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.
- 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 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):
- NAME
  - This will be your username. 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 relevant information related to the Data Center.
- PASSWORD
  - Enter a password that you will remember
- 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.
  - **Click “Register”** – you will be taken back to the Ecology Explorer Data Center indicating you’re your profile was created and then it will still need to be approved by the Ecology Explorers education team.
Registration Confirmation
• You will receive an e-mail from Ecology Explorers when your registration has been approved.

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 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.

SUBMIT 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.

• 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 in setting up a new class)

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 “submit” to continue to Habitat Check page

Creating a New Site
• Click on “Create 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 “Create Site.”
• You will then be sent back to the submit data page. The site you just created should appear in the “Site” box under.“ 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.
• Each site you have will need to be entered separately! All sites should be entered before students enter data.
Teacher’s Guide

Creating a New Class

• Create Class
  • Click on "Create class.” The next window will contain the fields of data you need to enter in order to create a new class.
  • Enter class name and grade of the classes that will be entering data.
  • Click “Create Class.”
  • You will then be sent back to the Submit Data page where you will select your class. The class you just created should appear in the “Class” box. 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.
  • 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 – 8th Biology. You can also create a class name for each of your classes – e.g. Biology 1, Biology 2, Biology 3, etc..

Habitat Check Page Description
If your habitat has significantly changed since you entered the site and habitat description you can update the habitat description on this page. Make changes and click on the “Update Habitat and/or Continue Entering Data” button. If you don’t have any changes just click on the “Update Habitat and/or Continue Entering Data” button.

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 (not the data entry date).
  • 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 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 (not the data entry date).
  • 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 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 (not the data entry date).
  • 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 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 (not the data entry date).
  • 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 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 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:
  • Would you like to submit data? Click on “submit”
    • This will take you to a page where you can continue entering data about the same protocol at the same or a different site.
  • Go back to Data Center Home Page “Click Data Center Home Page”
    • This will take you to the Data Center where you can choose to submit or download data.
  • Close the browser window and end your session
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

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.

- Click “Submit”

Viewing your Data

Download the data by clicking on “Download”
The data will be downloaded as a CSV file which can be imported directly into a spreadsheet program (i.e. EXCEL)