

Exercise: Creating Metadata

Exercise for individuals or pairs, 5 minutes

Learning objective: being able to create metadata for research data

Let the participants select a file they are currently working on. Let them answer the following questions on a piece of paper:

- Who created the content?
- What is the content?
- When was the content created?
- How was the content created?
- Why was the content created?

Then discuss with them their results. Was it easy or difficult? Can they repeat this task for all the files in their research process?

Materials and tools needed: a piece of paper (or prepared form) and a pen

Level of prior knowledge needed: no prior knowledge needed

Things to bear in mind: to make the exercise faster, prepare a form and print it out or make it available online. For bigger projects with a lot of files offer a data dictionary template.