

# Quick guide Upload

## Uploading Datasets

**This is a step-by-step guide for uploading datasets to MO|RE data!**

**The first section contains some general notes, followed by a detailed step-by-step guide in the second section.**

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Responsible for the content is the project group MO|RE data of the Institute of Sports and Sports Science at the Karlsruhe Institute of Technology. For questions and suggestions, please use the contact on our website.

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## 1. Preparation and additional notes for Upload

### a. Explanation and naming conventions for platform use

- Filename „Beispieldatensatz“
- Name of the spreadsheet tab „Name des Datensatzes“
- Rows are shown as labeled (understandable abbreviations)

**Do not use special characters such as [; # <]**

**Please use only letters and underscores (\_)**

Mapping Check Metadata Submit

Example dataset.xlsx

Mapping-Schema Templates Schema Name Save

Gender m/f/d	Age Count	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Gender (m, f, d) ▾	Age (in years) ▾	Height (in cm) ▾	Weight (in kg) ▾	Waist (in cm) ▾	BMI ▾	PU ▾	SU ▾	SLJ ▾	JumpSW ▾	Si&R ▾	1LegSt ▾	Ropeskipping (in s) ▾	Countermovement Jump
2	m	8	125	24	45.0	15	4	15	93	7	9	15	19	15	
3	w	7	111	20	51.5	16	2	12	111	7	8	19	35	17	
4	w	6	118	21	51.0	15	0	12	63	6	8	12	85	22	
5	w	6	120	37	73.0	25	1	10	90	6	8	30	14	23	
6	m	6	121	24	53.5	16	0	3	93	6	9	21	60	10	
7	w	6	119	21	54.0	15	0	1	100	6	6	16	54	22	
8	m	7	116	23	57.0	17	0	0	105	7	5	22	78	15	
9	w	7	122	24	60.0	16	7	10	96	7	4	20	25	12	

Name of the dataset

1. Click on a column header in row 1 to select the appropriate variable from the pull-down menu.
2. Repeat the process for each column that should be mapped and therewith is searchable on MO|RE data.
3. Columns, which are not mapped, are not searchable but remain in the data set and will be uploaded.
4. When finished, please move forward to "Check" to start the automatized quality check.

save back

## b. Data check

During the check, we generate an error list for data that falls outside our reference range.

We therefore recommend sorting all rows once to view the minimum and maximum values. In larger datasets, typos or data entry errors can easily occur, and this method helps identify and remove them more efficiently.

**If the dataset contains impossible values, it must be uploaded again.**

**If the dataset contains implausible values, re-uploading is not required.**

**Examples of impossible and implausible data values:**

e.g., anthropometric data

Gender (m, f, d)	Age (in years)	Height (in cm)	Weight (in kg)	Waist (in cm)	BMI
m	8	125	24	45	15
w	7	111	20	51,5	16
w	6	118	210	51	150,8187302
w	6	220	37	73	7,644628099
m	6	121	24	53,5	16
w	6	119	21	54	15
m	7	116	23	57	17
m	7	122	24	90	16
w	7	119	20	50,5	14
m	8	135	28	58,5	16
impossible value					
implausible value					

e.g., test results

LS	SU	SLJ	JumpSw	Si&R	1LegSt
4	15	93	70	9	15
2	94	111	7	8	19
0	12	63	6	8	12
1	10	90	6	8	30
0	3	93	6	99	21
0	1	100	6	6	16
0	0	240	7	5	22
7	10	86	7	4	30
3	9	103	7	2	28
0	16	0	8	1	17
impossible value					
implausible value					

### c. Licences

ID	Name	School	Class
1	John Doe	Grundschule Neureut	3a

Anything that directly or indirectly (e.g., through data combination) points to a person must be deleted. If the dataset is not uploaded in compliance with the GDPR, we will have to reject it.

More information is available on our website under [Upload Data](#).

#### d. Handling of non-standardized tests

<b>Ropeskipping</b>	<b>Countermovement Jump (in cm)</b>
19	15
35	17
85	22
14	23
60	10
54	22
78	15
35	13
67	18
47	20

Data from test tasks that cannot be mapped can still be uploaded. These should be clearly named and later explained in the metadata (e.g., in the free-text abstract field).

Ideally, the detailed description of the exercise should allow other researchers to replicate the tested task.

## 2. Step-by-step guide

### a. Preparation in Excel

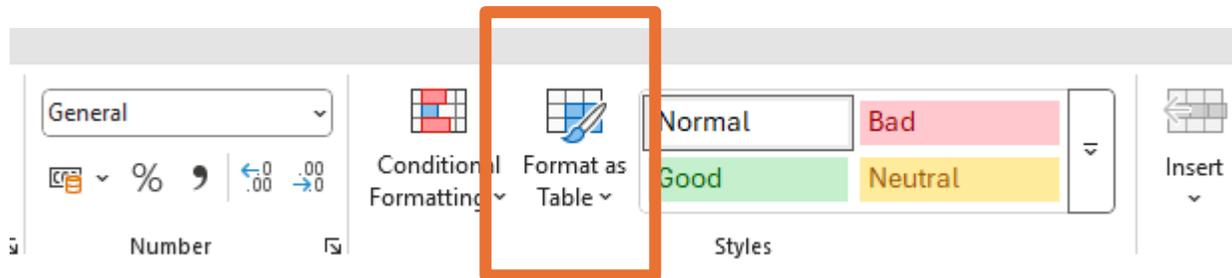
After **correctly naming** the test items, we **check** for **obviously incorrect values**. These are often significantly too high or too low because they were entered in the **wrong unit** (e.g., 1.8 (m) instead of 180 (cm)).

A list of all standardized exercises and tests can be found on our website under Upload Data – [Test Items](#).

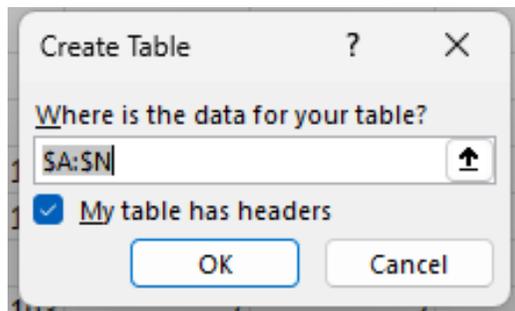
Select all columns, e.g., A, B, C, etc. You can select them all at once using the Shift key: click on A, hold Shift, and click on the last column containing data (in this case, N).

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Gender (m, f)	Age (in years)	Height (in cm)	Weight (in kg)	Waist (in cm)	BMI	PU	SU	SLJ	JumpSW	Si&R	1LegSt	F
2	m	8	125	24	45	15	4	15	93	7	9	15	
3	f	7	111	20	51,5	16	2	12	111	7	8	19	
4	f	6	118	21	51	15	0	12	63	6	8	12	
5	f	6	120	37	73	25	1	10	90	6	8	30	
6	m	6	121	24	53,5	16	0	3	93	6	9	21	
7	f	6	119	21	54	15	0	1	100	6	6	16	
8	m	7	116	23	57	17	0	0	105	7	5	22	
9	m	7	122	24	60	16	7	10	86	7	4	30	
10	f	7	119	20	50,5	14	3	9	103	7	2	28	
11	m	8	135	28	58,5	16	0	16	0	8	1	17	
12													

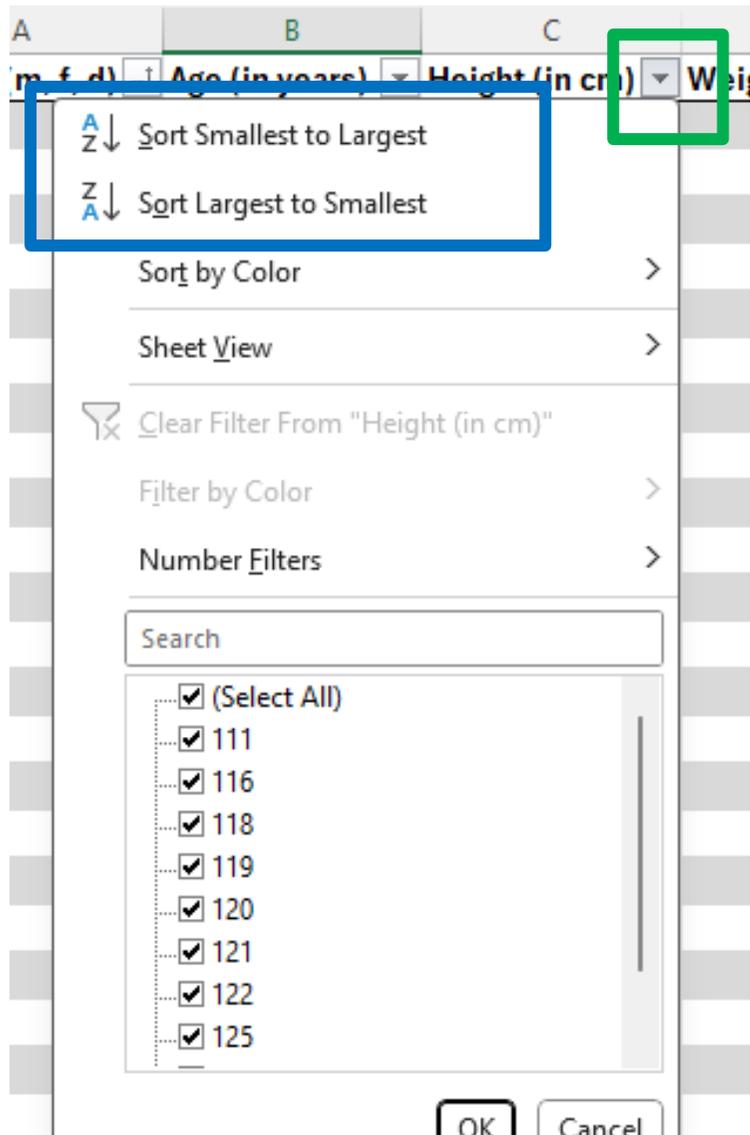
After that, we can **format the sheet as a table** in Excel. This allows us to **sort values** column by column and **identify outliers**.



**Choose design** (whatever you like).



**Important:** Check the merk 'My table has headers'.



Next to the **headers**, there is a **small field**. When you click on it, this **menu opens**.

This allows you to **easily sort the values by size** and **identify outliers** at the top and bottom.

If the **issue is not a unit error** and you **cannot determine the correct value**, please **delete** it from the dataset.

Once all **incorrect values** have been **removed** and all test items are **properly named**, the dataset is ready for **upload**.

## b. Login or registration

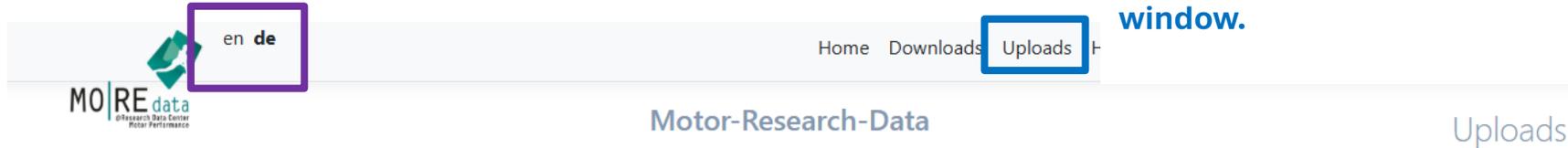
Log into our platform at: <https://motor-research-data.de/>

If you do **not yet** have an **account**, please **register** first.

Click on “**Uploads**” to open the **upload window**.

### c. Upload

Click on “Uploads” to access this window.



Make sure the language output is correct.  
German datasets indicate gender as m, f, d.

Typ	Datei
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You can upload your dataset under RAW.

Now **select** the **correct dataset for upload** from your files.

## d. Mapping

Click on the header (Gender), and a drop-down menu will appear.

	Gender m/f/d	Age Count
	A	B
1	Gender (m, f, d) ▾	Age (in years) ▾
2		8
3	Gender	7
4	Age	6
5	Height	6
6	Weight	6
7	Waist	6
8	BMI	7
9	Reset	7

Perform this step for all fields that can be mapped, then click on

**speichern**

and then on

Check

You can find a complete list in our [Test Items](#).

## e. Check

After Mapping, we move to **Check** the dataset.

Mapping Check Metadata Submit

Example dataset.xlsx

	Gender m/f/d	Age Count	Height cm	Weight kg	Waist cm	BMI Number	PU Count	SU Count	SLJ cm	JumpSw Count	Si&R cm	1LegSt Fails		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Gender (m, f, d) ▾	Age (in years) ▾	Height (in cm) ▾	Weight (in kg) ▾	Waist (in cm) ▾	BMI ▾	PU ▾	SU ▾	SLJ ▾	JumpSW ▾	Si&R ▾	1LegSt ▾	Ropeskipping (in s) ▾	Countermovement Jur
5	f	6	119	21	54.0	15	0	1	100	6	6	16	54	22
6	f	7	119	20	50.5	14	3	9	103	7	2	28	67	18
7	m	8			45.0	15	4	15	93	7	9	15	19	15
8	m	6	121	24	53.5	16	0	3	93	6	9	21	60	10
9	m	7	116	23	57.0	17	0	0	105	7	5	22	78	15
10	m	7	122	24	60.0	16	7	10	86	7	4	30	35	13
11	m	8	135	28	58.5	16	0	16	0	8	1	17	47	20

Name of the dataset

← **Waist/7** This data has an implausible value. The value is outside the defined limits. Please check this value, confirm that the value is correct and explain the decision or delete the value to upload your quality-checked file to the Editorial Board for approval.

If no issues occur, you can proceed to **METADATA**.

If there are any problems, click on the **blue text** to highlight the **error in red** within the table.

**If there are impossible values, the dataset must unfortunately be re-uploaded without errors.**

**Depending** on the **tested group**, **many errors** may be **displayed** — for example, when testing a group of professional basketball players or a group of children with obesity. In **such cases**, please enter the **reason for the error**. This will be shown to the editorial board.

**You do not need to comment on each individual error if the same explanation applies!**

## f. Metadata

It's best to collect the metadata using our Excel template, which is available on our website.

Metadata-Schema    templates ▾    Schema Name

Title*	Example dataset	Type	Original title ▾	+	
Other Title		Type	▾	+	
Author*	Last name, first name	<input type="checkbox"/> Institution	Type	Lead-Author ▾	+
Affiliation					

**The more information you provide, the better the dataset can be classified and reused.**

## g. Licence

License for Dataset\*

CC-BY-SA 4.0



Related Identifiers

CC-BY-SA 4.0

CC-BY 4.0

Publication ID

SUFL 1.0

Type

More **information** about the **licenses** can be found in the [detailed user manual](#) or on our website.

Once you have completed everything, you can proceed to **SUBMIT**.

## h. Submit

Please **double-check** all entries here for **accuracy**. If **everything is correct**, click **Submit** in the bottom right corner.

If the **Submit button** is **not clickable**, you have likely **missed an impossible value** in your dataset or left a **required field incomplete** in the **metadata**. If **impossible values** are present, you **must correct and re-upload the dataset**.

You're done! You will receive a confirmation email once the editorial board has reviewed your dataset.