Section 5: Technology Systems

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This Country Coordinator Implementation Guide has been developed as a resource guide to assist GLOBE Country Coordinators in the operations and implementation of The GLOBE Program in their countries. Section 5: Technology Systems contains:

WEBSITE ACCESS

1. Website Tutorials on Special Management Tools for Country Coordinators
2. Web Tutorials on Using the GLOBE Website
3. Country Coordinator Quick Guide to GLOBE Website

DATA ENTRY, VISUALIZATION AND RETRIEVAL

1. GLOBE Data Entry
2. Email Data Entry Instructions
3. Data Entry Mobile App
4. The GLOBE Program's app, GLOBE Observer
5. Data Visualization
6. Data Retrieval (ADAT, API)

WEBSITE ACCESS

1. Website Tutorials on Special Management Tools for Country Coordinators

Resources have been developed to support Country Coordinators' use of the GLOBE Website in their implementation of GLOBE. These Website tutorials focus on the special management tools available to Country Coordinators for training and supporting their teachers as well as tracking, understanding and reporting overall GLOBE involvement and use.

Tutorials cover the following topics:

1. Managing Schools and Users
2. Managing Partner and Country Pages
3. Managing Workshops
4. Reports and Metrics
5. Workshop Help

2. Web Tutorials on Using the GLOBE Website

The GLOBE Website is made up of several specialized areas that enable you to engage, collaborate and educate as well as enter and interact with scientific data. The following

Web Tutorials were developed to help you understand and work with the various parts of the GLOBE Website:

1. Setting up Your Data Site
2. Entering Measurement Data
3. Retrieve and Visualize Your Data
4. Setting up Your GLOBE Account
5. Creating Student Accounts

3. Country Coordinator Quick Guide to GLOBE Website

Below is a quick guide to how to do different tasks on the GLOBE Website. This guide can also be downloaded from the Website here. The first step is to Login to www.globe.gov with your email address and password.

Quick Guide to the GLOBE System

Every **trained member** of GLOBE can:

Enter Data into the Live Site	Login to GLOBE and click the "Enter Data" button on the home page.
Practice entering data into the Training Site	Login to GLOBE, move the mouse on "GLOBE Data" tab on the home page, then "Data Entry," then choose "Training Data Entry" from the menu.
Visualize Data	Click on the link "Visualize Data" on the Home Page.
Change their information (email, password, address etc.)	Click on your name on the top right and "Account Settings" to access and edit your account information
Upload a picture of themselves	Go to your "MyPage" (Click the circle with a person figure inside then select "My Page"), and select "Change" on the picture on the left. Or...Click on the circle with a figure inside on the top right then select "Account Settings" to access your account information. The first link "Information" on the left will allow you to upload a picture.
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." Click the "Collaboration" tab and then the link under their picture which says "request to be a 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"	Go to your "MyPage" (Click the circle with a person figure inside then select "My Page"). Look for and click the 3 vertical dots in the middle column of the page. You will see a form/text editor into which you can input information.
Input the number of students they directly support (for GLOBE metrics)	Go to your "MyPage" (Click the circle with a person figure inside then select "My Page"). Scroll down the page, and in the middle of the page, click the "Edit" link next to "Number of students using GLOBE this year".

Change GLOBE Info Through "GLOBE Info," users can select what information to display on their "MyPage" and the "Collaboration" page such as the languages they speak, their activities on the GLOBE Website, and their preference to collaborate with other GLOBE Community members. **Collaborate** I'm interested in collaborating with · Display Activities · Blogs · Calendar Event · Document Library · Friends · Image Gallery · Journal · Message Boards · Wall Post **Languages**	To access the member GLOBE Info, click on the User picture from the GLOBE Homepage, then select "Account Settings." In the "Account Settings" page, select "GLOBE Info" link from the left side panel.
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.

Every **teacher** can also:

Create Student Accounts	Go to your "MyPage" (Click the circle with a person figure inside then select "My Page"), then look for the "Student Accounts" section in the middle of your "MyPage." Select "Add Account" and fill out the form.
Monitor what their Student Accounts are doing	Go to your "MyPage" (Click the circle with a person figure inside then select "My Page"). Select the "Collaboration" tab. In the middle of the page under your "Friend" map is "Friends Activities." Anything your student does will be listed here.
Submit student reports	Use the "Do GLOBE" drop down menu and select "Student Research Report." On the Student Research report page, click the "Upload your research report" button on the right of the page. Fill out the form to submit your student research report.
Add pictures to their school's image gallery	Use the "Go to" drop down on the top left of the page and select your school under "My Organization" (if you cannot see "Go to menu" on the left side of the home page, click the menu button to view the menu). Click on the "Images" tab. Add pictures for your school.

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

Edit the school information (address, phone, location)	Go to "Manage" on the top left, select "Users and Organizations." Then click on the "Organizations" tab 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.	Use the "Go to" drop down on the top left of the page and select your school under "My Organization" (if you cannot see "Go to menu" on the left side of the home page, click the menu button to view the menu). Click the 3 vertical dots icon to see a form, which will allow you to add text and pictures for your school.
Change another teacher's information at their school	You can help a colleague to change or update their information. On the left side Menu, select Manage->Users and Organizations. By default, it goes to Users tab where it will show all the users under your school and you can find your colleague's name. 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	On the left side Menu, click "Manage" and select "Users and Organizations" then click "Organizations" tab. Find your organization from the list and click the school name to edit its information. The picture for your school is uploaded on the first option selection.

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

Create, Edit or Delete User accounts for the people at schools which are connected to them.	Go to Manage->Users and Organizations. You can browse or select All Users. You can click on Action->Edit to edit it, or select "Add" 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.	Go to Manage->Users and Organizations then click "Organizations" tab. You can browse or select "All Organizations." Check the box next to the school name to show the possible actions you can do, or click the + button to add a new school. (Note: you cannot delete schools that contain Data Site and/or Teachers.)
Changing the teacher's school or adding a new school to their account.	First you will need to check if the school you desire to add to the teacher's account is already in the GLOBE system. If you cannot find the school, follow the steps in the field above to add the school to the system then proceed to the next step. If you can find the school in the system, you can proceed to the next step. Go to Manage-> Users and Organizations. You can search for the teacher you want to change their school by typing their name or their email address in the search field. Once they show up in the search results, Click their name or click the 3 dots to the right and select edit from the menu. The teacher's account settings will open. Click the Organization link on the left side menu. In the organization link, click the select button, a window will popup where you can search for the school you would like to add to the teacher's account. After you find the school, click the Choose button to add it then click the Save button on the following page to save the changes you made. After adding the new school, you can remove the previous school if needed by clicking the x on the right side of the school. Note: when searching for users or organizations, typing the name or email address between quotation marks helps filtering the results "name".

Change a user's training records	Go to Manage->Users and Organizations. You can browse or select "All Users." Click the user name to open their account settings and then select "GLOBE Training" link. Check "Workshop Override" box to change the records listed. (Only use sparingly and only add a user to a workshop that you are sure they attended)
Give a teacher the "School Manager" Role	Go to Manage->Users and Organizations. You can browse or select "All Users." Click user name to open their account settings and then select "GLOBE User Groups." On the bottom, select "School Manager" check box, then hit save.
Create Workshops	Go to Manage-> Workshop Administration The "Workshop Management Tool" should open (if the Tool doesn't automatically open, click the "Launch Admin Workshop" link to open it manually) from the "Workshop Management Tool" main menu. Select "Create New Workshop," fill out the form and submit to post the new workshop.
Search for Trainers	Go to Manage-> Workshop Administration, Search/Manage existing workshop. Look for the workshop for which you need to find trainers, then select the "Add Trainer / View Trainer's list."
Send an email to people they have trained	Go to Manage-> Workshop Administration and use " GLOBE Members Trained via Workshops under your Organization(s)" to send an email.
See Metrics on what schools are reporting data and when they last reported	Go to Manage-> School Status Reports

Partner Dashboard

The Partner Dashboard is an important portal for Country Coordinators to help them view all the tasks that need their attention in one place.

To access the Partner Dashboard, go to "Manage" in the control panel, then click Partner Dashboard. Partner Dashboard link: https://www.globe.gov/group/guest/~/control_panel/manage?p_p_id=partnerdashboard_WAR_globegovpartnerdashboardportlet

The Partner Dashboard enables Country Coordinators to perform the following tasks.

- Member status summary
- View new accounts and approve them
- View Newly approved account and contact them info about workshops and training opportunities.
- View Newly trained users in the Country.
- View Trained users in the Country.
- View Citizen Scientists in the Country.
- View Trained Citizen Scientists in the country.
- View Trainers in the Country
- View Mentor Trainers in the Country.
- Workshop Tasks Reminders:
- View workshop action needed

Trainer Dashboard

The Trainer Dashboard is another tool to help Country Coordinators, Regional Office Coordinators and the GLOBE Education Working Group to view and process Trainer and Mentor Trainer applications.

To access the Trainer Dashboard, go to "Manage" in the control panel, then click Trainer Dashboard. Trainer/ Mentor Trainer link: https://www.globe.gov/group/guest/~/control_panel/manage?p_p_id=gov_globe_trainerdashboard_TrainerDashboardPortlet

The Trainer Dashboard enables Country Coordinators to perform the following tasks.

- View a Trainer or Mentor Trainer application status.
- View the account of the applicant.
- View the organization that the applicant belongs to.
- View the supporting documents submitted by the applicants.

  - Approve or reject a Trainer or Mentor Trainer Application.
  - Approved applications move to the Education Working group to review and assign a Mentor Trainer.
  - Rejected applications, stop the process and inform the applications the reason of denial.

Updating Country Page

Country Coordinators can update the country page and its child pages.

Some of these updates include:
- Adding content to the Country Main page.
- Updating the About & Contact info page.
- Adding News to the News page
- Adding Events to the Events page

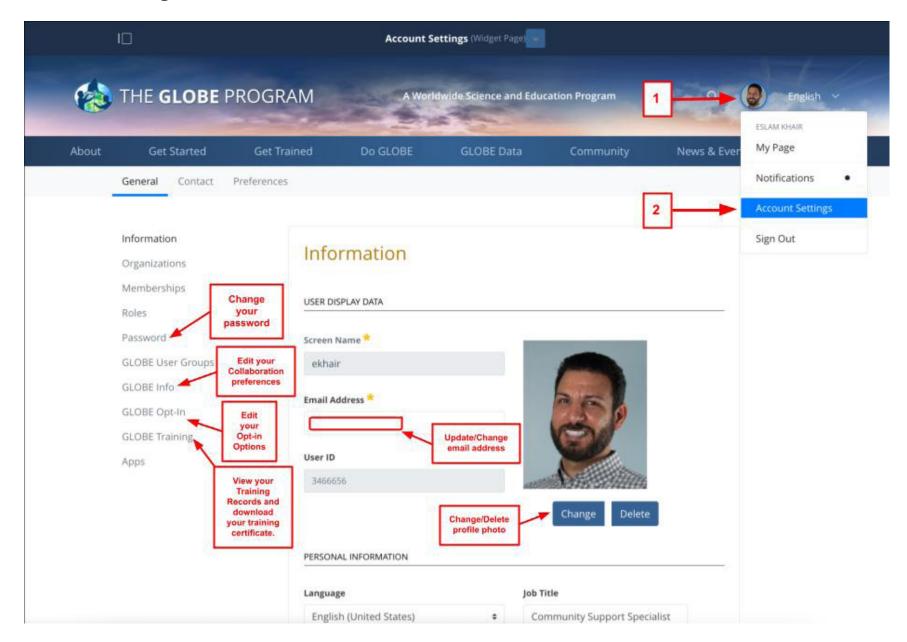### Updating the Contents of the Resources page.

Updating the Country pages is different from one page to the other.

To update the contents of the country page or any other page (Resources), simply move the mouse until the Web Content Display bar shows up. Click on the 3 dots at the right side of the bar and select Edit Web Content. The text editor will show up where you can add text, media and links and format it.
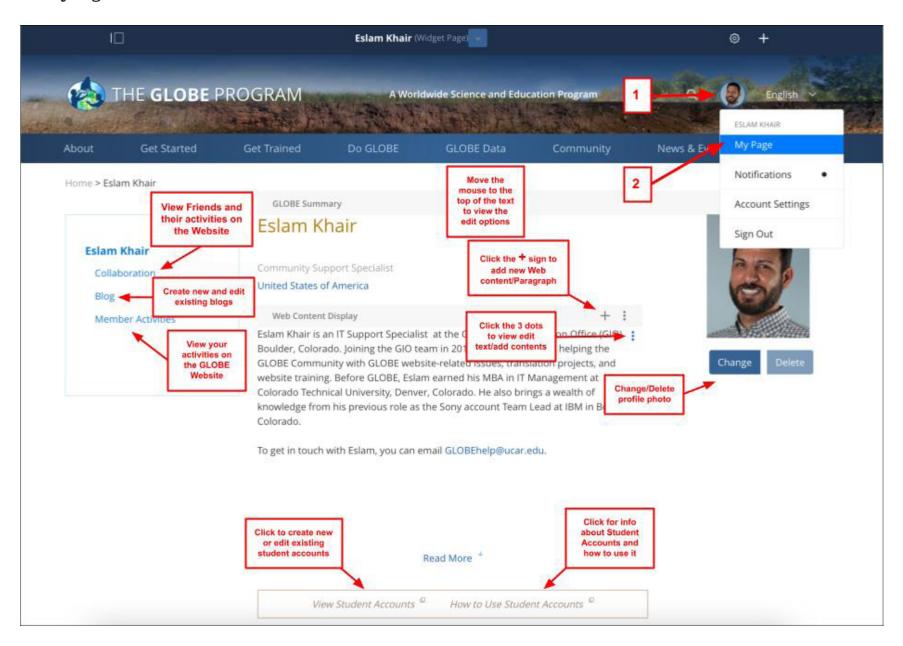
To update the About and Contact info page. Click on Add Contact, then select the (Yes (Use member's profile)) Then select the GLOBE Member you would like to add to the page and select the contact information you would like to view. Please note, only members with GLOBE accounts will show up in the list. If the member is not already in the system, you will need to create their account first before adding them to the Country Page.

To add news and events to the News or the Events page, go the country page, click on the Window shape on top of the page to view the Control panel on the left side of the page. Click the Arrow to the left of the Country name to expand, Click the Arrow to the left of the Contents and Data to expand. Click Web Content. In the Web Content Page, click the Filter and Order to select News or Events to add.
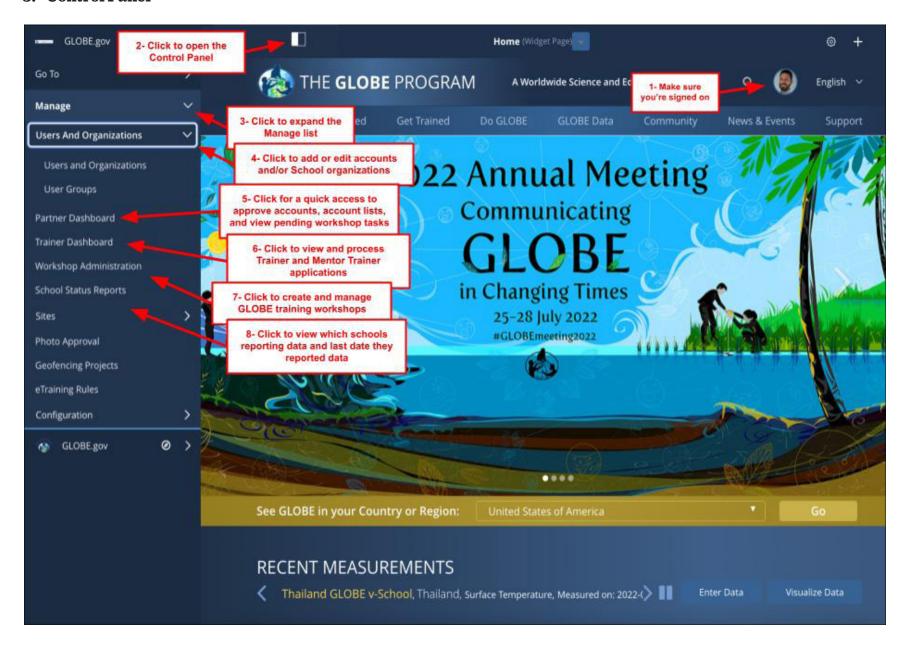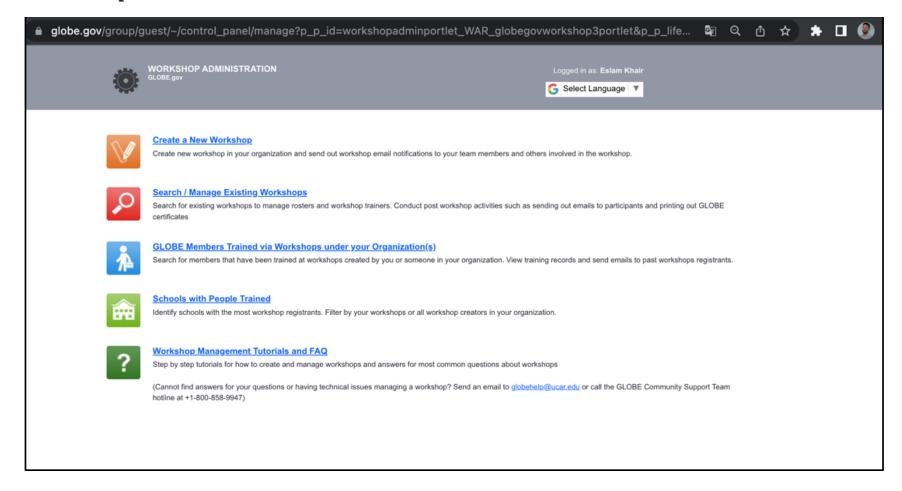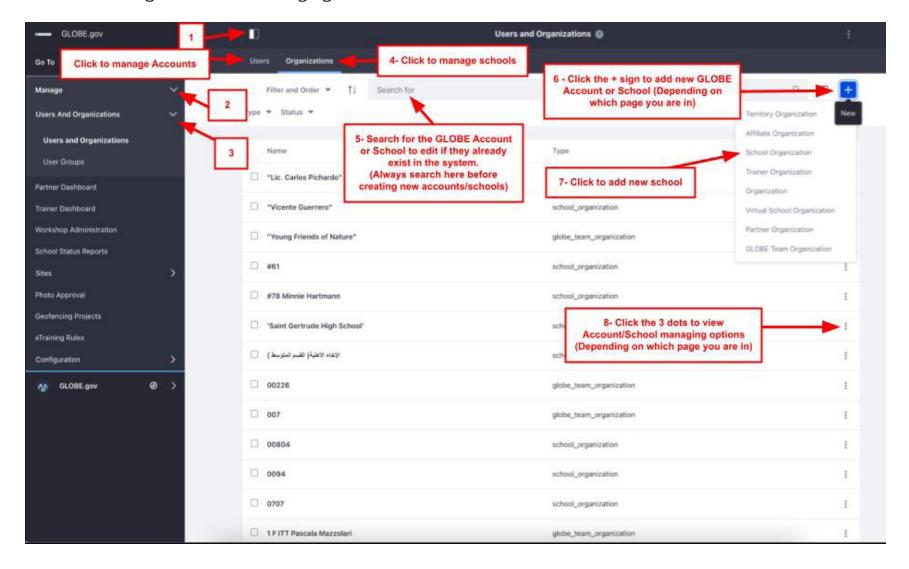
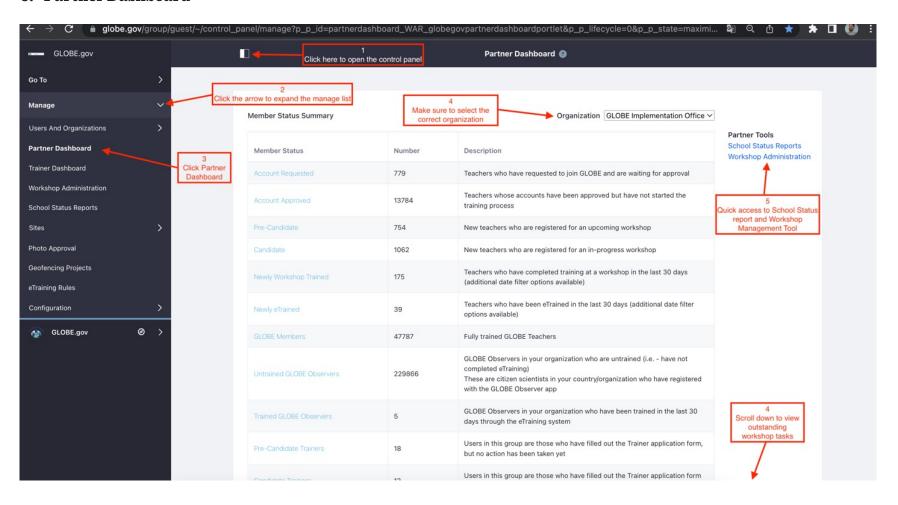## 1. Account settings

2. My Page

3. Control Panel

4. Workshop Administration Tool

globe.gov/group/guest/~/control_panel/manage?p_p_id=workshopadminportlet_WAR_globegovworkshop3portlet&p_p_life...

WORKSHOP ADMINISTRATION
GLOBE.gov

Logged in as: **Eslam Khair**

G Select Language | ▼

Create a New Workshop
Create new workshop in your organization and send out workshop email notifications to your team members and others involved in the workshop.

Search / Manage Existing Workshops
Search for existing workshops to manage rosters and workshop trainers. Conduct post workshop activities such as sending out emails to participants and printing out GLOBE certificates

GLOBE Members Trained via Workshops under your Organization(s)
Search for members that have been trained at workshops created by you or someone in your organization. View training records and send emails to past workshops registrants.

Schools with People Trained
Identify schools with the most workshop registrants. Filter by your workshops or all workshop creators in your organization.

Workshop Management Tutorials and FAQ
Step by step tutorials for how to create and manage workshops and answers for most common questions about workshops

(Cannot find answers for your questions or having technical issues managing a workshop? Send an email to globehelp@ucar.edu or call the GLOBE Community Support Team hotline at +1-800-858-9947)
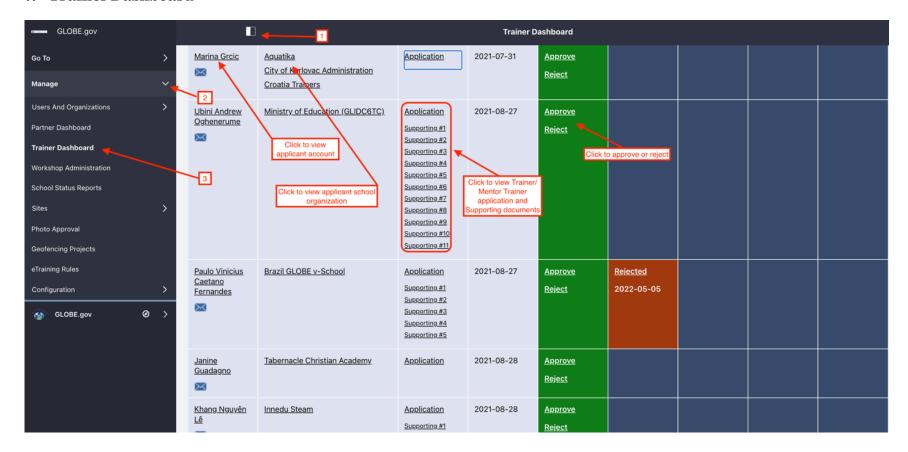
5. Users and Organization for Managing accounts and schools

6. Partner Dashboard

7. Trainer Dashboard

Useful Links:

- https://www.globe.gov/group/partners/overview/partner-and-cc-website-tutorials

- https://www.globe.gov/get-trained/tutorial-center

- For questions please email globehelp@ucar.edu

DATA ENTRY, VISUALIZATION AND RETRIEVAL

1. GLOBE Data Entry

Several options are offered for GLOBE data entry and are located here. Live data entry, training data entry and email data entry are described in the Navigating the new Data Entry Tools web tutorial.

2. Email Data Entry Instructions

GLOBE Email Data Entry requires that one must:

- Use their Organization ID
- Use a Site ID associated with their organization
- Use the email address associated with their GLOBE account

Learn more about where to find both ID's by visiting the following pages:

- Organization ID
- Site ID

To emphasize, in order to accept data, **you must use the email address associated with your GLOBE user account**. *This ensures that your data is accepted into the database and that you will be able to receive notifications related to your data submission.*

Detailed instructions for submitting GLOBE data via email are located here.

3. Data Entry Mobile Application

GLOBE'S Data Entry Mobile Application (app) for mobile devices is available on both iOS and Android platforms.

GLOBE's Data Entry App allows you to enter GLOBE protocol data directly from your iOS or Android device for any of GLOBE's protocols. After an initial download of forms, you can record your measurements in the field, and then choose to send your data to GLOBE when you have an internet connection. The app streamlines some aspects of data entry, and allows you to use your phone's camera to document your sites and measurements. This app is intended only for users who have an existing GLOBE Trained account.

Please note that even though the GLOBE Data Entry app is available for GLOBE Trained Users, it is currently being merged with The GLOBE Program's app, GLOBE Observer and will retire eventually once all the protocols are included in The GLOBE Program's app, GLOBE Observer (described below).

Download the app for android now from Google Play

Download the app for iOS now from the App Store

4. The GLOBE Program's app, GLOBE Observer

What is The GLOBE Program's app, GLOBE Observer?

- A citizen science app allowing volunteers in GLOBE countries to take observations and contribute to the Global Learning and Observations to Benefit the Environment (GLOBE) community
- A way to collect data to track changes in the environment in support of Earth system science research, and interpret NASA and other satellite data
- An open data set available to scientists, and supporting students of all ages in doing real scientific research through the GLOBE Program
- This app is intended for GLOBE Citizen Scientist untrained users but could also be used by GLOBE Trained users. The new version allows Trained users to enter additional data sets.

Download the app and follow the instructions to get started. Always follow guidelines from your local officials and only participate in GLOBE activities or use The GLOBE Program's app, GLOBE Observer if it is safe to do so.

5. Data Visualization

With the GLOBE Visualization System, you are able to view, graph, and export GLOBE data from around the world. You can use various filters to find both contemporary measurements as well as historical data ranging all the way back to 1995. Currently, the system supports a subset of GLOBE protocols, but GLOBE is continually adding new features, so be sure to check the GLOBE Website for the latest updates.

6. Data Retrieval

Instructions for using GLOBE tools for analyzing data can be found here.

ADAT

Find and use the data you are interested in with GLOBE's Advanced Data Access Tool (ADAT). You can refine your search using various parameters and then choose specific sites that contain the measurements you are looking for. Specific search parameters include:

- Protocol
- Date Range
- Date Count Range
- Site Name
- Country/State/Territory
- Proximity to Lakes or Rivers
- School/Teacher/Partner
- Elevation Range
- Latitude/Longitude Range
- Proximity to Latitude/Longitude

Once you have chosen the site you want to investigate, more filters can be applied to narrow the data search or download the data into a CSV file for a detailed analysis with your software of choice. The ADAT also includes the option to download a summary file that compiles the amount of available data for each site of interest. This feature can be used to determine which sites may be more data-rich and worth further investigation.

API

Quickly access GLOBE data and filter it by various parameters with GLOBE 'API calls.' Each 'API call' is associated with a unique URL and variable combination that allows measurements to be found with speed and ease. The GLOBE API is focused on supporting developers who want to use a programmatic interface to retrieve GLOBE data.