

***Course delivery instructions***

***Digital Preservation at Oxford and Cambridge***

***Pilot training programme – 2018***

<b>Course title:</b>	<i>Monitoring the health of your digital collections</i>
<b>Recommended course length:</b>	<p>2.5 hours</p> <ul style="list-style-type: none"> <li>• Lecture and demos: 1 hour</li> <li>• Exercises: 30 minutes each (1.5 hours) – they can be shortened slightly if need be to leave more time for the final demo of the Exactly program</li> </ul>
<b>Recommended class size:</b>	<p>Up to 20 participants</p> <p><b>Preferred room set up:</b> computer lab with computers facing a projector screen for demos and instruction</p>
<b>Recommended number of trainers</b>	<ul style="list-style-type: none"> <li>• Minimum: 1 trainer, 2 facilitators</li> </ul>
<b>Classroom equipment:</b>	<ul style="list-style-type: none"> <li>• Computer with internet access (for the trainer) and the demo files loaded</li> <li>• Trainer's computer <b>should</b> have the following programs installed: <ul style="list-style-type: none"> <li>○ <b>Fixity 1.0</b> <a href="https://www.weareavp.com/products/fixity/">https://www.weareavp.com/products/fixity/</a></li> <li>○ <b>Mobaxterm</b> <a href="https://mobaxterm.mobatek.net/">https://mobaxterm.mobatek.net/</a></li> <li>○ <b>DROID</b> <a href="http://www.nationalarchives.gov.uk/information-management/manage-information/preserving-digital-records/droid/">http://www.nationalarchives.gov.uk/information-management/manage-information/preserving-digital-records/droid/</a></li> <li>○ <b>Exactly</b> <a href="https://www.weareavp.com/products/exactly/">https://www.weareavp.com/products/exactly/</a></li> </ul> </li> <li>• Projector</li> <li>• 20 computers with internet access for the participants. The following programs should be available: <ul style="list-style-type: none"> <li>○ <b>Fixity 1.0</b> <a href="https://www.weareavp.com/products/fixity/">https://www.weareavp.com/products/fixity/</a></li> <li>○ <b>Mobaxterm</b> <a href="https://mobaxterm.mobatek.net/">https://mobaxterm.mobatek.net/</a></li> <li>○ <b>DROID</b> <a href="http://www.nationalarchives.gov.uk/information-management/manage-information/preserving-digital-records/droid/">http://www.nationalarchives.gov.uk/information-management/manage-information/preserving-digital-records/droid/</a></li> <li>○ <b>Exactly</b> <a href="https://www.weareavp.com/products/exactly/">https://www.weareavp.com/products/exactly/</a></li> <li>○ Additionally, each computer should have the test set of files made available</li> </ul> </li> <li>• Print outs - Exercise booklet</li> <li>• Green and pink sticky notes – one of each colour for each participant</li> <li>• Pencils</li> </ul>

<b>Course description:</b>  <i>This course will provide information on how to monitor the health of your digital collections, from active to archival files. There will be an opportunity to trial some common tools and see what already comes available on computers for monitoring digital files.</i>	
<b>Learning outcomes:</b> <ul style="list-style-type: none"> <li>• <i>Why monitoring digital files is important and what are the benefits of monitoring</i></li> <li>• <i>What some of the common tools and techniques (such as checksums) to monitor the health of digital files</i></li> <li>• <i>Understand how to use some of the common tools for monitoring and transferring files</i></li> </ul>	
<b>Pre-course requirements:</b>	Some basic knowledge of digital preservation is required. Those that have taken an introduction to digital preservation course will be prepared.
<b>Content provided in ORA data set:</b>	<b>Slides and demo materials:</b> File name: <i>monitoring-the-health_dpoc</i> (PPTX – PowerPoint 2013)  Folder name: <i>demo-files</i> (various files) File name: <i>README.txt</i> <b>Notes about demo files:</b> This folder should be placed on the instructor's desktop. The README.txt file contains all of the copyright and source of files used for demos. Please feel free to replace or add as necessary. These files will be used for each demo.  For the Fixity 1.0 demo, please have created a project at least a few weeks in advance over a working directory and run reports either daily or weekly in order to have a few reports to show the participants during the demo.
	<b>Handouts:</b> <ol style="list-style-type: none"> <li><b>Exercise booklet</b> <ul style="list-style-type: none"> <li>• File name: <i>monitoring-health-exercise-booklet</i> (PDF and DOCX versions)</li> </ul> <p><b>Note about exercise booklet:</b> You will need to set up a Gmail account for training purposes. Please supply the login details to participants. This account can be deleted at any time.</p> <p>Some questions are optional in order to save time. Depending on the level of capability of the participants, these can remain optional or not. It is up to the trainer. Making use of the green post it notes to show when participants have finished all but the optional questions will help with pacing.</p> <p>For Exercise 3, either pivot tables can be used in Excel (this will require an additional demo) or charts can be provided that will give the answers, either using Excel or another tool, such as QlikSense.</p> </li> <li><b>Monitoring your files test set</b> <ul style="list-style-type: none"> <li>• Folder name: <i>test-files</i> (various files)</li> <li>• File name: <i>README.txt</i></li> </ul> </li> </ol>

	<p><b>Note about test set files:</b> The README file contains information on the copyright and source of files used in the test set. The files are meant to be used for each exercise and should be loaded on the desktop of every participant's computer.</p>
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