



## Steps to Entering and Downloading Data

### Before you start, have the following with you:

- Completed data forms for the protocol you conducted
- If you are entering a new site: Completed Habitat and Site Description Forms
- If you are updating your sites: Completed Habitat Description Forms

### General Recommendations and Tips for the Data Center:

- Teachers should enter classes and complete the site and habitat descriptions before students enter their data.
- Students will not have User ID's. The teacher's User ID and password should be used to log in. Students can enter their names in the observer's name field on the data entry pages.
- Microsoft Internet Explorer is the preferred browser for using this site.
- If you are having trouble viewing a page, click the "Refresh" button on your browser.
- Do not use the "back" button on your browser, it can lead to data being entered more than once.
- Students will need to know their class name and site ID for their data sheets and in order to enter data.

### Logging In:

- Registered Ecology Explorer Teachers
  - Enter your User ID, Password, and Log In!
  - **Students will not have User ID's – Teacher's should either log-in for their students or share their User ID and Password with their students.**
- Ecology Explorer Teachers who have not registered
  - Click "Register" (see below for directions)
- Just Browsing
  - Click "Guest"

### Registering (For teachers that do not have a User ID):

- USER ID
  - Choose something you will remember (e.g. jwsmith). People often choose their first initial combined with their last name. You will use this ID when logging into the Data Center.
- E-MAIL ADDRESS
  - Enter the e-mail address you check most often. The address will not be used for any other purpose other than sending you your password or any other relevant information related to the Data Center.
- SCHOOL
  - Click on the down arrow on the right hand side of the box. Your school name should appear in the drop down list. Highlight the name of your school. If your school is not on the drop down list, please contact [ecology.explorers@asu.edu](mailto:ecology.explorers@asu.edu).
- TEACHER'S NAME
  - Enter the name you would like your students to see (e.g. Mr. Smith or John Smith. This is the name that will appear on the data pages your students will be using while entering data.
- **Click "Submit"** – the next page will be a confirmation of the information you entered. Check that all the information is correct. If any information is incorrect,

register again and send an e-mail to [ecology.explorers@asu.edu](mailto:ecology.explorers@asu.edu) referencing the changes.

### Registration Confirmation

- You will receive an e-mail from Ecology Explorers within 48 hours containing your password. The password will allow you to enter data. You do not need a password to view data, so you can enter the Data Center as a guest until you receive your password.

### Submitting vs. Downloading Data

- Submitting Data - allows you to submit data from your Ecology Explorers research project. This is only available to registered Ecology Explorers teachers.
- Downloading Data – allows you to search for and view data from other Ecology Explorers and some of the CAP-LTER research projects. This is available to both guests and registered Ecology Explorers teachers.
- **Click on your choice of what you would like to do.** If you are Downloading data, skip the following steps and go to the Downloading Data directions.

## SUBMITTING DATA

### Select your Protocol

- Click on the down arrow on the right hand side of the box. Highlight the protocol for which you will be entering data.
- Click "Continue."

### Site ID

Select the site you are entering data for and the class you are in. If you need to create a new site, click on "Create a new site." If you need to enter new classes, click on "Create a new class."

- **Creating a New Site**
  - Click on "Create a new site." The next window will contain the fields of data you need to enter in order to create a new site.
  - **You will need your completed Site and Habitat Description Data Sheet for this step!**
  - We recommend that teachers complete the site and habitat descriptions before students enter data about the sites.
  - Enter all the fields with the data from your data sheet.
  - Click "Submit My New Site."
  - You will then be sent to the page where you will select your site ID. The site you just created should appear in the box under "Select your site ID." If your site is not in that box, click on the down arrow on the right hand side of the box and your new site should be in the drop down list.
  - If your site is not in the drop down list, contact [Ecology.Explorers@asu.edu](mailto:Ecology.Explorers@asu.edu).
  - **Each site you have will need to be entered separately!** All sites should be entered before students enter data.
- **Choosing an Existing Site**
  - Click on the down arrow on the right hand side of the box. Highlight the site from which you will be entering data.
  - Next, choose your class (see below for directions)

## Class ID

- **Creating a New Class**
  - Click on "Create a new class." The next window will contain the fields of data you need to enter in order to create a new class.
  - Enter the relevant information (grade level and name) of the classes that will be entering data.
  - Click " Submit My New Class."
  - You will then be sent to the page where you will select your class. The class you just created should appear in the box under "Select the class you are in." If your class is not in the box, click on the down arrow on the right hand side of the box and your new class should be in the drop down list.
  - If your class is not in the drop down list, contact [Ecology.Explorers@asu.edu](mailto:Ecology.Explorers@asu.edu).
  - **Each class you have will need to be entered separately!** All classes should be entered before students enter data.
  - Teachers can choose to lump everyone by entering only one class – 8<sup>th</sup> Biology. You can also create a class name for each of your classes – e.g. Biology 1, Biology 2, Biology 3, etc..
  
- **Choosing an Existing Class**
  - Click on the down arrow on the right hand side of the box. Highlight the name of the class that collected the data.
  - Click "Enter My Data" to continue.

## Habitat Description

(For all protocols, **except Bruchid Beetles!** If you are entering Bruchid Beetle Data you will be on the Data Submission Page - proceed to Data Submission directions)

One of two windows will appear next.....

1. A page notifying you that a Habitat Description has not been entered about the site. You will need to click on "Update Habitat Description" and enter the habitat description for the site (This should be recorded on your Habitat and Site Description Data Sheet).
  
2. A page that will display a habitat description of the site.
  - If all the information is correct, click "Habitat Description OK – Continue Entering Data."
  - If the information is incorrect or needs updating – click "Update Habitat Description."

## Data Submission

You will need your completed protocol data sheets for this section. Please read information relevant to the protocol you are entering data for:

- **Ground Arthropods**
  - One form needs to be completed for each trap line. This is very important for the accurate entering and retrieval of data.
  - The date is the date the sample was collected.
  - Students can enter their own names for the observer field.

- Include any relevant information in the comments section (Did it rain? Were any of the cups stolen? Etc..)
  - Enter data from your completed Arthropod Data Sheet.
  - Check your work before submitting your data.
  - If you want a print out of what you entered, print the page **before** you click to submit your data. **Never** go back after you have clicked "Submit My Arthropod Data" – your data will be entered twice!
- **Birds**
  - One form needs to be completed for each point count circle. This is very important for the accurate entering and retrieval of data.
  - The date is the date the sample was collected.
  - Students can enter their own names for the observer field.
  - Enter data from your completed Bird Data Sheet.
  - Check your work before submitting your data.
  - If you want a print out of what you entered, print the page **before** you click to submit your data. **Never** go back after you have clicked "Submit My Bird Data" – your data will be entered twice!
- **Bruchid Beetles**
  - Enter data from your completed Bruchid Beetle Data Sheet.
  - The date is the date the pods were collected.
  - Students can enter their own names for the observer field.
  - Check your work before submitting your data.
  - If you want a print out of what you entered, print the page **before** you click to submit your data. **Never** go back after you have clicked "Submit My Bruchid Data" – your data will be entered twice!
- **Vegetation**
  - Enter data from your completed Vegetation Data Sheet.
  - The date is the date the sample was collected.
  - Students can enter their own names for the observer field.
  - Check your work before submitting your data.
  - If you want a print out of what you entered, print the page **before** you click to submit your data. **Never** go back after you have clicked "Submit My Vegetation Data" – your data will be entered twice!
- When you have completed entering data, click "Submit My Data" **Never** go back after you have clicked "Submit My Data" – your data will be entered twice!

### Your Data Has Been Submitted

- The display will confirm your data has been submitted, you now have three choices:
  1. Click "Enter more data" (Submit Data Icon)
    - This will take you to a page where you can continue entering data about the same protocol at the same or a different site.
  2. Click "Return to Data Center" (View Data Icon)
    - This will take you to the Data Center where you can choose to submit or download data.
  3. Close the browser window and end your session

## Downloading Data

- **Select the data set**
    - Select the data set you would like to work with by clicking on the down arrow on the right hand side of the box. Highlight the dataset you want. You can work with one of the following:
      - Ecology Explorers Bird Survey
      - Ecology Explorers Arthropod Survey
      - Ecology Explorers Bruchid Beetle Survey
      - Ecology Explorers Vegetation Survey
    - Click "Continue"
  
  - **Select the dates and locations for the dataset**
    - Selecting dates
      - Click on the down arrow on the right hand side of the box and highlight your choices.
  
    - Selecting the location(s)
      - Click on the down arrow on the right hand side of the box and highlight your choice.
      - You can choose more than one location by holding down the Control or Option key while highlighting the locations you want.
  
    - Click "Go Get Data"
  
  - **Viewing your Data**
    - You have two choices to view your data.
      1. View the data as a web page, this can take some time depending on your modem and the amount of data.
      2. Save the data to a file and then open it in your spreadsheet program (i.e. EXCEL). This allows you to work with the data.
1. To view the data as a web page, click on the "View Data" icon
    - The next page will display your data in a table
  
  2. To save the data depends on the computer you are using:
    - **If you use a PC**
      1. Right click on the icon and choose "save link as" (in Netscape) or "save target as" (in Internet Explorer).
      2. Save the file on your computer or on a disk.
      3. Open up the file in your spreadsheet program (i.e. EXCEL) and follow the directions for converting it to a spreadsheet file.
    - **If you use a Mac**
      1. Right click (or press the Control button while clicking) on the icon and choose "save link as" (in Netscape) or "download link to disk" (in Internet Explorer).
      2. Save the file on your computer or on a disk.
      3. Open up the file in your spreadsheet program (i.e. EXCEL) and follow the directions for converting it to a spreadsheet file.