

## Exercise 0: Project Setup (Metadata First)

**Time:** 15 minutes

**Goal:** Initialize your PRISM project and adopt a metadata-first workflow so your dataset is complete, reusable, and analysis-ready.

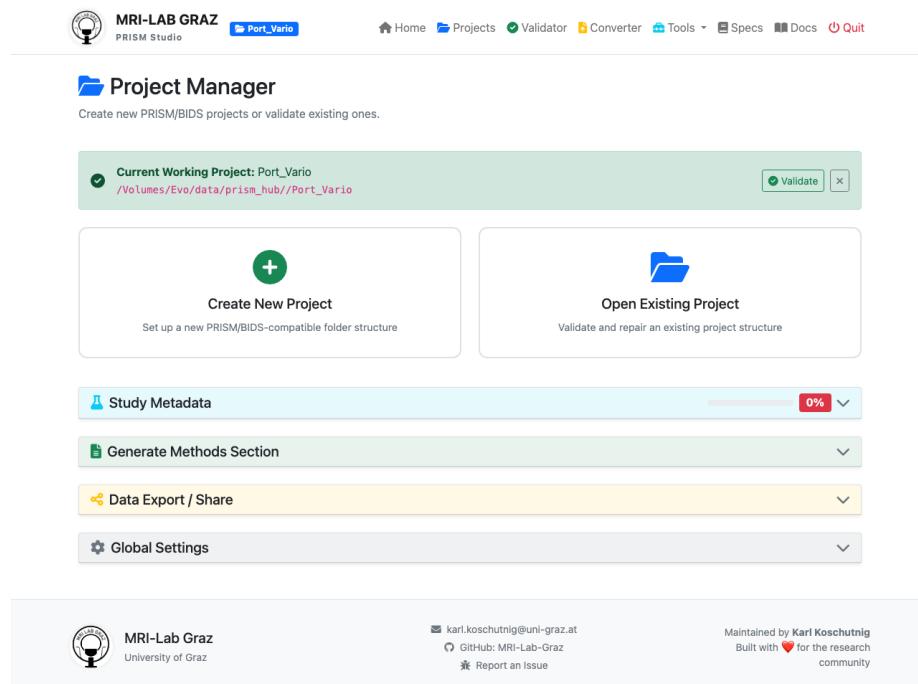


Figure 1: Exercise 0 UI (Light Mode)

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### What You'll Learn

By the end of this exercise, you will:

- Launch the PRISM Studio application
- Create a PRISM project with proper folder structure
- Set up your active workspace
- Understand why filling out metadata early saves time later

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### Metadata-First Mindset

In this workshop, the main objective is not only to create files, but to create **well-documented data**.

Focus on this from the start:

- Keep metadata complete (dataset-level +

participant-level + sidecar JSON) - Prefer clear variable names and clear descriptions - Treat missing metadata as a real issue, not a minor detail

Good metadata now means easier validation, easier scoring, and cleaner exports later.

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## Launching PRISM

### Windows Users

1. Locate the **Prism.exe** file in your workshop folder.
2. Double-click to launch it.
3. A terminal window will open—keep this open! It runs the backend server.
4. Your default web browser should open automatically to **http://localhost:5001**.

### Manual Launch (if browser doesn't open)

1. Open your web browser (Chrome or Edge recommended).
2. Go to: **http://localhost:5001**

### If You See a Converter Error Here

Exercise 0 only uses the **Projects** page. If you see an error like: “**No survey item columns matched the selected templates**”, you are in the converter tool too early.

Go back to **Projects** and finish this setup exercise first.

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## Your Task: Create a Project Ready for Complete Metadata

Before conversion and validation, we need a project workspace where metadata files will be created and maintained.

### Step 1: Go to Projects

1. In the sidebar or top navigation, click on “**Projects**”.
2. Alternatively, go directly to: **http://localhost:5001/projects**

### Step 2: Create a New Project

1. Look for the “**Create New Project**” section.
2. **Project Name:** Enter `Wellbeing_Study_Workshop`.
3. **Location:** Choose a folder on your computer where you want to store your data (e.g., your Desktop or a dedicated `workshop_results` folder).
4. **Template:** Select “**YODA Structure**” (if available) to automatically create proper folders.

5. Click “Create & Activate”.

### Step 3: Explore Your Project Structure

Your new project should have this structure:

```
Wellbeing_Study_Workshop/
    sourcedata/          # Original raw files (Excel, CSV) go here
    rawdata/             # PRISM-formatted data will be created here
        dataset_description.json
        participants.tsv
    code/                # Your analysis scripts (Python, R, etc.)
    derivatives/         # Processed outputs (SPSS files, scores, reports)
    README.md            # Project documentation
```

**Why this structure matters:** - `sourcedata/` preserves your original data files - you can always go back to the start - `rawdata/` contains BIDS/PRISM formatted data that tools and apps can understand - `code/` keeps your analysis separate from data - `derivatives/` stores computed results without mixing them with raw data

### Step 4: Verify Your Workspace

1. Notice the “Active Project” label at the top of the screen. It should now show `Wellbeing_Study_Workshop`.
2. PRISM now knows where to save all your conversions and exports!
3. If you browse to your chosen location, you’ll see the folder structure was created.

### Step 5: Metadata Completeness Checklist (Important)

Use this checklist throughout the workshop:

- `dataset_description.json` exists and is filled
  - `participants.tsv` exists and required columns are present
  - Each data `.tsv` has a matching `.json` sidecar
  - Sidecars include item descriptions and level labels
  - Validation has no unresolved metadata errors
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## Understanding the Workflow

Throughout this workshop, you’ll follow this path:

1. **Start:** Excel file with wellbeing survey responses
2. **Step 1 (Next):** Convert to PRISM format → saves to `rawdata/`
3. **Step 2:** Validate and add metadata → improves `rawdata/`
4. **Step 3:** Apply recipes and export → saves results to `derivatives/`

This workflow keeps your dataset complete and reusable, not just technically valid.

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## YODA (Context, Not Main Focus)

PRISM can use a YODA-like project structure to separate source files, standardized data, code, and results:

- `sourcedata/` for original files
- `rawdata/` for PRISM/BIDS-compatible data and metadata
- `code/` for scripts
- `derivatives/` for outputs

This structure supports reproducibility, but in this workshop the priority is still **metadata completeness**.

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**Next Steps:** Now that your project is ready, let's bring in data and fill metadata properly from the beginning.

**Ready for Exercise 1?** → Go to `../exercise_1_raw_data/`