



How to use VLEs to set-up the Access Agreement for Teaching

UK Data Service





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1. About this guide

The [Teaching Access Agreement](#) requires students to agree to conditions before accessing data. We recognise that getting students to sign the form can be difficult, especially large undergraduate classes. In response to the challenges, we support teachers to use Virtual Learning Environments (VLEs) to manage access and the gathering of student details.

This document includes:

- information for setting up your own data access test in a VLE including generic wording
- details of ready-made Data Access test for use in Blackboard

2. Set up your own test

We support teachers to set-up a Data Access test in a VLE. Such a test needs to meet the following criteria:

- students must agree to the conditions (a copy of the wording to use is below)
- access to data is conditional on completing the test (in Blackboard, you can do this by providing instructor feedback for a correct answer)
- you can obtain a list of students who have completed the test and accessed the data (You will need to return this list with the Teaching Access Agreement.)

2.1. Wording to use for VLE tool

Your Data Access test should use the wording below.

Description and Instructions

As part of this class, you will be using real research data from the [UK Data Service](#). This data was collected from real people who agreed for their data to be used for research and learning purposes. Before you can access this data, you need to agree to some important conditions of use.

The following pages will outline the conditions of use. Read the conditions and select agree. Your teacher will provide the University of Essex with a list of students/trainees using the data as part of the agreement they have made in order to give you access to the data.

Test question

Use for the agreed purpose

To use the data collections only in accordance with this Agreement and to notify promptly the registrar and the data service provider of any breach of its terms in writing or of any infringements of the data collections of which I become aware.

Copying

To use and to make personal copies of any part of the data collections listed in the schedule only for the purposes of not-for-profit research or teaching or personal educational development.



Confidentiality

To preserve at all times the confidentiality of information pertaining to individuals and/or households in the data collections where the information is not in the public domain. Not to use the data to attempt to obtain or derive information relating specifically to an identifiable individual or household, nor to claim to have obtained or derived such information. In addition, to preserve the confidentiality of information about, or supplied by, organisations recorded in the data collections. This includes the use or attempt to use the data collections to compromise or otherwise infringe the confidentiality of individuals, households or organisations.

Acknowledgement

Should I wish to publish any work based in whole or in part on the Data Collection to acknowledge the original data creators, depositors or copyright holders, the funders of the Data Collections (if different) and the UK Data Service/UK Data Archive, and to acknowledge Crown Copyright where appropriate. Any publication, whether printed, electronic or broadcast, based wholly or in part on these materials should carry a statement that the original data creators, depositors or copyright holders, the funders of the Data Collections (if different) and the UK Data Service/UK Data Archive bear no responsibility for their further analysis or interpretation.

Distribution

Not to give access to the data collections, in whole or in part, to any other persons not listed on the attached schedule.

Answer options

- Agree
- Disagree

3. Blackboard test

We have produced a Data Access test for use in Blackboard. The test consists of one question, which outlines the access conditions and has the response options of 'agree' or 'disagree'.

QUESTION 1

1 points Save Answer

Use for the agreed purpose

To use the data collections only in accordance with this Agreement and to notify promptly the registrar and the data service provider of any breach of its terms in writing or of any infringements of the data collections of which I become aware.

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Distribution

Not to give access to the data collections, in whole or in part, to any other persons not listed on the attached schedule.

- Agree
 Disagree

Click Save and Submit to save and submit. Click Save All Answers to save all answers.

Save All Answers

Save and Submit



Students selecting agree get the link to download data.

Distribution

Not to give access to the data collections, in whole or in part, to any other persons not listed on the attached schedule.

Response Feedback: **The course datafile:**

[exampledatafile.sav](#)

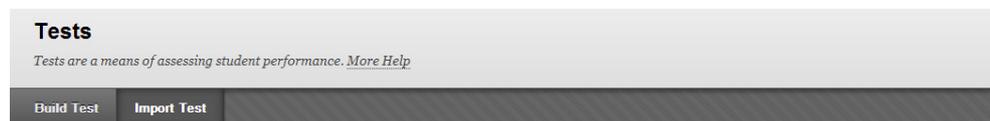
The teacher will need to obtain a list of students who have completed the test (through Grade Centre in Blackboard) and return this list with the Teaching Access Agreement.

3.1. How to set-up the Data Access Test in Blackboard

[The Data Access test is available to download.](#) (Zip)

Import to Blackboard

You can Import the test to a course Blackboard site through the Control panel (go to Tests, Surveys and Pools, then Tests).



Deploy test and adjust TEST OPTIONS

You can then deploy the test in the relevant area of your Blackboard site. To make the test work, you may need to adjust the following TEST Options.

- Select **'show test description to students before they begin the test'** and **'Show Instructions to students before they begin the test.'**
- To ensure sure your students can access the test, tick Yes to **Make the link available**
- To ensure students get feedback after completing the test. Scroll down to **Show Test Results And Feedback To Students** and select 'after submission' and 'feedback'

Upload your data file using EDIT TEST

You also need to upload your data file.

- Select the option to edit **Test**, find question 1 and select the **Edit** option. Under Correct Response Feedback, find the option to 'Choose File'.

Check it works

We recommended that you or a colleague try out the test beforehand to check it works as you expect.

3.2. Further help

If you need to contact us, please [get in touch](#).

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