

### 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.

& Dataverse				Search +	User Guide	Support	Log In
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NIE Data Re	pository Publish, a	thive and share your final research data	in NIE Data Repository.				
de Metrics	107 Downloads				1	Contact	Share
About NIE Data	Repository						
NIE Data Repos	itory is the institutional res r research data.	rch data repository for National Institute	of Education (NIE), Singapore. The Repo	isitory is open to M	IE researchers a	and staff to de	eposit

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.

Account Information				
	Name	LIBRIS		
	Email	libris@nie.edu.sg		
General Ter	rms of Use *	NIE Data Repository General Terms of Use Acceptance of Terms The following terms and conditions govern all use of the NIE Data Repository (the Site) and the the Site (the Site and the services taken together, the Service) by you and any third parties who the Service is offiered subject to acceptance of and compliance with all of the terms and conditi General Terms of Use) and all other applicable operating rules, policies and procedures of the and/or by your use of the Service, you agree and accept all the terms in this General Terms of U	services available on o use your account. Use ons contained herein (ti Service. By clicking "I a Jse document ("Agreet	or at e of he iccept" ment").
		I have read and accept the Dataverse General Terms of Use as outlined above.		
			Create Account	Cancel

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.

<u>Note</u>: 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.

Last modified: Oct 27, 2020

# Logging In

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

### Only for Pls

2. Click on your name at the top right hand corner of the screen.

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de Metrics	107 Downloads							🛛 Contact 🔁 Share
About NIE Data I NIE Data Reposit publish their rese	Repository tory is the institutional researc arch data.	n data repository for Nation	nal Institute of Educa	tion (NIE), Singap	ore. The Repos	sitory is open to t	VIE researche	ers and staff to deposit and

3. Select 'My Data' from the drop down menu.

L Yong Yeow WONG -
My Data 🔸 🗕
Notifications
Account Information
API Token
Log Out

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.

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ere are al	I the dataverses,	datasets, and files you ha	ve access to. You can filter through them by publication status and roles. A Find	
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<u>Note</u>: For future logins, the PI may wish to bookmark the link of his/her researcher profile (<u>https://researchdata.nie.edu.sg/dataverse/your-profile-name</u>) to skip steps 2-4.

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



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

[	+ Add Data	•
Nev	v Dataset	

- 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)

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

4. To upload, click 'Select Files to Add' or drag and drop files into the space.

Files	
Upload	with HTTP via your browser 🔨
Select fi	files or drag and drop into the upload widget. File upload limit is 11.9 GB per file.
+ S	elect Files to Add
	Drag and drop files here.

- 5. To limit access to selected files,
  - Check the box next to the file(s) and click '**Restrict**'. This option will 'lock' your file.

			🖍 Edit 🗸
V		File Name     sample.xls       File Path •     •       MS Excel Spreadsheet     •       MOS: do:14024090ba274fece456/7be1e8dee6;     •       Description     Add file description	Delete Restrict Unrestrict
		File Name     readme.bxt       File Path Image: Comparison of the second	🖍 Edit -
Metadata	a Tip: After ad	dding the dataset, click the Edit Dataset button to add more metadata.	

• 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'.

File Restrict	ions	×
Terms of Access	Please provide details on: your affiliation, purpose of use, and any other relevant information.	
Request Access	<ul> <li>Enable access request</li> </ul>	
Continue	cel	

<u>Note</u>: The upload limit per file is <u>3.5 GB</u>. 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.

Sample	Draft Unpublished	B
	Aug 25, 2020	_
	LIBRIS, LIBRIS, 2020, "Sample", https://doi.org/10.25340/R4/IPSF82, NIE Data Repository, DRAFT VERSION	
	Sample	

2. To make any necessary changes to your dataset, click on the '**Edit**' button at the top right hand corner.

		🐱 Contact 🛭 🖻 Sha	re 🔇 Ø Subr	nit for Review 💉 E	Edit 🕶
Sample Draft Unpublished				Files (Upload) Metadata Terms	
LIBRIS, LIBRIS, 2020, "Sample", https://do	i.org/10.25340/R4/IPSF82, NIE Data Repository, DRAFT VERSI	ON 😌	Dataset Me	Permissions	$\rightarrow$
E Cite Dataset -	Lean	about Data Citation Standards.	0 Download	Private URL Thumbnails + Widg	jets
Description 🕢	Sample			Delete Dataset	

- 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-Pl or project members).

	Publish	🔗 Link	🖍 Edit 🗸
	F	iles (Upload	)
	N	letadata	
	1	erms	
Dataset	F	Permissions	
File	F	rivate URL	
	1	humbnails +	Widgets
	Ε	elete Datas	et

- Select 'Permissions' and click 'Dataset'.
- Click 'Assign Roles to Users/Groups'.
- Enter the username of selected NIE staff.

<u>Note</u>: 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.

• Select the appropriate role for the NIE staff depending on the level of access you would like them to have and click '**Save Changes**'.

Accierts	Dele
Assign	Role

Users/Groups *	Enter User/Group Name
Role *	Admin
	Contributor
	Curator
	File Downloader
	Member
	Researcher

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



# Submitting Dataset

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

Wong Yong Yee	<b>DW</b> (National Institute of Education, Nanyang Technological University)	Unpublished			
NIE Data Repository > Wong Yong	Yeow > Sample				
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E Cite Dataset -	Lear	n about Data Citation Standards.	0 Down	loads 🥥	

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- 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 <u>FAQ</u> on data repository or contact us at <u>libscomm@nie.edu.sg</u>