

NeMO - NeDiMAH Methods Ontology

Use Case manual:

How to report your case using throughout the Excel template

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Author: DCU Ontology Team

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How to start thinking about Cases?

The ontology is developed around the central notion of activity. Activity can have structure, consisting of sub-activities and sequence relations; it has time and place of occurrence; it is related to the actors involved in various roles; to resources and tools used as well as outcomes produced (concepts and resources); to methods employed and possibly established procedures; and to the goals pursued. An activity can be a research experience (writing a thesis, translating a text), a course or a project. At this stage we mostly welcome cases that deal with your research experiences analyzed and codified per se according to the various concepts presented in the accompanying Excel document.

Outline of the Excel file

The Excel file includes eight worksheets, each of which permits you to focus on a different aspect of the ontology.

The first worksheet of the template (“Activity View 1”) requires that you define your activity matching it with an activity type from the drop-down list alongside its sub-activities, if any. There you can also link your activity to the method you have used.

The second worksheet (“Activity View Actor”) focuses on the actors involved in the activity. The actor could be a person, a group or an institution etc.

The third worksheet (“Activity View Information Resource”) is related to the information resources that your activity uses or produces. An information resource used could be for example the bibliography collected and used in research, while an information resource produced could be a chart or a software.

The fourth worksheet (“Activity View Instrument”) refers to the services, tools or models you might have employed in your activity.

In the fifth worksheet (“Activity View Time and Place”) you can note the time and place in which your activity and its sub-activities may have taken place.

Then, follows the “Method View” worksheet which focuses on the methods employed, their steps and documentation. You can also add more details regarding the method, such as a

possible School of Thought, the discipline in which it falls into, or even the course where this method is taught in.

The “Information Resource View” worksheet comprises details about the information resources used and produced, as already documented in the “Activity View Information Resource” worksheet. Here you can define the type of each information resource, its format, its topic, etc.

Finally, the last worksheet (“Taxonomies”) includes the documentation of the taxonomies developed and used.

Step-by-step guidelines

Worksheet# 1 Activity and Method

The first worksheet of your template requires that you define the activity of your case matching it with an activity type from the drop-down list. Selecting an activity type is facilitated by the value list provided in the Excel sheet. It is, not necessary to match each activity with a specific activity type. If you think that your activity is either too broad or too narrow to fit an activity type you may skip this step. In the example showcased in Table 1 the activity presented is a course while its title is used to describe this specific activity. In this case, the

Tip! First of all think of the activity you are about to focus on. Is it a thesis, an article, a project or a course? This will help you fill in the template more easily.

Activity	Activity hasScope	Activity employs
Activity	Activity Type	Method
Harvard X online Course "China X" Part 1	2.2.5. Teaching	MOOC (Instructional method)

Table 1

activity type is “teaching”, while the instructional method used is the Massive Open Online Course.

Does the activity you have chosen follow a method? If yes, fill it in. For example, if you have conducted a survey on the perceptions of identity in a small village in southern France using large scale questionnaires that you have statistically analyzed, you might want to fill “quantitative research” in the methods cell.

Activity hasPart	SubActivity hasScope
SubActivity	SubActivityType
Video lectures	2.2.2. Presenting
Office Hours	2.1.6. Discussing
Interviews	4.1.6. Commenting
Table 2	

If your activity consists of more sub-activities you can name them at the sub-activity cell. Accordingly, you can attach a Type to each sub-activity. The example shown in Table 2 has various sub-activities, such as making video lectures, interviewing etc. Each of these sub-

Tip! You can split your sub-activities into sub-sub-activities, in case you need to.

activities can be attributed a sub-activity type, such as presenting, discussing and commenting.

Worksheet# 2 Activity View Actor

Your activity is now saved and automatically transferred to all designated cells in the rest of the document. The next worksheet has to do with the actors involved in your example. Now you need to think who has participated in this activity and its sub-activities and what his/her role was. The actor can be a person, an institution or a group of persons. In the case of an article edited by you, the actor is you, while the Actor Role is that of the author. If you are reporting on a thesis, then you and your supervisor are both actors, with distinct Actor Roles. Sub-activities and sub-sub-activities can also have actors and actor roles. Following the same example used above, Table 3 shows the actors involved in the course and their roles. Note that an institution organizing or hosting a course can also be an actor. Sub-activities can also have actors and Actor Roles.

Activity	Activity hasParticipant	Actor participatesWith
Activity	Actor	ActorRole
Harvard X Online Course "China X" Part 1	Harvard University	Organiser
	0 Peter K. Bol	Instructor
	0 William C. Kirby	Instructor
	0 Chris Foster	Assistant
	0 Wen Yu	Assistant
	0 Rowan Flad	Interviewee

Table 3

Worksheet# 3 Activity View Information Resource

Activity	Activity produces	Activity uses
Activity	InformationResource	InformationResource
Harvard X Online Course "China X" Part 1		Introduction: Time, Space and Identity
	0	What is a Dynasty?
	0	Dynasties
	0	Record and upload yourself singing the Dynasty Song.
	0	Can you check off all the dynasties that appear in the dynasty song?

Table 4

Here, you should refer to the information resources used and/or produced in the course of the activity you are describing. For example, you might want to report on your work as interviewer, for which you have used related bibliography (information resources used) which has produced a set of audio files (information resources

produced).

Worksheet# 4 Activity View Instrument

This section of the document refers to the instruments used in the course of the activity that you have chosen to present. An instrument can be a service, a tool or a model that you have used. For example, the use of a camera or an audio tapping device is a tool, whereas the use of a software is a service.

Worksheet# 5 Activity View Time and Place

The next worksheet of the file refers to the time and place of the activity and the sub-activities. In our example the time is the year of creation of this course and the place is the institution where the course took place

Activity	Activity when	Activity where
Activity	Time	Place
Harvard X Online Course "China X" Part 1	2014	Harvard University

Table 5

Worksheet#6 Method View

The next worksheet gathers information about the method used for the activity. The method might have steps that have been followed, might be specifically used for an activity Type, and have a description. Furthermore, you may add more information about the discipline in which this method falls in or the school of thought in which it belongs, as well as about any projects or courses it is related to.

Worksheet#7 Information Resource View

The information resources used and/or produced by your activity have already been listed in worksheet 3. Now you will need to have a look at them again and define their type, their topic and their format. Values of information resource types are predefined. The categories are books, computer files, continuing resources, maps, mixed materials, music and visual materials.

Each information resource can be related to one or several topics. You can add the topics which correspond to information resources either by using a predefined set or vocabulary, or by using your own. The example in Table 6 uses the Library of Congress List of Authorities that you can find

Tip! The information resources are automatically transferred from worksheet 3 to worksheet 7. To copy and paste them on the appropriate cells use right click and paste special. Then choose “values” and click OK.

InformationResource	hasType	hasTopic	hasFormat	isMemberOf
InformationResource	InformationResource Type	Topic	MediaType	Collection
Introduction: Time, Space and Identity	7.19 Videorecording	History and culture of China, time, space, identity, Introduction	mp4	The Big Picture
What is a Dynasty?	7.19 Videorecording	History and culture of China, Dynasty	mp4	The Big Picture
Dynasties	7.19 Videorecording	History and culture of China, Cixi, Dynasty, China--History--Ming dynasty, 1368-1644., China--History--Han dynasty, 202 B.C.-220 A.D.Empress dowager of China, 1835-1908	mp4	The Big Picture
Record and upload yourself singing the Dynasty Song.	2.4 Document	History and culture of China, dynasty	html	The Big Picture
Can you check off all the dynasties that appear in the dynasty song?	2.7 Interactive multimedia	History and culture of China, dynasty	html	The Big Picture

Table 6

[here.](#)

Next, you will need to prescribe the format for each information resource. In our example the format of the video recordings is *mp4*, while the format of the documents and the interactive multimedia is *html*.

Information resources may or not be part of a collection. In our example the information resources belong to different sections of the course, and thus to different collections. Finally the information resources can be representations of statements and can have metadata. Please note that our examples do not comprise metadata at this stage of the development of NeMO.

Worksheet#8 Taxonomies

The last worksheet of the document is informational and needs no input from you. It comprises the taxonomies developed and used in NeMO and can be a useful source of information about some main entities used in the rest of the document. It has references regarding the activities, the information resource types and the media types.

Thank you for your participation!