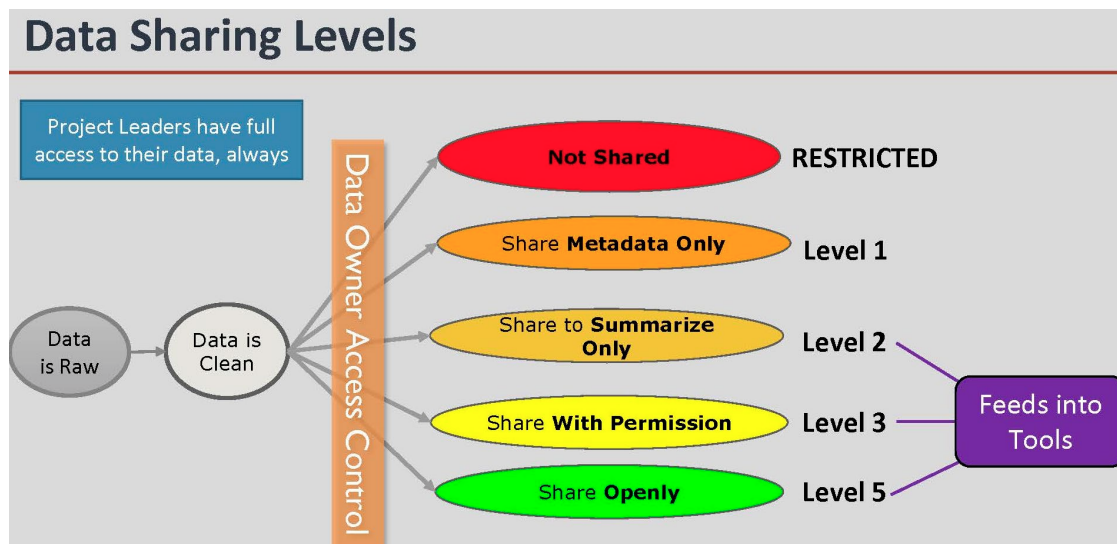


Exercise D: Setting Data Sharing Levels

Purpose: This exercise will show you how to set data sharing levels for your data. You can change the data sharing levels for any sampling event in your project at any time.

Thinking Ahead: Data sharing is automatically set to “CLEAN” after the data have been entered and proofed. After that, a Project Leader must manually change the data sharing levels so the desired amount of information about the data is shared and Users (other than the Project Leaders) can no longer edit the data. For your data to appear in tools, such as Observation Map, it must be set to Level 2 or above.



Setting Data Sharing Levels

1. Navigate to the **Project Leader** application and log in if needed. (You can find a link on the DoW AKN Portal, www.dodakn.org, under the “Manage Data” tab.)
2. Under the “Field Observations” heading, click on “**Set Data Sharing Levels**”.
3. Use the drop-down box to select your project **DOD_DEMO**.
4. Under “Available Protocols” click on “**Point Count**”.
5. Find the Date and the sampling unit Name of a visit you entered in the list and click to highlight it. (Note, you can select multiple events by using CTRL+Click, or SHIFT + Click if the visits are consecutive). You can filter by date or by a search term using the boxes on the right-hand side.



- With your events highlighted, use the drop-down menu at the top to select the “Available Level 1” data sharing level.

Edit Data Sharing Levels Bulk editing tool

Click an event, pick a new *Data Sharing Level*, then click *Set*. Use *Save* to button reflect in database.

[Usage Instructions](#)

Data Sharing Level

AVAILABLE LEVEL 1

Set

Unset

Save

Project

DOD_DEMO - DoD Demonstration Project

Protocol

PointCount

Begin Date

2012-06-05

End Date

2024-03-12

Show 100 entries

Search:

Date	Name	Protocol	Visit	Count	Sharing Level	Note	Batch	Details
2012-06-05	MONO	VRPC_General_5min_1TB	1	49	CLEAN		3934	open in Biologists
2012-06-05	NON	VRPC_General_5min_1TB	1	44	CLEAN		3934	open in Biologists
2012-06-08	MONO	VRPC_General_5min_1TB	1	19	CLEAN		3934	open in Biologists
2012-06-08	NON	VRPC_General_5min_1TB	1	36	CLEAN		3934	open in Biologists
2012-06-08	SAGE	VRPC_General_5min_1TB	1	16	CLEAN		3934	open in Biologists

- Click the “**Set**” button. You’ll notice that the sharing level has been changed from “CLEAN” to “AVAILABLE LEVEL 1” on the events you highlighted.
- If the changes look how you expect, click on the “**Save**” button to update the database.

Note that data changed to level 2 or above will not be immediately visible in the AKN tools. The data must go through the overnight ETL process first.

About Data Sharing Levels

The following are the Avian Knowledge Network’s Data Sharing Levels. These are applicable to each and every record in the network individually, so that different sampling events may have different sharing levels. Data published under one of the five Data Sharing Levels below are stored in the AKN’s primary data warehouses. The warehouses serve as the primary archives of all AKN data. Data owners can specify how their data can be used in the data views, with the option that their data are fully hidden/restricted (not exposed at all).

RAW – Data initially input into the AKN that has not been reviewed for accuracy (i.e. Proofing page was not completed during data entry). This data cannot be used in any analysis and is not available in the AKN Data Warehouse for download. Data are waiting for either User or Project Leader approval to be elevated to CLEAN. Only the contributing institution has access to data at this level.

CLEAN – Data input into the AKN was reviewed for accuracy and accepted as valid. The data will be copied into the AKN Data Warehouse for download by those affiliated with the project via the Data Downloader. The data are also available for use by the AKN Analyst Tool. The data



are waiting for Project Leader approval of elevation to higher sharing levels. Only project members have access to data at this level.

APPROVED – Data are available for use by the contributing institution (those associated with a project at the User and Project Leader roles). Data are copied into the AKN Data Warehouse for download by those affiliated with the project.

RESTRICTED – Information about Restricted records is not shared with any AKN tools. Only the contributing institution has access to data at this level.

LEVEL 1 – Metadata about Level 1 records will be made available in a future data discovery tool. However, records are not used in any other AKN tools. Only project members have access to data at this level.

LEVEL 2 – Same as Level 1 with the following addition: data can be used in certain publicly available, predefined visualizations (i.e. maps and graphs), but direct access to the data is restricted.

LEVEL 3 – As with Level 2, data are used in publicly available, predefined visualizations (i.e. maps and graphs), and metadata will be made available in a future data discovery tool. Additionally, the complete event dataset is available upon request, subject to approval from the original data provider.

LEVEL 4- This level is not currently applicable.

LEVEL 5 – Full public accessibility. Data are used in online publicly available AKN tools (Observations Map and mapping tools, Phenology Tool, and IPaC). Common data fields from all observation types and protocols are available for download via the AKN Data Downloader without needing to wait for permission. Data at this level can be acquired without restriction by researchers requiring data to perform analyses.