



## Section 5: Technology Systems

## Section 5: Technology Systems

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](http://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".

<p><b>Change GLOBE Info</b></p> <p>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.</p> <p><b>Collaborate</b> I’m interested in collaborating with</p> <ul style="list-style-type: none"> <li>• Display Activities</li> <li>• Blogs</li> <li>• Calendar Event</li> <li>• Document Library</li> <li>• Friends</li> <li>• Image Gallery</li> <li>• Journal</li> <li>• Message Boards</li> <li>• Wall Post</li> </ul> <p><b>Languages</b></p>	<p>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.</p>
<p><b>Find Someone to Collaborate With</b></p>	<p>Select Community -&gt;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.</p>

Every **teacher** can also:

<p><b>Create Student Accounts</b></p>	<p>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.</p>
<p><b>Monitor what their Student Accounts are doing</b></p>	<p>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.</p>
<p><b>Submit student reports</b></p>	<p>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.</p>
<p><b>Add pictures to their school’s image gallery</b></p>	<p>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.</p>



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

<b>Edit the school information (address, phone, location)</b>	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
<b>Edit the school’s “About us” content on the school page.</b>	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.
<b>Change another teacher’s information at their school</b>	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.
<b>Add a picture for their school on their school’s page</b>	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:

<b>Create, Edit or Delete User accounts for the people at schools which are connected to them.</b>	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)
<b>Create, Edit or Delete Schools which are connected to them.</b>	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.)
<b>Changing the teacher’s school or adding a new school to their account.</b>	<p>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-&gt; 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.</p> <p>Note: when searching for users or organizations, typing the name or email address between quotation marks helps filtering the results “name”.</p>

<b>Change a user's training records</b>	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)
<b>Give a teacher the "School Manager" Role</b>	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.
<b>Create Workshops</b>	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.
<b>Search for Trainers</b>	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."
<b>Send an email to people they have trained</b>	Go to Manage-> Workshop Administration and use " <a href="#">GLOBE Members Trained via Workshops under your Organization(s)</a> " to send an email.
<b>See Metrics on what schools are reporting data and when they last reported</b>	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\\_globgovpartnerdashboardportlet](https://www.globe.gov/group/guest/~/_control_panel/manage?p_p_id=partnerdashboard_WAR_globgovpartnerdashboardportlet)

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](https://www.globe.gov/group/guest/~/-/control-panel/manage?p_p_id=gov_globe_trainerdashboard_TrainerDashboardPortlet). [Trainer/ Mentor Trainer link: https://www.globe.gov/group/guest/~/-/control-panel/manage?p\\_p\\_id=gov\\_globe\\_trainerdashboard\\_TrainerDashboardPortlet](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

The screenshot shows the 'Account Settings (Widget Page)' interface for 'THE GLOBE PROGRAM'. The header includes the logo and the tagline 'A Worldwide Science and Education Program'. A navigation bar contains links: About, Get Started, Get Trained, Do GLOBE, GLOBE Data, Community, and News & Events. Below this is a sub-navigation bar with 'General', 'Contact', and 'Preferences'. The 'General' tab is active, showing a left sidebar with links: Information, Organizations, Memberships, Roles, Password, GLOBE User Groups, GLOBE Info, GLOBE Opt-In, GLOBE Training, and Apps. The main content area is titled 'Information' and is divided into two sections: 'USER DISPLAY DATA' and 'PERSONAL INFORMATION'. In the 'USER DISPLAY DATA' section, there are fields for 'Screen Name' (ekhair), 'Email Address' (empty), and 'User ID' (3466656). A profile photo of a man is shown next to these fields. Below the photo are 'Change' and 'Delete' buttons. In the 'PERSONAL INFORMATION' section, there are fields for 'Language' (English (United States)) and 'Job Title' (Community Support Specialist). Red annotations with arrows point to specific elements: '1' points to the user profile icon in the top right; '2' points to the 'Account Settings' option in the dropdown menu; 'Change your password' points to the 'Password' link in the sidebar; 'Edit your Collaboration preferences' points to the 'GLOBE Info' link; 'Edit your Opt-in Options' points to the 'GLOBE Opt-In' link; 'Update/Change email address' points to the 'Email Address' field; 'View your Training Records and download your training certificate.' points to the 'GLOBE Training' link; and 'Change/Delete profile photo' points to the 'Change' button next to the profile photo.

Account Settings (Widget Page)

THE GLOBE PROGRAM

A Worldwide Science and Education Program

English

About Get Started Get Trained Do GLOBE GLOBE Data Community News & Events

General Contact Preferences

Information

Organizations

Memberships

Roles

Password

GLOBE User Groups

GLOBE Info

GLOBE Opt-In

GLOBE Training

Apps

Change your password

Edit your Collaboration preferences

Edit your Opt-in Options

View your Training Records and download your training certificate.

Information

USER DISPLAY DATA

Screen Name \*

ekhair

Email Address \*

User ID

3466656

Change/Delete profile photo

Change Delete

PERSONAL INFORMATION

Language

English (United States)

Job Title

Community Support Specialist



## 2. My Page

The screenshot displays the GLOBE Program website interface. At the top, the header includes the GLOBE logo, the text "THE GLOBE PROGRAM", and the tagline "A Worldwide Science and Education Program". A navigation bar contains links: "About", "Get Started", "Get Trained", "Do GLOBE", "GLOBE Data", "Community", and "News & Events". The user's profile, "Eslam Khair", is visible in the top right corner, with a dropdown menu open showing options: "My Page", "Notifications", "Account Settings", and "Sign Out".

Annotations with red arrows point to specific features:

- 1**: Points to the user's profile picture in the top right corner.
- 2**: Points to the "My Page" option in the user profile dropdown menu.
- View Friends and their activities on the Website**: Points to the "Eslam Khair" link in the left sidebar.
- Create new and edit existing blogs**: Points to the "Blog" link in the left sidebar.
- View your activities on the GLOBE Website**: Points to the "Member Activities" link in the left sidebar.
- Move the mouse to the top of the text to view the edit options**: Points to the top of the "Web Content Display" section.
- Click the + sign to add new Web content/Paragraph**: Points to the "+" icon in the "Web Content Display" section.
- Click the 3 dots to view edit text/add contents**: Points to the three-dot menu icon in the "Web Content Display" section.
- Change/Delete profile photo**: Points to the "Change" and "Delete" buttons below the profile picture.
- Click to create new or edit existing student accounts**: Points to the "View Student Accounts" link at the bottom.
- Click for info about Student Accounts and how to use it**: Points to the "How to Use Student Accounts" link at the bottom.

The main content area shows the user's profile information, including their name "Eslam Khair", title "Community Support Specialist", and location "United States of America". It also includes a "Web Content Display" section with a paragraph about the user's background and a "Read More" link.

### 3. Control Panel

The screenshot shows the GLOBE Program website interface. The top navigation bar includes the GLOBE.gov logo, a 'Home (Widget Page)' button, and a user profile icon with the text '1- Make sure you're signed on'. Below the navigation bar is a banner for the '2022 Annual Meeting Communicating GLOBE in Changing Times' held from '25-28 July 2022' with the hashtag '#GLOBEmeeting2022'. The left sidebar contains a 'Manage' section with a dropdown menu. The 'Users And Organizations' option is selected, and a list of management tools is displayed. Eight numbered red boxes with arrows point to specific elements: 1. User profile icon, 2. 'Users And Organizations' dropdown, 3. Expanded dropdown menu, 4. 'Users and Organizations' link, 5. 'Partner Dashboard' link, 6. 'Trainer Dashboard' link, 7. 'Workshop Administration' link, and 8. 'School Status Reports' link. The bottom of the page features a 'RECENT MEASUREMENTS' section with a dropdown for 'Thailand GLOBE v-School, Thailand, Surface Temperature, Measured on: 2022-4' and buttons for 'Enter Data' and 'Visualize Data'.

**1- Make sure you're signed on**

**2- Click to open the Control Panel**

**3- Click to expand the Manage list**

**4- Click to add or edit accounts and/or School organizations**

**5- Click for a quick access to approve accounts, account lists, and view pending workshop tasks**

**6- Click to view and process Trainer and Mentor Trainer applications**

**7- Click to create and manage GLOBE training workshops**

**8- Click to view which schools reporting data and last date they reported data**

2022 Annual Meeting  
Communicating  
**GLOBE**  
in Changing Times  
25-28 July 2022  
#GLOBEmeeting2022

See GLOBE in your Country or Region: United States of America Go

RECENT MEASUREMENTS  
Thailand GLOBE v-School, Thailand, Surface Temperature, Measured on: 2022-4 Enter Data Visualize Data

## 4. Workshop Administration Tool

The screenshot shows a web browser window with the URL `globe.gov/group/guest/~/-/control_panel/manage?p_p_id=workshopadminportlet_WAR_globegovworkshop3portlet&p_p_lif...`. The page header includes the GLOBE logo, the text "WORKSHOP ADMINISTRATION GLOBE.gov", and a user login status "Logged in as: Eslam Khair". A "Select Language" dropdown menu is also present.

The main content area lists five administrative tasks, each with an icon and a description:

- Create a New Workshop** (Icon: Pencil and paper): 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** (Icon: Magnifying glass): 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)** (Icon: Person with briefcase): 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** (Icon: School building): Identify schools with the most workshop registrants. Filter by your workshops or all workshop creators in your organization.
- Workshop Management Tutorials and FAQ** (Icon: Question mark): 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](mailto: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

The screenshot displays the GLOBE.gov interface for managing users and organizations. The left sidebar contains a 'Manage' section with a dropdown menu. The main content area shows a table of organizations with columns for Name, Type, and a three-dot menu icon. Red callouts with numbers 1 through 8 provide instructions on how to navigate and manage accounts and schools.

**1** Click to manage Accounts

**2** Users And Organizations

**3** Users and Organizations

**4** Click to manage schools

**5** Search for the GLOBE Account or School to edit if they already exist in the system. (Always search here before creating new accounts/schools)

**6** Click the + sign to add new GLOBE Account or School (Depending on which page you are in)

**7** Click to add new school

**8** Click the 3 dots to view Account/School managing options (Depending on which page you are in)

Name	Type
<input type="checkbox"/> "Lic. Carlos Pichardo"	
<input type="checkbox"/> "Vicente Guerrero"	school_organization
<input type="checkbox"/> "Young Friends of Nature"	globe_team_organization
<input type="checkbox"/> #61	school_organization
<input type="checkbox"/> #78 Minnie Hartmann	school_organization
<input type="checkbox"/> 'Saint Gertrude High School'	sch
<input type="checkbox"/> الإهداء (الاعتماد) المتوسط	sch
<input type="checkbox"/> 00226	globe_team_organization
<input type="checkbox"/> 007	globe_team_organization
<input type="checkbox"/> 00804	school_organization
<input type="checkbox"/> 0094	school_organization
<input type="checkbox"/> 0707	school_organization
<input type="checkbox"/> 1 F ITT Pascala Mazzolari	globe_team_organization



## 6. Partner Dashboard

The screenshot shows the GLOBE.gov Partner Dashboard interface. The left sidebar contains a 'Go To' menu with options: Manage, Users And Organizations, Partner Dashboard, Trainer Dashboard, Workshop Administration, School Status Reports, Sites, Photo Approval, Geofencing Projects, eTraining Rules, and Configuration. The main content area is titled 'Partner Dashboard' and includes a 'Member Status Summary' table and a 'Partner Tools' section.

**Callout 1:** Click here to open the control panel (points to the top navigation bar).

**Callout 2:** Click the arrow to expand the manage list (points to the 'Manage' menu item in the sidebar).

**Callout 3:** Click Partner Dashboard (points to the 'Partner Dashboard' menu item in the sidebar).

**Callout 4:** Make sure to select the correct organization (points to the 'Organization' dropdown menu, which is set to 'GLOBE Implementation Office').

**Callout 5:** Quick access to School Status report and Workshop Management Tool (points to the 'Partner Tools' section, which includes links for 'School Status Reports' and 'Workshop Administration').

**Callout 4 (continued):** Scroll down to view outstanding workshop tasks (points to the bottom of the 'Member Status Summary' table).

Member Status	Number	Description
Account Requested	779	Teachers who have requested to join GLOBE and are waiting for approval
Account Approved	13784	Teachers whose accounts have been approved but have not started the training process
Pre-Candidate	754	New teachers who are registered for an upcoming workshop
Candidate	1062	New teachers who are registered for an in-progress workshop
Newly Workshop Trained	175	Teachers who have completed training at a workshop in the last 30 days (additional date filter options available)
Newly eTrained	39	Teachers who have been eTrained in the last 30 days (additional date filter options available)
GLOBE Members	47787	Fully trained GLOBE Teachers
Untrained GLOBE Observers	229866	GLOBE Observers in your organization who are untrained (i.e. - have not completed eTraining) These are citizen scientists in your country/organization who have registered with the GLOBE Observer app
Trained GLOBE Observers	5	GLOBE Observers in your organization who have been trained in the last 30 days through the eTraining system
Pre-Candidate Trainers	18	Users in this group are those who have filled out the Trainer application form, but no action has been taken yet
Candidate Trainers	42	Users in this group are those who have filled out the Trainer application form

**Partner Tools**

- School Status Reports
- Workshop Administration



## 7. Trainer Dashboard

GLOBE.gov		Trainer Dashboard							
Go To	>	Marina Grcic	Aquatika City of Karlovac Administration Croatia Trainers	Application	2021-07-31	Approve Reject			
Manage	▼	Ubini Andrew Oghenerume	Ministry of Education (GLIDC6TC)	Application Supporting #1 Supporting #2 Supporting #3 Supporting #4 Supporting #5 Supporting #6 Supporting #7 Supporting #8 Supporting #9 Supporting #10 Supporting #11	2021-08-27	Approve Reject			
Users And Organizations	>								
Partner Dashboard									
Trainer Dashboard	←								
Workshop Administration									
School Status Reports									
Sites	>								
Photo Approval									
Geofencing Projects									
eTraining Rules									
Configuration	>								
GLOBE.gov	⊙ >	Paulo Vinicius Caetano Fernandes	Brazil GLOBE v-School	Application Supporting #1 Supporting #2 Supporting #3 Supporting #4 Supporting #5	2021-08-27	Approve Reject	Rejected 2022-05-05		
		Janine Guadagno	Tabernacle Christian Academy	Application	2021-08-28	Approve Reject			
		Khang Nguyễn Lê	Innedu Steam	Application Supporting #1	2021-08-28	Approve Reject			

### 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](mailto: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                | ▪ Proximity to Lakes or Rivers    |
| ▪ Date Range              | ▪ School/Teacher/Partner          |
| ▪ Date Count Range        | ▪ Elevation Range                 |
| ▪ Site Name               | ▪ Latitude/Longitude Range        |
| ▪ Country/State/Territory | ▪ 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.