

Frequently Asked Questions about the Partner Administrative Pages:

Your Administrative pages are designed to provide you with tools that will allow you to:

1. **Complete and submit your Annual Surveys.**
2. **Post workshops in your region and GLOBE certify your teachers and trainers.**
3. **Issue school IDs to your teachers.**

Your Annual Survey for each completed year is ready to be filled out by January of the new calendar year. To complete and submit the Annual Survey, please follow these steps:

1. Go to www.globe.gov and log on using your Country Coordinator ID and Password (please ask your GLOBE Desk Officer if you do not have your ID and password).
2. Under the navigation menu '**For Partners**', please select the link marked 'Administration'.
3. Under Partnership Profile box, please select '(past year) Annual Survey Submission' link. (For example: in January 2008 you will select the link for 2007 Annual Survey).
4. This link will bring up a 7-part survey that contains information you have previously entered.

Please note that there are 7 parts to the survey (A through G) and the data you entered for the past year will be displayed in the appropriate sections. Please make changes where applicable and save the section before moving on to a new section. You can save your information at any time and stop at any of the sections, return back to the survey and complete it as necessary. Please submit the survey when all sections are completed. Please remember to do this by February 28th of each year.

To post workshops in your region and GLOBE certify your teachers and trainers, please follow these steps:

1. Go to www.globe.gov and log on using your Country Coordinator ID and Password.
2. When the main GLOBE page is displayed, you will see a GLOBE logo and the words "The GLOBE Program" at the very top of the page. To the right side on this page you will see the words "Welcome <country coordinator name here>" and you will know that you have logged on successfully as the GLOBE Country Coordinator.
3. Directly below this welcome message, you will see several links under topics such as **Home, Projects, For Students, For Teachers, For Scientists and For Partners**. Under the navigation menu '**For Partners**', please select the link marked 'Administration'.
4. This will lead you to a page that will display several colorful boxes marked Partnership Profile, Schools in my Region, Support Materials, Workshop Administration, and GLOBE Communications. Each box has a theme and the links in that particular box are related to the title theme or subject. The box you need for posting workshops and certifying your teachers and trainers is labeled '**Workshop Administration**'.
5. In this box you will find 2 links and the link you should select is '**Workshop Administration**' (create workshops and edit rosters). Once you have selected this link, it will display all the workshops you have conducted so far and also a link labeled '**CREATE A NEW WORKSHOP**'.
6. Select the link marked '**CREATE A NEW WORKSHOP**' and fill in the form, providing your name, workshop location, type of workshop (Partner hosted **Teacher** or Partner Hosted **Trainer**), dates of workshop, protocols covered, etc.

7. When you submit this information by selecting the green leaf shape marked 'Submit', this workshop becomes a part of the GLOBE database as a history of your workshop activities in your country.
8. Follow steps 9, 10, 11 explained in the instructions below to issue and activate school IDs.

There are 2 ways to issue GLOBE school IDs. One is when you post a new workshop and add participants to the workshop. The other is by adding school/teacher to a workshop that they attended in the past, but were not registered in the GLOBE database.

To Issue school IDs to your teachers:

1. Go to www.globe.gov and log on using your Country Coordinator ID and Password.
2. When the main GLOBE page is displayed, you will see a GLOBE logo and the words "The GLOBE Program" at the very top of the page. To the right side on this page you will see the words "Welcome <country coordinator name here>" and you will know that you have logged on successfully as the GLOBE Country Coordinator.
3. Directly below this welcome message, you will see several links under topics such as **Home, Projects, For Students, For Teachers, For Scientists and For Partners**. Under the navigation menu '**For Partners**', please select the link marked 'Administration'.
4. This will lead you to a page that will display several colorful boxes marked Partnership Profile, Schools in my Region, Support Materials, Workshop Administration, and GLOBE Communications. Each box has a theme and the links in that particular box are related to the title theme or subject. The box you need for registering teachers and issuing school IDs is labeled '**Workshop Administration**'.
5. In this box you will find 2 links and the link you should select is '**Workshop Administration**' (create workshops and edit rosters). Once you have selected this link, it will display all your workshops held so far and each of the workshop is a live link that will take you to more information about when and where the workshop was held, what protocols were covered, who attended, what schools IDs have already been issued and the teacher contact information (if this information was entered in the database).

When you select each of the workshops (place your cursor on the link and select it), you will see more links that allow you to manage the information regarding that specific workshop. For this training session, we will call this page "**Individual Workshop Management Page**".

The first link on this page is '**Modify Workshop Information**' and that will display who requested the workshop, where and when the workshop was held, and what protocols were covered.

You can now select the green back arrow in your tool bar at the very top and it will take you back to the **Individual Workshop Management Page**.

Once a workshop has been posted and it appears on this page, the most important links are under the titles '**Workshop Roster**' and '**Workshop Reports**'. The ones we will discuss here are: Add Teacher/School to Roster, Edit Roster, and School ID List. Please note that you have an **Individual Workshop Management Page** for each of the workshops you have successfully conducted so far in your country.

PLEASE NOTE: IF YOU BECOME CONFUSED ON ANY OF THE WEB PAGES, LOOK FOR THE LINK AT THE BOTTOM OF THE PAGE, MARKED “**Admin Home**” AND IT WILL TAKE YOU BACK TO THE MULTI-COLORED THEME BOXES DESCRIBED IN STEP 4 ABOVE. ONCE YOU ARE THERE, YOU CAN REPEAT THE STEPS FROM STEP 4.

6. When you select ‘**Edit Roster**’ you should see all the participants that were registered for that particular workshop, their school names, and a green dot marking the status of their training (cancelled, withdrew or completed the training).
7. Select the green back arrow in the tool bar and go back to the **Workshop Management Page**.
8. Now select the link ‘**School ID list**’ under the Workshop Report group and you will see which school IDs have been issued to these schools.
9. If you have names of teachers and their schools that still need to be added, select ‘**Add Teacher/School to Roster**’ and follow the steps to add the teachers. Once you have done that, the system will automatically add the schools in the database and will issue school IDs for schools that are not yet in the database.
10. Please go back to the ‘**Edit Roster**’ link mentioned in step 6 above and move all the green dots to ‘Completed Workshop’ and select the square box marked ‘Activate School IDs’. Then select the green leaf shape marked ‘Submit’.
11. You can now go to ‘**School ID List**’ under Workshop Reports and print out the list for the teachers. These school IDs are now ready to be used as assigned.

If the teachers are being trained now or in the future, please make a note of these steps and when you post a new workshop, please register the attendees before the workshop begins. When the training is completed, follow the instructions provided here to mark the attendees ‘Completed Workshop’ and activate their school IDs (steps 8, 9 and 10 above).

Some important tips: Please make a note that all of the school passwords default to SGLOBE2 (all capital letters). If the teacher wants to change his/her school password, they will be asked for a teacher password (as a second layer of security) and that is always TGLOBE2 (all capital letters). **Please remind your teachers that the school ID is issued to the school location and NOT to the person. So if they change schools and want to continue doing GLOBE activities at a new school, they will need to contact you for a new ID. They cannot enter data using their old school ID because their latitude / longitude of observation site have now changed at the new location and they need a new ID for that location.**