Wikidata Train the Trainers: Materials

Wikidata - All You Need To Know

Wikidata Explained: Important Tricks And Tips

Based on discussions at Wikidata Train-the-Trainer Workshops in Winter 2018

Story-Telling

- Storytelling and anecdotes are very important and great - here an emotional connection of the participants to the narrated story helps e.g. with the selection of items or examples.
- Methaphors and concrete examples are helpful, e.g: Items about cities or people often work very well and are rather complete
- Examples that deal with knowledge justice, diversity, gender and language are often suitable for the target group of Wikipedians.
- It works well to create aha-moments with the participants

Concrete content

- The aim should be to arouse people's interest in Wikidata, so that they fall in love with Wikidata.
- Important: Contents should be adapted to the target group in the workshop.
- Central points:
    - Explaining the soul of the project rather than the technical background
    - Explain well how people and machines work well together
    - Make clear: why Wikidata was created and how it relates to Wikipedia
- Options for content design
    - Make application: Ask Google "how old is Thomas Gottschalk?" -> then ask further questions
    - Work out showcase item for presentation, which has a good relation to the group or place
    - Give concrete examples of how to use WIkidata (e.g. Siri), but also mention the controversial debates about its use.
        - Good example for Wikidata in real life: Listen to Wikidata (http://listen.hatnote.com)
    - Don't start with the history of its creation, but with principles or concrete examples. Do not start with items, but with statements e.g. with example sentence
    - Explain semantic web later

Slides, or no slides?

- Option A: First use slides for introduction and then look at the Wikidata page together at the end.
    - Slides can help to structure a presentation well and to explain the concepts behind the project first - but then the practical part to try something out takes some time.
- Option B: Forget slides completely and start right away with the Wikidata page
    - Is more interactive, but can also confuse participants

Having participants edit in the workshop

- Is a complex task, since there are so many possibilities for new editors
- Needs enough time in any case
- Ideal: to provide a clear framework and a clear task
- Important:
    - if participants have to register, it takes time.
    - Ideally, participants should register before the workshop.
    - Otherwise there is a tool to register multiple profiles under the same IP (https://www.wikidata.org/wiki/Wikidata:Account_creators)

Design

- Slides serve as a good summary
- Watch your writing style: Do not use too small or too much text per slide.
- Foreign words are sometimes difficult to understand - appropriate translations help

Facilitation and presentation

- Always keep an eye on the different levels of knowledge of the participants and react accordingly.
- Possible handling of questions: simple questions allowed in the lecture, but for special questions first finish your explanation and then answer questions at the end.
- Speak slowly and understandably - also plan for more speaking time per slide.
- Repeat important connections more often, or phrase them differently and tell them several times.

SPARQL Explained: Important Tricks And Tips

Based on discussions at Wikidata Train-the-Trainer Workshops in Winter 2018

In General

- Objective: To arouse interest in trying out SPARQL - NOT: to become a SPARQL expert
- Important: how much experience do the participants have? - A short question at the beginning of the workshop can help, because it is difficult to assume coding knowledge.
- Then at the beginning: Creating expectations in the audience - What can I learn today?
- Nevertheless: SPARQL is an extremely technical topic. Possibly there will be a user-friendly interface for queries in the future. But until then you need technical knowledge to program queries.
- More complex queries can be programmed mainly by technical experts who are familiar with database queries.
- Examples should be chosen according to the target group and inspire people! - Here, too, an aha effect works wonders!

When it makes sense to use SPARQL

- To show the real magic of Wikidata
- If it fits the target group

Target group: non-technical audience

- Technical limitation can be frustrating for inexperienced participants.
- For all non-experts: under Request a Query there is the possibility to have queries written by SPARQL experts - highly recommended!
- Omit label service

Target group: experienced programmers

- Important knowledge for programmers: Building SPARQL queries takes a lot of time, even for experienced people!
- Good queries with SPARQL need a lot of time for little code.
- Gladly also show examples from the code.

Target group: Wikipedians

- What do Wikipedians need? Complex vs. simple queries
- Above all, the added value of SPARQL for Wikipedia is conveyed, for example, by work lists for more constructive work.
- Optional: Ask at the beginning what kind of problems and challenges arise during their own work.

Content for the workshop

- Planning examples for workshops well (e.g. cat query)
- Use examples that do not cause a time-out.
- Example queries are a good starting point for workshops
- It's a good one: Queries with visualizations
- Start with simple queries and let people try it out
- Practical part:
    - To set a concrete task for the participants, e.g. to reprogram a displayed query in such a way that something new is found.

Query Helper

- May be useful for beginners, but has its limitations and only helps up to a certain point
- Important: simultaneously show the SPARQL code on the page
- Limits of the Query Helper: More complex queries must be written directly in the code.
- Is too easy for experienced developers

Wikidata Tools Explained: Important Tricks And Tips

Based on discussions at Wikidata Train-the-Trainer Workshops in Winter 2018

The following tools could be presented:

- Open Refine
- Quick Statements
- Mix'n Match

In General

- This is an extremely technical topic - it is essential to consider the level of knowledge the participants have and to adapt the workshop to the target group.
- What can be included in a short introduction of up to two hours: Show what there is, whet appetite for more, but no detailed introduction to using the tools - trying them out takes more time!
- Try out tools helps you to learn - plan time for it or leave it aside
- Use examples to clarify the use of the tools for the participants, even if the people do not yet know or use these tools

Open Refine

- OpenRefine is a power tool that is interesting for GLAMs etc. and relevant for Wikidata editors who work with external datasets and want to clean up/prepare them for uploading to Wikidata.
- Why this tool: Data cleansing and preparation of external data sets will allow high-quality data sets to be uploaded to Wikidata. This tool simplifies the work that is necessary before a data upload to Wikidata, e.g. by making semantic analyses possible.
- Target groups: (1) Wikipedians in very advanced workshops, (2) statisticians and data scientists or journalists, (3) data experts from archives or institutions
- Use in workshop
    - Practical exercises are difficult because data synchronization takes so long.
    - Explanatory film (used in Train-the-Trainer seminar) is short but still complicated for newcomers to OpenRefine
        - Here it is important to take many breaks, stop the film and explain even more context.
    - Clarify application and target group
    - How do I find institutions that would be interested? (Brainstorming)
        - Examples: EUROPEANA Tech Conferences, GLAMs, Documentation on the Wikis
        - Better start small

Quick Statements

- Quick Statements is a tool that is especially interesting for people who want to upload external data sets to Wikidata quickly and easily.
- Why this tool: Uploads of finished datasets to Wikidata are simplified by (1) less time needed for set-up, (2) this tool can be easily coupled with other tools, (3) especially good for uploading large amounts of data
- Target groups: (1) Techies, (2) People with knowledge of data structures
- Use in workshop
    - Reference to the "5-Star Model" for Open Data may be helpful
    - Important for the application: clarify in the preliminary discussion which data and which format are available (see also Data preparation via OpenRefine)

Mix'n Match

- Mix'n Match is a tool that makes sense for the joint preparation of data sets.
- Why this tool: The joint work of a group on a data set becomes possible in order to revise already prefabricated lists or other data sets. There are also a number of existing catalogs that are ready to be prepared and cleaned up.
- Case study: (1) complicated, crowd-sourced records, (2) preparation of lists for Wikidata
- Important note: For working with this tool, it is essential to create a plan for working together on the data set - otherwise chaos will quickly occur.
- Use in the workshop:
    - Only for very advanced editors
    - Practice exercises: difficult

Useful Links For Participants

Blog post about tools to track what's happening on Wikidata from Wikipedia:
https://blog.wikimedia.de/2018/06/01/tools-for-wikipedians-keeping-track-of-whats-going-on-on-wikidata-from-wikipedia-2/

Wikidata Events
https://www.wikidata.org/wiki/Wikidata:Events

Request a query
https://www.wikidata.org/wiki/Wikidata:Request_a_query

Communication channels
Wikidata Project_chat:
https://www.wikidata.org/wiki/Wikidata:Project_chat (englisch)
https://www.wikidata.org/wiki/Wikidata:Forum (deutsch)

Mailing-Liste: https://lists.wikimedia.org/mailman/listinfo/wikidata
Facebook: https://www.facebook.com/groups/WikidataCommunity
Telegram: https://t.me/joinchat/IeCRoxAL30ayFVbkLv066g

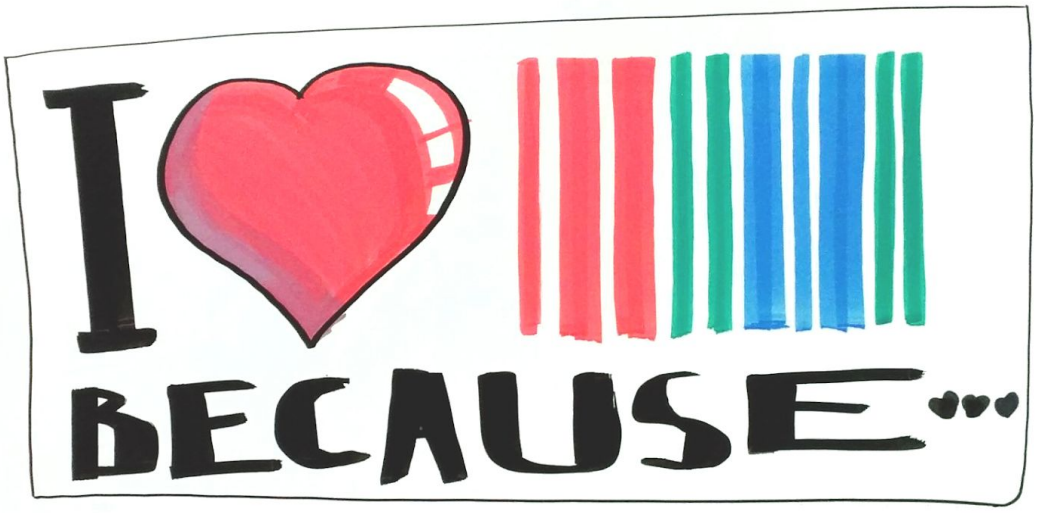
WikiProjects: https://www.wikidata.org/wiki/Wikidata:WikiProjects

Lexeme
https://www.wikidata.org/wiki/Wikidata:Lexicographical_data Documentation
https://tools.wmflabs.org/lexeme-forms/ Simple template to enter lexemes into Wikidata via a tool

Games that uses lexemes from Wikidata :
http://auregann.fr/derdiedas/ (German)
http://auregann.fr/ununе/ (French)

Wikibase
http://wikibase-registry.wmflabs.org/wiki/Main_Page (Englisch)
https://wikimediafoundation.org/2018/09/06/rhizome-wikibase/ (Englisch)

Wikidata For Wikipedians



Wikidata for Wikipedians:
Challenges, Fears, Concerns

Based on discussions at Wikidata Train-the-Trainer Workshops in Winter 2018

General understanding of Wikidata

- Common questions or statements from Wikipedians about Wikidata
    - "Why should I do now also do something in Wikidata?"
    - "Why do we need Wikidata at all?"
    - "Wikipedia still has the greatest significance for fundraising."
- Despite parallels there are many differences between Wikidata and Wikipedia e.g. text vs. data. It's about completely different content.
- Possible solutions:
    - Dealing with the question: What can Wikidata do for me?
    - Convincing people that Wikidata makes sense
    - Explain linking and exchanging data between Wikidata and Wikipedia

Difficulties with operating and handling Wikidata

- Concern: "Editing in Wikidata is so different from Wikipedia and much more technical. I can't programme/do not want to learn programming. So what should I do in Wikidata?"
- Non-existent technical affinity, even with long-time Wikipedians
- Missing German-language help pages/tutorials
- Discussions and decisions, if in German, are not easily connectable to the rest of the international Wikidata communities, as they mainly communicate in English.
- It's hard to measure your work in Wikidata.
- The feeling of not being able to influence anything in the development of Wikidata

Concerns regarding quality and data structure in Wikidata

- Uncertainty: Where does the data come from?
- Prejudice: Wikidata lacks the evidence and in many places the sources.
- "Ontology is chaotic and there are no effective control mechanisms."
- "Wikidata is not politically neutral, it's biased."
- "The semantic web is already dead."

Concerns regarding Wikidata's integration into Wikipedia

- "Vandalism on Wikidata is not clearly recognizable when tied to Wikipedia."
- Wikipedians do not want to be redirected to Wikidata for editing. Lists from Wikidata cannot yet be edited in Wikipedia.
- Unclear and ignorant about the origin of (false) data (from Wikidata) when integrated into Wikipedia
- Fear of loss of control, e.g. over the contents of infoboxes, and the preservation of knowledge of domination on Wikipedia

Wikidata For Wikipedians: Important Tricks And Tips

Based on discussions at Wikidata Train-the-Trainer Workshops in Winter 2018

These tools can be presented

- Listeria
- Databox
- Lua

"The longing of the Wikipedian is completeness!"

In General

- Ideal target group: Wikimedians who are already interested in Wikidata
- Why Wikidata can be interesting for Wikipedians:
    - Big advantage: being able to go beyond your own language project when it comes to data and its completeness
    - Wikidata can be used to generate and process lists to complete the favorite topics on Wikipedia and Wikidata.
    - Familiarity with Wikidata will open black boxes
- Bring people up to date, because participants may not know about newer changes
- Thematize: There are not only one but many ontologies (there are subcategories and these are constantly changing)

How to go about it

- There are good examples that can be referred to, e.g. cat diagrams with visualization show. These should be well prepared for the workshop!
- Possible introduction: (1) After creating a Wikipedia article go to Wikidata, (2) store additional data there, (3) use Reasonator and (4) have more added value!
- Set priorities: Editing objects and quality
    - Display individual citations
    - Explain operation
    - Identify possible solutions, even if the structure is not yet complete or if there are still gaps in the existing data.
- Listeria is a good tool to demonstrate the work with lists.
    - Show how saving via Listeria works
- Point it out: Quality labels, networking
- Questions: Why is your article not included?
- Provide links for help.

Concerns

- Adress concerns in the introduction, for example, about the fear of automation and the elimination of certain activities in the community.
    - Option: ask for concerns and reservations at the beginning of the workshop
- Motivations for people to contribute to Wikimedia project:
    - (1) Self-determined work
    - (2) Joy in working in connection with a favourite topic
    - (3) Social recognition
      => show where Wikidata can be useful there
- Topic: technical affinity
    - If anyone wants to learn coding, Wikidata is a good place to try it out.
    - Argument: the hardest thing about SPARQL is to clearly formulate what you are looking for
    - SPARQL will need every user at some point - you can never get around the subject completely.
    - Don't think that you are alone when you try new things on Wikidata!

Facilitating & Designing A Workshop

Energizer, Warm-ups And Games In A Workshop

Used at the Wikidata Train-the-Trainer Workshops in Winter 2018

Important notes

The purpose of energizers in the workshop is to promote, loosen up or change group dynamics. After all, group dynamics are an important factor in every workshop. Often a hurdle has to be overcome at the beginning of each workshop when new people meet in a new group. Therefore it can be very helpful at the beginning of a workshop to integrate a small exercise to get to know each other. This way the participants get into conversation and the ice is broken.

However, it is important to note that these exercises are presented to the participants as voluntary offers. Not all people associate something positive with these energizers, so it is all the more important that no person in the room is forced to participate. At the same time, however, many people, despite their reservations, can perceive the positive effect of such an exercise and appreciate it afterwards. Therefore: just invite them to try it out!

To get to know each other

"I'm the only one in the room who..."

All people in the group have 5 minutes to think about something which they are the only person in the room to whom this assertion applies. The facilitator gives a few examples: This can be something personal, or something related to the work or involvement in Wikimedia or Wikipedia. Then it goes round and round and everyone shares his or her assertion. Each time the group checks to see if the statement does apply to someone else in the group.

To reactivate or wake up

For the body

Circle of claps: Moderation gives a clapping signal to the next person (left/right), who passes the signal on, one after the other. Two claps means a change of direction. The signal can also be thrown to the opposite side. The goal is to make the signal run faster and faster. Don't forget eye contact!

For the mind

Tell a story together: Facilitator asks the group: "We need some topic, no matter what (e.g. foxes, football, robots)". Then the group invents a story together. The moderation starts with the first word and the next person adds one word each. Give a short example, then start. Important: the story doesn't have to make sense. Also: it is also about speed, i.e. we slowly get faster.

Strengthening team spirit

We are building a tower

The participants are divided into small teams of three to four people. All groups receive the same material:

- 4 pages of A4 paper
- 3 pages of A3 paper
- 1 meter adhesive tape
- 1 scissors

You get the following task:
"You have 3 minutes to build the highest tower. The tower must be able to stand on the ground by itself."

The time is running and the groups are regularly informed about the remaining time. When the time is up, all team members must remove their hands from the tower. The facilitator sees which towers are still standing and chooses the highest tower.

After congratulating the winning team, the moderator asks for feedback from the groups:

- How did you proceed?
- How did you organize yourself as a team?
- What worked, what didn't?

The aim of this exercise is to promote the team spirit of the participants, but also to analyse the group dynamics that emerge in a stress situation. And that is often an iterative approach where things are tried out, leading to the first goal faster than long discussions.

How To Deal With Challenges In A Workshop

Based on the Wikidata Train-the-Trainer Workshops in Winter 2018

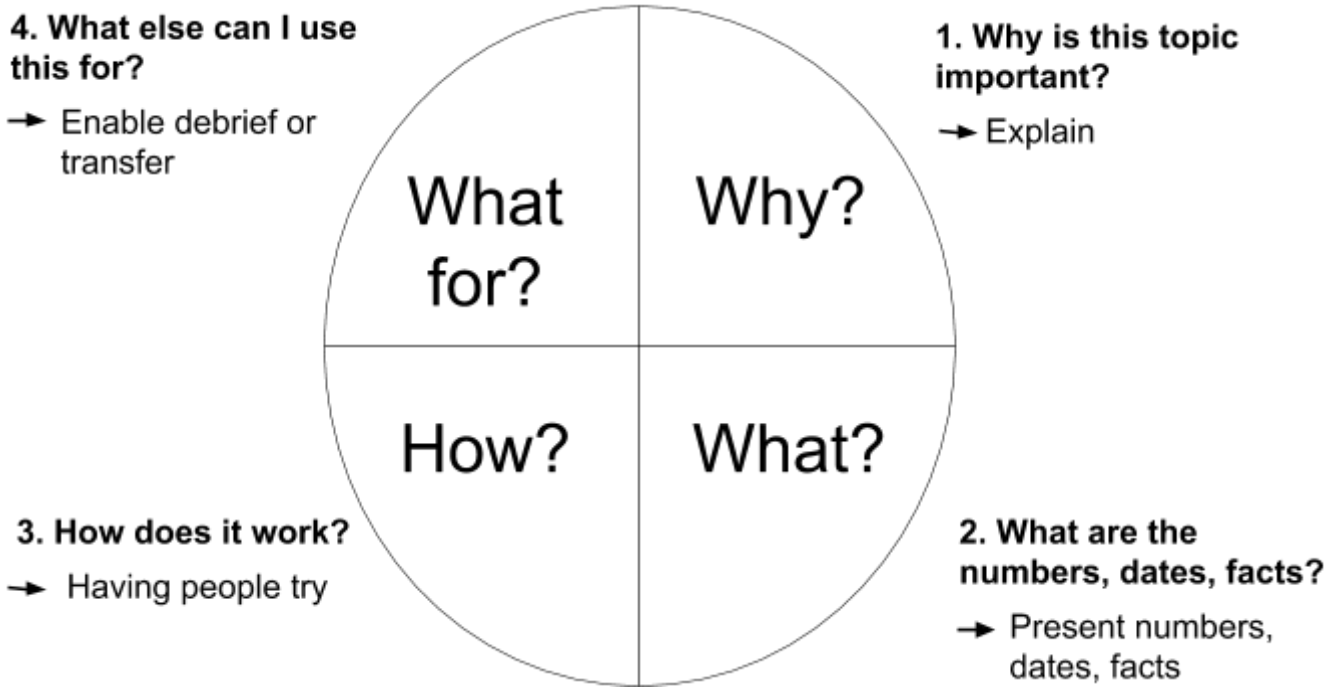
Challenges	Solutions
Only few people come to the event.	• People can register in advance • Charge a small participation fee • Advertise with free food or drinks • Invite well-known speakers • Organize an event in a cool or public place (e.g. Co-Working Spaces, Adult Education Centre or bookshops) • Do more advertising e.g. via mailing lists, Meet-ups, Social Media, WMAT website, Open Data Communities • Advertise the event via the public channels of the venue (e.g. internal newsletter, flyer or Facebook events)
Practical challenges: Technology, WLAN, access, adapters - something is always missing or does not work!	• Have checklists • Have a plan B (e.g. bring adapter, present as PDF on USB stick)
You don't know how much prior knowledge is in the room.	At the beginning of the workshop, do a short quiz or a constellation in the room (ask for knowledge in a playful way).
Participants have very different expectations and experiences.	• Divide group and form smaller group according to previous experience e.g. 1st group for beginners, 2nd group for experts. Divide the groups into scenarios that might be of interest to different audiences ("You want to learn how to edit an entry in Wikidata" vs. "You have a record that you want to edit and upload"). But this requires more mentors and more space. • Offer individual tutoring • Offer different workshops that build on each other in terms of content and thus enable different previous experiences (easier to implement at conferences)
Target requirement was too high e.g. Wikidata for scientists. • How to clarify goals well? • How do you decide on theory and practice?	• Do not explain Wikidata in a standardized, academic way • Knowing which target group you have in front of you • More storytelling to inspire people • Think about what knowledge is needed beforehand • Repeat things • At the beginning, make a round in which the expectations and wishes of the participants are collected and/or discussed.
Workshop has too much content and no clear story.	• Iteration, Iteration, Iteration • Proper preparation • Let other people, also from outside the field, have a look at the concept or the presentation and get feedback.

The practical part was not discussed well in advance, which led to chaos and was difficult for newcomers.	● Go through "worst case" scenario in advance ● Using experiences as learning moments ;) ● Make the positive clear, and not just what went wrong. ● Aim for better consultation and documentation next time
Mixed audience: People are asking questions during the presentation.	● Specifying the target group and topic clearly in the invitation and invite them in a channeled way (but usually only helps to a limited extent!) ● Present the agenda at the beginning and allow time for questions. ● Asking for expectations and experiences from the audience (either by invitation or by hand signal at the beginning of the workshop) ● Laying and explaining the foundations ● Option A: Run the program through and move questions to a theme parking lot or to the end ● Option B: Sometimes it can make sense to respond to questions and flexibly change your programme when there is a need from the audience.
A discussion on a controversial topic bombs the workshop, such as data quality with Wikipedians.	● Keeping the control of the facilitation in hand and signaling that the topic is important but also controversial. ● Option A: Openly address the issue. Let the group decide on the focus and change its own plan if necessary. ● Option B: Deal with the topic and discuss it in a specific time frame (e.g. 10 minutes), but then return to the planned topic. ● Option C: Do not discuss topic and questions immediately, but pick them up again at the end of the workshop when there is time. ● For longer workshops: Set up theme parking space and park topic there for later.
With Wikipedians: fears and resentiments exist against Wikidata.	● Offer an open format in which these fears can also be addressed ● Create longing and motivation by focusing on the possibilities and vision of Wikidata (and not so much on technical operation). ● Explain and visualize the benefits of Wikidata for Wikipedia and other Wikimedia projects. ● Offer a workshop outside the Wikiverse ● Render images
How to make everyone happy?	Don’t even try.

One person dominates the workshop.	**Step 1:** Consciously perceive how speaking time is distributed in the group **Step 2:** Adapt formats so that all people have equal time, e.g. speaking stone / speaking stick (only the person with the stick speaks) or always have contributions to the discussion go around in a circle (each person gets the right to speak). **Step 3:** Openly discuss the fact that the workshop is also about all people being able to participate on an equal footing and, if necessary, openly pointing out dominant behaviour in a friendly way or actively involving quieter people in the discussion ("You have already contributed a great deal to this discussion. I would also like to hear something from the people who have not said so much yet.") **Step 4:** Enable small group work instead of discussion in the plenum. In small groups (max. 3 persons) all persons can get more involved and find better hearing.
Data has not yet been digitized and is not even available in Excel lists.	● Sounds like a larger project that probably can't be solved in a workshop - rather apply for money for a data preparation workshop! ● Nevertheless: Awake longing for Wikidata and explain possibilities of digital use of the data.
Share resources in the workshop.	● Prepare ether pads ● Invite people to the documentation or ask a person beforehand. ● Providing links on the beamer
For workshops lasting several days: People only join on the last day.	● Offer motivating activities at the beginning and at the end e.g. group photo ● Try out new formats such as Barcamp (program will be designed by the participants themselves)
At conferences: People always come in in between.	● Use an open format for the workshop, e.g. small group work and presentation. ● Facilitate together with other people so that one person can take care of the stragglers ● Involving other participants and repeating previous content (learning effect)

Differentiating Different Learning Types: 4MAT-Modell

by [David Kolb und Bernice McCarthy]



Designing A Workshop

Every workshop benefits from good preparation. Therefore, it is important to think about the general conditions of the workshop in advance. Each workshop is different, but the following steps can help you to clarify the orientation and objectives of the workshop.

Schritt 1: Defining your workshop goals

- What do we want to achieve with our workshop?
- Which target groups do we want to address sensibly with the Worshop?
- How do we ideally reach these target groups?

Schritt 2: Clarify conditions for workshop

- How many people should/can participate in the workshop?
- What facilities are available?
- How long should the workshop last?
- Do we need support for this and if so, where do we get it?

Schritt 3: Design a workshop concept

- What prior knowledge does our target group have? How can we find out?
- What new skills or knowledge do we want to impart?
- Which topics should definitely be included in the workshop concept?
- Which methods do we want to use to convey these topics (e.g. plenary, small group, individual work, exercises)?
- Use template for workshop conception
- Check questions:
    - ❏ Is content included for all learning types of the 4MAT model (e.g. practical part)?
    - ❏ Have we planned enough breaks?
    - ❏ Have we planned enough time for questions?
    - ❏ Do we want to use energizers or warm-ups?
    - ❏ Can the methods be implemented in the existing premises?
    - ❏ Is our timing realistic? Do we still have to install buffers?
    - ❏ Do I still need support with the facilitation?
    - ❏ How can we see that we have achieved our goal?
    - ❏ *In the case of external funding*: Do we have to meet certain reporting requirements? How can we guarantee this?
    - ❏ How do we document the workshop?

****

Here you will find further ideas and inspiration for the conception of a workshop:

https://www.wikidata.org/wiki/Wikidata:Training

[Template] Workshop Concept

Goal of the workshop	
Target group	
Number of participants	
Duration	
Evaluation: How do we measure, whether we reached our goal?	
Reporting requirements	

Time	Duration	What	How and Why	Output	Who	Material

Time	Duration	What	How and Why	Output	Who	Material

List Of Materials

Material	Who	Check

Documentation and Evaluation

Why Evaluation And Documentation?

Based on discussions at Wikidata Train-the-Trainer Workshops in Winter 2018

- Demonstrate the impact of the workshop and measure success
- Self-control and inspiration for further development of the workshop (e.g. through feedback from participants or partners)
- Decision support: do it again or not?
- Ensuring transparency (e.g. for the use of donations)
- Justification of one's own activity
- Creating publicity
- Share best practice so others can learn from it
- Enable further use of materials and concepts

Guidelines for documentation and evaluation of voluntary projects (DE:WP)

[Excerpts from the results of the community workshop 2017]

The purpose of the documentation is to

- Share results and experiences so that other community members can share and learn from them.
- Share results and experiences to increase the visibility of available funding opportunities
- Make the benefits of funding comprehensible and present them (to third parties)

How Does Evaluation Work?

Based on discussions at Wikidata Train-the-Trainer Workshops in Winter 2018

Important: Good evaluation needs clear goals!

Step 1: Defining the project goal

S pecific
M measureable
A chievable
R ealistic
T imed

Example: Objectives of the Train-the-Trainer Project 2018

- Example: Objectives of the Train-the-Trainer Project 2018
- We want to develop an effective Train-the-Trainer concept. To this end, we are running three Train-the-Trainer workshops until the end of 2018.
- We want to empower more people to conduct their own Wikidata workshops.
- We want to build a network of Wikidata trainers.

Step 2: Get data to check whether you reached the goal

Example: Evaluation concept of the Train-the-Trainer project 2018

- Inquiry about the participants' experience when registering via the registration form
- Survey the participants' level of knowledge at the beginning and end of the workshop (pre- and post-measurement)
- Feedback rounds with the participants of the workshop at the end of the second and third day

Step 3: Report results

Example: Report on the participant survey of WikiCon 2018

- The WikiCon team always reports on the results of its participant survey directly on the project page: https://de.wikipedia.org/wiki/Wikipedia:WikiCon_2018/Evaluation

How To Get Your Data

Based on discussions at Wikidata Train-the-Trainer Workshops in Winter 2018

Quantitative

- Type and length of activity in Wikimedia projects
- Number of newly created user accounts
- Number, type and scope of edited articles or data
- Number or amount of uploaded data
- Number of new editors coming to further workshops
- Number of workshops organised

Qualitative

- Write down quotes from participants
- Own documentation of things that attract attention during the workshop
- Joint feedback round of the organizing team after the workshop
- Request feedback from participants in the workshop
    - Short (e.g. part of the final round):
        - What were the three most important things for you during the workshop?
        - What are you taking home from this workshop?
    - A little longer (e.g. collecting on the flipchart):
        - (1) What did you find particularly important? (2) What did you miss?
        - (1) What worked well? (2) What can be improved? (3) What do you wish for next time?
    - Anonymously:
        - Set up the box (e.g. shoe box) and place small notes and pencil next to it.
        - Send Google form to participants by email
        - Distribute a short questionnaire to participants at the end of the workshop (see below).

Ways For Reporting And Documentation

Based on discussions at Wikidata Train-the-Trainer Workshops in Winter 2018

- Twittering during the event
- Upload slides as PDF to Commons
- Shoot documentary videos
- Provide photo documentation of the workshop
- Writing a courier report
- Publish newsletter contributions (e.g. GLAM or Wikidata Newsletter)
- Publish a blog post (e.g. on Lokal K or WMDE Blog)
- Internal Wiki for the exchange between teams
- Create and publish a project report (e.g. on-wiki)
- Write contribution for the annual report
- Create Podcast with Interviews
- Live documentation in Etherpad
- One person from the Orga team is responsible for documentation during the workshop.

Short Questionnaire

Dear participant,
we appreciate you taking time to give us feedback! With your feedback, you help us to improve the workshop in the future.

How did you find out about this workshop?

How old are you?
[ ] under 18 [ ] 18–30 [ ] 31–40 [ ] 41–50 [ ] 51–60 [ ] 61–70 [ ] 71 years or older [ ] n/a

Are you …
[ ] male [ ] female [ ] other:_____

Did you ever edit Wikidata before this workshop?

[ ] yes [ ] no [ ] I did not know that I could edit Wikidata

How much did the workshop motivate you to contribute to Wikidata?
[ ] very much [ ] much [ ] a bit [ ] not at all

What did you like about this workshop?

What questions remained open? What would have needed more support or explanation?

Thank you very much for your feedback!

We would like to send you materials for this workshop and more information on Wikidata. If you are interested, please leave your email address below: :

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