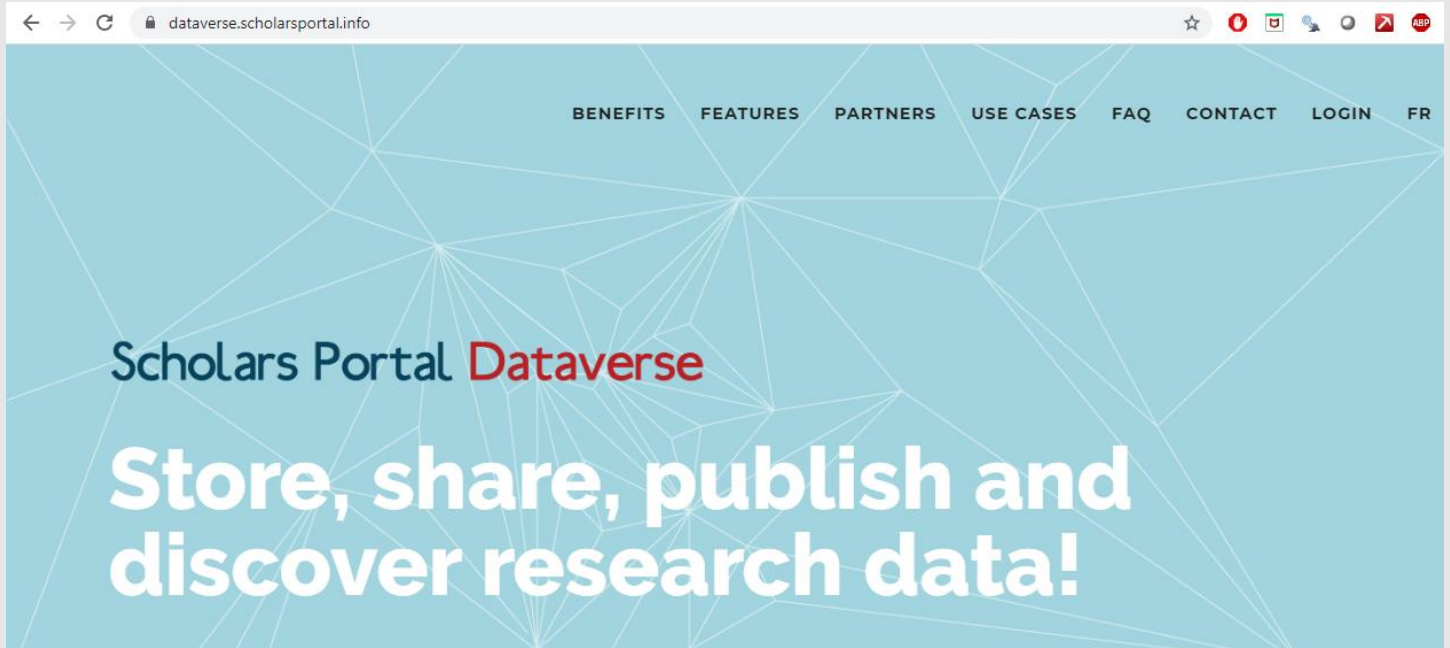


CREATING A DATAVERSE

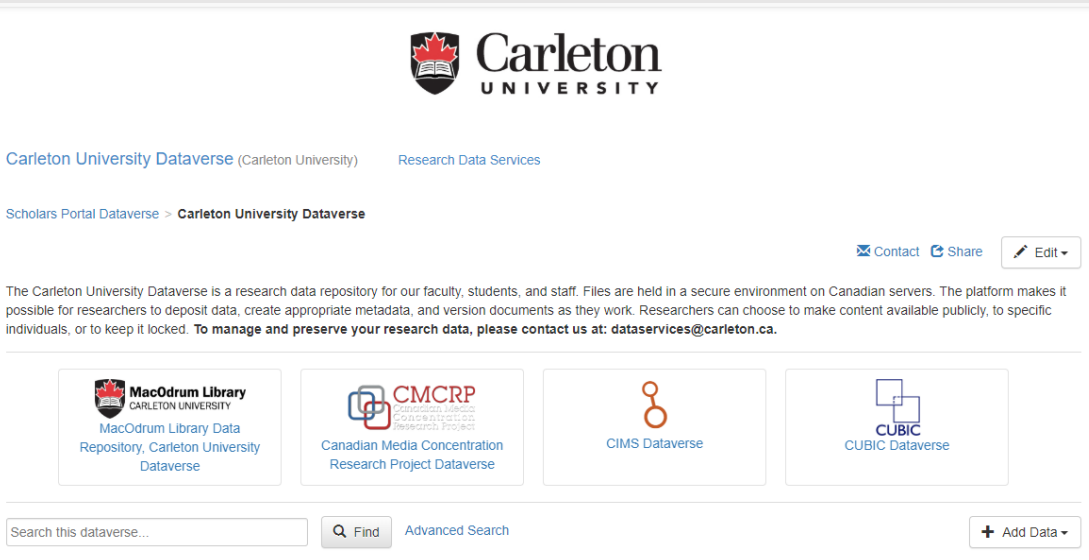
Data Services, MacOdrum Library, Carleton University

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



LOGIN

Click the Login button in the top right 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.

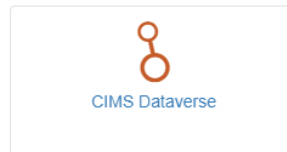
Carleton
UNIVERSITY

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.**



Search this dataverse...

Find

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

*You will now be in the Carleton University Dataverse, and should be able to 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 Dataverse***

*Asterisks indicate required fields

Host Dataverse ?

Carleton University Dataverse

Dataverse Name * ?

My Dataverse

Affiliation ?

Carleton University

Identifier * ?

https://dataverse.scholarsportal.info/dataverse/

Category * ?

Select one...

Description ?

This field supports only certain HTML tags.

Email * ?

firstname.lastname@carleton.ca



Empty text area for description.

You will now be prompted to enter in some metadata fields. Some fields will pre-populate based on your account information. You can always edit the fields after the Dataverse is created. Additionally, fields marked with a red asterisk () are mandatory and must be filled out. We recommend making the Description as descriptive as possible to illustrate the datasets and projects that will be placed in your Dataverse.*

Metadata Fields

Choose the metadata fields to use in dataset templates and when adding a dataset to this dataverse.

- Use metadata fields from Scholars Portal Dataverse
- Citation Metadata (Required) [\[+\] View fields](#)
- Geospatial Metadata [\[+\] View fields](#)
- Social Science and Humanities Metadata [\[+\] View fields](#)
- Astronomy and Astrophysics Metadata [\[+\] View fields](#)
- Life Sciences Metadata [\[+\] View fields](#)
- Journal Metadata [\[+\] View fields](#)

Browse/Search Facets

Choose the metadata fields to use as facets for browsing datasets and dataverses in this dataverse.

- Use browse/search facets from Scholars Portal Dataverse

All Metadata Fields		Selected
Author Affiliation		Author Name
Topic Classification Term	→	Subject
Language	→	Keyword Term
Producer Name	←	Deposit Date
Production Date	←	
Contributor Type	←	
Contributor Name		
Grant Information Grant		

You can choose to add or omit specific types of metadata fields that you may want for your datasets. We recommend leaving the default of keeping all metadata fields, as these additional metadata fields are not mandatory and can be ignored if they do not fit your datasets.

Create Dataverse

Cancel

*Click the **Create Dataverse** button at the bottom of the page.*

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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