Data Training Master Class Summaries (March 2019)

**Week of March 18: Life Hacks (30 mins)**

Reporters will meet with members of DT to make sure they have proper computer setup for the training and will learn some helpful Mac and Google Chrome settings. They’ll also get Slack training.

**WEEK ONE**

*All sessions are 10am - noon unless indicated otherwise.*

**Monday, March 25: Kickoff**

Matt Purdy and Rebecca Blumenstein will kick off the training by introducing the story goals and walking through some examples of data stories they’d like to see more of. Lindsey will show examples of different types of data stories. Elaine will outline the training schedule. Once Matt, Rebecca and your editors leave, we’ll do some icebreakers and hear from a previous participant.

**Tuesday, March 26: Core Skills**

Lindsey will walk through the basics of Google Sheets, such as searching, sorting, filtering and basic formulas.

* [Silly survey, form](https://docs.google.com/forms/u/3/d/1wfvR-kgs2BQeURRX2RBpDAMUiG8o5LHsehgD2jmO2Gs/edit?usp=drive_web)
* [Silly survey, example responses](https://docs.google.com/spreadsheets/u/3/d/1iird1HoOmqCcM1Ye6Q8DuHRpxexQKDYZZrt-QtbuG4o/edit?usp=drive_web&ouid=111164972513898017171)
* [Cheat sheet one](https://docs.google.com/document/d/1GEJqwcUV5payyxwzzAc_ttkMUnXdKDKXoHmPTPUBoK0/edit)
* [How to organize your life with spreadsheets](https://docs.google.com/document/d/1OuV9WXYtnhtj-0XDG4nR5EAa5CI8QYaBkjl_9O9R6BI/edit)

**Wednesday, March 27: Practice**

We’ll apply yesterday’s skills to a Census dataset, both together and in groups. We’ll share cool datasets across your beats, and discuss your own favorites.

* [Census dataset](https://docs.google.com/spreadsheets/d/13oOahyKUFFWWs2B-PwvXlUZx2Tzjgp7Rptmz9V8Z4fk/edit)
* [Census worksheet](https://docs.google.com/document/d/1PFEeAAi_OWm731MsvPVQ7eJfh2Wnc9cYio6IX5T63lY/edit)
* [Cool data](https://docs.google.com/document/d/1OcOlto2WXJFWmS9pdY_H_FMsfU02vUvuc-Ikqs6PguU/edit?usp=sharing)

**Wednesday, March 27: Editor-Only Session (Lunch)**

Mark Bulik and Lindsey will talk about how to push reporters to brainstorm data stories and how you can use data to center a story. We’ll read through several examples of stories that used data well, and some that didn’t.

**Thursday, March 28: Story Session**

We’ll discuss different types of story forms, including some you’ve never heard of! Then, you’ll brainstorm options for each of the forms on your own beat. At the end, you’ll have time to start on those stories or get our help with a dataset you’re working on.

* [Data-driven story form examples](https://docs.google.com/document/d/1BXj0M3UYheyg0mLIUrEkg3sxHO4Q3C7qdLlh-jbYq4E/edit)
* [Data-driven story form brainstorming guide](https://docs.google.com/document/d/1-RDdV7M-Wkop3REshf3bz0hNZ5FxPoXQd91G858ZgyI/edit)

**Friday, March 29: Core Skills**

Lindsey will lead the group through what’s probably the most important skill for journalists — pivot tables! Then, we’ll spend time practicing together.

* [Cheat sheet two](https://docs.google.com/document/d/18ZtN0ecpOIy-74qZGgdP3zp_QhErFRx7vJx2viOyISo/edit)
* [Silly survey, example responses](https://docs.google.com/spreadsheets/u/3/d/1iird1HoOmqCcM1Ye6Q8DuHRpxexQKDYZZrt-QtbuG4o/edit?usp=drive_web&ouid=111164972513898017171)

**WEEK TWO**

**Monday, April 1: Lightning Talks**

You’ll hear from speakers around the newsroom in 20-minute slots:

* Ashley Southall, Using spreadsheets to organize your reporting
* Samarth Bhaskar, What reporters need to know about statistics
* Mark Walker, FOIA and FOIL for beat reporters
* Stephen Grocer, Tracking companies with Capital IQ
* Kim Barker, Best practices for building your own database
* Linda Qui, Finding data on a breaking news schedule

**Tuesday, April 2: Core Skills**

We’ll cover common annoyances with dirty data and some tricks for getting around them, including getting data out of a PDF, transposing and using a data dictionary. Then, we’ll practice these skills with a real dataset.

* [Cheat sheet three](https://docs.google.com/document/d/1FmyE2UJHJQuiSdwhaOmpbWQmZILwnT3m-ewWEy8_GZ4/edit)
* [Data cleaning tasks](https://docs.google.com/spreadsheets/u/3/d/1QiiYXelUx_A-ZVw3vb7dcPh3vjzkg4KbHCDr8Rqwy7k/edit?usp=drive_web&ouid=111164972513898017171)
* [Firearm codebook](https://drive.google.com/file/d/1uGLtQ0KULWacjYv4a1Ep9jiMUtQdiObi/view?usp=sharing)
* [Firearm data](https://docs.google.com/spreadsheets/d/1IRoCeEb2-4HAqky8nh3rPLZ1nLxByU6dmeTJCMVdeyI/edit#gid=326924400)
* [Firearm worksheet](https://docs.google.com/document/d/1elI5WnCo7pSTg-elT8wvlu6P4HME6p2L46b6F7F6650/edit)

**Wednesday, April 3: Practice Session**

We'll organize into small groups to analyze data on your beat and apply the skills from Week One. You’ll get the opportunity for extra practice with a different group.

* [Remaining resources in the intermediate data folder](https://drive.google.com/drive/u/3/folders/16b92V4jqZlqHkefKyweETy-NuX10mRJO)

**Wednesday, April 3: Editor-Only Session (lunch)**

Lindsey and Haeyoun Park will talk with editors about how to push reporters to use data more creatively and how to set goals for evergreen data stories. We’ll talk through examples of story forms, both text-based and using charts.

**Thursday, April 4: Common Mistakes + Study Hall**

We’ll look at some common mistakes The Times makes with data, and you’ll learn how not to be wrong. Then, you’ll have time to explore datasets on your beat with the help of DT members and brainstorm ideas with other reporters.

* [How Not to Be Wrong](https://docs.google.com/document/d/1ynr9Yup-ovCv7jrxs6XxJ494RhuYIuUn9TcTgYPKDFI/edit)

**Friday, April 5: Data Stories + Core Skills**

We’ll talk about how to get the most use out of data sources on your beat and how to explore data with the seven types of data stories. Then, Lindsey will cover vlookup and if/then in Google Sheets.

* [Data stories video](https://www.youtube.com/watch?v=sEZj-eUfbNo)
* [Data stories cards](https://docs.google.com/presentation/d/1Z9H9Gex0dDupMZj_-W2FaW55w9nxSlThS9aVxPhWUAo/edit#slide=id.g32adbda37a_0_1686)
* [Data stories brainstorming sheet](https://docs.google.com/document/d/13JYB19XekRAV8rSUisZMEjSTM-XPFeRPBwhbUqiWYZQ/edit)
* [Data stories examples](https://docs.google.com/document/d/18R26TlL9iguN-iv17QjpSqOnUpsYvjqFTQf0tIEMXik/edit)
* [Core skills four](https://docs.google.com/document/d/16_A2NK36AqPsO2dIzhXoEHHp4SVuKN8LKu9p1JOJYEY/edit)
* [Silly survey, example responses](https://docs.google.com/spreadsheets/u/3/d/1iird1HoOmqCcM1Ye6Q8DuHRpxexQKDYZZrt-QtbuG4o/edit?usp=drive_web&ouid=111164972513898017171)

**WEEK THREE**

**Monday, April 8: Lightning Talks**

You’ll hear from speakers around the newsroom in 20-minute slots:

* Rob Gebeloff, Cleaning data with Open Refine
* Victor Mather, Tracking your beat through spreadsheets
* Amanda Cox, Data adventures I’m jealous of
* Gabriel Dance, What is code?
* Matt Bloch, Mapping and GIS
* Tiff Fehr, Working with documents

**Tuesday, April 9: Practice**

Ben Casselman, a Bizday reporter, will walk you step-by-step through a data analysis he did for a story, using all the skills you've learned in the training so far.

* [BLS data](https://docs.google.com/spreadsheets/d/1f3Lwr9sBTxv6hAutwp91JeKFOgfj769lS1iuQwZMf1w/edit)

**Wednesday, April 10: Data Scavenger Hunt**

We’ll practice vlookup and if/then with a real dataset and go through the process of pulling, uploading and cleaning a government dataset in groups.

* [MLB salaries data](https://docs.google.com/spreadsheets/d/1jDJFwJksai6JZBNjcR0LVbqbfGAtW94PytkJ4qpOhzs/edit#gid=1278165336)
* [Cheat sheet five](https://docs.google.com/document/d/1zIgqkRgkTXEeXuOLvkVhBcjCUYR8Fj1Es1QWvcOzxUM/edit)
* [Data scavenger hunt](https://docs.google.com/document/d/1iOaQJA_K4WFYj6xmoV2AHcYUaM6KuC3cT2BloozpR54/edit)
* [Reference sheet](https://docs.google.com/spreadsheets/d/1LdBkDryBYGXOayzAOPzliSJftt78iLF0co4Br0IHDic/edit#gid=0)

**Week of April 10: Editor session**

We’ll offer an abbreviated skills session for editors. It will cover sorting, filtering and pivot tables using a real dataset.

**Thursday, April 11: Story Session**

Lindsey and Haeyoun Park will talk with reporters about how to use data more creatively. Jim Tankersley will give you his secrets on working with editors throughout the creation of a data story. Then, reporters will have a chance to work on their own data.

**Friday, April 12 + Tuesday, April 16: Pitch Session**

Matt and Rebecca will return to hear your pitches for the data stories you’ll work on following the training. We’ll have optional time for you to get help from DT members.

**SUPPORT PERIOD: Through June 2019**