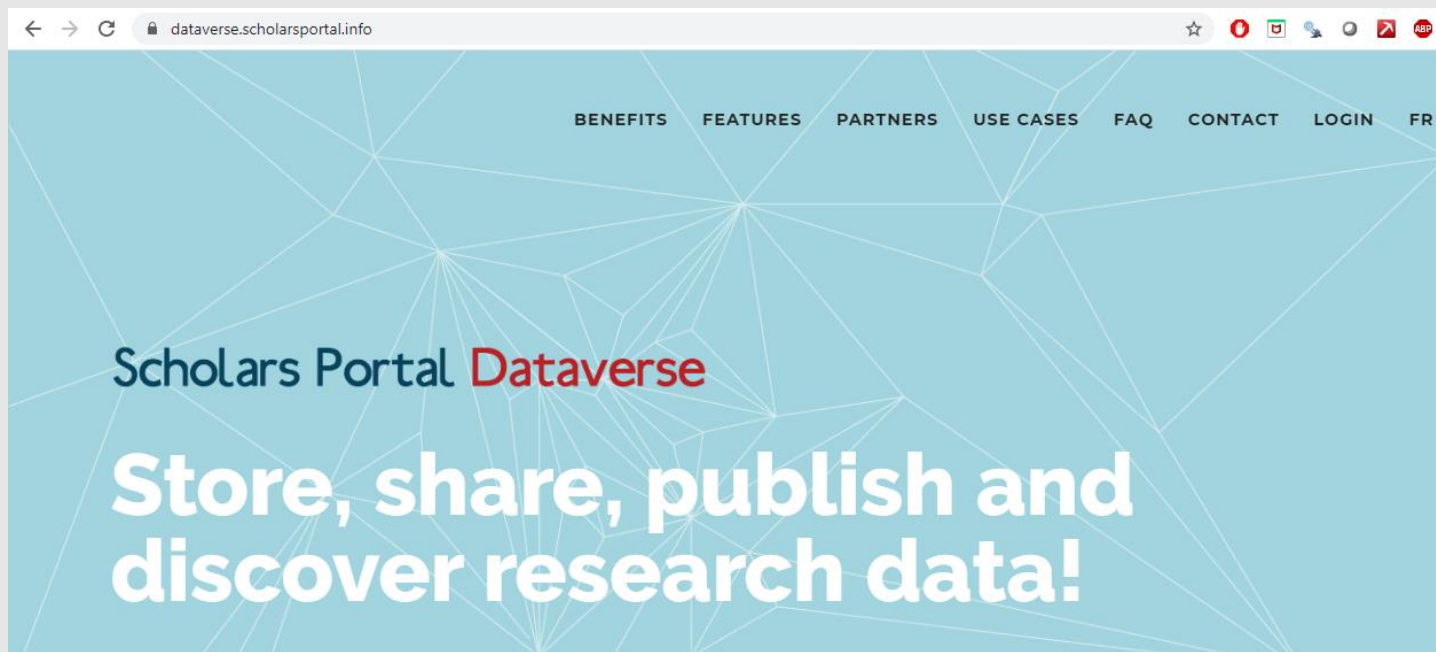


CREATING A DATASET

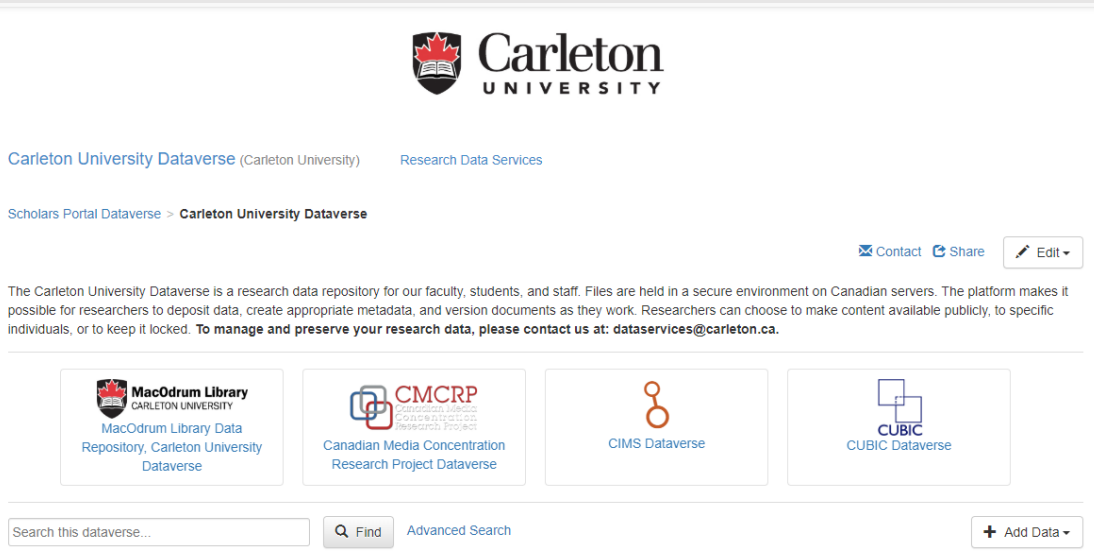
Data Services, MacOdrum Library, Carleton University

Begin by going to the Scholars Portal Database page: <https://dataverse.scholarsportal.info/>



LOGIN

Click the "Login" button in the top right corner and sign in with your account credentials. If you haven't created an account yet, check out the **Creating a Dataverse Account** help guide.



When you log in, make sure that you are in the Carleton University Dataverse.



Algoma
UNIVERSITY

Algoma University Dataverse

Brock
University

Brock University Dataverse

Cape Breton
University

Cape Breton University Dataverse

Carleton
UNIVERSITY

Carleton University Dataverse



Search this dataverse...

Find

Advanced Search

It's possible that when you login, you will be redirected to the Scholars Portal Dataverse instead.

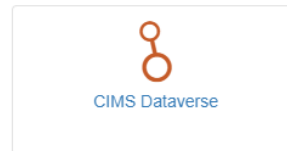
Carleton
UNIVERSITY

Carleton University Dataverse



*To get into the Carleton University Dataverse, simply click on the **Carleton University Dataverse** button in the middle ribbon.*

The Carleton University Dataverse is a research data repository for our faculty, students, and staff. Files are held in a secure environment on Canadian servers. The platform makes it possible for researchers to deposit data, create appropriate metadata, and version documents as they work. Researchers can choose to make content available publicly, to specific individuals, or to keep it locked. **To manage and preserve your research data, please contact us at: dataservices@carleton.ca.**

[Find](#) [Advanced Search](#)[+ Add Data](#)


*You are now in the Carleton University Dataverse and can see the **+ Add Data** button.*


[+ Add Data](#)


*To create a new Dataset, click the **+Add Data** button.*

[+ Add Data](#)[New Dataverse](#)[New Dataset](#)


*Select **New Dataset**.*


Host Dataverse  **Carleton University Dataverse**


Dataset Template  Changing the template will clear any fields you may have entered data into.






None 


*Asterisks indicate required fields





Citation Metadata 


Title * 

Author * 

Name * 	Affiliation 	
<input type="text" value="LastName, FirstName"/>	<input type="text" value="Carleton University"/>	
Identifier Scheme 	Identifier 	
<input type="text" value="Select..."/>	<input type="text"/>	

Contact * 

Name 	Affiliation 	
<input type="text" value="LastName, FirstName"/>	<input type="text" value="Carleton University"/>	
E-mail * 		
<input type="text" value="FirstName.LastName@carleton.ca"/>		

Description *  This field supports only certain [HTML tags](#).

You will now be prompted to fill in some metadata fields. Some fields will pre-populate based on your account information. You can always edit these fields. Additionally, fields marked with a red asterisk () are mandatory and must be filled out, however, we recommend that you enter as much metadata as possible. This will increase the discoverability of your dataset!*

Files

For more information about supported file formats, please refer to the [User Guide](#).

Upload with HTTP via your browser

Select files or drag and drop into the upload widget. File upload limit is 2.5 GB per file.

Drag and drop files here.

Select files from Dropbox.

Metadata Tip: After adding the dataset, click the Edit Dataset button to add more metadata.

At the bottom of the page, you can start adding files. You can add more files and edit your metadata after saving your dataset as well.

*To add files, you can drag and drop the file into the box, or click **+ Select Files to Add** to locate the files on your computer and load them, or upload the files from Dropbox.*

Select files from Dropbox.

1 File

<input type="checkbox"/>	<input type="text" value="File Example.csv"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	<input type="text" value="Comma Separated Values"/> MD5: 93e3fa0cda8548add76b695de2ee2c61;	<input type="button" value="Edit"/>
<input type="checkbox"/>	<input type="text" value="Add file description..."/>	

*Once you load a file, it will appear below the **Drag and Drop** box. You can give the file a description and edit other features by clicking the **Edit** button to the right.*

Save Dataset

Cancel

When you're done, click the **Save Dataset** button.

Remember, you can always go back and edit your metadata, add more metadata, and edit your files, even after clicking **Save**.

For more information, check out the Carleton Library Dataverse page:

<https://library.carleton.ca/services/dataverse>

Or send us an email at dataservices@carleton.ca



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