



Adopt-a-Tree



TEACHER INFORMATION (2 pages)

Getting Started

- Create a “teacher” account. Do this several days before you and your students gather any data so that the site will be ready for your students when they attempt to enter their data.
 - Go to www.greenosp.org.
 - Select the menu choice TEACHERS | Adopt-a-Tree, etc. | New Teacher Registration
 - Select the “Register now” link
 - Read the directions and complete the registration form.
 - Mel will be notified of your new registration as a teacher and will approve you.

NOTE: If have registered in previous years, you need to update your registration information so that it includes your school district and school.

You must be confirmed as a teacher before your students can enter any data. If Mel does not reply in a timely fashion, contact Mike (mike@greenosp.org), the site’s webmaster.
- For all projects, you can set up accounts for groups of students so that you can consolidate their work that way. Of course, if you want each student to have an individual account, that’s okay too. It’s just more overhead for you to manage.

Confirming new students and their data

- Once you have registered and Mel has confirmed your “teacher” status, you or your students can set up their accounts. As with your registration, all students and their data must be confirmed by you. Any new data or revised data that a student enters will cause the site to block the display of that new or revised information until you approve it.
- To confirm or edit your students’ registration information, log in using your teacher registration information from this menu choice: TEACHERS | Adopt-a-Tree, etc. | Teacher Login
- Once logged in you will be presented with a menu of options for you to select. “Edit Student Data” allows you to confirm/edit student information. “Edit Adopt-a-Tree Data” allows you to view/edit/approve all data for student data.
- Only after you approve each student can they enter data. Further, only after you approve their Adopt-a-Tree data will it be displayed at the OSSP site. Any editing of data by a student will automatically block the display of that data until you approve it.
- After any new student registrations or new/edited data entries, the site will e-mail you that you need to approve the information. The site does this to ensure that inappropriate data or pictures are not displayed until you approve them.

HINT: It’s best for you to get all registrations (both yours and your students) done and confirmed before you collect any data so that students can return to the classroom from gathering data in the field and immediately enter that data into the site’s database. If you are going to use group instead of individual accounts, then you can set up everything yourself well ahead of the day you and your students go out to collect data.



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TEACHER INFORMATION, *continued*

Using group accounts instead of individual student accounts

- To cut down on the overhead needed to maintain your Adopt-a-Tree project, you may wish to set up group accounts rather than allow each student to have an individual account. To do this, you should set up the accounts ahead of time. Here is a suggested way to do it.
 - Go to www.greenosp.org.
 - Select the menu choice RESEARCH | Adopt-a-Tree, etc.
 - Click on the Register/Login button.
 - Use the dropdown fields to select your school district, school, and your own name as the teacher.
 - Click “Continue” if the information is correct.
 - When you see the registration form, complete it as follows:
 - **First and Last Name:** You may use your own first and last name in those fields
 - **Your user name:** Name the group; e. g., group1, group 2, etc.
 - **Your e-mail address:** Use your own e-mail address here.
 - **Password:** Use a password that you and your students will easily remember. Do not use your own personal password for your teacher login information.
 - **Group members’ names:** List the names of the group in this field.
 - Click “Register” to save this information.
 - Repeat this process for each group.
 - **APPROVE** the groups. Use the “Confirming new students and their data” process to approve these groups.
 - After approving the groups, your students will be able to log in and enter their data.
 - Discourage multiple logins to the same group account since there is no way to ensure that the project will record or update the data correctly.



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STUDENT DIRECTIONS

Getting Started

- Create or log in to your student account.
 - Go to www.greenosp.org.
 - Select the menu choice Research | Adopt-a-Tree, etc.
 - Click on the “Register/Log in” button.
 - If you have not registered for a student account, click on the “Register now” link and follow the directions there for creating your account.
 - If your teacher has created an account for you to use, then ask your teacher for the log in information and enter it in the “Already registered?” form.
 - Once you log in you will see, choices that will allow you to enter data for the three OSSP Projects you may be researching. Select the “Create a Site” button under the Adopt-a-Tree logo.

Data Collection Forms

- You can find the data collection forms for this project at this address:
http://www.greenosp.org/projects/Adopt_a_Tree.pdf

Entering Data

- After you log in, you may not be able to enter any data. This means that your teacher needs to confirm that you are a student in that teacher’s class. Talk with your teacher about getting this approval.
- If you can enter data, then you should see a form that resembles the data worksheet you filled out during your field trip to the tree that you adopted.
 - Longitude/Latitude: You can drag and drop the red push pin in the map to determine the longitude and latitude of your tree. Zoom in as close as you can and you’ll probably be able to see the tree itself. Otherwise, get as close as you can. If you have used a GPS to locate your tree during your field trip, enter that latitude then the longitude information separated by a comma using the decimal format in the field above the map and click the “Search” button. (For example: 41.873346,-72.872557)
 - You can use with the scientific names to identify the leaf and bark characteristics of your tree, or use your own descriptions. There are help files that can help you to identify the leaf and bark characteristics.
 - You do not have to include pictures or drawings of your tree, but doing so will help a viewer when they look at your data. All pictures and drawings must use the JPG file format.
 - Once you have finished entering your data, your teacher will need to review it before it will be displayed at the OSSP web site.