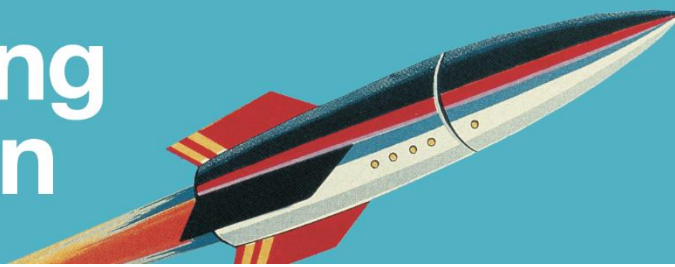


let your training journey begin



Trainer's top tips: *Data Planet*

Our Trainers have put together their top tips to help you promote *Data Planet*, the largest statistical aggregator where researchers can browse high-quality data to conduct their research projects and find answers to important questions. If you want to learn more, [explore the rest of our training resources](#) or [contact us](#) directly!

Check out Secure Center to manage *Data Planet*

With Secure Center, *Data Planet's* administration portal, you can check your IP ranges, upload and amend your institutional logo, add custom help links for users visiting *Data Planet* via your institutional access, and finally check product usage via COUNTER reports to see how your patrons are engaging with the product. We suggest you [explore the administrator user guide](#) to help you get started. If you cannot locate your login credentials for Secure Center, or if you need any help, please email our **Online Support team** on onlinesupport@sagepub.co.uk

Enjoy the single-screen interface for easy browsing

The single-screen interface in *Data Planet* is designed to make it quick and easy for researchers to get to the data they need, and we recommend librarians show patrons the interface during information sessions and training. The interface is based on **three panels**:

- First, use the left-hand panel to browse sources and subject areas, to find the right dataset (**Indicator panel**)
- Next, use the top panel to choose between different criteria and variables within that dataset (**Criteria panel**)
- Finally, use the main panel to visualise your data with charts and to export charts and data (**Results panel**)

Use multi-select to overlay multiple sources, indicators and variables

One of the great benefits of *Data Planet* is the ability to overlay data from different sources in order to easily compare them. Users can hold down the **Ctrl** button on Windows and the **Cmd** button on Macs while clicking, in order to select multiple options at the same time. You can use this option to select multiple datasets in the left-hand panel (the **Indicator panel**), from the same source or from different sources. You can also use multi-select to show multiple indicators or variables from within a single dataset or across multiple datasets in the **Criteria panel**.

When you have selected an additional dataset from the left-hand Indicator panel in order to compare across multiple datasets, it is crucial that you then multi-select your chosen indicator/s from the Criteria panel above the chart view, otherwise the additional dataset will not be integrated into your chart.

Hover over charts to see more detail

Once all required data has been selected and a chart view has been created, users can hover and click into certain plot-points within the chart to see more detailed information about that data point, such as the exact figure and date plotted. Some data points also offer external web links so that users can do further research into their topic.

Scroll below the chart to find descriptive information

Beneath the chart view, researchers will find useful information about the origins of the data they are viewing. As evaluating sources is such an important element of data literacy, we recommend that librarians highlight this information to users when doing training or information sessions on *Data Planet*. Hyperlinks are provided for all datasets, so users can go and do further research on source organisations and data methodology.