

# Guide to using <odesi>

<odesi> is Scholars Portal's Data Service.  
<odesi> is an online portal for exploring, analyzing,  
and downloading statistical datasets.

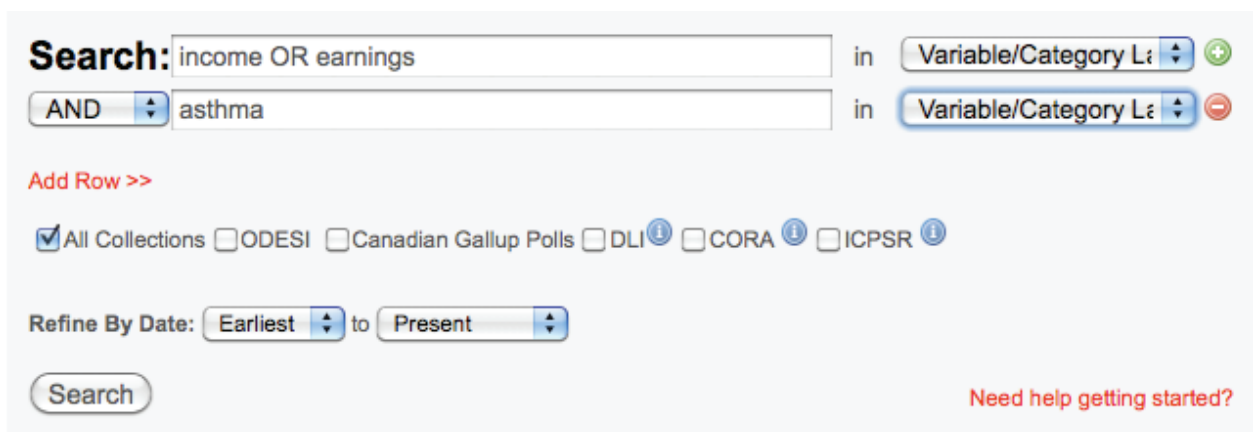
## <odesi> contains:

- Statistics Canada surveys
- Public opinion polls
- International survey data archive – ICPSR

Ontario Data Documentation, Extraction Service and Infrastructure. ODESI is a standards-based data exploration, extraction and analysis tool. ODESI makes research data searchable, understandable and accessible to researchers and students. It is the product of a partnership between university libraries, government and business. It supports tabulation and basic analysis and downloading online. ODESI has been hosted at Scholars Portal since 2008.


## 1 Search

At <http://odesi.ca>, enter the keywords you wish to include in your search and click “Search”.



The screenshot shows the ODESI search interface. At the top, there is a search bar with the text "income OR earnings" and a dropdown menu set to "Variable/Category Level" with a plus sign. Below this, there is another search bar with the text "AND" and "asthma", and another dropdown menu set to "Variable/Category Level" with a minus sign. Below the search bars, there is a link "Add Row >>". Underneath, there are checkboxes for "All Collections" (checked), "ODESI", "Canadian Gallup Polls", "DLI", "CORA", and "ICPSR". Below the checkboxes, there is a "Refine By Date:" section with two dropdown menus set to "Earliest" and "Present". At the bottom left, there is a "Search" button, and at the bottom right, there is a link "Need help getting started?".

### Search tips:

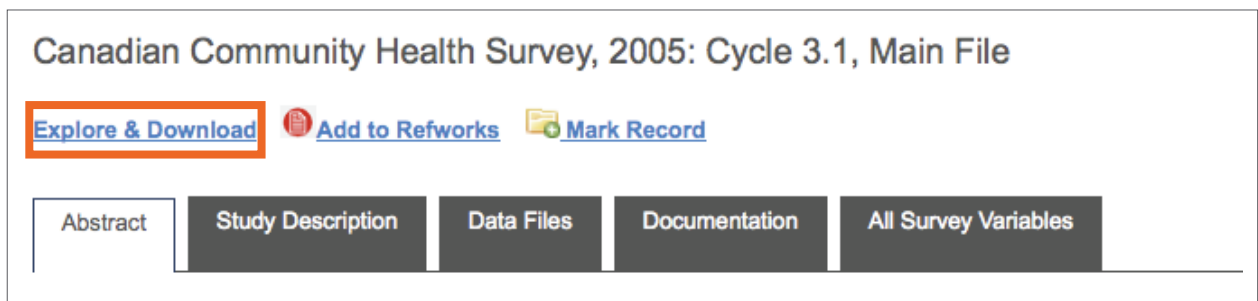
- Add additional concepts to your search by clicking on  to add another line
- Choose your search type by clicking the dropdown menu. You can search in survey title, variable, keywords, abstract, series, or search all at once by choosing “anywhere”
- Choose which collections you want to include in your search. The search will include all collections by default.
- Click “Need help getting started?” in the search area for more tips.

## 2 Explore

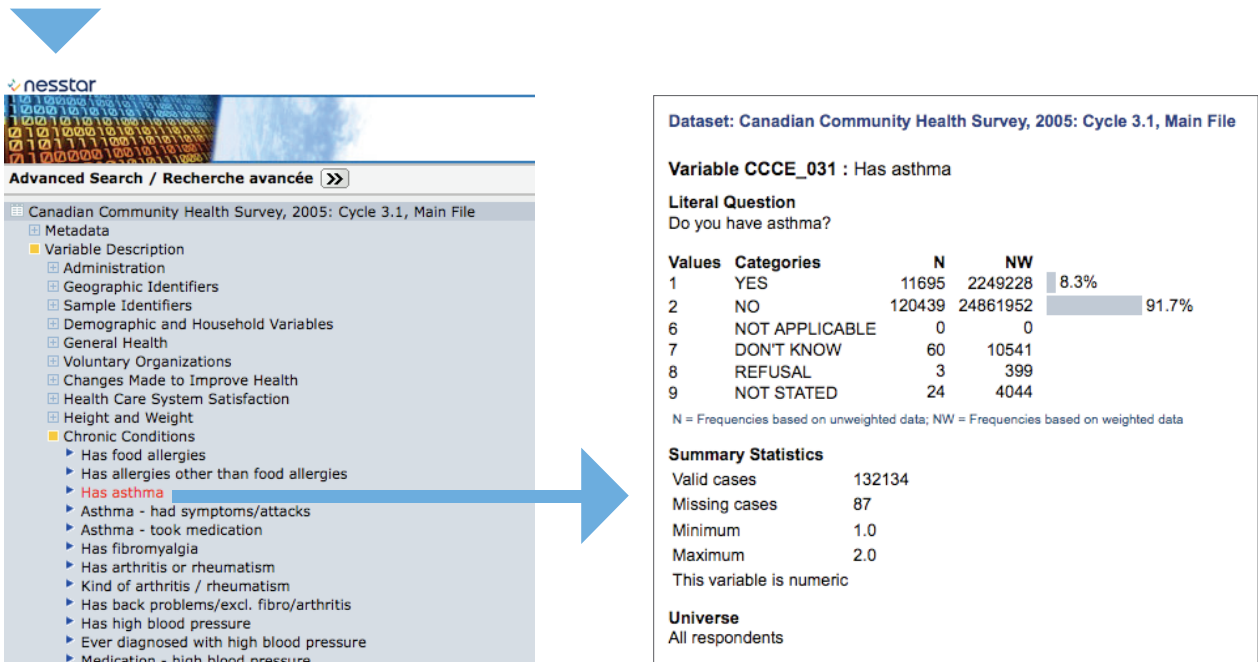
For many surveys in the list of results you can click on “View Matching Variables” to preview the survey questions that matched your search. A pop-up list appears, which gives a brief description of the questions asked. Click on these links to confirm the variables are relevant.



You can also click on the title of any of the surveys in the list of results to display more information about the survey. When you have identified a survey of interest, click “Explore & Download”. The selected dataset will open in a new Nesstar exploration window.



Click on the plus sign beside “Variable Description” to display the list of all questions in the survey.



Click on a question to get an overview of the responses (frequencies).

# 3 Create Tables

When you've found the variables you're looking for, click on the "TABULATIONS" tab near the top of the screen. Select the variables you want from the list on the left. Left-clicking on a variable will bring up an options menu. Choose to add the variable to the rows or the columns of the table.



## Tabulation tips:

- i. You can change how the measures are displayed (e.g. row percentages, raw numbers), by choosing a style from the drop-down menu under "Type".

Dataset: Canadian Community Health Survey, 2005: Cycle 3.1, Main File

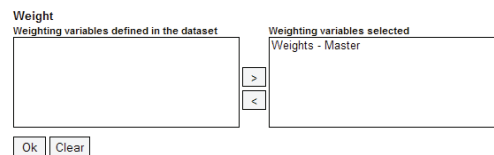
Type

- Column percentage
- Column percentage
- Row percentage
- Raw numbers
- Row and column percentage

Has asthma	YES	NO	Total
Total pers. inc. from all sources -(D,G)			
NO INCOME	5.6	4.8	4.9
LESS THAN 15,000	33.2	25.2	25.9
\$15,000-\$29,999	25.1	25.2	25.2
\$30,000-\$49,999	19.3	23.6	23.2
\$50,000-\$79,999	12.1	15.1	14.8
\$80,000 OR MORE	4.7	6.1	5.9
Total	100.0	100.0	100.0
N=	9,333	98,142	107,475

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- ii. Weighting your table is important because it converts sample counts to population estimates. Weight your statistics by clicking on and selecting the weight variable. Move it from the left side to the right side using the arrow icon, and click "Ok".

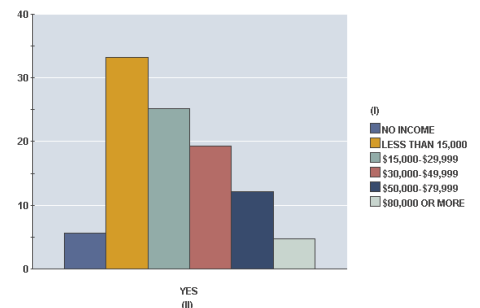


To download your table as a Microsoft Excel spreadsheet, click on .

To create a bar chart from your table, click on . You can go back to look at the table by clicking on .

When you are satisfied with your table or graph, you can print it by clicking on , or download it as a PDF by clicking on .

You can also copy and paste tables and graphs into other software (e.g. Microsoft Word).



# 4 Download Data

Sometimes you need more than a simple table or graph. You can download entire datasets instead, for use in your preferred statistical software (eg. SPSS, SAS, Stata).

When you are ready to download your data, click on .

Use the drop-down menu to choose the format you wish you download.

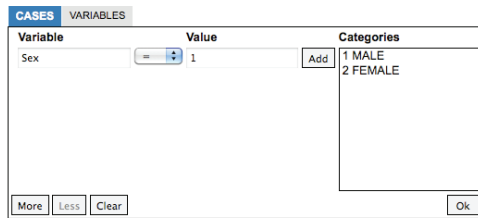
Click “Subset” to set Criteria for selecting cases and/or variables you want to download.

- i. The “CASES” tab lets you set certain criteria for which respondents to include in the subset (eg. only males, only Ontarians).

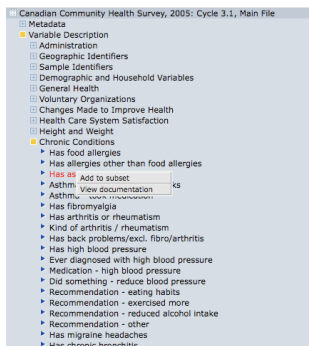
Dataset: Canadian Community Health Survey, 2005: Cycle 3.1, Main File

### Subset for download

Create a subset by choosing either 'Cases' or 'Variables', and adding variables as required. Click 'OK' when the subset is complete to return to the download page.



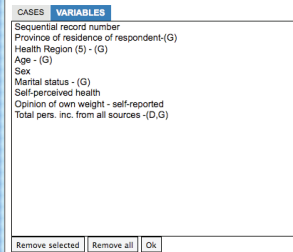
Filter is on



Dataset: Canadian Community Health Survey, 2005: Cycle 3.1, Main File

### Subset for download

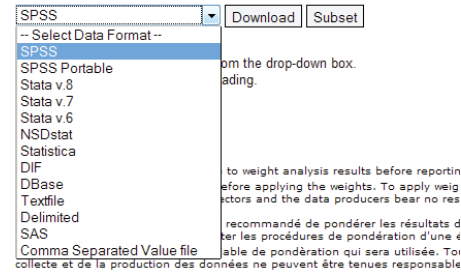
Create a subset by choosing either 'Cases' or 'Variables', and adding variables as required. Click 'OK' when the subset is complete to return to the download page.



Filter is on

### Download

Please select a data format from the drop-down box. If you wish to download a subset of the data, click on the 'Subset' button. Click on 'Download' to start downloading. Please note that you may be asked for a password.



- ii. The “VARIABLES” tab, lets you choose the variables you want to include in the subset.

- iii. When you are ready, click on “Ok”.

Click “Download” to extract the dataset or subset. Your file will be downloaded as a zipped file, which you will need to extract before opening.

# 5 Get Help

For technical support with the <odesi> system, contact [odesi-help@scholarsportal.info](mailto:odesi-help@scholarsportal.info)

Contact the data librarian at your institution for help finding and using data. They can help you with:

- Data discovery
- Accessing data
- Technical questions on data use
- Providing workshops on data and access to data
- Managing and archiving data

