Getting Started with Project BudBurst

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Creating an Account
1. Go to: http://budburst.org/web/budburst/register to create a BudBurst account.

2. Complete the Project BudBurst registration form.
   a. Enter an email address. Your school or organization may want to set up a dedicated BudBurst email address for multiple users to have access, and to keep the site accessible even if staffing changes.
   b. Checking the "I am an Educator" box will enable you to create student accounts.

3. Create a login ID (do not use your email address) and password; then click the SUBMIT button.

4. You will be automatically directed to your new MyBudBurst Page, where you will be prompted to create a BudBurst site.

Adding a Site (location) or Classroom
1. Navigate to your My BudBurst home page by clicking on the “My BudBurst" tab on the top right of the screen and select the "My BudBurst" option from the drop-down menu.
2. To register a site (location), click the SUBMIT REGULAR REPORT button.

3. On the next screen, click the ADD A SITE button.

4. Enter a name for the site, location information (city, state, Latitude*, Longitude*), and site description by answering the questions.

   - You only need to enter this information once for each site.
   - If working with a class of students, introduce them to the project, visit the actual site, and collect site description information together BEFORE adding your site to the website.

* The Map Tool will give you the exact latitude and longitude of your site.

1. Enter an address, school name, or city and state.
2. Use the cursor to zoom in on the exact location of your site (e.g., east side of your school).
3. Double-click on that spot to put your site at the center of the map and automatically load updated coordinates into the Latitude and Longitude fields.
Adding Plants

1. After successfully creating a site, you will be prompted to add the plants you want to observe to your site. Click the ADD A PLANT TO [SITE NAME] button.

2. Select the plant group from the list and click "Submit".

3. In the My Budburst Site box, select the site to which you would like to add your plant.

4. In the My Budburst Plant box, select the plant's common name from drop down menu.

5. Add all of the plants you want to observe at your site.

Identifying and Selecting Plants

Visit the site and identify the plants before you add them to the site list.

- For a list of plants with ID guides, go to the OBSERVING PLANTS tab, select PLANTS TO OBSERVE, and browse to find the plant you want.

- You can observe a plant that is not on the list. First obtain the plant's common and scientific names. When adding the plant to your site, select OTHER at the bottom of the list and add the plant to your site.

- Students may observe an individual plant or a group of the same species (a patch of coneflower). Even if students observe individual plants they should look at other plants of the same species nearby (if there are any) and decide on an average phenophase for all of those plants in the area because the website will only allow one observation per species per site/location per day.
Entering Data

1. On your MyBudBurst Page, click the SUBMIT REGULAR or SINGLE REPORT button.

2. On the next screen you should see your plants on the bottom of the page. (If not, then Add them to this page.) Go to the plant and click on MAKE A REPORT.

3. Enter the date observations were made: click the CALENDAR ICON and select the date. Enter the date you observed each phenophase the same way. You may enter these one at a time as you see them, or enter all at one time at the end of the growing season. The website will combine all records for that plant.

4. Add additional comments in the comments box; for example, you might note if it has been a particularly hot or cold season, if there was a pest problem, or any other conditions affecting the plant.

5. Click SUBMIT to upload your data.

- You can collect information on a printed report sheet or add observations directly to the site on a smart phone or tablet while you are in the field.

- Data collection sheets can be downloaded from several locations on the site. Go to OBSERVING PLANTS tab and select REPORT FORMS, select the plant group and regular or single report. Or navigate to the species information page and select from the Observation Tools.

- The phenophases are listed on the report form in the order that most plant life cycles occur, however, some plants display phenophases in a different order. For example, Forsythia blooms in early spring before it leafs out. No matter what order the phenophase is listed on the form, enter the date you observed that phase.
Accessing and Downloading Data

The data collected by BudBurst citizen scientists are freely available and downloadable on the BudBurst website.

Your Data
1. The data that you collect will be visible on your My BudBurst Page, under "My BudBurst Data Viewer" at the bottom of the page.

2. View data on the webpage or download it to your computer in .csv, .xls, .pdf formats using the appropriate download buttons.

3. You can sort data by observation date, site/classroom name, reporter (useful if you have created student accounts), common name, scientific name, phenophase, or observation number. To do this, click on the small arrows next to each column heading.

4. You can choose how many observations to display at a time using the "Show __ entries" control. You can also page through the data using the forward and back arrows at the bottom right of the table.

5. You can search by date, species, phenophase, year, reporter etc. Type your search terms and the table will automatically update to contain only those observations. You can combine searches by typing multiple terms. For example, "acer 2011" will narrow your results to only the maples that were observed in 2011.
Plant Species Data

1. Phenopase data for an individual species is available at the SPECIES INFORMATION page under the OBSERVING PLANTS > PLANTS TO OBSERVE tabs. It is displayed on an interactive map and can be downloaded for analysis and future use.

2. The interactive map includes all of the data for all phenophases of that species. You may display all the data or choose a specific year’s data to display.

3. The data point markers on the map are active buttons, and will display the plant, phenophase, and date recorded.

4. The Species Data Viewer is similar to the MyBudBurst data viewer. Data can be sorted on the webpage by date, contributor, phenophase, and observation number, and can be printed, copied or download as .csv, .xls or .pdf.
Project BudBurst Data

- BudBurst data and metadata since 2007 are available for download by year in .csv, .xls, and .pdf formats from the DATA page under the DATA selection on the main menu bar.


- If you use the data for commercial or publication purposes, please use the citation and community attribution provided on the DATA page.

- A live map of all BudBurst data is available on the DATA MAP page under the DATA selection on the main menu bar. This data may be filtered by year or viewed together.
Creating and Managing Student Accounts

If you selected "I am an educator" when you registered on Project BudBurst, you can create pages for multiple classrooms and then manage student accounts on the separate. Student accounts enable students to log in and enter observations on the plants you have added to your site immediately and over multiple years.

1. Manage student account by selecting from the menu MY BUDBURST
   > SUBMIT REGULAR REPORTS and is associated with each individual site you create. If you have three sites/classrooms, you may manage student accounts separately for each page/classroom.

2. To create and manage student accounts for your pages/classrooms, click the MANAGE STUDENT ACCOUNTS button that appears under the site name for the page/classroom you would like to manage. This will take you to the student account

3. To add student accounts, select the number of accounts you would like to create using the dropdown menu and click ADD STUDENT ACCOUNTS.
4. The site will generate temporary usernames and passwords for your students. Print this page and save it, because you will not be able to retrieve the temporary passwords after leaving the page.

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My BudBurst - Student Reporter Accounts

Please print this page for your records! You can now assign a student to each of the student reporter accounts below.
Once logged in, the student reporter can change their password.

The following student reporter accounts have been created for:
My BudBurst Site: Classroom 1

<table>
<thead>
<tr>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBGTeacher_Classroom_1_reporter29</td>
<td>inh6mdsz</td>
</tr>
<tr>
<td>CBGTeacher_Classroom_1_reporter30</td>
<td>6akrflv8</td>
</tr>
<tr>
<td>CBGTeacher_Classroom_1_reporter31</td>
<td>bg3atmc4</td>
</tr>
</tbody>
</table>

Return to Manage Student Accounts
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5. When students log in to the site for the first time, they can change their password by clicking on the MANAGE ACCOUNT button and selecting CHANGE MY PASSWORD. Keep records of student names, usernames, and passwords in case they forget them.

6. The student view is structured the same way as the educator view, but the options are limited to the page/classroom for which the account was generated.

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CBGTeacher_Classroom_1_reporter29’s My Regular Reports Page

Here you will be able to report all your observations on any of your plants. If you have any questions about the site or plant that is registered, please contact your teacher.

Here are the plant(s) registered for you at your classroom.

Plants for Site Name: Classroom 1

Forsythia

Make A Report
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7. To view student accounts, click the REVIEW STUDENT ACCOUNTS button. You will retrieve a list of all the student reporter accounts associated with that site/classroom.

8. To delete student accounts, click the DELETE STUDENT ACCOUNTS button and email your request to Project BudBurst staff. They will delete your accounts for you.