Steps to Entering and Downloading Data

**Remember you are entering very important data. It is extremely critical that you check your work and take pride in the data you enter. Scientists and anyone from the community can access your data. Your data not only represents your school, but it is a permanent part of an ASU database!

Before you start, have the following with you:
- o Completed data forms for the protocol you conducted.
- o Your teacher will need to log in for you or you will need to ask your teacher for their User ID and password.

General Recommendations and Tips for the Data Center:
- o Microsoft Internet Explorer is the preferred browser for using this site.
- o If you are having trouble viewing a page, click the "Refresh" button on your browser.
- o Do not use the "back" button on your browser, it can lead to data being entered more than once.

Logging In:
- o Ask your teacher to log in for you!
- o Just Browsing
  - Click "Guest"

Submitting vs. Downloading Data
- o Submitting Data - allows you to submit or enter data from your Ecology Explorers research project.

- o Downloading Data – allows you to search for and view data from other Ecology Explorers and some of the CAP-LTER research projects.

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

Site ID
Only teachers should create new classes and new sites!

- o **Choosing Your Site**
  - Click on the down arrow on the right hand side of the box. Highlight the site from which you will be entering data.

- o **Choosing Your Class**
  - Click on the down arrow on the right hand side of the box. Highlight the name of your class.
  - 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). Ask your teacher for this information.

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
- o Enter data from your completed Data Sheet.
- o **Check your work before submitting your data.**
- o If you want a print out of what you entered, print the page **before** you click to submit your data.
- o When you have completed entering data, click "Submit My Data"
- o **<u>Never</u> go back after you have clicked "Submit My Data" – your data will be entered twice!**

Your Data Has Been Submitted
- o 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

<u>Downloading Data</u>

- o **Select the data set**
    - o 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
    - o Click "Continue"

- o **Select the dates and locations for the dataset**
    - o Selecting dates
        - ▪ Click on the down arrow on the right hand side of the box and highlight your choices.

    - o 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.

    - o Click "Go Get Data"

- o **Viewing your Data**
    - o 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
        - • Your data will be displayed 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 "Save Data" icon and choose "save
            2. link as" (in Netscape) or "save target as" (in Internet Explorer).
            3. Save the file on your computer or on a disk.
            4. 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 "Save Data" 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.