Quick Guide, version 1.5, May 2019

 Depositing Data in UBC Dataverse @ Scholars Portal

UBC’s research data is hosted in the Scholars Portal Dataverse repository, a publicly accessible secure Canadian data system. To deposit a dataset, follow these steps:

1. Create Account
   Go to Scholars Portal Dataverse > Explore Dataverse > Sign Up (at top right)

   Fill in the short sign-up form and Create Account. You can edit your account details after logging in.

   Right away you can deposit data into the UBC Research Data Collection - http://bit.ly/2Xi66h7

   If you need to deposit into another dataverse or create a stand-alone dataverse, please email Research Data Services at research.data@ubc.ca.

2. Add & Edit Data
   Login

   You will be redirected to the UBC Dataverse.

   Select the Dataverse

   Choose the dataverse you want to deposit data into.

   You can find dataverses via:
   - My Data (in the dropdown menu from your account name in the upper right),
   - Dataverses’ link in the left column of the page,
   - The side-scrolling banner
   - Search this Dataverse search bar

3. Publish Dataset

   You can edit elements of your dataset at any time using the Files, Metadata, and Terms (license and use permissions) tabs at the bottom of the page.

   Files can be Restricted so they are available only on request. Contact research.data@ubc.ca to learn how.

   Depending on your user permissions, you will have a button for either:
   - Submit for Review (the draft dataset is reviewed by a research data admin)
   - Publish (makes the dataset publicly available)

   Changes made to Files, Metadata, or Terms after publishing your dataset will be saved as a Draft version. Click Publish again to make the changes go live; the new version will supersede the old.

   Admin assistance is needed to un-publish a dataset, so be sure before Submitting or Publishing.

4. Cite Dataset

   The data citation is generated by Dataverse based on the required metadata you entered. It’s displayed in a blue box below the dataset title and version #.

   Copy and paste, or use the Cite Dataset button to export the citation into EndNote, RIS, or Bibtex.

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Questions? Contact research.data@ubc.ca