



Introduction to the ETD+ Toolkit

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Training students to manage research outputs

ETD +

- research data
- software code
- audio-video files
- digital text
- digital art
- visualizations
- GIS datasets



Students report non-PDF files like research data, video, digital art, and software code are either **as important or more important** than those submitted as PDFs to satisfy degree requirements.



Fully 80% of 795 students report they will produce non-text files in their dissertation or thesis research, including:

- Tabular data (43%)
- Digital images (38%)
- Software code (29%)
- Digital text (28%)



This ETD+ Toolkit helps the academic community to train students to ensure the longevity and accessibility of their research outputs.



What is the Toolkit

An open set of six modules and evaluation instruments that prepare students to create, store, and maintain their research outputs.

MODULE 1: COPYRIGHT

How can students gain appropriate permissions and how can students signal copyright for their own works?

MODULE 2: DATA ORGANIZATION

How can students structure, describe, store, and deposit data and research files for reuse and/or future access?

MODULE 3: FILE FORMATS

How will the formats students choose make future access to their research easier or more difficult?

MODULE 4: METADATA

How can students store information describing their files to make sure they can tell what they are in the future?

MODULE 5: STORAGE

How can students make well informed choices about where to store their research materials?

MODULE 6: VERSION CONTROL

What mechanisms can students use to make it easier to see the history of a file with multiple versions?



Each module includes:

1. Learning Objectives
2. One-page Handout
3. Guidance Brief (customizable)
4. Slideshow with presenter notes
5. Evaluation survey



Who can use the Toolkit?

Anyone may freely adopt and adapt this toolkit.

<http://educopia.org/publications/etdplustoolkit>

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Publications

ETD+ Toolkit

Presentations

Grant Deliverables

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Part of

[Electronic Theses and Dissertations](#)
Exploring the evolution of research products by authors on the cusp of their careers and the cutting-edge of their fields.

Related Events

[USETDA Annual Conference](#)

Related Publications

[Guidance Documents for Lifecycle Management of ETDs](#)

Related Presentations

[Preservation and Curation of ETD Research Data and Complex Digital Objects](#)

[The ETDplus Project: Supporting Complex ETD Data](#)

[Lifecycle Management of ETDs](#)

[Lifecycle Management of ETDs Project](#)

Downloads | Publications | ETD+ Toolkit

ETD+ Toolkit

ETD+ Toolkit Training students to manage ETD+ research outputs

The ETD+ Toolkit is an approach to improving research output management, focusing on the ETD as a mile-marker in a student's research trajectory. It provides in-time advice to students about avoiding common digital loss scenarios for the ETD and all of its affiliated files.

The ETD+ Toolkit provides introductory training in a series of crucial data curation and digital longevity techniques. It has been designed as a training tool to help students identify and offset risks and threats to their digital research footprints.

Workshop content developed and presented by the members of the ETD+ Toolkit Working Group.

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Kayla Siddell

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Access Points:

[ETD+ Toolkit](#) (the Google Drive-based Open Curriculum package)
[ETD+ Survey](#) (a survey for instructors who have piloted the curriculum)

LINK TO THE
TOOLKIT

Training Students to manage ETD+ research outputs

The ETD+ Toolkit is an approach to improving student and faculty research output management. Focusing on the Electronic Thesis and Dissertation (ETD) as a mile-marker in a student's research trajectory, it provides in-time advice to students and faculty about avoiding common digital loss scenarios for the ETD and all of its affiliated files.

The ETD+ Toolkit provides free introductory training resources on crucial data curation and digital longevity techniques. It has been designed as a training series to help students and faculty identify and offset risks and threats to their digital research footprints.

What it is:

An open set of six modules and evaluation instruments that prepare students to create, store, and maintain their research outputs on durable devices and in durable formats. Each is designed to stand alone; they may also be used as a series.

What each module includes:

Each module includes Learning Objectives, a one-page Handout, a Guidance Brief, a Slideshow with full presenter notes, and an evaluation Survey. Each module is released under a CC-BY license and all elements are openly editable to make reuse as easy as possible.

Who it is for:

Anyone may freely adopt and adapt this toolkit. We especially recommend its use by administrators, faculty, and librarians teaching students and by students seeking practical advice about digital content management.

Give us feedback (Please)

Like the modules? Hate them? Think they're unique? Redundant? Because these materials have been produced under a grant-funded project, we are requesting feedback that we can share with our funder and that we can use to improve the Toolkit. Please help us to refine the workshops and report back to our funder about how and where they are being used. Please answer the three



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About the Toolkit

Module 1: Copyrig...

Module 2: Data Or...

Module 3: File For...

Module 4: Metada...

Module 5: Storage

Module 6: Version...

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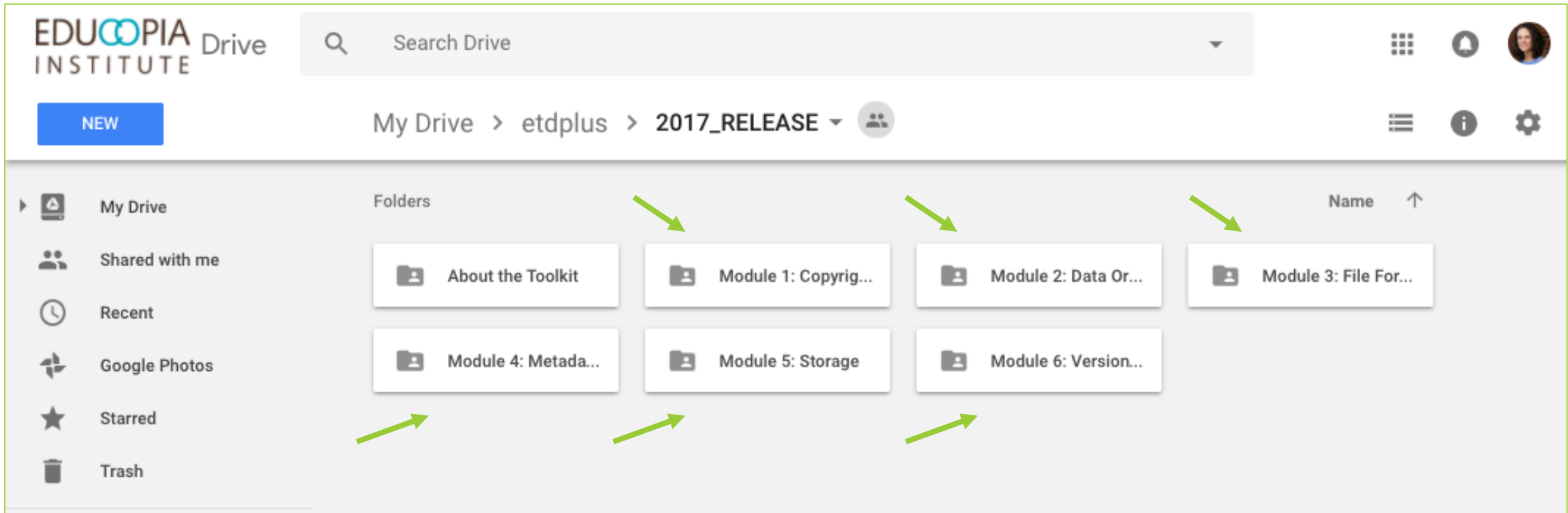
- My Drive
- Shared with me
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- Starred
- Trash

Files

Name ↑



<https://educopia.org/publications/etdplustoolkit>



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Module 1: Copyright - Google

Katherine

Secure

https://drive.google.com/drive/folders/OBxPk5djBHT7IbzMxMHVQY21KWVk

Apps

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Upgrade storage

Files

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ETD+Module1_Lear...

ETD+Module1_Slide...

ETD+Module1_Stud...

Module 1: Copyright xETD+Module1_Stude xETD+Module1_Slides xETD+Module1_Learn xETD+Module1_Hand xETD+Module1_Brief. xKatherine

Securehttps://docs.google.com/document/d/16Q1AF6eJFKz6bPJUnIgrRX2jNIA7BBUIFU4z9sFIREo/edit

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ETD+Module1_Brief.docx

FileEditViewInsertFormatToolsTableAdd-onsHelpLast edit was on April 4

katherine@educopia.org

CommentsShare

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on ownership, understanding your institution's policies is a must. Some example policies are listed below:

- Columbia University Technology Ventures
<http://techventures.columbia.edu/inventors/protect-your-innovation>
- Stanford University's Office of Technology Licensing
http://otl.stanford.edu/inventors/inventors_patent.html
- Indiana University's Research and Technology Corporation
<http://policies.iu.edu/policies/categories/administration-operations/intellectual-property/intellectual-property.shtml>

Local Practices (What's happening on campus)

This section should include information specific to your institution, e.g., what resources do you offer, and who can a student contact with questions about copyright issues?

Resources (For more information)

The United States Copyright Office website has a series of circulars on specific topics. The full list is available here: <http://copyright.gov/circs/>. Some that may be of special interest include:

- "Copyright Basics" <http://copyright.gov/circs/circ01.pdf>
- "How to Investigate the Copyright Status of a Work" <http://copyright.gov/circs/circ22.pdf>
- "Ideas, Methods or Systems" <http://copyright.gov/circs/circ31.pdf>

Many individual institutions offer generalizable guidance online for students who are engaged in the thesis/dissertation process. These include the following:

- "How to Make Your Own Work Open Access," The Berkman Center at Harvard University
http://cyber.law.harvard.edu/hoap/How_to_make_your_own_work_open_access
- "Fair Use Checklist," Cornell University
http://copyright.cornell.edu/policies/docs/Fair_Use_Checklist.pdf
- "Copyright Term and The Public Domain in the United States," Cornell University (Peter B. Hirtle) <http://copyright.cornell.edu/resources/publicdomain.cfm>
- "A Graduate Student's Guide to Copyright: Open Access, Fair Use, and Permissions," University of Michigan
<http://www.lib.umich.edu/files/services/copyright/Dissertations.pdf>

There are also guides specifically on the application of "Fair Use" available from several

ETDPLUS: GUIDANCE BRIEFS, COPYRIGHT (CC-BY EDUCOPIA INSTITUTE, 2017) | 6

The screenshot shows a Google Docs document titled "ETD+Module1_LearningObjectives". The document content is as follows:

Module 1: Copyright Learning Objectives

Students who complete this module will:

- Understand when and how to seek appropriate permission to use existing works.
- Know ways you may establish and signal copyright for your own works.
- Recognize what research outputs are and are not copyrighted automatically.

The interface includes the Google Docs menu bar (File, Edit, View, Insert, Format, Tools, Table, Add-ons, Help), a toolbar with various formatting options, and a sidebar on the left with a search bar and a list of documents. The document is shared with "katherine@educopia.org".

Module 1: Copyright - Google Docs

ETD+Module1_Slides - Google Slides

ETD+Module1_LearningObj - Google Docs

ETD+Module1_Handout - Google Docs

ETD+Module1_Brief.docx - Google Docs

Katherine

Securehttps://docs.google.com/presentation/d/1Xzg-Tv4Cjfe6wJ4QGxJTZeUE2Bo0FaHv-TLmpgyxXSE/edit#slide=id.p7

AppsBookmarksInbox (50,645) - ka...

ETD+Module1_Slides

FileEditViewInsertSlideFormatArrangeToolsTableHelpLast edit was on April 4

PresentCommentsShare

Background...LayoutTheme...Transition...

1

Preservation and Curation of ETD Research Data and Complex Digital Objects
MANAGING COPYRIGHT

2

Welcome and Workshop Background

- Introduction
- Purpose

3

Learning Objectives: Students

- Learn when to seek appropriate permission to use existing works
- Learn when you may extend or signal copyright for your own works
- Learn about what research outputs are and are not copyrighted automatically

4

Workshop and Guidance Briefs - Topics

- Copyright
- Data Organization
- File Formats
- Metadata
- Storage
- Version Control

5

Understanding Copyright

- US Copyright: a legal tool authors and creators use to signal what other people can - or cannot - do with their work
- Public Domain: works not limited by copyright that can be freely used by anyone. Usually, a work enters the public domain once a defined period of copyright protection has expired

6

Understanding Copyright

- Fair Use: If you use a work that is within copyright, but meet certain "fair use" criteria, you may be able to use it without permission. Criteria based on the:
 - o the purpose
 - o the nature
 - o the amount
 - o the effect

7

Understanding Copyright

- Giving credit is no substitute for asking permission!

8

Understanding Copyright

- Copyright for certain types of works you author automatically belongs to you:
 - o Your work
 - o Your work, including government works
 - o Your work, from government work
 - o Your work, from government work
 - o Your work, from government work
 - o Your work, from government work
 - o Your work, from government work
 - o Your work, from government work



9

Understanding Copyright

- However, copyright may not extend to:
 - o Ideas, facts, or information
 - o Works already in the public domain
 - o Works already in the public domain
 - o Works already in the public domain
 - o Works already in the public domain
 - o Works already in the public domain
 - o Works already in the public domain
 - o Works already in the public domain

Welcome and Workshop Background

- **Instructors**
 - NAME HERE
- **Purpose**
 - Provide an overview of the challenges and opportunities “copyright” poses and provides for you as a researcher, particularly regarding your research outputs.



Electronic Theses and Dissertations used to be PDFs.
Increasingly, students report that non-PDF files are just as or more important research outputs and evidence.

How do you make sure that your research outputs are protected by copyright?
How do you make sure that your research outputs do not infringe upon existing copyrights?
How can copyright help you, or someone else, to use and build upon your research outputs in the future?

Module 1: Copyright xETD+Module1_Stude xETD+Module1_Slides xETD+Module1_Learn xETD+Module1_Hand xETD+Module1_Brief.c xKatherine

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ETD+Module1_StudentWorkshopPre-Post-Surveys☆

File Edit View Insert Format Tools Table Add-ons HelpLast edit was on May 1

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Student Surveys

The following text can be used with any basic survey tool (e.g., [GoogleSurvey](#), SurveyMonkey, etc.) to create two surveys for each workshop you offer: a Pre-Workshop survey, to gather information about your attendees, and a Post-Workshop survey, to assess their learning. We have highlighted items that will need your attention as you create the surveys.

Pre-Workshop Survey

Page 1:

We look forward to having you join us for the **INSERT WORKSHOP NAME** on **DATE**, by **PERSON**.

This survey includes a few very brief pre-workshop questions to help us better understand what you as a participant hope to accomplish and to provide us with initial baseline data for later comparison.

Survey results will be used only in aggregate and only to evaluate and refine the workshop. All answers will remain confidential.

Thanks in advance for attending our workshop and for filling out this 3-minute (we promise!) survey.

Page 2:

1. Please provide us with the following information:

Year in program (TEXT BOX)
Expected degree (**TEXT BOX**)
Field(s) of study (TEXT BOX)

2. Do you plan to submit an electronic thesis or dissertation at the end of your honors/graduate work?

Yes
No

If no, skip to 5
If yes:

3. When you submit your thesis or dissertation, are you able to submit any files in formats other than the PDF?

Yes
No
I don't know

4. Is your most important electronic thesis or dissertation file a PDF file?

Yes
No
I don't know
If no, what are your most important ETD files/file types? (TEXT BOX)

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https://educopia.org/publications/etdplustoolkit

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TRAINER SURVEY

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