

RaYDaR Guide for Practice-Based Portfolios (MRes)

What is RaYDaR?

RaYDaR, **Research at York St John Data Repository**, is the University's Open Research Data repository service. RaYDaR also hosts creative work and practice-based research including practice-based portfolios and related material.

Setting up your RaYDaR account

To create a RaYDaR account log in to RaYDaR (<https://yorks.jfigshare.com/raydar>) using your student username and password.

Select your initials in the top right hand corner and click "Profile" to add your biography. If you have an ORCID account you will also have the option to connect it. Please see the ORCID section for more information.

For further help with RaYDaR email
ray@yorks.j.ac.uk

Practice Based Portfolios:

Before accessing RaYDaR to upload your thesis, you must complete the **pre-upload form**.

The pre-upload form includes questions about embargoes, redactions and copyright of the thesis. Redactions include creative elements, third-party copyright or identifiable information.

Once submitted, you will receive an acknowledgement email from ray@yorks.j.ac.uk, which will confirm you are now able to upload your thesis to RaYDaR. If the thesis includes redactions, the document deposited must be the redacted version.

Creating a practice-based portfolio record

Before uploading files please ensure student numbers or assessors comments are removed from the files.

To upload your portfolio and related material, select "**Upload**" in the top right hand corner. The upload and configure window will then appear.

- Under "Select Type" please select **Thesis**.
- The practice-portfolio may include supporting written work. Multiple files can be uploaded to one record. To select and upload files, drag a file or folder or use the browse options.
- Click "**Continue to metadata**."

Upload and configure

Item type

Select type *

Choose a type...

Upload files or folders

Drag and drop files or folders here
Figshare supports video, audio, documents and images

Browse files

or

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Metadata

Metadata and bibliographic will appear underneath the upload box.

All mandatory fields are marked with a red asterisk.

- **Title:** Ensure that the title is the exact title that is on the final, assessed portfolio.
- **Categories:** At least one category is required. Use “Creative arts and writing” to filter to categories and select the best category that relates to the practice-based portfolio topic.
- **Keywords:** At least one keyword is required. Provide keywords that best relate to the topic.
- **Description:** Add a sentence or abstract explaining the portfolio.
- **Licence:** All research outputs require an Open Licence (Creative Commons CC licence) to align with the University’s [Open Scholarship Policies](#). A open licence is indicated in the pre-deposit form - please ensure the licence chosen in the pre-deposit form is the same licence selected on the RaYDaR record.

After uploading the practice-based portfolio and related material, use “**Item Actions**” below to add any information about sharing or restricting research data such as embargoes. Information should match what was stated in the pre-deposit form.

When complete click “**Submit for review**” - this sends the record to the Library & Learning Services for checking and we will contact you if any changes need to be made.

Categories *

Browse or search for categories

Keywords *

Add keywords for easy discovery. Hit en

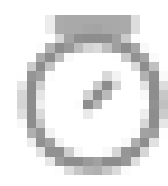
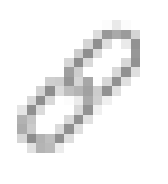
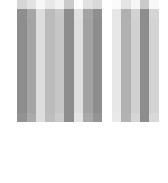
Description *

Describe the research as well as you ca

Licence *

CC BY 4.0

Item actions

-  Add embargo
-  Share with private link
-  Reserve DOI
-  Edit timeline
-  Add custom thumbnail