**Shortcuts to the GLOBE system**

Every ***trained and verified member*** of GLOBE can:

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| Enter Data into the Live Site | Login to GLOBE. Click the slider icon on the top left, then “Go To”. Click “Enter Data” - OR – click “Enter Data” at the data ticker on the home page. You can also select GLOBE Data->Data Entry from the main menu. Choose “Data Entry – Desktop Forms” on the next page:  http://data.globe.gov/ |
| Practice entering data into the Training Site | Login to GLOBE and select GLOBE Data->Data Entry from the main menu. Choose “Training Data Entry” on the next page. |
| Visualize Data | Click the slider icon on the top left, then “Go To”. Click “Visualize Data” – OR – GLOBE Data-> Visualize Data – OR – go to:  http://vis.globe.gov/ |
| Change their information (email, password, address etc) | Click on your circle photo on the top right and “Account Settings” to access your account information |
| Upload a picture of themselves | Go to your “MyPage” and select “Change” on the picture on the right. (Click on the circle photo icon on the top right and “My Page”) |
| Request someone to be their Friend | Search for the person you want to be a friend. Click on their name to go to their “MyPage”. Under their picture click “Add Friend”. You will be notified via email when they accept. |
| Post to a Forum | Go to the forum you are interested in and click “Post a new Thread”, or click “Reply” to an existing thread. You can also “subscribe” to the forum to receive email anytime someone posts to the forum. |
| Change the content on their MyPage | Click on your photo icon on the top right and select “My Page”. Mouse over the title of any section and click on the 3 vertical blue dot on the right. Select “Edit Web Content”. You will see a form which you can input information into. |
| Input the number of students they directly support (for GLOBE metrics) | Click on your photo icon on the top right and “MyPage”. Scroll down to Metrics and select the “Edit” button under “Number of my students using GLOBE this year”. |
| Find Someone to Collaborate With | Select Community->Find a Project Collaborator from the top Menu. Use the form to find someone who is in a particular country and using the same protocols as you. Select “Add as Friend” and they will receive an email from you. |
| Upload a Document to a community | Go to the community you’d like to upload the document to. (Community->GLOBE Communities lists all communities). Most Communities have a Documents page – click on it in the left hand nav. Most communities have a “Member Documents” Folder – click on it. Select “Add” from the menu and create a folder, or add a document. Select Browse to find the document, add meta data and “Publish”. There is a document link created which you can link to if desired. |
| Upload a Document to your MyPage | Click on your photo icon on the top right and MyPage. Open the left side menu (click on the small slider icon on the top left). Under “My Site” Select Content & Data. Documents and Media is your personal library. Click Add to add documents/images. Once you upload the document, select Details and Get URL to find the URL to what you just uploaded. So you can link to it from your MyPage. |

Every **teacher** can also:

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| Create Student Accounts | Click on your photo icon on the top right and select “MyPage”. Click on View Student Accounts to see/add/edit student accounts. |
| Monitor what their Student Accounts are doing | Click on your photo icon on the top right and select “MyPage”. Select the “Collaboration” tab. In the middle of the page under your Friends map is “Friends Activities”. Anything your student does will be listed here. |
| Post student reports | Student reports can be uploaded by you or your students at Do GLOBE -> For Students -> Student Research Reports |
| Add pictures to their school’s image gallery | Open the left side menu and use the “Go to” and My Organizations drop down to select your school. Click on the Image Gallery tab. Add pictures for your school. |

Every **teacher** who has “**School Manager**” checked as a GLOBE role can also:

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| Edit the school information (address, phone, location) | Open the left side menu and Select “Manage-> Users and Organizations”. Select Organizations and then select your school from the list. There are various categories you can select to add or change your school information |
| Edit the school’s “About us” content on the school page. | Open the left side menu and use the “Go to” and My Organizations drop down to select your school. Go to the About & Contacts page. Mouse over “About the School” and you will see three vertical dots appear on the right. Click the 3 dots to “Edit Web Content”. |
| Change another teacher’s information at their school | Open the left side menu and Select “Manage-> Users and Organizations”. Select Users and then select the name you want to edit. You can then edit their information or help them change their information if needed. |
| Add a picture for their school on their school’s page | Open the left side menu and Select “Manage-> Users and Organizations”. Select Organizations and then select your school from the list. You can change the photo on the first screen “Information” |

Every **Partner or Country Coordinator** (with the GLOBE organization manager role checked) can also:

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| Create, Edit or Delete User accounts for the people at schools which are connected to them. | Open the left side menu and Select “Manage-> Users and Organizations”. Select Users and then select the name you want to edit. Click “+” Add User to add a new user. (Note – it’s always easier to add a user’s organization before adding them) |
| Create, Edit or Delete Schools which are connected to them. | Open the left side menu and Select “Manage-> Users and Organizations”. Select Organizations and then select your school from the list. There are various categories you can select to add or change your school information. Click “+” Add School Organization” to add a new school. |
| Change a user’s training records | Open the left side menu and Select “Manage-> Users and Organizations”. Select Users and the name you want to edit. Select Training. Click Workshop Override to change the records listed. |
| Give a teacher the “School Manager” Role | Open the left side menu and Select “Manage-> Users and Organizations”. Select Users the name you want to edit. Select GLOBE User Groups. On the bottom, select “School Manager” check box. |
| Create Workshops | Open the left side menu and Select Manage-> Workshop Administration. |
| Search for Trainers | Open the left side menu and Select Manage-> Workshop Administration |
| Send an email to people they’ve trained | Open the left side menu and Select Manage-> Workshop Administration and use the search tool |
| See Metrics on what schools are reporting data and when they last reported | Open the left side menu and Select Manage-> School Status Reports |
| Post a News or Event Article on their page | Open the left side menu and use the “Go to” and from the My Organizations drop down select your organization. You will see your organization name further down on the left side menu. Select Web Content and then select the large blue “+” on the top right to choose News or Events. Enter required fields and click “Publish”. |
| See the status of workshops and user’s in their country or partnership | Open the left side menu and Select Manage>Partner Dashboard |
| Send an email to people in their country | Open the left side menu and Select Manage>Partner Dashboard and choose the user types you want to email |
| Export a list of all users in their country/partnership | Open the left side menu and Select Manage>Users & Organizations. Select “All Users”. Use Search to filter. Select “Export Organization Users” |