How to use FAIR-Aware for your course or research

Are you a trainer running a **course** on the FAIR data principles or are you doing **research** on the topic of FAIR awareness? Follow the 5 steps below to use the trainer functionality of the FAIR-Aware tool. You will be able to easily **download**, **analyse** and **visualise** the assessment results of your (course) participants.

Step 1. Send an email to fair-aware@dans.knaw.nl requesting FAIR-Aware **login credentials**.

Step 2. Next, you can create your own **course identification code** for your (course) participants and yourself. A suggested format for this code is "YYYYMM[Course Topic or Name of Instructor]" (e.g., 202109Impactstudy or 202109Smith). **Share** this course identification code with your (course) participants **before they use the tool**. Participants should enter the code on the FAIR-Aware website in the 'Course identification' field. If they don't, you will not be able to download their results.

'Course identification' field on the FAIR-Aware website

Step 3. After your participants have completed the FAIR-Aware self-assessment, you can **download** the results via the **FAIR-Aware website** (https://fairaware.dans.knaw.nl). To do this, click the 'download' button at the very bottom left corner of the website.

'Download' button to access the assessment results

Step 4. Enter the **email** and **password** you received and the **course identification code** you created. Clicking **'Submit'** will start the download of the assessment results in a .csv file.

Pop-up window for entering your login credentials

Step 5. Feel free to use the **ready-made spreadsheet template** to **analyse** and **visualise** the assessment results of your participants. You can click this link to copy the template for your personal use. Be sure to read the **instructions** on the README page. If you have any remaining questions or suggestions, please contact us at fair-aware@dans.knaw.nl

Tip! You can **practice** the downloading process and test the analysis and visualisation of the results by using the available test dataset. Simply put **"TrainerTestData21"** as the course identification code in Step 4 to download the test data.

FAIR-Aware is a service of the FAIRsFAIR project, created by DANS.