NIE Data Repository Quick Start Guide

Creating Your Account (First Time Login Only)

1. Go to NIE Data Repository https://researchdata.nie.edu.sg.

2. Click '**Log In**' at the top right hand corner of the screen.
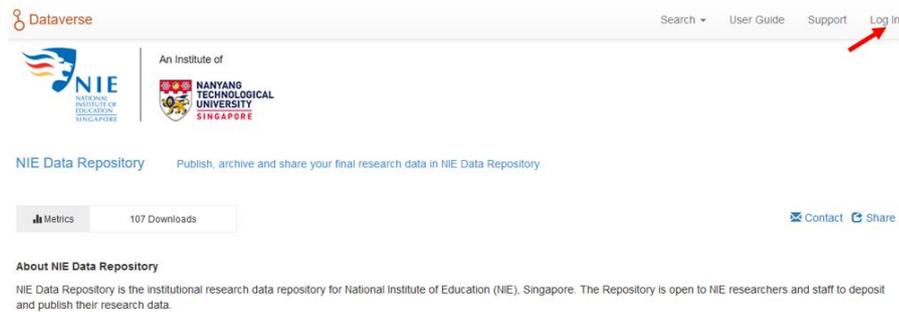
3. Select '**National Institute of Education Windows Login**' from the drop-down menu and click '**Continue**'.
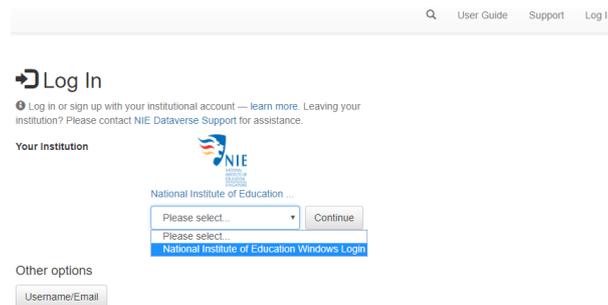
4. Enter your username and password.

5. After logging in, your account information (name and email) will be shown.
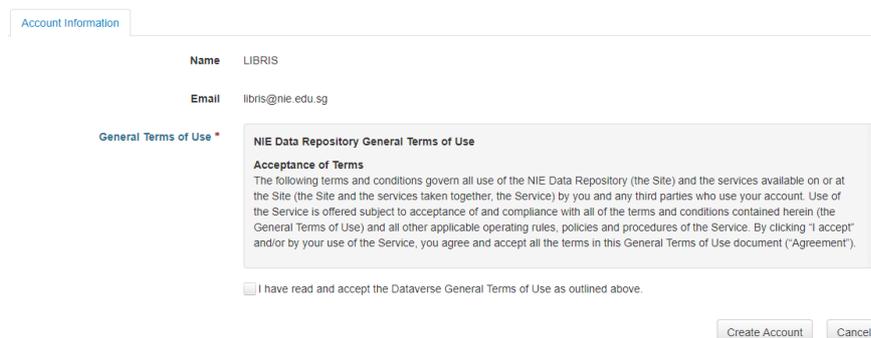
6. Check the box next to '**I have read and accept the Dataverse General Terms of Use as outlined above**' and click '**Create Account**'. You will receive an email notification that your account has been created.

Note: Before the PI can perform any tasks in the data repository, the library administrator has to map the PI's account to his/her name in the system. Once the mapping is done, the PI will be notified when the account is ready for data deposit.

Logging In

1. To log in, follow the steps 1-4 in 'Creating Your Account' section.

<u>Only for PIs</u>

2. Click on your name at the top right hand corner of the screen.
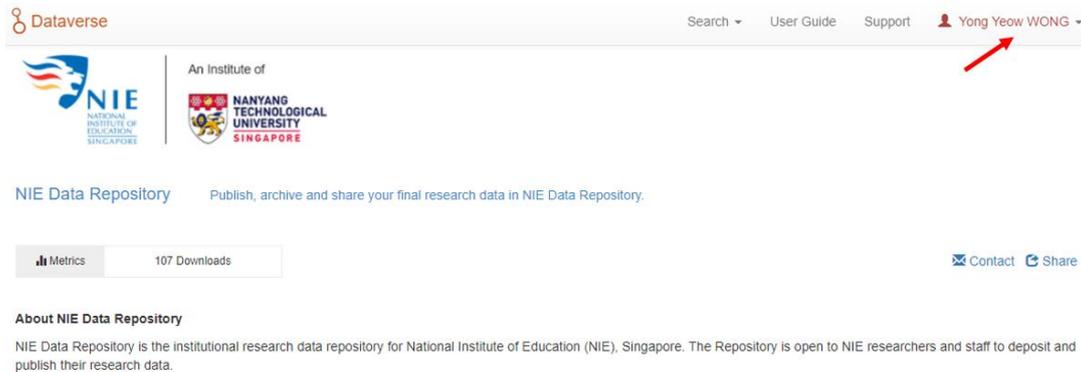
3. Select '**My Data**' from the drop down menu.
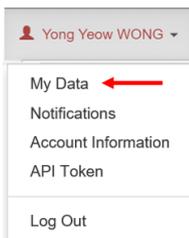
4. You will be able to see your name displayed if the library administrator has already mapped your account in the data repository. If you have created datasets before but cannot see your name, click on '**Dataverses**' and your name will be displayed.

Note: For future logins, the PI may wish to bookmark the link of his/her researcher profile (https://researchdata.nie.edu.sg/dataverse/your-profile-name) to skip steps 2-4.

Adding Dataset

1. Click on your name to add a dataset. *[applicable only to PIs]*

2. Click '**Add Data**' and select '**New Dataset**' from the drop-down menu.

3. Fill in the following mandatory fields:

   - **Title** (*Title of your research publication*)
   - **Author** (*Name*)
   - **Contact** (*Email*)
   - **Description** (*Enter the <u>abstract</u> of your research publication*)
   - **Subject** (*Select from drop-down menu*)

<mark>Note: Some metadata fields will be auto-filled. For more information on a particular metadata field, hover your mouse over the name of that field.</mark>

4. To upload, click '**Select Files to Add**' or drag and drop files into the space.
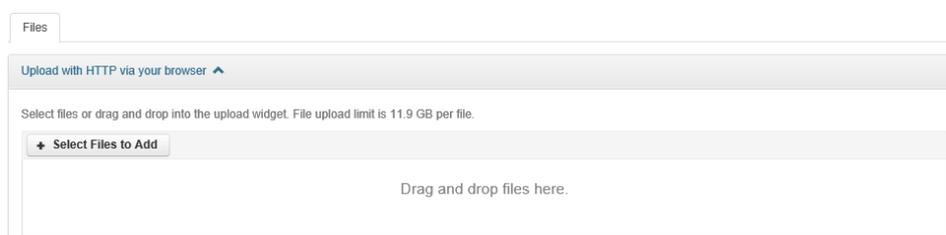
5. To limit access to selected files,

   - Check the box next to the file(s) and click '**Restrict**'. This option will 'lock' your file.
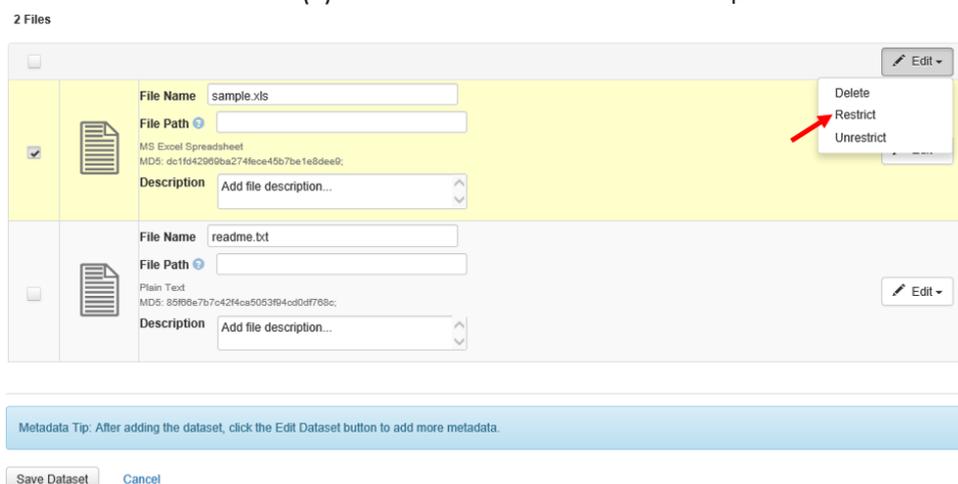
   - Click '**Save Dataset**' and a pop-up window will appear.

- State the terms of access.
  - You may allow users to request access for your restricted files by checking the box next to '**Enable access request**', then click '**Continue**'.
  - If you prefer users to contact you via email for access, just click '**Continue**'.

Note: The upload limit per file is **3.5 GB**. If you need to deposit a large number of files, it would be better to compress them (eg. *.zip/*.tar/*.7z format) before uploading. Please contact us if your file size exceeds 3.5 GB.

Editing Dataset

1. Click on the dataset which you want to edit.

2. To make any necessary changes to your dataset, click on the '**Edit**' button at the top right hand corner.
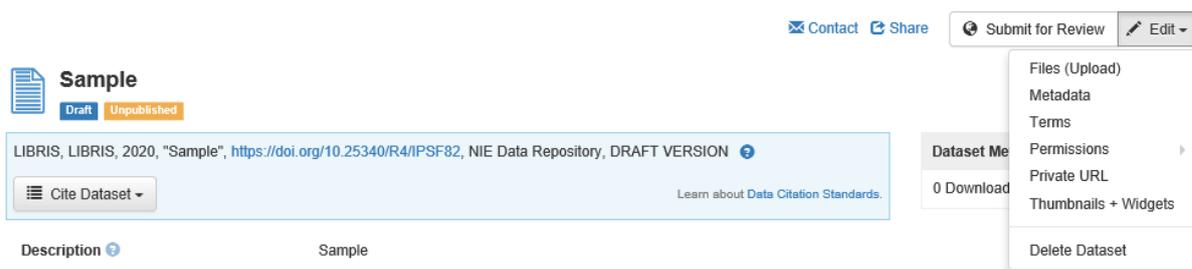
3. From the drop-down menu, select:

- **Files (Upload)**: to upload additional files to your dataset.
- **Metadata**: to update information about your dataset.
- **Terms**: to set up custom terms of use (default license used by NIE: **CC By-NC**); a guestbook (optional) can also be set up to track who is using your data and for what purposes.
  [*The library administrator can help to set up the terms and guestbook upon request of PI.*]

- **Permissions**:

  For NIE staff

  Access to unpublished dataset with varying levels of permissions for viewing, modifying and contributing to the dataset can be granted to selected NIE staff (co-PI or project members).
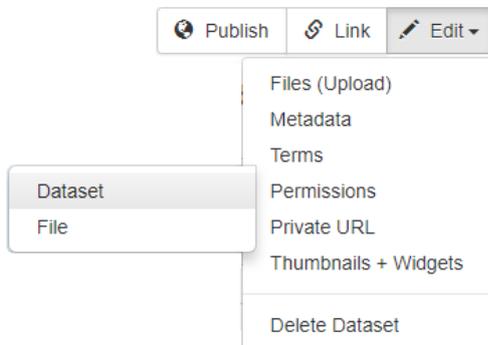
  - ○ Select '**Permissions**' and click '**Dataset**'.
  - ○ Click '**Assign Roles to Users/Groups**'.
  - ○ Enter the username of selected NIE staff.
  <mark>Note: The NIE staff whom you are giving access to must have already created an account in the NIE Data Repository. Do exercise extra care in the assignment of roles. The library administrator can help to assign the role upon request of PI.</mark>
  - ○ Select the appropriate role for the NIE staff depending on the level of access you would like them to have and click '**Save Changes**'.

- **Private URL**:

  For external parties

  A URL can be created and the PI can email the link to individuals (e.g. collaborators, publishers, reviewers, etc.) who do not have NIE login to view the unpublished dataset.

  - ○ Select '**Private URL**'.
  - ○ The '**Unpublished Dataset Private URL**' pop-up window will appear.

○ Click '**Create Private URL**' to generate the URL.

Unpublished Dataset Private URL   ✕

ℹ Use a Private URL to allow those without Dataverse accounts to access your unpublished dataset. For more information about the Private URL feature, please refer to the User Guide.

Private URL has not been created.

Create Private URL   Close

○ To revoke access, click '**Disable Private URL**'.

Unpublished Dataset Private URL   ✕

Use a Private URL to allow those without Dataverse accounts to access your unpublished dataset. For more information about the Private URL feature, please refer to the User Guide.

✔ Success!

https://researchdata.nie.edu.sg/privateurl.xhtml?token=8be03230-5b30-4471-b623-18d5c852aced

Disable Private URL   Close

Submitting Dataset

1. Click '**Submit for Review**' if you wish to publish your dataset.

Wong Yong Yeow (National Institute of Education, Nanyang Technological University) Unpublished

NIE Data Repository > Wong Yong Yeow > **Sample**

✉ Contact ↗ Share   🌐 Submit for Review   ✎ Edit ▾

Sample
Draft Unpublished

LIBRIS, LIBRIS, 2020, "Sample", https://doi.org/10.25340/R4/YOZ7VP, NIE Data Repository, DRAFT VERSION ❓

≡ Cite Dataset ▾   Learn about Data Citation Standards.

Dataset Metrics ❓

0 Downloads ❓

- The library administrator will review the metadata of the dataset.
- The depositor will receive a notification upon completion of the review.

Note: Once the dataset is published, it can only be deaccessioned but not deleted.

To find out more about NIE Data Repository, you can refer to our FAQ on data repository or contact us at libscomm@nie.edu.sg