

Depositing Data in York U Dataverse @ Scholars Portal: A Quick Guide



York U'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

1. Go to [Scholars Portal Dataverse](#) > [Log In](#)
2. Click on the “[Sign Up](#)” button and follow the directions to create and activate your Dataverse Account.
3. Before depositing data, please contact yul_rdm@yorku.ca to create a dataverse for you, your project, or research team.

2. Add & Edit Data

Log in

you will be redirected to [York U Dataverse](#).

Select the Dataverse

Choose the dataverse you want to deposit data into.

You can find the list of dataverses you have permission to deposit to via:

My Data

(in the dropdown menu from your account name in the upper right)

Create a new dataset

Click **+ Add Data**, and choose **New Dataset** from the dropdown menu

- Select a dataset **Template** for the desired Creative Commons license (default license is CC0)
- Be aware: selecting a template will clear all other data fields, so do this first.

Fill in **Required Metadata** fields marked with a *

Note: many more metadata fields become available for editing after your dataset is saved.

- If desired, fill in additional metadata fields.
RECOMMENDED: Keywords, Related Publications.

You can save the dataset without adding any files.

Upload data files

The **Files** section is at the bottom of the page, below the Citation Metadata.

- Drag and drop files from your desktop or click **+ Select Files To Add**.
- Max file size: 2.5Gb. If your files are too large, try putting them into a .zip file, or contact yul_rdm@yorku.ca for help.
- Describe the files: Title, Description, Tags. People can't use your data if they don't know what it is!

Save Changes

Click **Save Changes** button. This saves the dataset in **Draft** form; it is **not yet published** nor publicly visible.

- Once a dataset is created, Dataverse assigns a **DOI** to permanently identify it.
- You can also assign a **Private URL** to share with a journal without publishing the data. Click [Edit](#) -> [Private URL](#) -> [Create Private URL](#).

Edit your 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 also be **Restricted** so they are available only on request. Under the dataset **Files tab**, select [Edit Files](#) -> [Restrict](#).

3. Publish Data

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)