

Tutorial for Submitting Educational Resource Metadata



**TO THE DATA MANAGEMENT TRAINING
CLEARINGHOUSE FOR LOGGED IN
SUBMITTERS
JANUARY 6, 2019 VERSION**

Log in to Home Screen at <http://dmtclearinghouse.esipfed.org>



Data Management Training

Home Browse Search Submit Help ▾ About

Log in

Welcome to the DMT Clearinghouse

The Data Management Training (DMT) Clearinghouse is a registry for online learning resources focusing on research data management.

It was created in a collaboration between the U.S. Geological Survey's Community for Data Integration, the Earth Sciences Information Partnership (ESIP), and DataONE.

For questions or feedback, please contact
clearinghouseEd@esipfed.org

Read More



DCC Lifecycle - <http://www.dcc.ac.uk/resources/curation-lifecycle-model>

Search

Find learning resources by keyword, name, date, license and cost

Your search terms

Search

Browse

See a list of learning resources by educational framework

Browse

Submit

Submit your learning resources to the Clearinghouse

Submit

Creating a User Account on the Login page



The screenshot shows the ESIP Data Management Training login page. At the top is a dark blue header with the ESIP logo (a stylized 'E' with a blue swoosh) and the text 'Data Management Training' in white. Below the logo is the word 'EXPLORE' in a smaller font. To the right of the logo are navigation links: 'Home', 'Browse', 'Search', 'Submit', 'Help' (with a dropdown arrow), and 'About'. Further right is a 'Log in' link with a user icon. Below the header is a 'Login' section. It features two buttons: 'I have an account' and 'I want to create an account'. Below these are two input fields: 'Username *' and 'Password *'. Below the password field is a link 'Request new password' in green. Below that is a 'Log in' button. At the bottom of the login section is a link 'Sign in using one of these accounts:' followed by icons for AOL, Google, Yahoo, and Facebook.

- Will be an ESIP user account (so single sign-on to all ESIP sites)
- Not necessary for search, browse or EZ resource submission
- If you already have an ESIP user account, but it doesn't work; contact staff@esipfed.org
- You can also sign in using your AOL, Google, Yahoo or Facebook accounts

Submission Screen logging in



SIP Data Management Training EXPLORE

Home Browse Search **Submit** Help About

ReviewerPersona

View Edit File browser

History

Member for
4 months 2 weeks

- Your user name will show where the red arrow is pointing
- To continue, click on **Submit** from the menu bar has choices

The “Submit new Learning Resource” page



Submit new Learning Resource

Your learning resource suggestion will be submitted to the Clearinghouse, but will not be published immediately as the information needs to be reviewed for quality control and relevancy.

From the Help pages, you can also find out more about how and what kind of information to submit. We do require that you give us your name and email address if you submit without having a user login in case reviewers or editors have questions. Rest assured that your contact information will not be shared publicly without your permission.

Thank you for your interest in making data management training resources widely available!

Required Information

Recommended Information:
Other names associated with
the learning resource

Recommended Information:
About the learning resource

Recommended Information:
Educational Context

Title *

URL - the landing page for the learning resource

Access Cost *

- ☒ No fee
☐ Fee

Submission Contact Name *

Submission Contact Email Address *

✓ Save

“Submit new Learning Resource” pg: EZ Submission



Data Management Training

[Home](#)[Browse](#)[Search](#)[Submit](#)[Help](#)[About](#)

Nhoebelheinrich ▾

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Required Information

- Note: an EZ Submission is available that does not require login
- For EZ Submit, **SAVE** below (not visible on this slide)

Title *

URL - the landing page for the learning resource

<https://oedbreeze.cr.usgs.gov/dm-value/>

Access Cost *

- ☒ No fee
☐ Fee

Submission Contact Name *

Submission Contact Email Address *

Address will not be shared without permission.

“Submit new Learning Resource”: Logged in workflow



Data Management Training

[Home](#)[Browse](#)[Search](#)[Submit](#)[Help](#)[About](#)

Nhoebelheinrich ▾

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Required Information

Recommended Information:
Other names associated with
the learning resource

Title *

URL - the landing page for the learning resource

Access Cost *

- ☒ No fee
☐ Fee

Submission Contact Name *

Submission Contact Email Address *

If logged in, fill out this part of the input form, but suggest **NOT** hitting Save button at this time.

The “Submit new Learning Resource” page:

Suggested Workflow



Submit new Learning Resource

Your learning resource suggestion will be submitted to the Clearinghouse, but not published until it has been reviewed for accuracy and relevancy.

From the Help pages, you can also find out more about how and what kind of resources are accepted. You can also find out about having a user login in case reviewers or editors have questions. Rest assured that your information will be kept confidential.

Thank you for your interest in making data management training resources available to the community.

The form contains the following sections:

- Required Information** (highlighted with a dashed red box):
 - Title *
 - URL - the landing page for the learning resource *
 - Access Cost *
 - ☒ No fee
 - ☐ Fee
 - Submission Contact Name *
 - Submission Contact Email Address *
- Recommended Information:**
 - Other names associated with the learning resource
 - About the learning resource
 - Educational Context

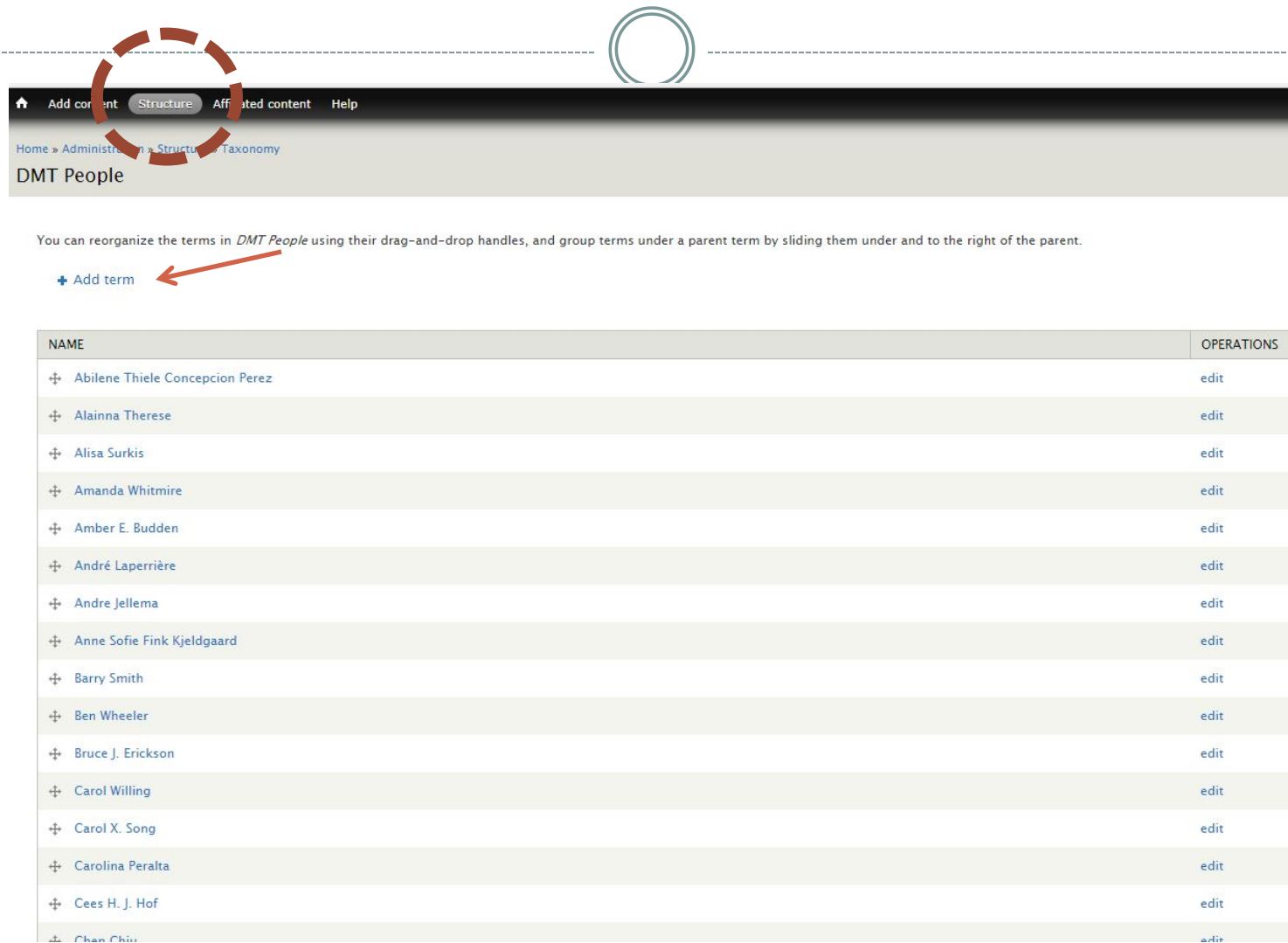
Arrows point from the red box to the 'Suggested workflow' list. A green 'Save' button is at the bottom left.

Suggested workflow:

- Enter required information, but do NOT save at this point.
- Prepare ahead of time:
 - Author personal and/or organization name[s] to add
 - Contributor personal and/or organization name[s] to add
 - Contact personal and/or organization name to add
 - Publisher name / organization to add
 - Keywords to add
- Check ahead to see if any of the names / keywords are already present; if not add, then input the rest of the information you have.

Finding People Names in the DMTC:

Structure → Taxonomy



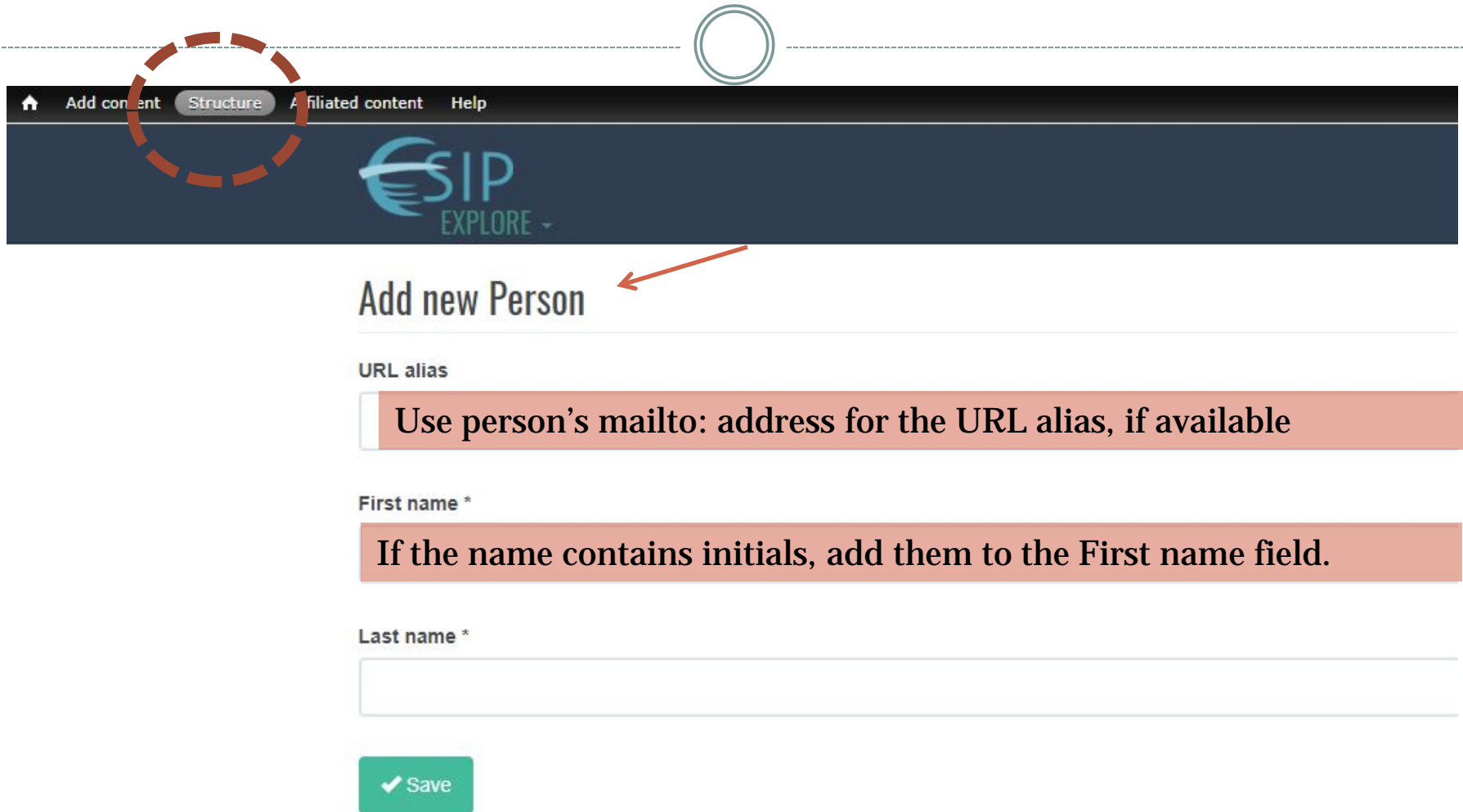
The screenshot shows the DMTC Structure page. The breadcrumb trail is Home » Administration » Structure » Taxonomy. The page title is DMT People. A red dashed circle highlights the 'Structure' tab in the top navigation bar. Below the title, a text box explains that terms can be reorganized using drag-and-drop handles and grouped under a parent term. A red arrow points to the '+ Add term' button. Below this is a table with two columns: NAME and OPERATIONS. The table lists 15 people names, each with a drag handle icon and an 'edit' link in the OPERATIONS column.

You can reorganize the terms in *DMT People* using their drag-and-drop handles, and group terms under a parent term by sliding them under and to the right of the parent.

[+ Add term](#)

NAME	OPERATIONS
+ Abilene Thiele Concepcion Perez	edit
+ Alainna Therese	edit
+ Alisa Surkis	edit
+ Amanda Whitmire	edit
+ Amber E. Budden	edit
+ André Laperrière	edit
+ Andre Jellema	edit
+ Anne Sofie Fink Kjeldgaard	edit
+ Barry Smith	edit
+ Ben Wheeler	edit
+ Bruce J. Erickson	edit
+ Carol Willing	edit
+ Carol X. Song	edit
+ Carolina Peralta	edit
+ Cees H. J. Hof	edit
+ Chen Chiu	edit

Adding People Names in the DMTC: Structure → Taxonomy → DMT People



The screenshot shows the DMTC interface. A dashed orange circle highlights the 'Structure' tab in the top navigation bar. A red arrow points from the 'Add new Person' link to the 'URL alias' field. Below the 'URL alias' field is a red instruction box. Below the 'First name' field is another red instruction box. The 'Last name' field is empty. A green 'Save' button is at the bottom.

Structure

ESIP
EXPLORE

Add new Person

URL alias

Use person's mailto: address for the URL alias, if available

First name *

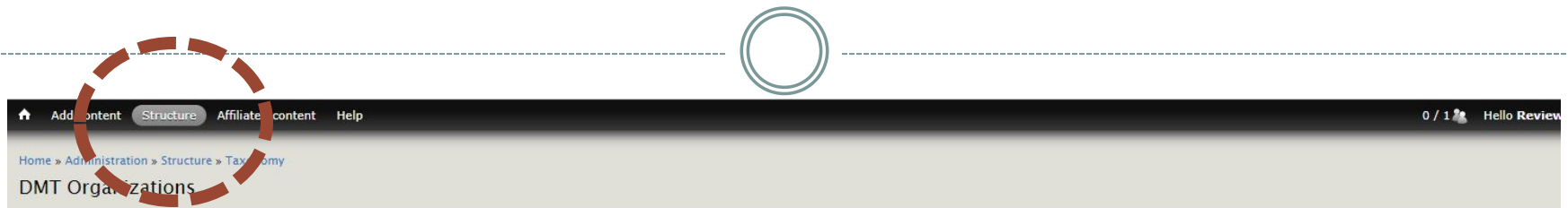
If the name contains initials, add them to the First name field.

Last name *

Save

Finding Organizations in the DMTC:

Structure → Taxonomy → DMT Organizations → List terms



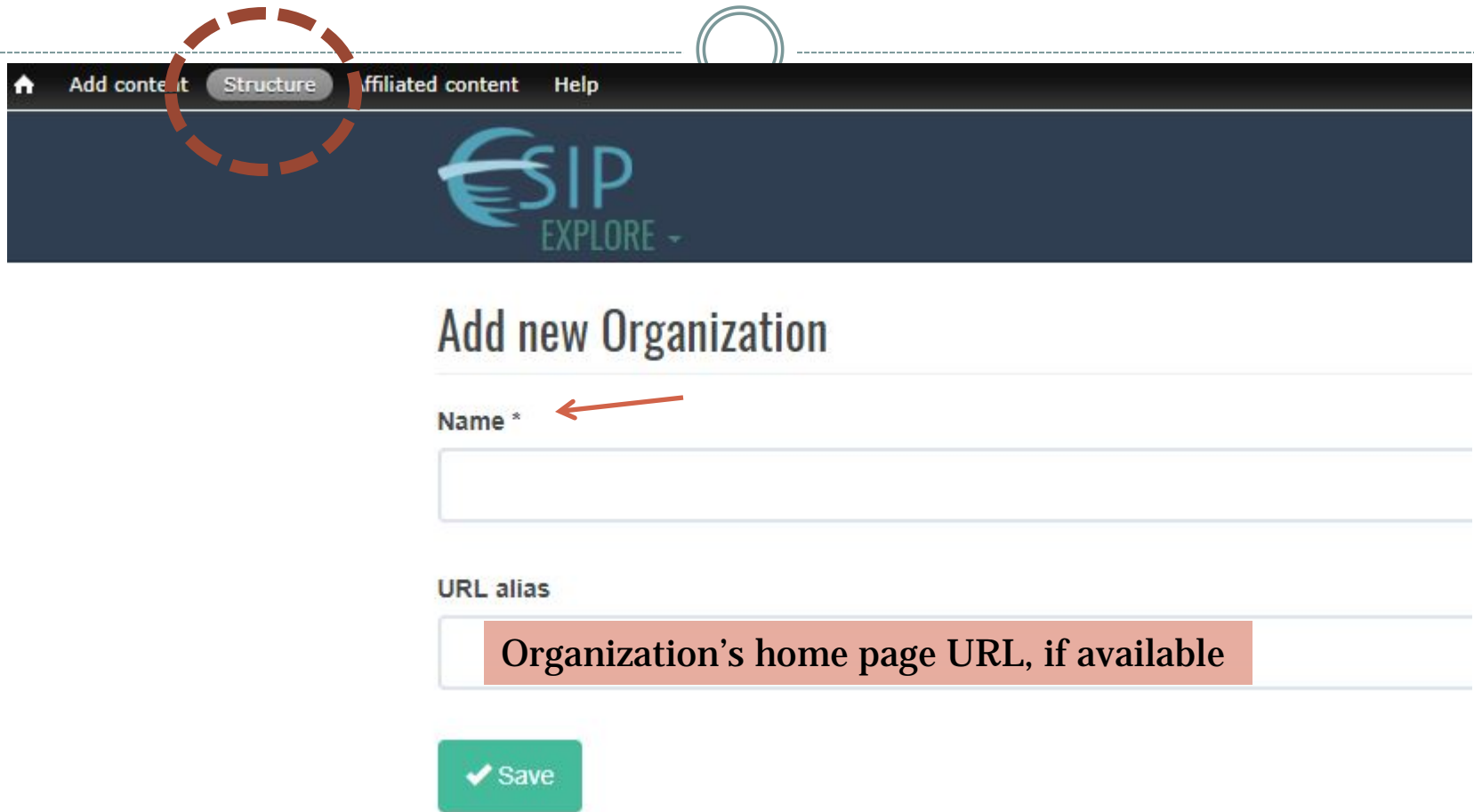
You can reorganize the terms in *DMT Organizations* using their drag-and-drop handles, and group terms under a parent term by sliding them under and to the right of the parent.

[+ Add term](#)

NAME	OPERATIONS
+ 4TU.Centre for Research Data	edit
+ AgroKnow	edit
+ AidData	edit
+ ARHIV DRUŽBOSLOVNIH PODATKOV (ADP)	edit
+ Arizona State University	edit
+ Association for Learning Technology	edit
+ Association for Library Collections and Technical Services (ALCTS)	edit
+ Australian Aid	edit
+ Australian National Data Service (ANDS)	edit
+ AVPreserve	edit
+ Belmont Forum	edit
+ BlueSky to BluePrint	edit
+ British Library (BL)	edit
+ Cal Poly, San Luis Obispo	edit

Adding Organizations in the DMTC:


Structure → Taxonomy → Add terms



Navigation: Add content | **Structure** | Affiliated content | Help


SIP EXPLORE

Add new Organization

Name * 

URL alias

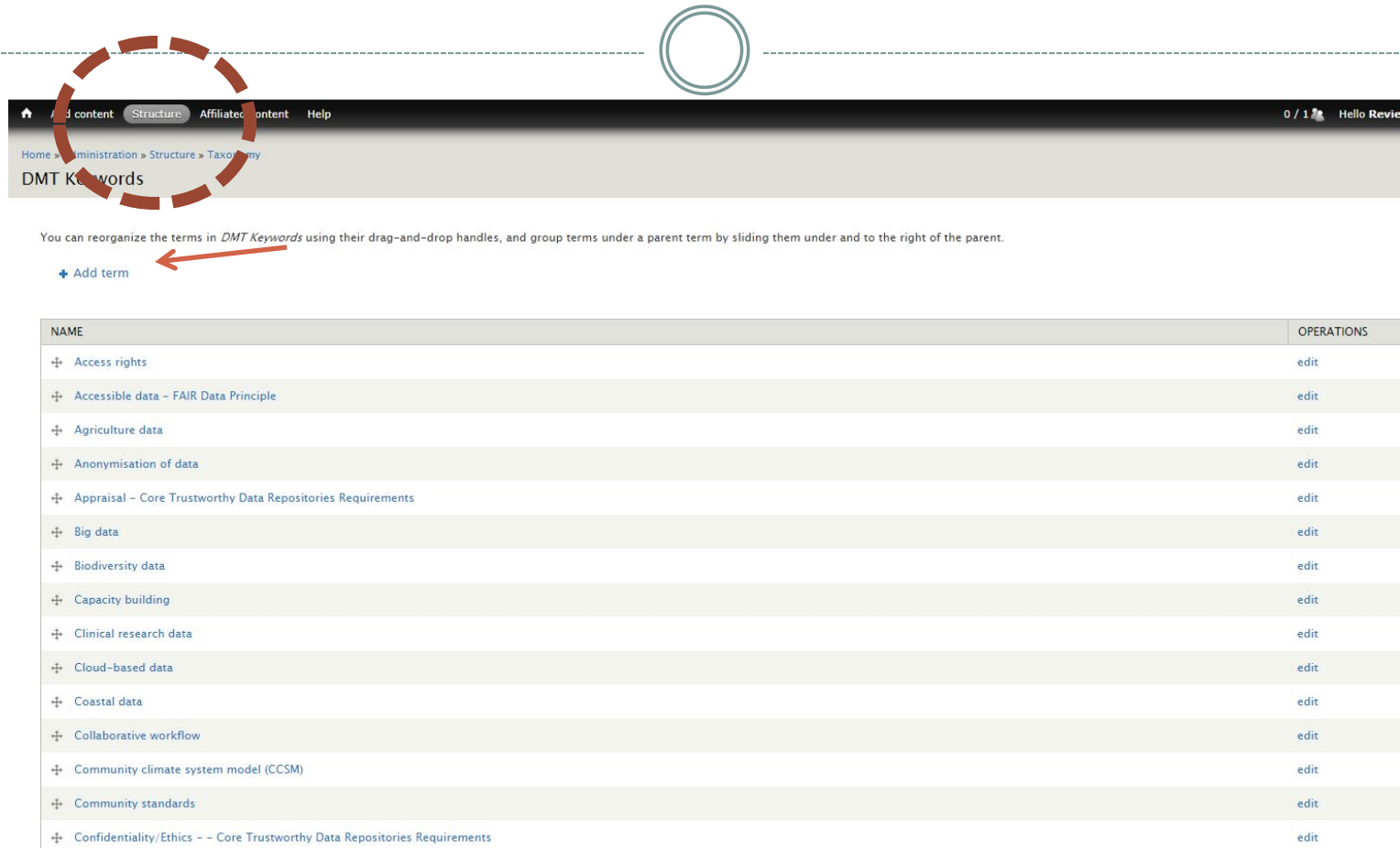
Organization's home page URL, if available

 Save

Note: Enter the form of the organization name as it appears on the organization's home page.

Finding Keywords in the DMTC:

Structure → Taxonomy → DMT Keywords → List terms



You can reorganize the terms in *DMT Keywords* using their drag-and-drop handles, and group terms under a parent term by sliding them under and to the right of the parent.

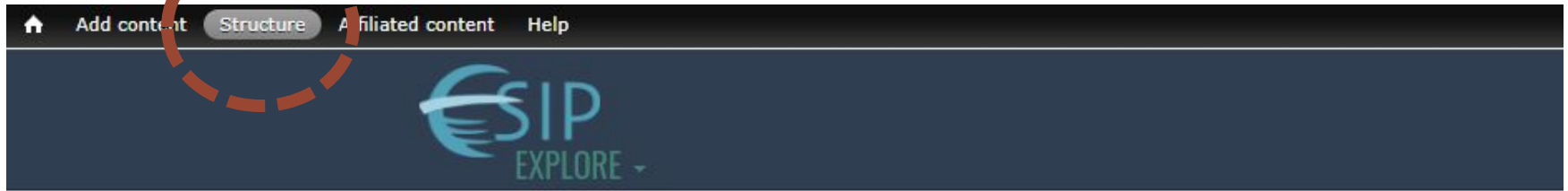
[+ Add term](#)

NAME	OPERATIONS
+ Access rights	edit
+ Accessible data - FAIR Data Principle	edit
+ Agriculture data	edit
+ Anonymisation of data	edit
+ Appraisal - Core Trustworthy Data Repositories Requirements	edit
+ Big data	edit
+ Biodiversity data	edit
+ Capacity building	edit
+ Clinical research data	edit
+ Cloud-based data	edit
+ Coastal data	edit
+ Collaborative workflow	edit
+ Community climate system model (CCSM)	edit
+ Community standards	edit
+ Confidentiality/Ethics - - Core Trustworthy Data Repositories Requirements	edit

Note: Enter the form of the keyword with first word capitalized; second words not capitalized unless it includes a proper name.

Adding Keywords in the DMTC:

Structure → Taxonomy



Add new Keyword

Name *

Try to avoid duplication by scrolling the existing list first

URL alias

Not in use at the moment

✓ Save

The “Submit new Learning Resource” page: Recommended Info for “Other names”



Submit new Learning Resource

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Thank you for your interest in making data management training resources widely available!

Required Information

Recommended Information:
Other names associated with
the learning resource

Recommended Information:
About the learning resource

Recommended Information:
Educational Context

URL path settings
No alias

Author(s) - the individual or organization credited with creating the learning resource.

Authoring Person(s) Name

+ Add new person

Authoring Organization(s) Name

+ Add new organization

Contact - person or organization to contact in case of questions about the resource's content or status.

Contact Person(s)

+ Add new person

The “Submit new Learning Resource” page -- Other names: The tricky bit = Contributor(s)



[Home](#) [Add content](#) [Structure](#) [Affiliated content](#) [Help](#) 0 / 1 Hello Review

Contributor(s) - key person or organization other than the author associated with the learning resource.

A key contributor to a learning resources could be included by name and/or by organization name. Individuals not listed in the drop down list should be added by clicking the “Add new person” button. Organizations not listed in the drop down list should be added by clicking the “Add new organization” button. For both, the “Type” field below refers to the nature of the contribution.

Contributor Name

+

Name

Add new person

Type

- None -

Remove

Add another item

Contributor Organization(s)

+

Name

Add new organization

Type

Click to select an option

Remove

Add another item

The “Submit new Learning Resource” page – Other names: The tricky bit = Contributor(s) “Type”



Contributor Name

Name

Refresh

Add new person

Type

- None -

- None -

Collaborator

Conceptualization

Data curation and stewardship

Endorser

Final Product

Formal Analysis

Funding and Sponsorship

Illustration

Investigation and Raw Data Production

Methodology

Organizer

Other

Project Administration and Management

Resources

Software

Supervision

Validation

Visualization

Voiceover Video Performer

The “Submit new Learning Resource” page – Recommended info about ...



Required Information

Recommended Information:
Other names associated with
the learning resource

Recommended Information:
About the learning resource

Recommended Information:
Educational Context

URL path settings
No alias

Description - a brief synopsis, abstract or summary of what the learning resource is about

Source

Format

B I U S x₂ x²

Switch to plain text editor

Subject Discipline - subject domain(s) toward which the learning resource is targeted

Click to select first option, click again to select additional options

Keywords - short phrases describing what the learning resource is about

Click to select first option, click again to select additional options

+ Add new keyword

License - link to legal statement specifying the copyright status of the learning resource

Click to select an option

Usage Rights Information - restrictions upon use of learning resource not covered by copyright license

Click to select first option, click again to select additional options

Citation - format of the preferred citation for the learning resource

See example below.

No particular citation format is required, but a commonly recognized format is recommended, such as [The Chicago Manual of Style](#).

As an example:

Mayermik, M. 2012. "The Case for Data Stewardship - Preserving the Scientific Record: Establishing Relationships with Archives." In Data Management for Scientists Short Course, edited by Ruth Duerr and Nancy J. Hoebelheinrich, Federation of Earth Science Information Partners: ESIP Commons.



The “Submit new Learning Resource” page – Recommended info about ...



Citable Locator - identifier used to locate the citation of the learning resource.

ID - identifier that provides the means to locate the learning resource or its citation

10.7269/P38913SK

Type - namespace prefix for the citable locator, if any

Click to select an option ▼

Publisher - organization credited with publishing or broadcasting the learning resource



➕ Add new organization

Version - revision or edition number or date associated with a learning resource

For example, V.2 or 2012 edition

Date(s) - key dates when the learning resource was published/broadcast and/or created.

Created

Published / Broadcast

The “Submit new Learning Resource” page – Recommended info about ...



Accessibility Features - available alternatives or enhancements to improve physical accessibility to learning resource

Click to select first option, click again to select additional options

Language(s) - language in which the submitted learning resource is found.

Primary language(s) in which the learning resource was originally published or made available

English x

Also available in - other languages in which the learning resource has been translated or made available other than the primary

Click to select first option, click again to select additional options

The “Submit new Learning Resource” page – Recommended info: Educational Context



Required Information

Recommended Information:
Other names associated with
the learning resource

Recommended Information:
About the learning resource

Recommended Information:
Educational Context

Click path Settings
No silas

Framework - A community-based organization plan or set of steps for education or training

Click to select first option, click again to select additional options

Framework Node: USGS Science Support Framework

Click to select first option, click again to select additional options

A resource may be associated with one or more steps within the framework. Use Ctrl Click to choose more than one step.
Find out more about this framework by going to [USGS CDI Science Support Framework](#).

Framework Node: DataONE Data Life Cycle

Click to select first option, click again to select additional options

A resource may be associated with one or more steps within the framework. Use Ctrl Click to choose more than one step.
Find out more about this framework by going to [DataONE Data Life Cycle](#).

Framework Node: ESIP Data Management For Scientists Short Course

Click to select first option, click again to select additional options

A resource may be associated with one or more sections within the framework. Use Ctrl Click to choose more than one step.
Find out more about this framework by going to [ESIP Data Management for Scientists Short Course Sections](#).

Framework Node: FAIR

Click to select first option, click again to select additional options

Target Audience - intended audience for which the learning resource was created

Click to select first option, click again to select additional options

Purpose - primary educational reason for which the learning resource was created

Click to select an option

Intended time to complete - approximate amount of time the average student will take to complete the learning resource

Click to select an option

Media Type - designation of the form in which the content of the learning resource is represented, e.g., moving image

Click to select an option

Learning Resource Type - category of the learning resource from the point of view of a professional educator

Click to select an option

The “Submit new Learning Resource” page – SAVE!



Purpose - primary educational reason for which the learning resource was created

Professional Development - increasing knowledge and capabilities related to managing the data produced, used or re-used, curated : ▼

Intended time to complete - approximate amount of time the average student will take to complete the learning resource

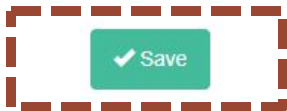
Up to 1 hour ▼

Media Type - designation of the form in which the content of the learning resource is represented, e.g., moving image

Click to select an option ▼


Learning Resource Type - category of the learning resource from the point of view of a professional educator


Click to select an option ▼




You can either check your input one more time by going back to each section, or simply hit the Save button as you will have a chance to review your input next.

From the “Submit new Learning Resource” page – Full descriptive record

 [Add content](#) [Structure](#) [Affiliated content](#) [Help](#)

 **Data Management Training**
EXPLORE

[Home](#) [Browse](#) [Search](#) [Submit](#) [Help](#) [About](#)

 ReviewerPers

[View](#) [Edit](#)

Responsible Data Use: Data Restrictions

Key Info

URL - the landing page for the learning resource:
<http://commons.esipfed.org/node/1455>

Description - a brief synopsis, abstract or summary of what the learning resource is about:
This training module is part of the Federation of Earth Science Information Partners (or ESIP Federation's) Data Management for Scientists Short Course. The subject of this module is "Data Restrictions". The module was authored by Robert R. Downs from the NASA Socioeconomic Data and Applications Center which is operated by CIESIN – the Center for International Earth Science Information Network at Columbia University. Besides the ESIP Federation, sponsors of this Data Management for Scientists Short Course are the Data Conservancy and the United States National Oceanic and Atmospheric Administration (NOAA). This module is available in both presentation slide and video formats.

Authoring Person(s) Name:
Robert R. Downs

License - link to legal statement specifying the copyright status of the learning resource:
Creative Commons Attribution 3.0 United States - CC BY 3.0 US

Access Cost:
No fee

Citation - format of the preferred citation for the learning resource:
Downs, R.R. 2012. "Responsible Data Use: Data Restrictions." In Data Management for Scientists Short Course, edited by Ruth Duerr and Nancy J. Hoebelheinrich, Federation of Earth Science Information Partners: ESIP Commons. doi:10.7269/P3HQ3WTM

Primary language(s) in which the learning resource was originally published or made available:
English

Congratulations! And, THANK YOU!



The screenshot shows the ESIP Data Management Training website. The header includes navigation links: Add content, Structure, Affiliated content, Help, Home, Browse, Search, Submit, Help, and About. The main content area displays the title 'Responsible Data Use: Data Restrictions' with 'View' and 'Edit' buttons. Below the title is a 'Key Info' section containing the following details:

- URL - the landing page for the learning resource:**
<http://commons.esipfed.org/node/1458>
- Description - a brief synopsis, abstract or summary of what the learning resource is about:**
This training module is part of the Federation of Earth Science Information Partners (or ESIP Federation's) Data Management for Scientists Short Course. The subject of this module is "Data Restrictions". The module was authored by Robert R. Downs from the NASA Socioeconomic Data and Applications Center which is operated by CIESIN – the Center for International Earth Science Information Network at Columbia University. Besides the ESIP Federation, sponsors of this Data Management for Scientists Short Course are the Data Conservancy and the United States National Oceanic and Atmospheric Administration (NOAA). This module is available in both presentation slide and video formats.
- Authoring Person(s) Name:**
Robert R. Downs
- License - link to legal statement specifying the copyright status of the learning resource:**
Creative Commons Attribution 3.0 United States - CC BY 3.0 US
- Access Cost:**
No fee
- Citation - format of the preferred citation for the learning resource:**
Downs, R.R. 2012. "Responsible Data Use: Data Restrictions." In Data Management for Scientists Short Course, edited by Ruth Duerr and Nancy J. Hoebelheirrich. Federation of Earth Science Information Partners: ESIP Commons. doi 10.7268/P3HQ3WTM
- Primary language(s) in which the learning resource was originally published or made available:**
English

Please send questions or suggestions to your editor or to clearinghouseEd@esipfed.org.