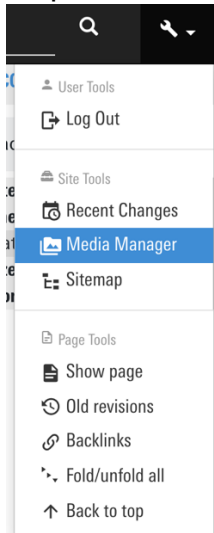


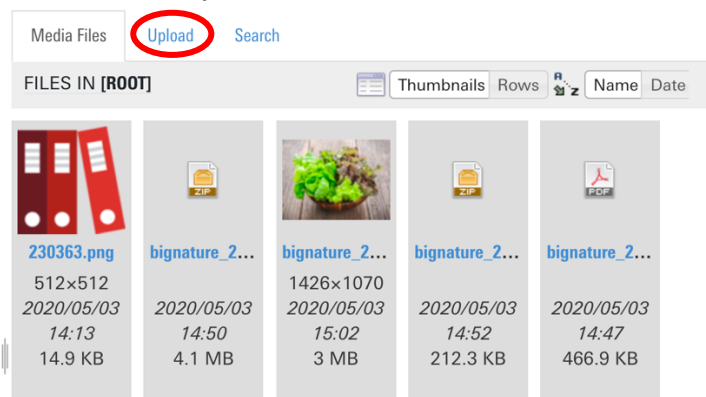
How to archive your Data Visualization project

NOTE: Only the team leader will be able to perform these actions after he/she is given the permissions by the teacher or TAs.

1. Go to <https://create.wiki.utwente.nl/>. Log in using your student number and UT password.
2. Click on the tool icon in the top-right corner and select 'Media Manager' in the dropdown menu.



3. Click on the 'Upload' tab.



4. Upload the following files:
 - a. Your report, with the following file name:
dataviz_2020_report_[GROUP NAME].pdf
 - b. Photos of your visualizations as a zip-file, with the following file name:
dataviz_2020_photos_[GROUP NAME].zip
 - c. The source code belonging to your visualizations as a zip-file, with the following name:
dataviz_2020_code_[GROUP NAME].zip
 - d. A logo belonging to your group:
dataviz_2020_logo_[GROUP NAME].png

5. Go to the page editor of the *dataviz2020* page (direct link: <https://create.wiki.utwente.nl/dataviz2020?do=edit>).
6. Add the following line at the end of the page (write the group name, project topic, project description and group members in the designated spots):

```
| [GROUP NAME] | {{:dataviz_2020_logo_[GROUP NAME].png?direct&50 |}} |  
[PROJECT TOPIC] | [PROJECT DESCRIPTION] | [GROUP MEMBERS] | {{  
:dataviz_2020_report_[GROUP NAME].pdf |Report}} | {{  
:dataviz_2020_photos_[GROUP NAME].zip |Photos}} | {{  
:dataviz_2020_code_[GROUP NAME].zip |Code}} |
```

- The project topic should be max. 5 words
 - The project description should be a short (max. 100 words) but comprehensive description about the topic you selected.
 - The group members should be noted separated by a comma:
John Doe, Jane Roe,, etc.
7. Click 'Preview' and check that there are no errors and that your project is correctly displayed in the table. Then click 'Save'.
 8. Your project is now successfully archived and can be admired by future generations of CreaTe students!