
Tree # and Species

Names

Harvard Forest – Schoolyard Ecology – Buds, Leaves and Global Warming – Fall data entry

- 1- Google: Harvard Forest Schoolyard
- 2- Choose: “Schoolyard LTER Program | Harvard Forest”
- 3- Scroll down to and choose: “Schoolyard LTER Database”
- 4- Scroll down to the last choice: “Submit Data”
- 5- Click the Login prompt
- 6- Scroll down to the bottom. Under Returning User enter my Email: llevy@belchertown.org (two L’s at the beginning) and password from the board and choose “submit”
- 7- For Project*, Select “Fall Phenology.” Click on the School window and select “Belchertown High School”. Choose: submit
- 8- Select “Levy” and submit
- 9- In the center of the screen, select “Add a NEW OBSERVATION”
- 10-For the first date of our fall data collection, follow these steps ...
 - a. Fill in the date, ex. September 1, 2014 would be entered as “09/01/2014”
 - b. Enter the Tree number
 - c. Species Code: Red Maple (RM), Grey Birch(GB), Red Oak(RO), Trembling Aspen(TA), Pignut Hickory(PH)
 - d. Total Leaves: add the number of leaves fallen from **both branches A + B**, just as you did to graph this years’ Fall data
 - e. Tree Color: select the number that matches the % Color change ... 1(color 0-25%), 2(26-50%), etc. Color is 4 when the tree is fully not-green and all of the leaves are gone.
 - f. Hit submit
- 11-To enter the data for the next date: select “Add a NEW OBSERVATION” once again. Follow the steps above.

*It may seem easier to just enter the data in the windows, or to just edit the data. Don’t do this, it will just overwrite the first set of data you entered ... Imagine my frustration the first time I used this system, spent an hour entering all of the data for all 8 trees, and discovered that the system had only one entry from one tree recorded!
Instead, to enter the data for the next date, go to “Add a NEW OBSERVATION”...seriously. As a double-check, before you enter the data for your next date, select “Review Submissions”
- 12-When you are satisfied that you have entered all dates accurately, select “Review Submissions”, **carefully** review your data* and fix any glaring mistakes.
- 13-Feedback:
 - a. How well did these directions and the website work for you?
 - b. How should we edit 1 step to make the directions more clear?