

Thursday, April 6, 2017

Education & Training Interactive Workshop: A Collaborative Clearinghouse for Data Management Training and Education Resources

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Data Management Training (DMT) Clearinghouse Exercise Handout

Part 1: Sample Module from ESIP Data Management Short Course for Scientists

(<http://commons.esipfed.org/node/735>)



Advertising your data: Agency requirements for submitting metadata

Submitted by superadmin on Thu, 2012-11-08 18:37

Overview:

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 "Agency Requirements for Submitting Metadata." This module was authored by Nancy Hoebelheinrich from Knowledge Motifs LLC. 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).

As an overview, we will touch the following topics in this module:

- How the agencies persuade you to make metadata available about your data by submission or publication. Metadata can be defined as descriptive information about your data of the type that is usually found in search portals.
- Specifically, we will be talking about the National Science Foundation (NSF's) required Data Management Plan that motivates you to make metadata available.
- The National Aeronautics and Space Administration (NASA's) Data and Information Policy that encourages you to make metadata available.
- The National Oceanic and Atmospheric Administration (NOAA's) Administrative Order 212-15 that directs you to make metadata available.
- How the practice of submitting or publishing metadata is promoted by the E-Government Act of 2002 (44 U.S.C 3602).

Other topics we'll discuss include the timeliness of the metadata submission, and some dissemination tools and techniques that can help you make your metadata available to the public.



The screenshot shows a video player with a title bar that reads "Advertising your data: Agency requirements for submitting metadata" and "from ESIPFed". Below the title bar, the video title is repeated: "Advertising your data: Agency requirements for submitting metadata". The author information is listed as "Nancy J. Hoebelheinrich, Knowledge Motifs LLC" with a version of "1.0" and a date of "September 2012". At the bottom of the player, there are logos for NOAA, Data Conservancy, and Vimeo, along with a play button and a "11:11" timestamp.

AdvertisingYourDataAgencyReqsHoebelheinrich_final from ESIPFed on Vimeo.

Module Leads:

	<p>Name: Nancy Hoebelheinrich Organization(s): Knowledge Motifs Email: nhoebel@kmotifs.com</p>
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Attachments:

 [AdvertisingYourDataAgencyReqsHoebelheinrich_final.pptx](#)

Media/Video:

<http://vimeo.com/69440863>

Collaboration Area:

[Data Preservation](#)

[Data Management Training](#)

DOI /EZid :

doi:10.7269/P30V89R9

Target Audience:

Research Scientist

Educational Purpose:

Online course

Time Required :

P11m11s

Learning Mode:

Expositive

Learning Resource Type:

Online exercise

Language of Learning Resource:

en-us

Publication Date:

September 2012

Publisher:

Federation of Earth Science Information Partners

Contributor:

Video performed by Nancy J. Hoebelheinrich

Editor:

Ruth E. Duerr

Nancy J. Hoebelheinrich

Version:

1.0

Keywords:

[data management](#)

[online courses](#)

[data literacy](#)

[data management plans \(DMP\)](#)

[training](#)

[Log in](#) or [register](#) to post comments



Part 2: Submission Form from the Data Management Training Clearinghouse

(<http://dmtclearinghouse.esipfed.org/submit>) – **Log in is required**

Section 1 of 4: Required Information

Title *

URL - the landing page for the learning resource


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

Access Cost *

- No fee
- Fee


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


Contact Person(s)



 Add new person

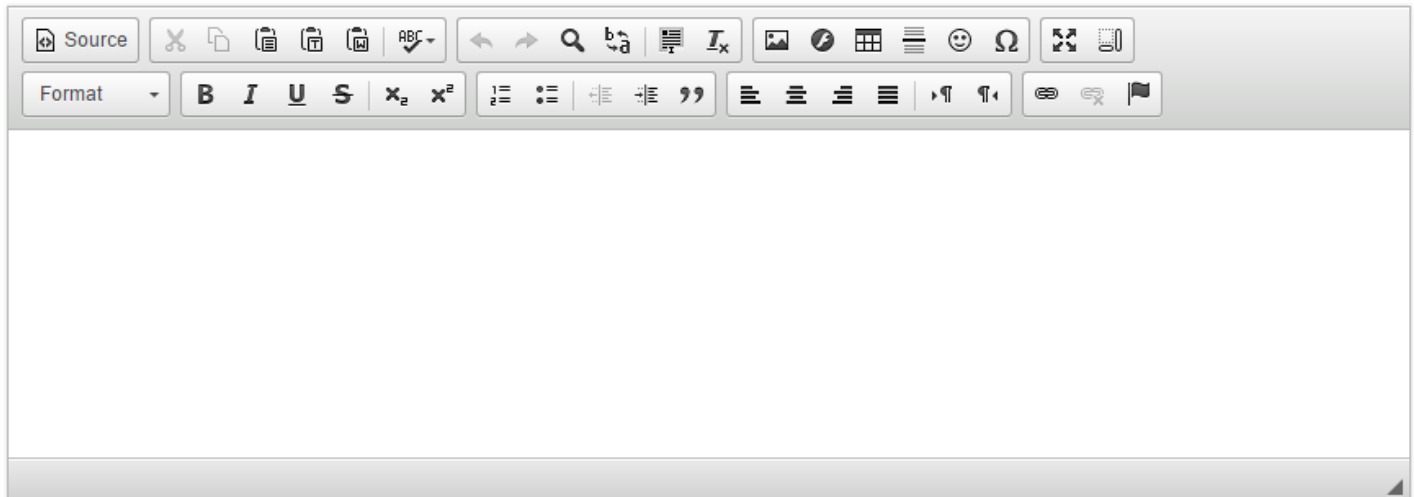
Contact Organization(s)



 Add new organization

Section 2 of 4: Recommended Information – About the Learning Resource

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



A rich text editor interface with a toolbar at the top. The toolbar includes buttons for Source, Cut, Copy, Paste, Undo, Redo, Search, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Quote, Link, Unlink, and a Flag icon. Below the toolbar is a large, empty text area for entering the description.

[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:

Mayernik, 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.

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

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


Section 3 of 4: Recommended Information – Other Names Associated with the Learning Resource

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


Click to select an option ▼

Remove

Add another item

Contributor Organization(s)

⊕ **Name**



⊕ Add new organization

Type

Click to select an option ▼

Remove

Add another item

Section 4 of 4: Recommended Information – Educational Context

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

Click to select an option



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

