



Guidelines for Galaxy Training Academy tutorials

Updating a Tutorial

1. Are the tools the state of the art and the latest available tool version in the toolshed for this type of analysis? (If necessary: [update tool version](#))
 - a. Update the results presented in the tutorial that changed as a result
2. Test Data:
 - a. If possible, have your test data in the shared data library using the [data_library.yaml](#) file for the tutorial.
 - b. Verify they are not too large so that the analysis can be done within the quota limits of Galaxy. If necessary, mention to the trainee how to use scratch storage.
 - c. Verify that the analysis runs in a reasonable time for the training. If necessary, mention in the training that a step will take longer and that the student can start another training in the meantime.
3. Submit a PR to the [gtn repo](#) for review.

Testing a Tutorial on all Galaxy instances (US, AU, EU)

1. Check if the tutorial was recently checked/update from someone else.
 - a. If not please find out who is responsible and what the timeline is.
2. Locate the workflow associated with the training material.

Overview

Questions:

- How to remove contaminant sequences from your assembly?

Objectives:

- Remove contaminant sequences from an assembly
- Identify contaminant species
- Remove Mitochondrial DNA from an assembly

Requirements:

- [Introduction to Galaxy Analyses](#)
- [Slides: Quality Control](#)
- [Hands-on: Quality Control](#)

Time estimation: 1 hour 30 minutes

Supporting Materials:

[Datasets](#) [Workflows](#) [FAQs](#) [Recordings](#) [Available on these Galaxies](#)

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Last modification: Nov 7, 2024

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PURL: <https://gxy.io/GTN:T00452>

Rating: 3.5 (4 recent ratings, 5 all time)

Revision: 3



3. Run the workflows on the test data: (If you have [planemo](#) you can launch them easily from the command line)
 - a. usegalaxy.org
 - b. usegalaxy.eu
 - c. usegalaxy.org.au
 - d. usegalaxy.fr
4. If necessary, request [tools updates/installs](#)
 - a. On Main [usegalaxy-tools](#)
 - b. On EU : [usegalaxy-eu-tool](#)
 - c. On AU : [usegalaxy.org.au](#)
 - d. On FR: <https://gitlab.com/ifb-elixirfr/usegalaxy-fr/tools>
5. If necessary, request memory increase if a tool runs abnormally long in one instance on the GTA2025 [Slack Channel](#).
6. If you would like help testing your tutorial on different instances, open a task on the **ClickUp** board with a link to the workflow and the data before the due date,

Recording Videos

Videos for the GTA2025 need to be recorded if the Video was not updated for the GTA2024 or it belongs to the Galaxy introduction.

1. Record yourself with slides for a lecture or screen capture for a hands-on (You can find the video **submission process** explained [here](#) as well as **tips** on how to record [here](#).)
2. Optional: edit your videos
3. Submit through the [Google form](#)
4. Review captions when they are sent back to you:
 - a. Remove “uh”, “hum” etc.
 - b. Correct spelling and misunderstood words
 - c. Do not change the text too much or YouTube will not be able to identify the timing of the captions.

Provide Question

1. To be able to grant a certificate for your tutorial, submit at least one question per tutorial to the question tab in the organization spreadsheet

Request Certificate for trainers

- If you need a certificate of participation in the training for this event, please keep track of the tasks you work on and the time you spend on them. We will send a form at the end of the event for requests.



Maximum Due dates

Please consider the following deadlines for your contributions to the GTA

1. Provide a testing workflow and data so we can ask Admins to test tutorials on different instances: 07.04.2025
2. Video recording: 14.04.2025
3. Testing tutorials on different instances: 24.04.2025