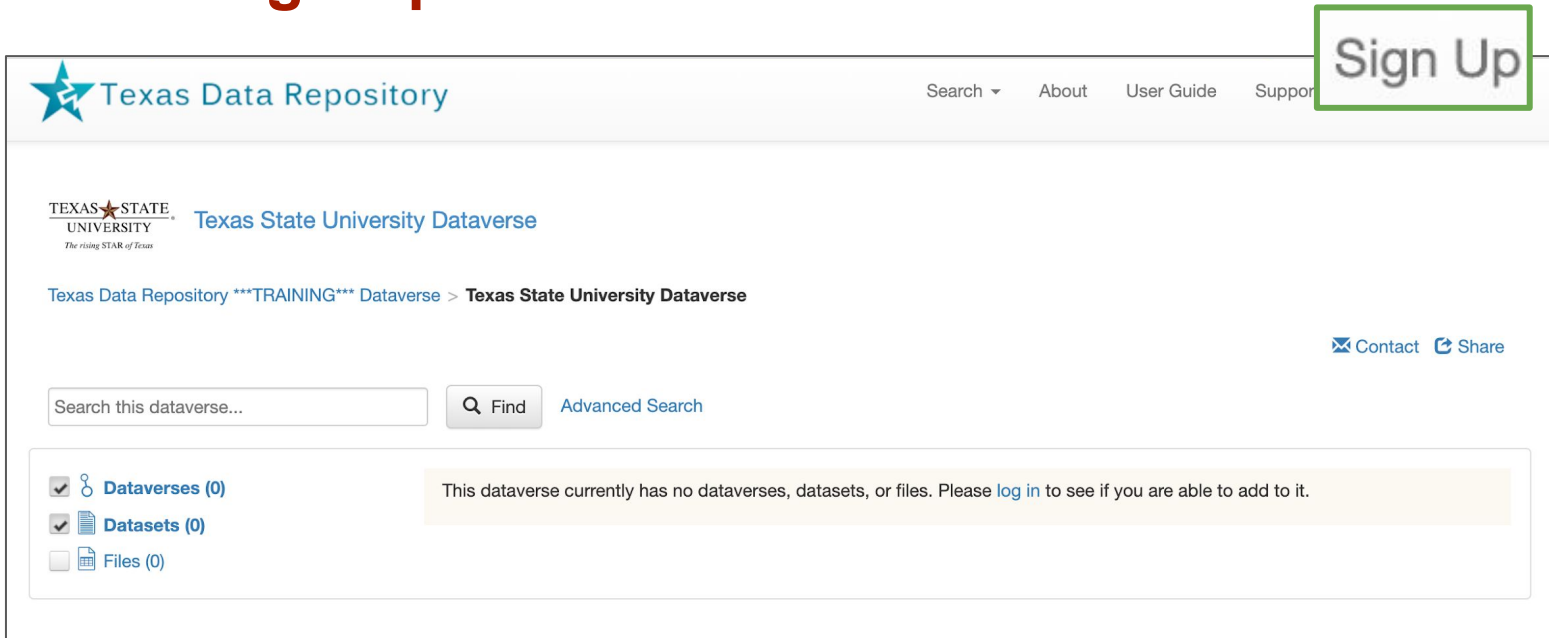
Getting Started

Today's Workshop:

- Go to Training Dataverse
- <https://dataverse-training.tdl.org/>
 - Click “Sign up”
 - Create an account

Getting Started

Click “Sign Up” to Create an Account



The screenshot shows the Texas Data Repository website. At the top right, the 'Sign Up' button is highlighted with a green rectangular box. The website header includes the Texas Data Repository logo and navigation links for Search, About, User Guide, and Support. Below the header, the 'Texas State University Dataverse' section is visible, featuring the university's logo and the text 'The rising STAR of Texas'. A breadcrumb trail reads 'Texas Data Repository ***TRAINING*** Dataverse > Texas State University Dataverse'. On the right side of this section, there are links for 'Contact' and 'Share'. A search bar with the placeholder text 'Search this dataverse...' is present, along with a 'Find' button and a link to 'Advanced Search'. Below the search bar, there are three filter options: 'Dataverses (0)', 'Datasets (0)', and 'Files (0)', each with a corresponding icon and a checkbox. A yellow message box states: 'This dataverse currently has no dataverses, datasets, or files. Please [log in](#) to see if you are able to add to it.'

<https://dataverse-training.tdl.org/>

Getting Started

Create a Username and Password (Training)

Texas Data Repository ***TRAINING*** Dataverse > Create Account

Create Account – Why have a Dataverse account? To create your own dataverse and customize it, add datasets, or request access to restricted files. ✕

Account Information

You can also create a Dataverse account with one of our other [log in options](#).

Username ⓘ Create a valid username of 2 to 60 characters in length containing letters (a-Z), numbers (0-9), dashes (-), underscores (_), and periods (.).

Password ⓘ Your password must contain:

- At least 6 characters (passwords of at least 20 characters are exempt from all other requirements)
- At least 1 character from each of the following types: letter, numeral

Retype Password ⓘ

<https://dataverse-training.tdl.org/>

Texas Data Repository ***TRAINING*** Dataverse

A statewide collaboration of higher education institutions in Texas

 Metrics

2,580 Downloads

 Contact  Share

Share, publish, and archive your data. Find and cite data across all research fields.

Welcome to the Texas Digital Library TRAINING Dataverse!

IMPORTANT: This Dataverse server is for TRAINING only.



Trinity University Dataverse



Working together to work wonders™

UT Medical Branch Dataverse



University of Texas Dataverse



The rising STAR of Texas

Texas State University Dataverse



Search this dataverse...

 Find[Advanced Search](#) Add Data ▾☒  **Dataverses (178)**☒  **Datasets (140)**

1 to 10 of 318 Results

 Sort ▾[Sample climate data](#) [Draft](#) [Unpublished](#)

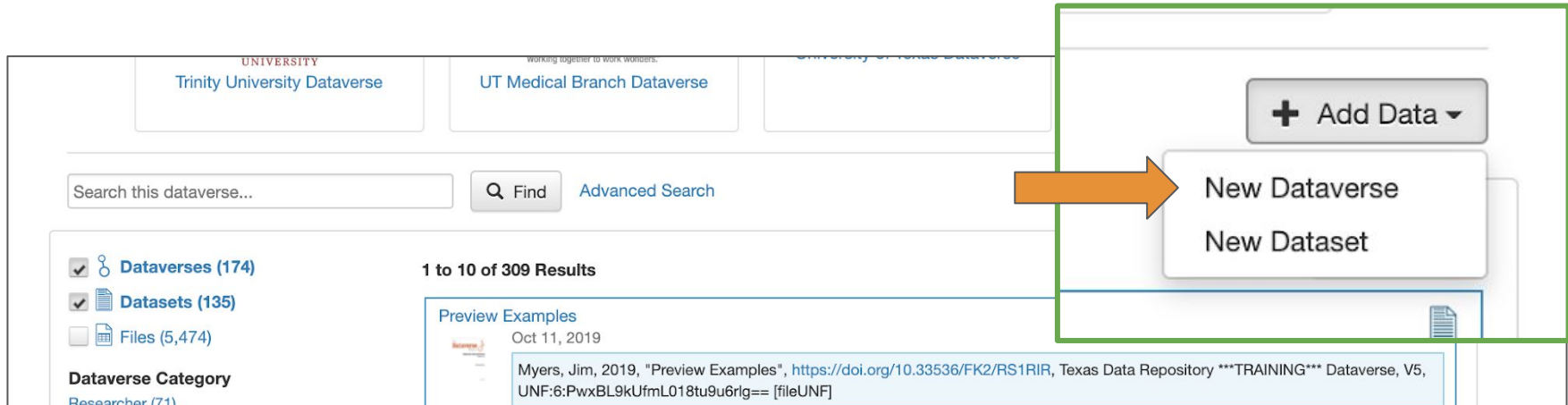
<https://dataverse-training.tdl.org/>

Create a Collection (dataverse)

Create a Collection (dataverse)

Click “+ Add Data”

Select “New Dataverse”



The screenshot shows the Texas Data Repository website interface. At the top, there are logos for Trinity University and UT Medical Branch. Below these is a search bar with the text "Search this dataverse..." and a "Find" button. To the right of the search bar is a "Preview Examples" section. On the left side, there is a sidebar with filters for "Dataverses (174)", "Datasets (135)", and "Files (5,474)". The main content area displays "1 to 10 of 309 Results" and a list of items. An orange arrow points from the "Add Data" button in the top right corner to the "New Dataverse" option in the dropdown menu. The dropdown menu also includes "New Dataset".

Trinity University
UT Medical Branch

Search this dataverse... Find Advanced Search

1 to 10 of 309 Results

Preview Examples
Oct 11, 2019
Myers, Jim, 2019, "Preview Examples", <https://doi.org/10.33536/FK2/RS1RIR>, Texas Data Repository ***TRAINING*** Dataverse, V5, UNF:6:PwxBL9kUfmL018tu9u6rlg== [fileUNF]

+ Add Data ▾
New Dataverse
New Dataset

<https://dataverse-training.tdl.org/>

Create a Collection (dataverse)



Enter basic information (*Note required fields**)

Laura Waugh Dataverse (Texas State University) Unpublished

Texas Data Repository ***TRAINING*** Dataverse > **New Dataverse**

Dataverse * ?

Great Horned Owl Dataverse

Identifier * ?

<https://dataverse-training.tdl.org/dataverse/>

Category * ?

Research Project

Email * ?

lwaugh@txstate.edu



Affiliation ?

Texas State University

Host Dataverse ?

Texas Data Repository ***TRAINING*** Dataverse

Description ?

This field supports only certain [HTML tags](#).

A large, empty rectangular text area for entering the description of the dataverse. It has a thin grey border and a small icon in the bottom right corner.

Choose a Metadata Scheme

Choose a Metadata Scheme

Citation Metadata (Required)

Metadata Fields

Choose the metadata fields to use in dataset templates and when adding a dataset to this dataverse.

- ☒ Use metadata fields from Texas Data Repository ***TRAINING*** Dataverse
- ☒ Citation Metadata (Required) [\[+\] View fields](#)
- ☐ Geospatial Metadata [\[+\] View fields](#)
- ☐ Social Science and Humanities Metadata [\[+\] View fields](#)
- ☐ Astronomy and Astrophysics Metadata [\[+\] View fields](#)
- ☐ Life Sciences Metadata [\[+\] View fields](#)
- ☐ Journal Metadata [\[+\] View fields](#)

Metadata Dictionary in “[User Guide](#)”

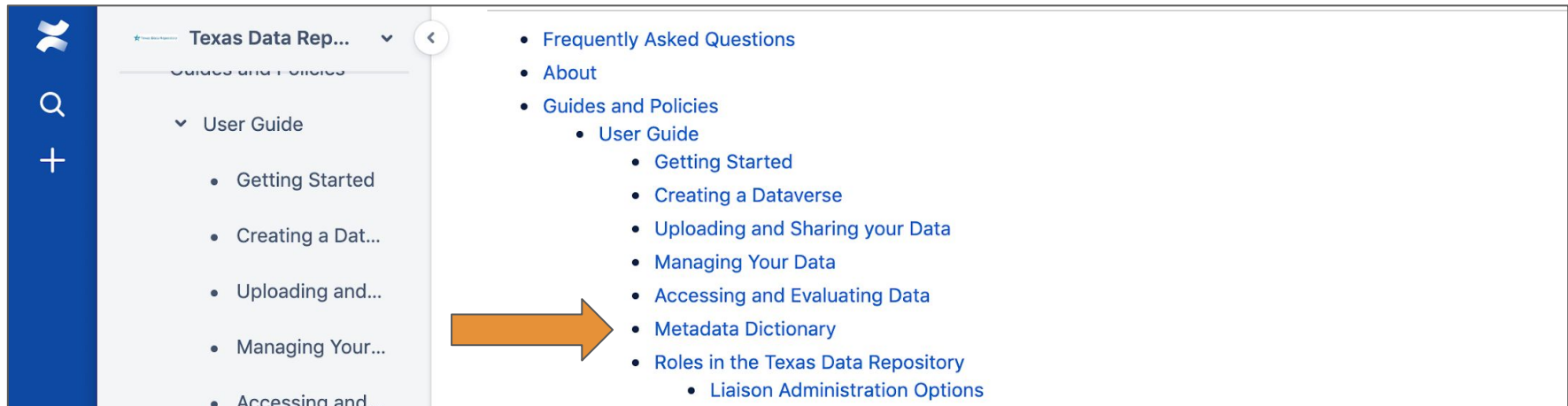
Choose a Metadata Scheme

Citation Metadata (Required)

- Title
- Name (first & last / organization)
- Affiliation
- Email (not displayed to users)
- Description (summary)
- Subject (Domain-specific)
- Production Date
- Production Place
- Kind of Data (e.g., Survey data, Observation data, Coded textual, etc.)

Choose a Metadata Scheme

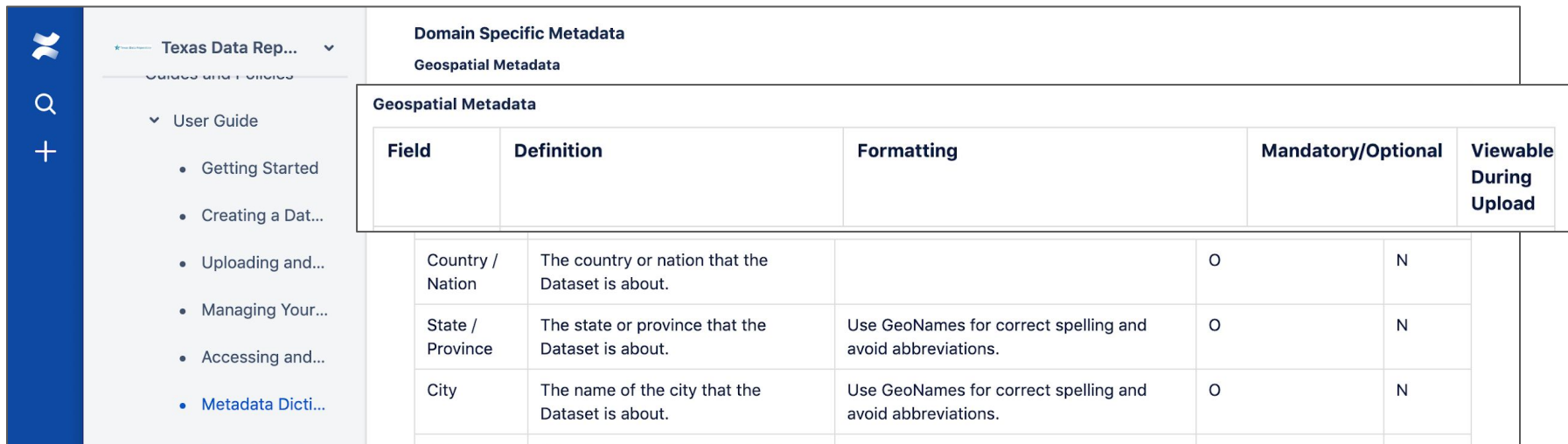
Metadata Dictionary in “User Guide”



<https://bit.ly/2OEr098>

Choose a Metadata Scheme

Metadata Dictionary in “User Guide”



The screenshot shows the Texas Data Repository interface. On the left is a blue sidebar with navigation icons and a menu. The main content area is titled 'Domain Specific Metadata' and 'Geospatial Metadata'. A 'User Guide' dropdown menu is open, showing a list of topics with 'Metadata Dictionary' selected. The 'Metadata Dictionary' section displays a table of geospatial metadata fields.

Field	Definition	Formatting	Mandatory/Optional	Viewable During Upload
Country / Nation	The country or nation that the Dataset is about.		O	N
State / Province	The state or province that the Dataset is about.	Use GeoNames for correct spelling and avoid abbreviations.	O	N
City	The name of the city that the Dataset is about.	Use GeoNames for correct spelling and avoid abbreviations.	O	N

<https://bit.ly/2OEr098>

Choose a Metadata Scheme

Uncheck “Use metadata fields from TDR ***Training*** Dataverse”

Check Subject-specific Metadata

Metadata Fields

Choose the metadata fields to use in dataset templates and when adding a dataset to this dataverse.

- ☐ Use metadata fields from Texas Data Repository *****TRAINING***** Dataverse
- ☒ Citation Metadata (Required) [\[+\] View fields + set as hidden, required, or optional](#)
- ☒ Geospatial Metadata [\[+\] View fields + set as hidden, required, or optional](#)
- ☒ Social Science and Humanities Metadata [\[+\] View fields](#)
- ☐ Astronomy and Astrophysics Metadata [\[+\] View fields](#)
- ☐ Life Sciences Metadata [\[+\] View fields](#)
- ☐ Journal Metadata [\[+\] View fields](#)

Choose a Metadata Scheme

- **Click** [+] View fields + set as hidden, required, optional

Metadata Fields

Choose the metadata fields to use in dataset templates and when adding a dataset to this dataverse.

- ☐ Use metadata fields from Texas Data Repository ***TRAINING*** Dataverse
- ☒ Citation Metadata (Required) [\[+\] View fields + set as hidden, required, or optional](#)
- ☒ Geospatial Metadata [\[+\] View fields + set as hidden, required, or optional](#)
- ☒ Social Science and Humanities Metadata [\[+\] View fields](#)
- ☐ Astronomy and Astrophysics Metadata [\[+\] View fields](#)
- ☐ Life Sciences Metadata [\[+\] View fields](#)
- ☐ Journal Metadata [\[+\] View fields](#)

Choose a Metadata Scheme

Metadata Fields

Choose t

☐ Use m

☒ Citatic

☒ Geosp

☒ Geographic Coverage

Geographic Coverage Country / Nation ☐ Required ☒ Optional

Geographic Coverage State / Province ☐ Required ☒ Optional

Geographic Coverage City ☐ Required ☒ Optional

Geographic Coverage Other ☐ Required ☒ Optional

☒ Geographic Unit ☐ Required ☒ Optional

☒ Geographic Bounding Box

Geographic Bounding Box West Longitude ☐ Required ☒ Optional

Done

Choose a Metadata Scheme

Metadata

- ☒ Citation Metadata (Required)
- ☒ Geospatial Metadata

Geographic Coverage City

☐ Required ☒ Optional

Geographic Coverage Other

☐ Required ☒ Optional

☐ Geographic Unit

☒ Hidden

☒ Geographic Bounding Box

Geographic Bounding Box West Longitude

☐ Required ☒ Optional

Done

Choose a Metadata Scheme

Uncheck “Use browse/search facets from TDR ***Training**Dataverse*”

Select “Browse/Search” facets to add and move to reorder in list

Browse/Search Facets

Choose the metadata fields to use as facets for browsing datasets and dataverses in this dataverse.

☐ Use browse/search facets from Texas Data Repository *****TRAINING***** Dataverse

All Metadata Fields

Topic Classification Term

Language

Producer Name

Production Date

Contributor Type

Contributor Name

Grant Information Grant Agency

→

→|

←

←|

Selected

Author Affiliation

Subject

Author Name

Keyword Term

Deposit Date

Choose a Metadata Scheme


Change Order Selected “Browse/Search” facets

Browse/Search Facets

Choose the metadata fields to use as facets for browsing datasets and dataverses in this dataverse.

☐ Use browse/search facets from Texas Data Repository ***TRAINING*** Dataverse

All Metadata Fields
Topic Classification Term
Producer Name
Production Date
Contributor Type
Contributor Name
Grant Information Grant
Agency
Grant Information Grant

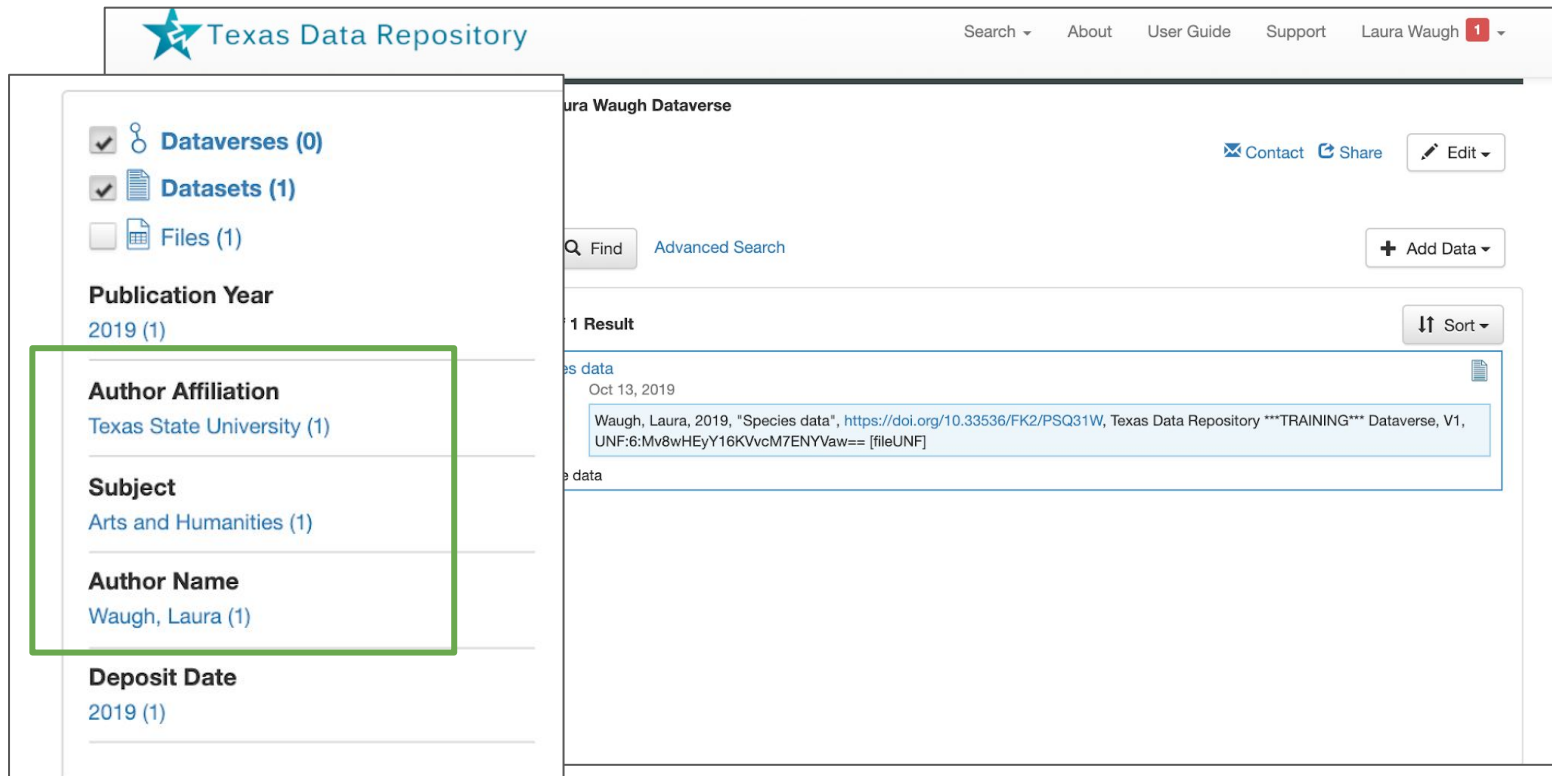


→
←
⇐

Selected
Author Affiliation
Keyword Term
Subject
Author Name
Deposit Date

Save Changes[Cancel](#)

Choose a Metadata Scheme



The screenshot displays the Texas Data Repository website. The header includes the logo, navigation links (Search, About, User Guide, Support), and a user profile for Laura Waugh. The main content area shows a search result for 'Species data' by Laura Waugh, dated Oct 13, 2019. A green box highlights the following metadata fields:

- Author Affiliation**
Texas State University (1)
- Subject**
Arts and Humanities (1)
- Author Name**
Waugh, Laura (1)
- Deposit Date**
2019 (1)

The search result also includes a DOI link: <https://doi.org/10.33536/FK2/PSQ31W>, and a file identifier: UNF:6:Mv8wHEyY16KVcm7ENYVaw== [fileUNF].

Choose a Metadata Scheme

Click Create Dataverse

Browse/Search Facets

Choose the metadata fields to use as facets for browsing datasets and dataverses in this dataverse.

☒ Use browse/search facets from Texas Data Repository ***TRAINING*** Dataverse

All Metadata Fields ▾

Topic Classification Term

Language

Producer Name

Production Date

Contributor Type

Contributor Name

Grant Information Grant

Agency

→

→|

←

←|

Selected

Author Affiliation

Subject

Author Name

Keyword Term

Deposit Date

Create Dataverse

Cancel

Success!

You've Created a Dataverse

Great Horned Owl Dataverse (Texas State University) Unpublished

Texas Data Repository ***TRAINING*** Dataverse > Great Horned Owl Dataverse

✓ **Success!** – You have successfully created your dataverse! To learn more about what you can do with your dataverse, check out the [User Guide](#).

[Contact](#) [Share](#)

[Publish](#) [Edit](#)

Test dataverse.

Search this dataverse...

[Find](#)

[Advanced Search](#)

[+ Add Data](#)

☒ [Dataverses \(0\)](#)

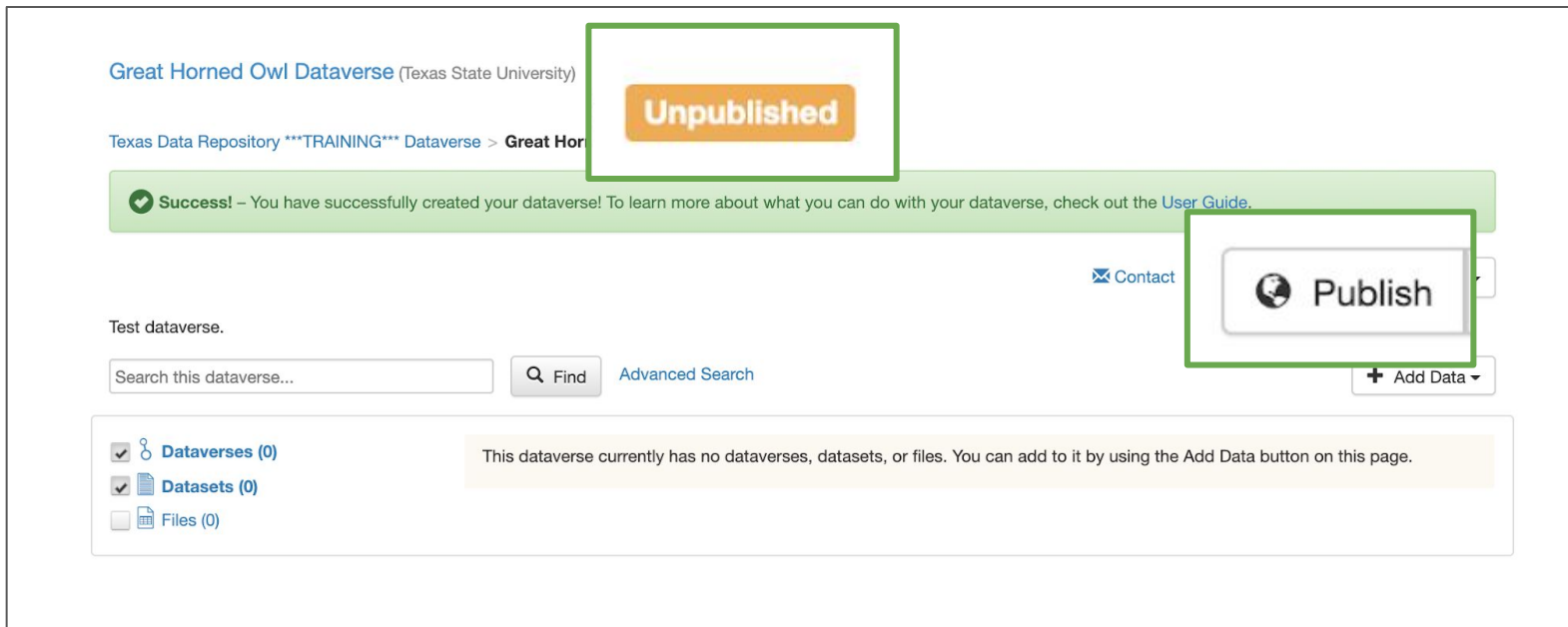
☒ [Datasets \(0\)](#)

☐ [Files \(0\)](#)

This dataverse currently has no dataverses, datasets, or files. You can add to it by using the Add Data button on this page.

Newly Created Dataverse

Note: Remains “Unpublished” until you click “Publish”



The screenshot displays the Texas Data Repository interface for a newly created dataverse named "Great Horned Owl Dataverse" (Texas State University). The dataverse is currently in an "Unpublished" state, indicated by an orange button labeled "Unpublished" which is highlighted with a green box. A green success message states: "Success! – You have successfully created your dataverse! To learn more about what you can do with your dataverse, check out the [User Guide](#)." Below this, there is a "Contact" link with an envelope icon. The interface includes a search bar with the placeholder text "Search this dataverse...", a "Find" button, and a link to "Advanced Search". A "Publish" button, featuring a globe icon and the word "Publish", is also highlighted with a green box. At the bottom, there is a section for "Test dataverse." with a list of items: "Dataverses (0)", "Datasets (0)", and "Files (0)". A yellow informational box states: "This dataverse currently has no dataverses, datasets, or files. You can add to it by using the Add Data button on this page." An "Add Data" button with a plus icon is located at the bottom right.

Great Horned Owl Dataverse (Texas State University)

Texas Data Repository ***TRAINING*** Dataverse > Great Horned Owl Dataverse

Unpublished




✓ Success! – You have successfully created your dataverse! To learn more about what you can do with your dataverse, check out the [User Guide](#).

Contact

Test dataverse.

Search this dataverse... Find Advanced Search

+ Add Data

- ✓  Dataverses (0)
- ✓  Datasets (0)
-  Files (0)

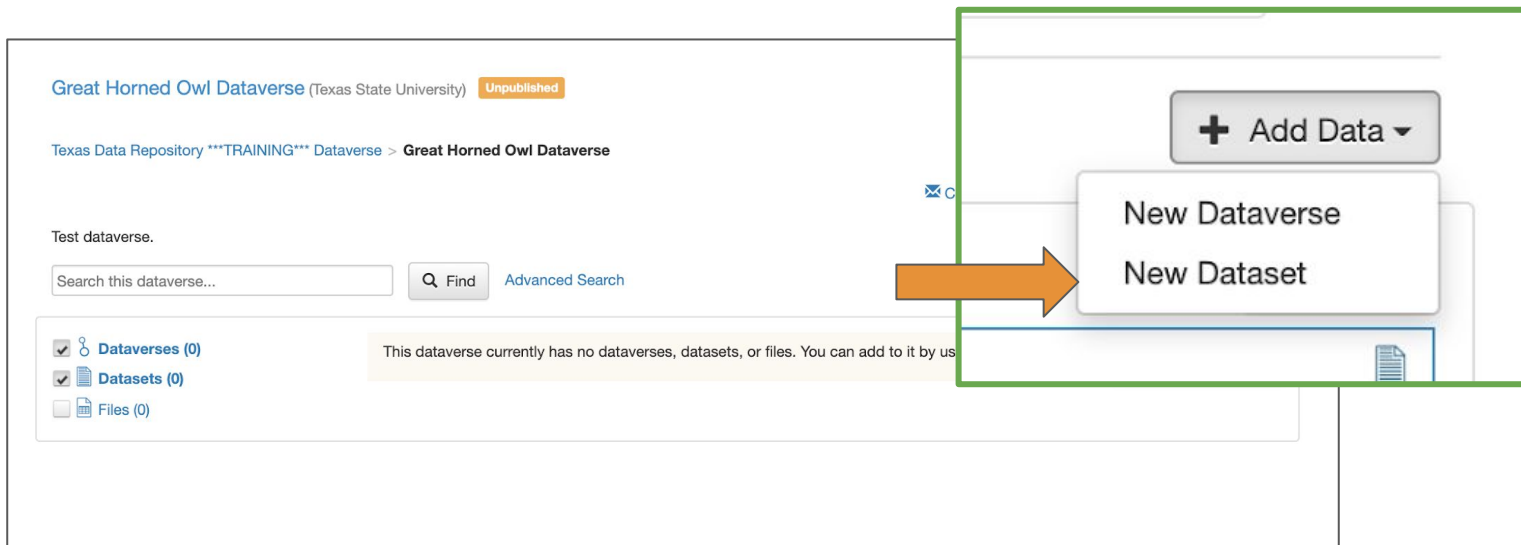
This dataverse currently has no dataverses, datasets, or files. You can add to it by using the Add Data button on this page.

Deposit a Dataset

Deposit a Dataset

Within your Dataverse

- **Click** “+ Add Data”
- **Select** “New Dataset”



The screenshot displays the 'Great Horned Owl Dataverse' page, which is marked as 'Unpublished'. The breadcrumb trail shows the path: 'Texas Data Repository ***TRAINING*** Dataverse > Great Horned Owl Dataverse'. Below the breadcrumb, there is a search bar with the placeholder text 'Search this dataverse...' and a 'Find' button. To the right of the search bar is a link for 'Advanced Search'. Below the search bar, there is a list of items: 'Dataverses (0)', 'Datasets (0)', and 'Files (0)'. A message box states: 'This dataverse currently has no dataverses, datasets, or files. You can add to it by using the + Add Data button.' An orange arrow points from the '+ Add Data' button to the 'New Dataset' option in the dropdown menu.

Great Horned Owl Dataverse (Texas State University) Unpublished

Texas Data Repository ***TRAINING*** Dataverse > Great Horned Owl Dataverse

Test dataverse.

Search this dataverse... Find Advanced Search

☒ Dataverses (0)

☒ Datasets (0)

☐ Files (0)

This dataverse currently has no dataverses, datasets, or files. You can add to it by using the + Add Data button.

+ Add Data ▾

New Dataverse

New Dataset

Deposit a Dataset

Describe the Dataset

Great Horned Owl Dataverse (Texas State University) Unpublished

Texas Data Repository ***TRAINING*** Dataverse > Great Horned Owl Dataverse > New Dataset

Host Dataverse ? Great Horned Owl Dataverse

*Asterisks indicate required fields

Citation Metadata ^

Title * ?

Add "Replication Data for" to Title

Author * ?

Name * ?

Affiliation * ?

Waugh, Laura

Texas State University

Identifier Scheme ?

Identifier ?

Select...

Deposit a Dataset

Added Metadata will be Included

Geospatial Metadata ^

Geographic Coverage * ?

Country / Nation * ?

Select... ▼

City ?

State / Province ?

Other ?

+

Deposit a Dataset



Select File(s) / or Drag and Drop

For more information about supported file formats, please refer to the [User Guide](#).

Upload with HTTP via your browser ^

Select files or drag and drop into the upload widget. File upload limit is 3.7 GB per file.

+ Select Files to Add

Drag and drop files here.

Metadata Tip: After adding the dataset, click the Edit Dataset button to add more metadata.




Save Dataset

[Cancel](#)

Deposit a Dataset

Edit or Click to “Save Dataset”

1 File

<input type="checkbox"/>	<div><div></div><div>File Name <input type="text" value="surveys.json"/></div><div>File Path <input type="text"/></div><div>Description <input type="text" value="Add file description..."/></div></div>	<div><div> Edit ▾</div><div> Edit ▾</div></div>
--------------------------	--	---

JSON
MD5: 9a163df6c95ba40b1c6e80fc211fa56c;

Metadata Tip: After adding the dataset, click the Edit Dataset button to add more metadata.

Save Dataset

Success!



You've Uploaded a Dataset to your Dataverse

Great Horned Owl Dataserve (Texas State University) Unpublished

Texas Data Repository ***TRAINING*** Dataserve > **(Test) Great Horned Owl**

Success! – This dataset has been created

[Contact](#) [Share](#) Publish Edit ▾

(Test) Great Horned Owl

Draft
Unpublished

Waugh, Laura, 2019, "(Test) Great Horned Owl", <https://doi.org/10.33536/FK2/YN1WXG>, Texas Data Repository ***TRAINING*** Dataserve, DRAFT VERSION ?

Cite Dataset ▾

Learn about Data Citation Standards.

Description ? Research on the Great Horned Owl. (2019-10-12)

Subject ? Other

Dataset Metrics ?

0 Downloads ?

Files
Metadata
Terms
Versions

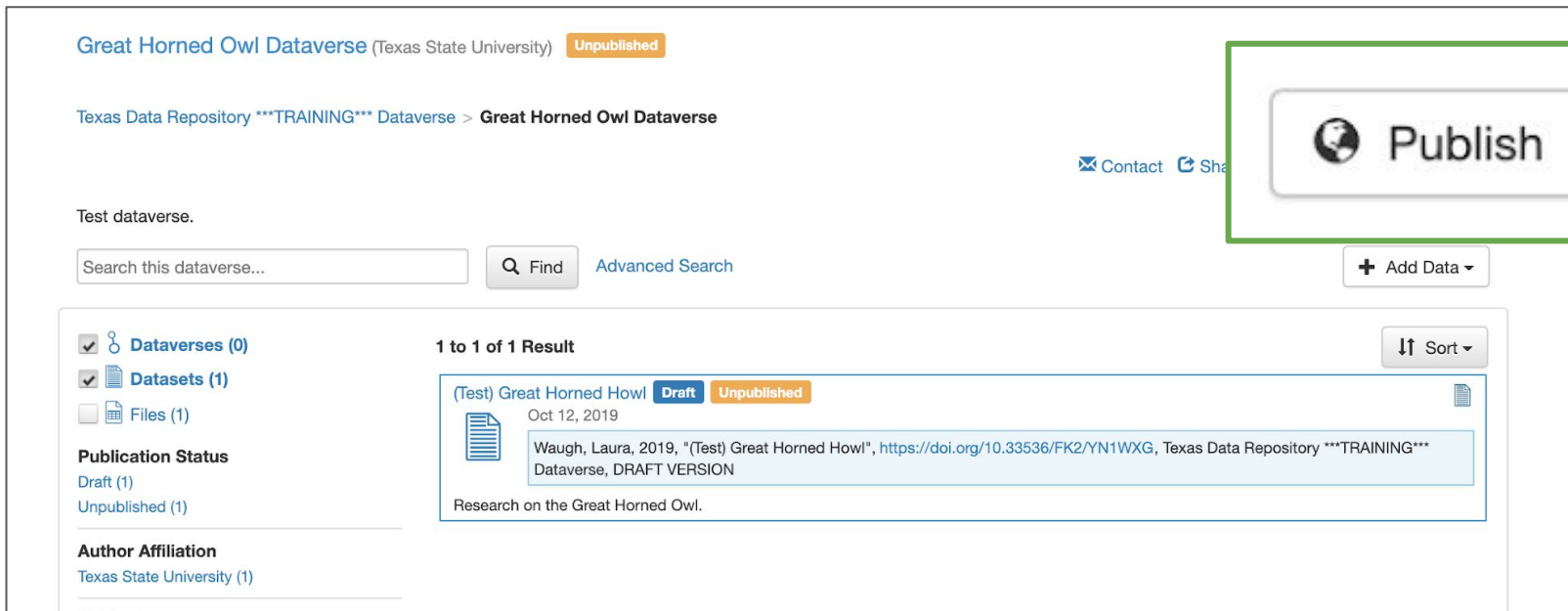
Upload Files

☐ **1 File**
Edit Files ▾

<input type="checkbox"/>	<div style="display: flex; align-items: center;"> <div> <p style="color: #0070c0; margin: 0;">surveys.json</p> <p style="font-size: 0.8em; margin: 0;">JSON - 4.4 MB - Oct 12, 2019 - 0 Downloads MD5: 9a163df6c95ba40b1c6e80fc211fa56c</p> </div> </div>	<div style="background-color: #f4f4f4; padding: 5px 15px; border: 1px solid #ccc; border-radius: 3px;"> Download</div>
--------------------------	--	--

Deposit a Dataset

Once ready, Click “Publish”



The screenshot displays the Texas Data Repository interface for a dataset titled "Great Horned Owl Dataverse" (Texas State University), which is currently in an "Unpublished" state. The breadcrumb trail shows the path: Texas Data Repository > ***TRAINING*** Dataverse > Great Horned Owl Dataverse. A "Publish" button, featuring a globe icon and the text "Publish", is highlighted with a green rectangular box. Other visible elements include a "Contact" link, a "Share" icon, a search bar with the placeholder "Search this dataverse...", a "Find" button, and a link to "Advanced Search". On the right, there is an "Add Data" button. The left sidebar shows filters for "Dataverses (0)", "Datasets (1)", and "Files (1)", along with "Publication Status" (Draft (1), Unpublished (1)) and "Author Affiliation" (Texas State University (1)). The main content area shows "1 to 1 of 1 Result" for the draft dataset, including its title, date (Oct 12, 2019), author (Waugh, Laura), and a description: "Research on the Great Horned Owl."

Great Horned Owl Dataverse (Texas State University) **Unpublished**

Texas Data Repository > ***TRAINING*** Dataverse > Great Horned Owl Dataverse

Contact Share

Test dataverse.

Search this dataverse... Find Advanced Search

+ Add Data

Dataverses (0)

Datasets (1)

Files (1)

Publication Status

Draft (1)

Unpublished (1)

Author Affiliation

Texas State University (1)

1 to 1 of 1 Result

(Test) Great Horned Owl **Draft** **Unpublished**

Oct 12, 2019

Waugh, Laura, 2019, "(Test) Great Horned Owl", <https://doi.org/10.33536/FK2/YN1WXG>, Texas Data Repository ***TRAINING*** Dataverse, DRAFT VERSION

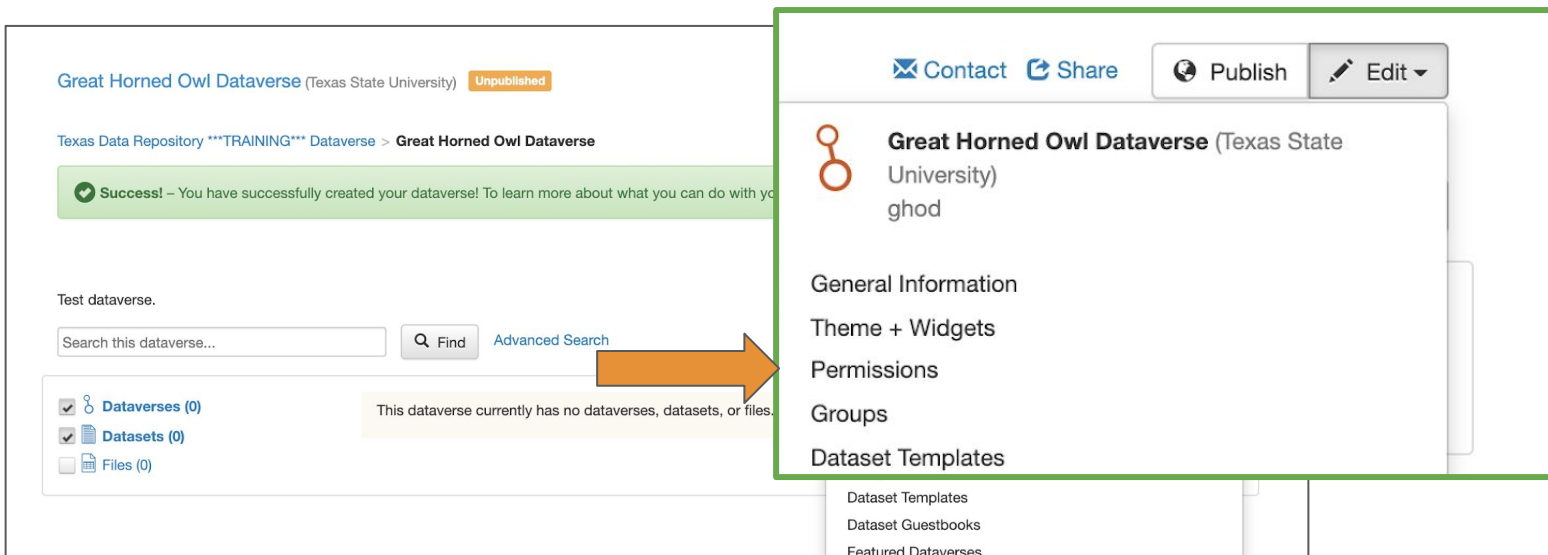
Research on the Great Horned Owl.

Control User Permissions

Control User Permissions

Dataverse-Level Permissions

- **Click** “Edit” and “Permissions”




Great Horned Owl Dataverse (Texas State University) **Unpublished**


Texas Data Repository ***TRAINING*** Dataverse > Great Horned Owl Dataverse


✓ **Success!** – You have successfully created your dataverse! To learn more about what you can do with your dataverse, visit the [Dataverse User Guide](#).

Test dataverse.

Search this dataverse... [Advanced Search](#)

☒  **Dataverses (0)**

☒  **Datasets (0)**

☐  **Files (0)**

This dataverse currently has no dataverses, datasets, or files.

Great Horned Owl Dataverse (Texas State University)
ghod

General Information
Theme + Widgets
Permissions
Groups
Dataset Templates

Dataset Templates
Dataset Guestbooks
Featured Dataverses

Control User Permissions

Select Permissions (*Your Dataverse*)

- **Click “Edit Access”**

Texas Data Repository ***TRAINING*** Dataverse > Climate Data Dataverse > Permissions

Permissions ^

Current access configuration to your dataverse.

Select if all users or only certain users are able to add to this dataverse, by clicking the Edit Access button.

Who can add to this dataverse?

Anyone adding to this dataverse needs to be given access

When a user adds a new dataset to this dataverse, which role should be automatically assigned to them on that dataset?

Contributor - Edit metadata, upload files, and edit files, edit Terms, Guestbook, Submit datasets for review

Edit Access

Users/Groups v

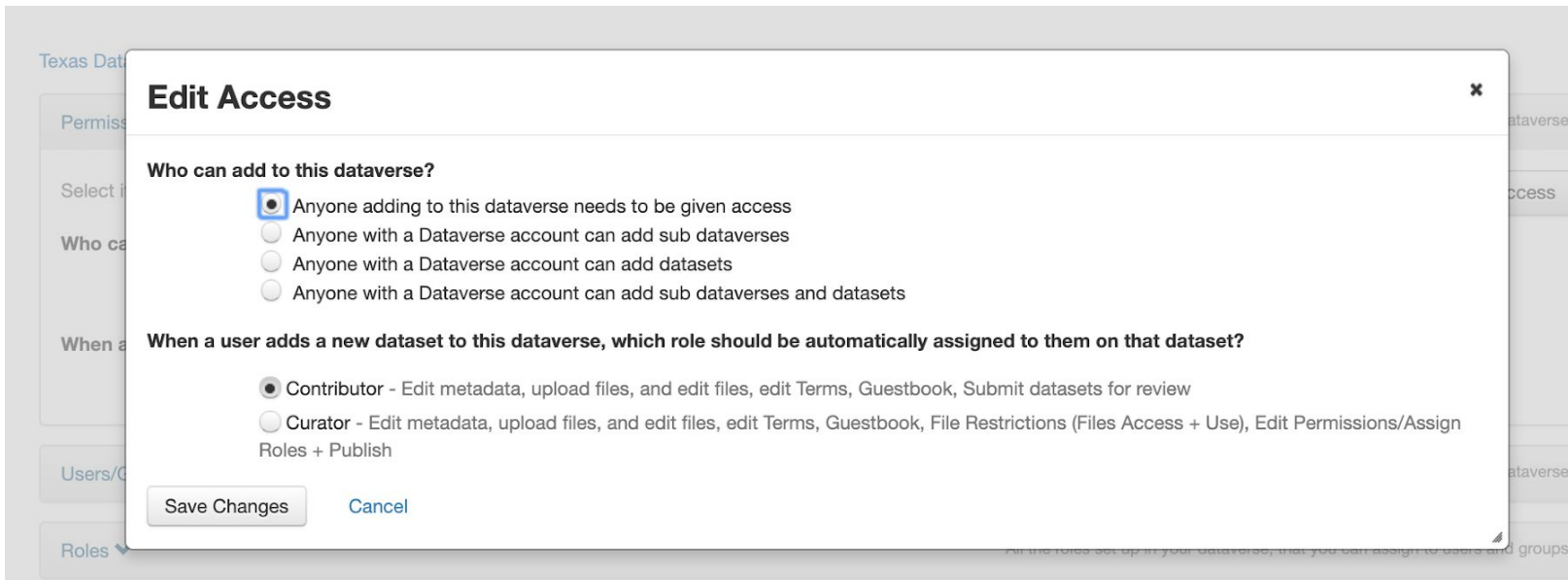
All the users and groups that have access to your dataverse.

Roles v

All the roles set up in your dataverse, that you can assign to users and groups.

Control User Permissions

Select Permissions for Editing/Adding (*Your Dataverse*)



The screenshot shows a web interface for managing permissions. A modal dialog titled "Edit Access" is open, allowing users to configure permissions for their dataverse. The dialog has a close button (X) in the top right corner. It contains two sections of radio button options. The first section, "Who can add to this dataverse?", has four options, with the first one selected. The second section, "When a user adds a new dataset to this dataverse, which role should be automatically assigned to them on that dataset?", has two options, with the first one selected. At the bottom of the dialog are "Save Changes" and "Cancel" buttons. The background interface shows a sidebar with "Permissions" selected, and a main area with "Select permissions" and "Who can add" sections.

Edit Access ✕

Who can add to this dataverse?

- ☒ Anyone adding to this dataverse needs to be given access
- ☐ Anyone with a Dataverse account can add sub dataverses
- ☐ Anyone with a Dataverse account can add datasets
- ☐ Anyone with a Dataverse account can add sub dataverses and datasets

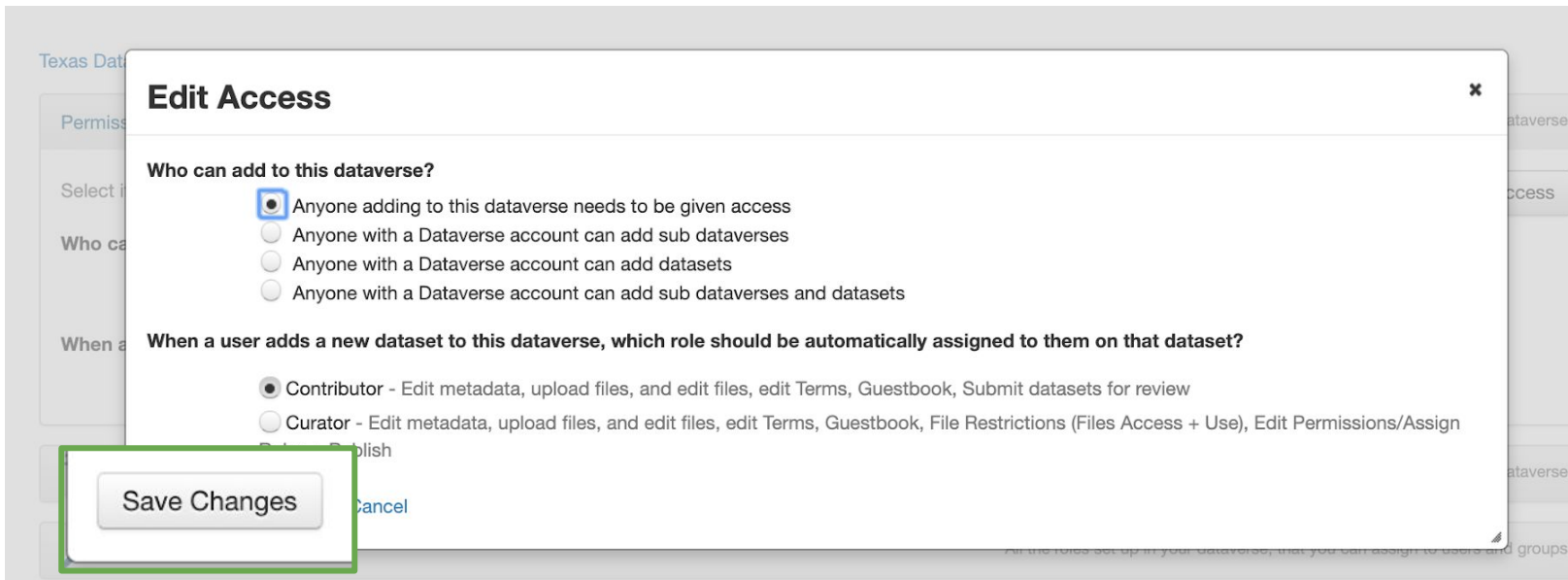
When a user adds a new dataset to this dataverse, which role should be automatically assigned to them on that dataset?

- ☒ Contributor - Edit metadata, upload files, and edit files, edit Terms, Guestbook, Submit datasets for review
- ☐ Curator - Edit metadata, upload files, and edit files, edit Terms, Guestbook, File Restrictions (Files Access + Use), Edit Permissions/Assign Roles + Publish

[Cancel](#)

Control User Permissions

Save Changes (*Your Dataverse*)



Edit Access ✕

Who can add to this dataverse?

- ☒ Anyone adding to this dataverse needs to be given access
- ☐ Anyone with a Dataverse account can add sub dataverses
- ☐ Anyone with a Dataverse account can add datasets
- ☐ Anyone with a Dataverse account can add sub dataverses and datasets

When a user adds a new dataset to this dataverse, which role should be automatically assigned to them on that dataset?

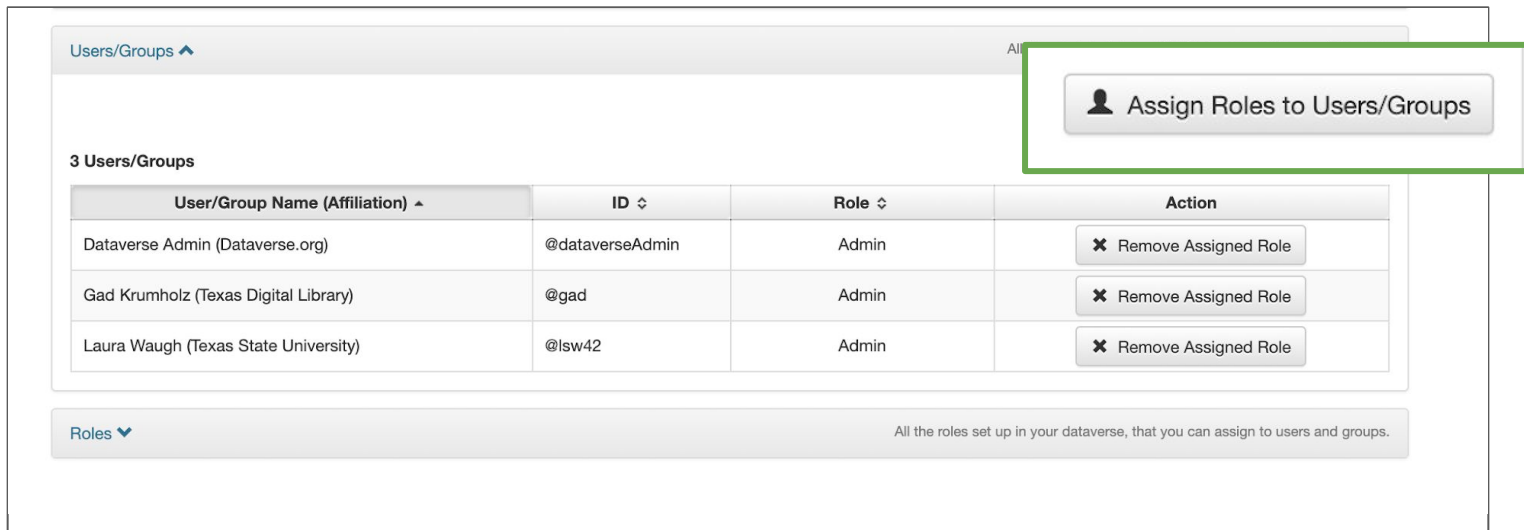
- ☒ Contributor - Edit metadata, upload files, and edit files, edit Terms, Guestbook, Submit datasets for review
- ☐ Curator - Edit metadata, upload files, and edit files, edit Terms, Guestbook, File Restrictions (Files Access + Use), Edit Permissions/Assign


Save Changes [Cancel](#)

Control User Permissions





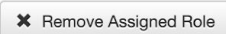
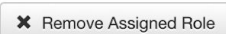
Select Users/Groups (Your Dataverse)


- **Click** “Assign Roles to Users/Groups”



Users/Groups 

3 Users/Groups

User/Group Name (Affiliation) 	ID 	Role 	Action
Dataverse Admin (Dataverse.org)	@dataverseAdmin	Admin	
Gad Krumholz (Texas Digital Library)	@gad	Admin	
Laura Waugh (Texas State University)	@lsw42	Admin	

Roles 

All the roles set up in your dataverse, that you can assign to users and groups.

Control User Permissions

Select a “Users/Group” (*Your Dataverse*)

When a user adds a new dataset to this dataverse, which role should be automatically assigned to them on that dataset?

Assign Role

Grant permissions to users and groups by assigning them a role.

Users/Groups *

waugh

Users

Laura Waugh	@lswaugh
Laura Waugh (Texas State University)	@lsw42

Role *

- ☐ Dataset Creator
- ☐ Dataverse + Dataset Creator
- ☐ Dataverse Creator
- ☐ File Downloader
- ☐ Member

These are the permissions associated with the selected role.

Save Changes Cancel

Control User Permissions

Select “Role” (*Your Dataverse*)

When a user adds a new dataset to this dataverse, which role should be automatically assigned to them on that dataset?

Assign Role

Grant permissions to users and groups by assigning them a role.

Users/Groups * Laura Waugh ✕
Enter User/Group Name

Role *

- ☐ Admin
- ☒ Contributor
- ☐ Curator
- ☐ Dataset Creator
- ☐ Dataverse + Dataset Creator
- ☐ Dataverse Creator
- ☐ File Downloader
- ☐ Member

Save Changes

These are the permissions associated with the selected role.

Contributor

For datasets, a person who can edit License + Terms, and then submit them for review.

[ViewUnpublishedDataset](#) [DownloadFile](#) [EditDataset](#) [DeleteDatasetDraft](#)

⚠ Assigning the Contributor role means the user(s) will also have the Contributor role applied to all Datasets, Files within this Dataverse.

Control User Permissions

Save Changes (*Your Dataverse*)

When a user adds a new dataset to this dataverse, which role should be automatically assigned to them on that dataset?

Assign Role

Grant permissions to users and groups by assigning them a role.

Users/Groups * Laura Waugh ✕

Role *

- ☐ Admin
- ☒ Contributor
- ☐ Curator
- ☐ Dataset Creator
- ☐ Dataverse + Dataset Creator
- ☐ Dataverse Creator
- ☐ File Downloader
- ☐ Member

These are the permissions associated with the selected role.

Contributor
For datasets, a person who can edit License + Terms, and then submit them for review.

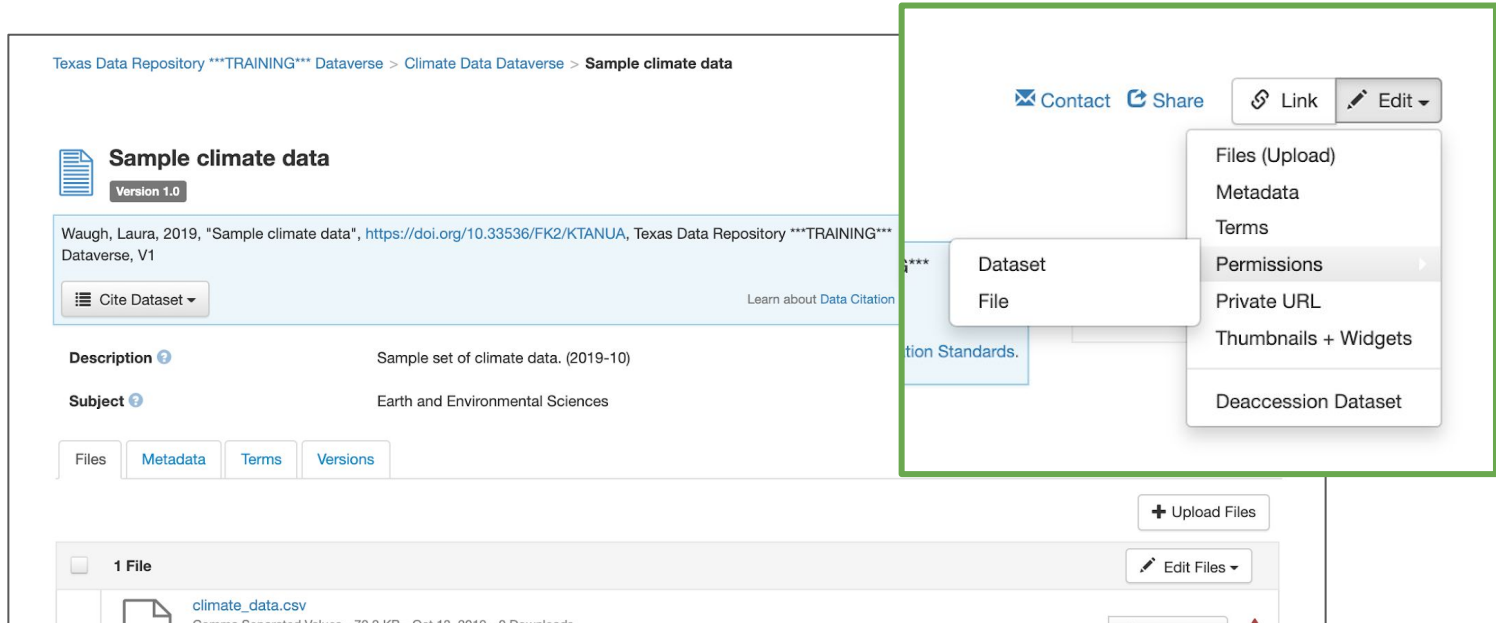
[ViewUnpublishedDataset](#) [DownloadFile](#) [EditDataset](#) [DeleteDatasetDraft](#)

⚠ Assigning the Contributor role means the user(s) will also have the Contributor role applied to all Datasets, Files within this Dataverse.

Control User Permissions

Dataset-Level Permissions

- **Click** “Edit” / “Permissions” / “Dataset”



Texas Data Repository ***TRAINING*** Dataverse > Climate Data Dataverse > Sample climate data

Sample climate data
Version 1.0

Waugh, Laura, 2019, "Sample climate data", <https://doi.org/10.33536/FK2/KTANUA>, Texas Data Repository ***TRAINING*** Dataverse, V1

Cite Dataset

Learn about Data Citation Standards.

Description Sample set of climate data. (2019-10)

Subject Earth and Environmental Sciences

Files Metadata Terms Versions

1 File

climate_data.csv

Upload Files

Edit Files

Contact Share Link Edit

Files (Upload)
Metadata
Terms
Permissions
Private URL
Thumbnails + Widgets
Deaccession Dataset

Dataset
File

Control User Permissions

Select a “Users/Group” (*Dataset*)

When a user adds a new dataset to this dataverse, which role should be automatically assigned to them on that dataset?

Assign Role

Grant permissions to users and groups by assigning them a role.

Users/Groups *

waugh

Users

Laura Waugh	@lswaugh
Laura Waugh (Texas State University)	@lsw42

Role *

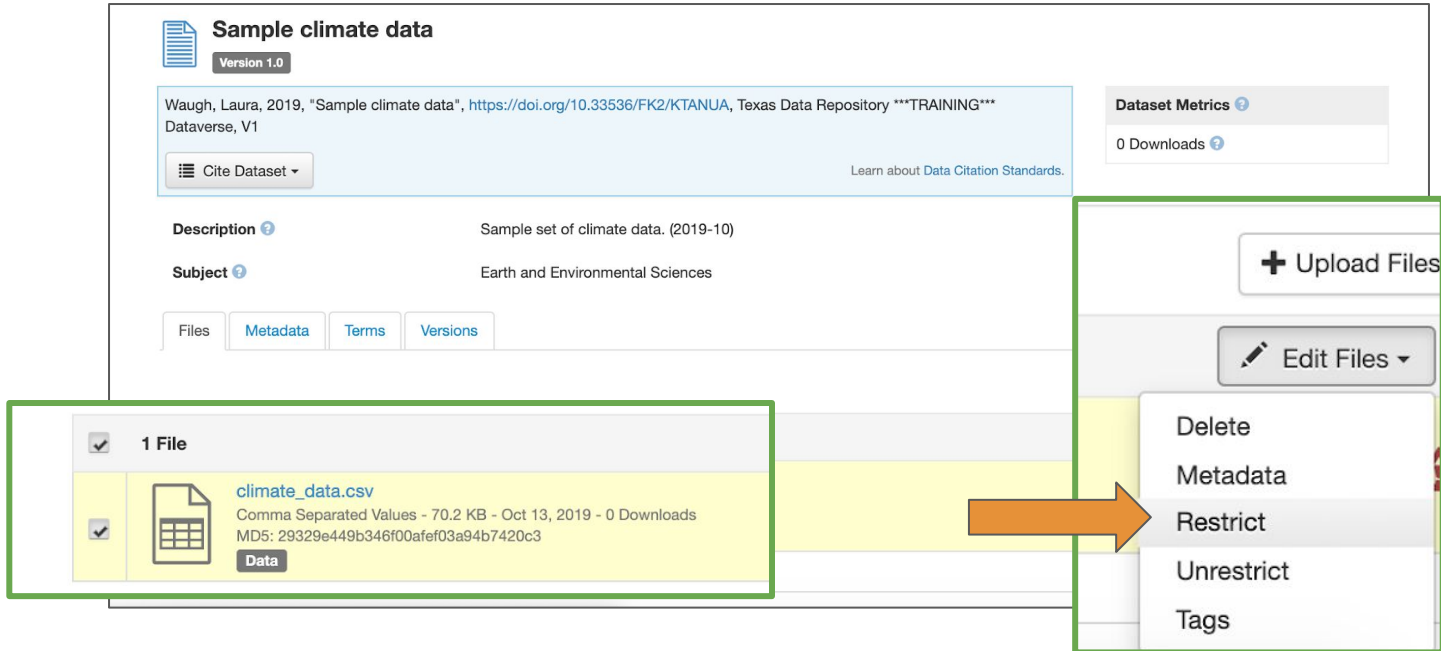
- ☐ Dataset Creator
- ☐ Dataverse + Dataset Creator
- ☐ Dataverse Creator
- ☐ File Downloader
- ☐ Member

These are the permissions associated with the selected role.

Save Changes Cancel

Control User Permissions

- **Select File(s)**
- **Click “Restrict”**



The screenshot displays the 'Sample climate data' dataset page. The dataset is titled 'Sample climate data' (Version 1.0) and is attributed to 'Waugh, Laura, 2019, "Sample climate data", https://doi.org/10.33536/FK2/KTANUA, Texas Data Repository ***TRAINING*** Dataverse, V1'. A 'Cite Dataset' button is visible. The description is 'Sample set of climate data. (2019-10)' and the subject is 'Earth and Environmental Sciences'. Below this, there are tabs for 'Files', 'Metadata', 'Terms', and 'Versions'. The 'Files' tab is active, showing a list of files. One file, 'climate_data.csv', is highlighted. An orange arrow points from this file to a context menu that appears when the file is clicked. The context menu includes options: 'Delete', 'Metadata', 'Restrict', 'Unrestrict', and 'Tags'. The 'Restrict' option is highlighted in the menu.

Sample climate data
Version 1.0

Waugh, Laura, 2019, "Sample climate data", <https://doi.org/10.33536/FK2/KTANUA>, Texas Data Repository ***TRAINING*** Dataverse, V1

Cite Dataset ▾

Learn about Data Citation Standards.

Description ⓘ Sample set of climate data. (2019-10)

Subject ⓘ Earth and Environmental Sciences

Files Metadata Terms Versions

1 File

climate_data.csv
Comma Separated Values - 70.2 KB - Oct 13, 2019 - 0 Downloads
MD5: 29329e449b346f00afef03a94b7420c3
Data

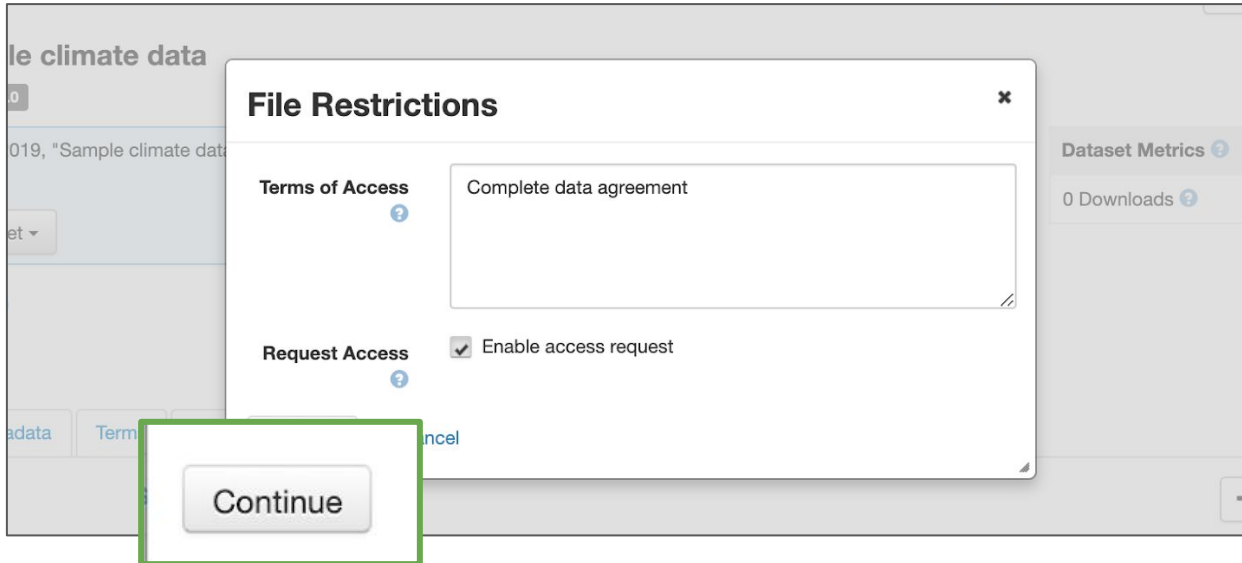
+ Upload Files

Edit Files ▾

- Delete
- Metadata
- Restrict
- Unrestrict
- Tags

Control User Permissions

- **Enter** “Terms of Access”
- **Click** “Enable access request” (*email notification*)



The screenshot shows a web interface with a modal dialog box titled "File Restrictions". The dialog has a close button (X) in the top right corner. Inside the dialog, there are two sections:

- Terms of Access**: A text area containing the text "Complete data agreement".
- Request Access**: A checkbox labeled "Enable access request" which is checked.

Below the dialog box, a "Continue" button is highlighted with a green border. In the background, parts of the main interface are visible, including a search bar, a dropdown menu, and a "Dataset Metrics" section showing "0 Downloads".

Version Controls

Version Controls

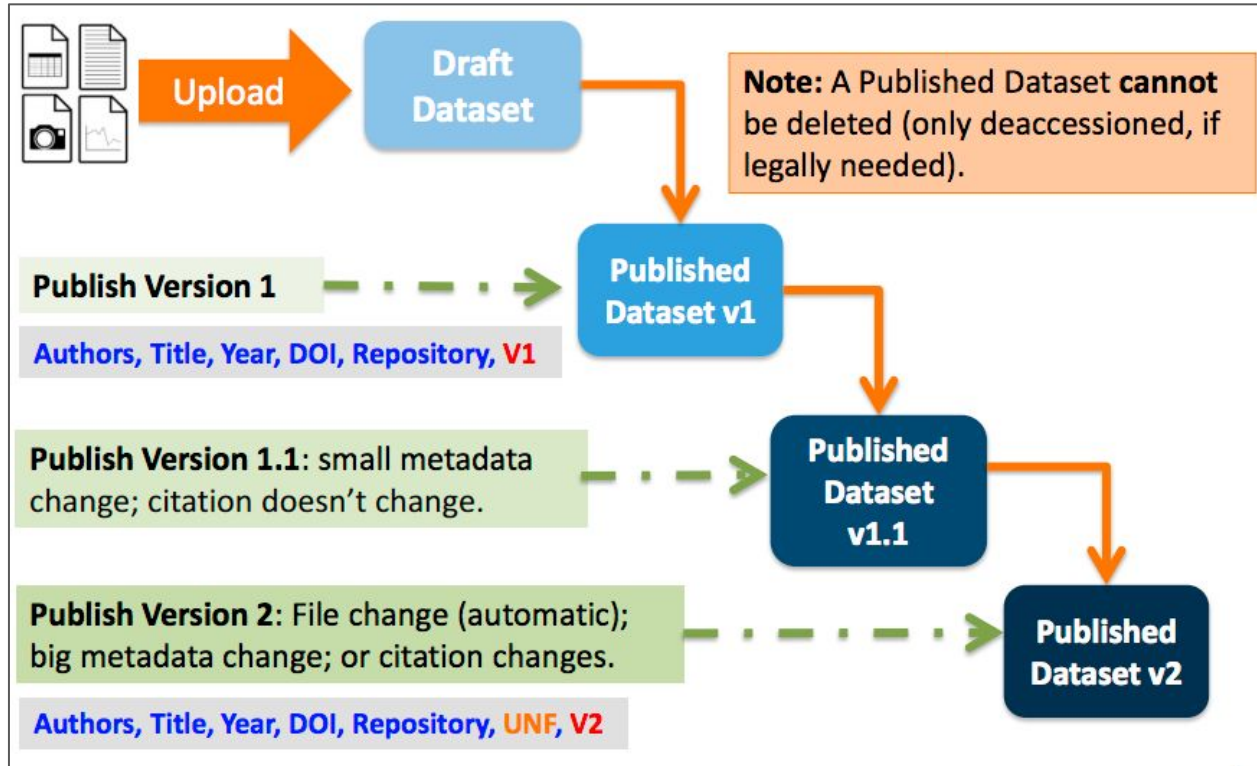
Dataset Minor Versions

- Usually a small metadata change
- Citation stays the same
 - Example: 1.1, 2.1, 2.2

Dataset Major Versions

- A substantial metadata change or a data file change
- It changes data citation
 - Example: 2, 3, 4


Version Controls



Version Controls

Accessibility in IRs Dataverse (Texas State University)

Texas Data Repository ***TRAINING*** Dataverse > Accessibility in IRs Dataverse > **Survey data**

 **Survey data**
Draft

[Contact](#) [Share](#) [Publish](#) [Edit](#)

[Cite Dataset](#) [//doi.org/10.33536/FK2/BLNM1U, Texas Data Repository ***TRAINING*** Dataverse, vcm7ENYVaw== \[fileUNF\]](#) [Learn about Data Citation Standards.](#)

Description Test data. (2019-10-13)


Subject Social Sciences

Keyword Institutional repositories, Accessibility

[Files](#) [Metadata](#) [Terms](#) [Versions](#)

[+ Upload Files](#)

1 File [Edit Files](#)

 **species.tab**
Tabular Data - 2.0 KB - Oct 13, 2019 - 0 Downloads

Version Controls

Accessibility in IRs Dataverse (Texas State University)

Texas Data Repository ***TRAINING*** Dataverse > Accessibility in IRs Dataverse > Survey data

Publish Dataset

⚠ Are you sure you want to republish this dataset?

Select if this is a minor or major version update.


☒ Minor Release (1.1) ☐ Major Release (2.0)

Continue Cancel

1 File

species.tab
Tabular Data - 2.0 KB - Oct 13, 2019 - 0 Downloads


Version Controls



Survey data

Version 1.1

Waugh, Laura, 2019, "Survey data", <https://doi.org/10.33536/FK2/BLNM1U>, Texas Data Repository ***TRAINING*** Dataverse, V1, UNF:6:Mv8wHEyY16KVvcM7ENYVaw== [fileUNF]

 Cite Dataset ▾

Learn about [Data Citation Standards](#).

Keyword ⓘ Institutional repositories, Accessibility

FilesMetadataTermsVersions

Dataset	Summary	Contributors	Published
1.1	Files (Changed File Metadata: 1); View Details	Laura Waugh	Oct 14, 2019
1.0	This is the first published version.	Laura Waugh	Oct 13, 2019

Create a Template for Multiple Datasets

Create a Template

Useful for multiple similar datasets

- **Navigate** back to your Dataverse
- **Click** “Edit”
- **Select** “Dataset Templates”
- **Create** a “Title” for the Template
- **Enter** information that will be the same for all

The screenshot displays the Texas Data Repository website. At the top, it says "Accessibility in IRs Dataverse (Texas State University)". Below this, the breadcrumb trail reads "Texas Data Repository ***TRAINING*** Dataverse > Accessibility in IRs Dataverse". A message states "Test Dataverse. Accessibility in institutional repositories." There is a search bar with the placeholder "Search this dataverse..." and buttons for "Find" and "Advanced Search". On the left sidebar, filters are shown for "Dataverses (0)", "Datasets (1)", and "Files (1)". Under "Publication Year", "2019 (1)" is selected. Under "Author Affiliation", "Texas State University (1)" is selected. Under "Subject", "Social Sciences (1)" is selected. The main content area shows "1 to 1 of 1 Result". A card titled "Survey data" indicates it was published on "Oct 13, 2019" and lists the citation: "Waugh, Laura, 2019, \"Survey data\", https://doi.org/10.6078/Mv8wHEyY16KV". An orange arrow points from the citation URL to a dropdown menu on the right. This menu has options: "General Information", "Theme + Widgets", "Permissions", "Groups", "Dataset Templates" (which is highlighted), "Dataset Guestbooks", and "Featured Dataverses". Above the menu is a header for "Accessibility in IRs Dataverse (Texas State University) irs" with an "Edit" button. Another orange arrow points from the "Correspondence" icon to the "Edit" button.

Create a Template

Click “Create Dataset Template”

[Accessibility in IRs Dataverse](#) (Texas State University)

[Texas Data Repository](#) *****TRAINING***** [Dataverse](#) > [Accessibility in IRs Dataverse](#) > **Manage Dataset Templates**

+ Create Dataset Template

Why Use Templates?

- Templates are useful when you have several datasets that have the same information in multiple metadata fields that you would prefer not to have to keep manually typing in.
- Templates can be used to input instructions for those uploading datasets into your dataverse if you have a specific way you want a metadata field to be filled out.

How To Use Templates

- Templates are created at the dataverse level, can be deleted (so it does not show for future datasets), set to default (not required), and can be copied so you do not have to start over when creating a new template with similar metadata from another template. When a template is deleted, it does not impact the datasets that have used the template already.
- Please note that the ability to choose which metadata fields are hidden, required, or optional is done on the [General Information](#) page for this dataverse.

To get started, click on the Create Dataset Template button above. To learn more about templates, visit the [Dataset Templates](#) section of the User Guide.

Create a Template

Create a “Title” for the Template

Texas Data Repository ***TRAINING*** Dataverse > Accessibility in IRs Dataverse > Accessibility in IRs Dataset Template

Template Name * ?

Accessibility in IRs Dataset Template

Alternative URL ?	<input type="text" value="Enter full URL, starting with http://"/>		
Other ID ?	Agency ? <input type="text"/>	Identifier ? <input type="text"/>	+
Author * ?	Name * ? <input type="text" value="FamilyName, GivenName or Organization"/>	Affiliation * ? <input type="text"/>	+
	Identifier Scheme ? <input type="text" value="Select..."/>	Identifier ? <input type="text"/>	
Contact * ?	Name ? <input type="text" value="FamilyName, GivenName or Organization"/>	Affiliation ? <input type="text"/>	+
	E-mail * ? <input type="text"/>		

Create a Template

Enter information that is the same for a series of datasets

Citation Metadata ▾

Title *	<input type="text" value="Enter title..."/>	
Subtitle	<input type="text"/>	
Alternative Title	<input type="text"/>	
Alternative URL	<input type="text" value="Enter full URL, starting with http://"/>	
Other ID	Agency <input type="text"/>	Identifier <input type="text"/> +
Author *	Name <input type="text" value="FamilyName, GivenName or Organization"/>	Affiliation <input type="text"/> +
	Identifier Scheme <input type="text" value="Select..."/>	Identifier <input type="text"/>
Contact *	Name <input type="text" value="FamilyName, GivenName or Organization"/>	Affiliation <input type="text"/> +
	E-mail <input type="text"/>	

Additional Resources

- YouTube video tutorials
 - <https://bit.ly/2MBrwIV>
- TXST Dataverse Subject Guide
 - <https://guides.library.txstate.edu/datarepository>
- TXST Dataverse
 - <https://dataverse.tdl.org/dataverse/txstate>
 - Link to the User Guide available
- Slides and handout: <https://digital.library.txstate.edu/handle/10877/8666>

Questions?

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