

# *Shared Sites in Nature's Notebook*



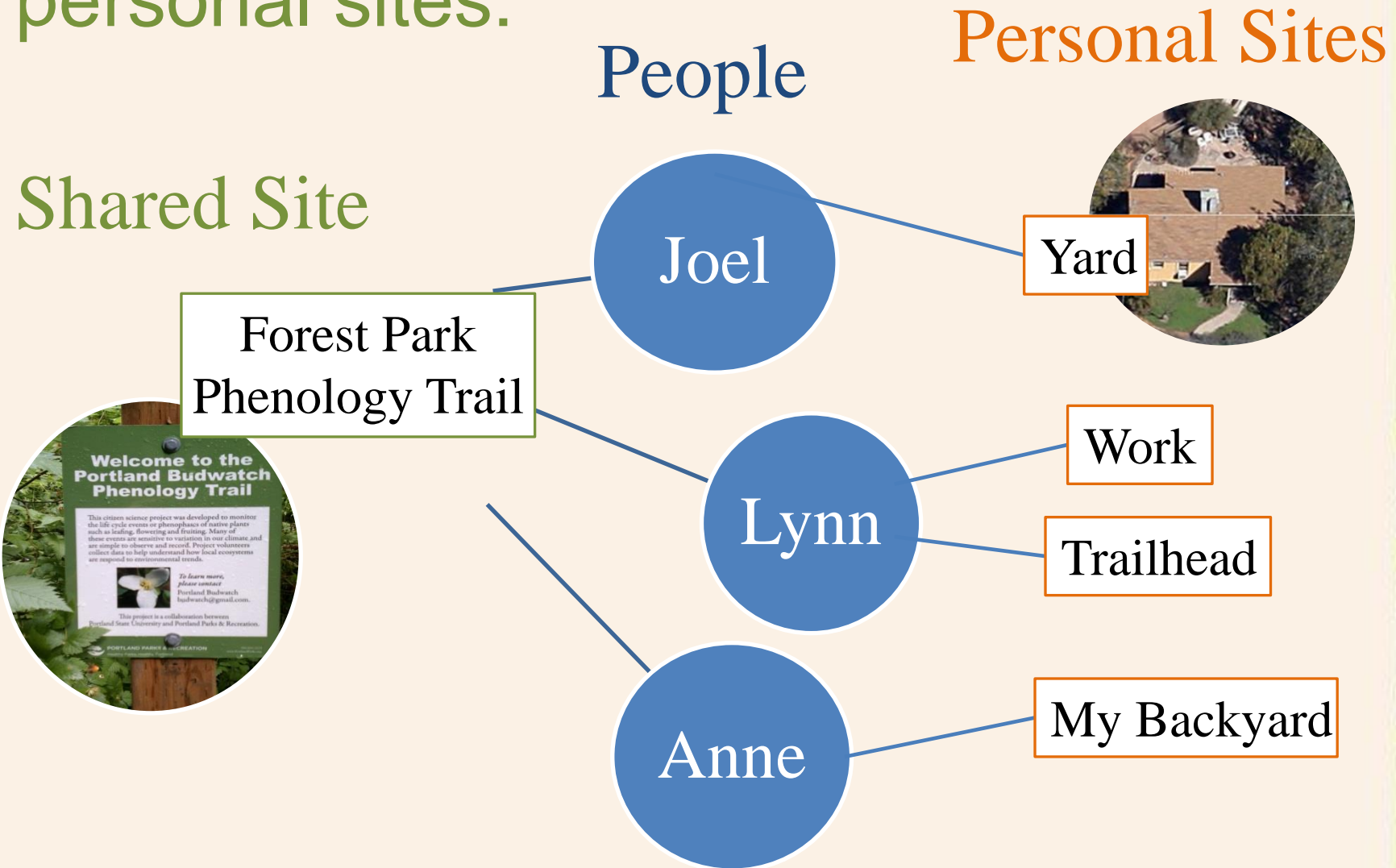
# Why do we have shared sites?

Many people want to make observations at the same sites, and on the same plants and animals:

- Increases engagement
- Allows assessment of data quality (comparing multiple observers, knowing plant is same plant on same day)

Previously groups had to use a workaround – one user login used by many members of a group

People can see shared sites and personal sites:



# Two Kinds of Shared Sites

- Group Sites
  - Groups are organizations of any size or formality that want to share responsibility for a shared site
  - Group sites are visible to all members of a group
  - All plants and animals associated with a group site are visible to all members of the group
  - Group Administrators manage users, sites, plants and animals, view all observations
- Public Sites
  - Any one can create, request to designate it 'public'
  - Any user can then find it and make observations at it



# Group Sites: Two Roles

## Members/individuals :

- Join or remove themselves from a group or groups
- Create, view and delete their own observations

## Administrators of a group may (in addition):

- Add and edit plants and animals
- Create group sites
- Inactivate/delete plants at a site
- Remove animals from a site
- Remove users from a group
- Be an admin in more than one group
- View all observations made at a group site
- Designate other Group Members as Admins
- Designate Data Entry Technicians



# How it Works for Members

## *To join a group*

1. Log in to [www.nn.usanpn.org](http://www.nn.usanpn.org)
2. Go to [www.usanpn.org/user](http://www.usanpn.org/user)
3. Click the “Edit” tab under your username
4. Check the box next to your group from the list of Partner Groups
5. At the bottom of the page, click Save to **save these changes** to your account.

### Partner Groups

- ☐ ☐ A.T. Seasons
- ☐ ☒ Aldo Leopold Nature Center
- ☐ ☐ Arbor Day Foundation
- ☐ ☐ Audubon
- ☐ ☐ Belwin
- ☐ ☐ BLM Arcata Field Office
- ☐ ☐ Botanic Gardens and Arboreturns
  - ☐ ☐ Tucson Botanical Garden
  - ☐ ☐ ABQ BioPark Botanic Garden
  - ☐ ☐ Arnold Arboretum
  - ☐ ☐ Denver Botanic Gardens
  - ☐ ☐ Desert Botanical Garden
  - ☐ ☐ MN Landscape Arboretum
  - ☐ ☐ NC Arboretum
  - ☐ ☐ New York Botanical Garden Forest Phenology

You may also join a group as you register on the registration form.

# How it Works for Members

As soon you've joined the group, you see a dropdown under sites on your Observation Deck, where you can choose to see either "My Sites" or "Group Name" (eg, Project Tree Watch)

## Observations

Enter your observations below or via smartphone. You can edit the sites, plants or animals you've selected anytime.

MY ACCOUNT DETAILS

### Sites

Project Tree Watch  
St Paul (Como neighborhood)

Edit Site »  
Add a New Site »  
Add a Public Site »

### My Plants & Animals

silver maple-1 -Betti  
silver maple-2 -Betti  
silver maple-3 -Betti  
silver maple-4 -Brooke  
silver maple-5-Jay  
silver maple-6  
silver maple-7  
silver maple-8  
silver maple-9  
silver maple-10  
Norway maple-1 -Chris  
Norway maple-2 -Chris

Add or Edit Plants »  
Add or Edit Animals »  
Sort Plants & Animals »  
Print Field Datasheets »

### Details for this Organism

silver maple-1 -Betti  
silver maple (Acer  
saccharinum)  
Patch? No  
Wild? No  
Gender? Unknown



View Species Profile »  
Print Field Datasheet »  
Print Phenophase Definition Sheet »

### Enter Observations



Enter Observation Data »  
Download My Data (1569) »



Nature's Notebook  
mobile apps for  
Android and iPhone.

# How it Works for Administrators

- After first having the group selected in the drop down (blue circle), admins can add a new site to the group (orange circle)
- Admins can edit an existing site, and can move an existing personal site into a group by clicking Edit Site (red circle) and finding the drop down at the bottom of the Edit Site page

**Sites**

NCO ▼

Nature's Notebook Training (T)  
Tanque Verde Guest Ranch  
Tucson Festival of Books 201

[Edit Site »](#)

[Add a New Site »](#)

[Add a Public Site »](#)

[Manager Users »](#)

**Sites**

My Sites

Mt Graham biologists field ca  
Saguaro BioBlitz 2011 (P)  
Silver Street  
Terra Alta  
TWS 2012 Portland (P)  
Valle de Oro National Wildlife  
Green Valley Cooperative Ext  
Leonora Curtin Wetland Pres  
Nature's Notebook Training (P)  
Picture Canyon (P)

[Edit Site »](#)

[Add a New Personal Site »](#)

[Add a Public Site »](#)

**SAVE CHANGES**

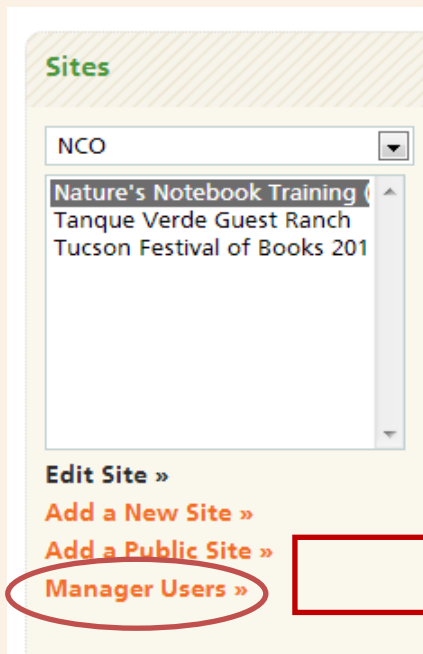
NCO ▼

**MOVE SITE TO SELECTED GROUP**



# How it Works for Administrators

- Admins can manage users (red circle and interface shown)
- On the Manage Users page, Admins can:
  - View users and their Person ID
  - Download a user's data
  - Remove users from the group
  - Make a user an Admin (blue circle)
  - Make a user a Data Entry Technician (red circle)



Home » Observation Deck » Edit Users

## Manage Users

### Groups I Administer

NCO  
USFWS  
Buffelgrass Monitoring Netw  
U of A Campus Arboretum  
Valle de Oro National Wildlif

### Users in this group

jweltzin@usgs.gov  
edenny22@gmail.com  
theresa@usanpn.org  
pguertin@email.arizona.edu  
rlmarsh85@gmail.com  
eposthum@email.arizona.ed  
cenquist@email.arizona.edu  
sara@usanpn.org  
rdcsjo@gmail.com  
lorianne@usanpn.org

### User Details

Person Id: 5  
Jake F Weltzin  
Date Registered: Sun Apr 06 23:02:49 MST 2008  
Address: Tucson AZ

[Download Observations \(19\)](#)




[Remove User from Group](#)

☐ Group Admin  
☒ Data Entry Technician

# How it Works for Data Entry Technicians





- Data Entry Techs can add data on behalf of any group member, by selecting the name of that group member from the drop down (red circle)
- Data Entry Techs can edit existing data belonging to any other group member

## Enter Observations

For each phenophase listed, click:  if the phenophase was occurring;  if the phenophase was not occurring; or  if you were not certain of the species or occurrence of the phenophase. If you did not look for the phenophase, leave blank. Once you click "submit observations" your observations will show in blue, but may be edited ([more info](#)).

Select the site where your plant is located. Site:

Select the user that collected this data in the field:

Review submitted observations:  3 columns   1 column 

**SUBMIT OBSERVATIONS**

**ENTER MORE DATA**

Date / Time




⌵ Report your contribution of time

⌵ Report your animal observation methods

⌵ Report on snow

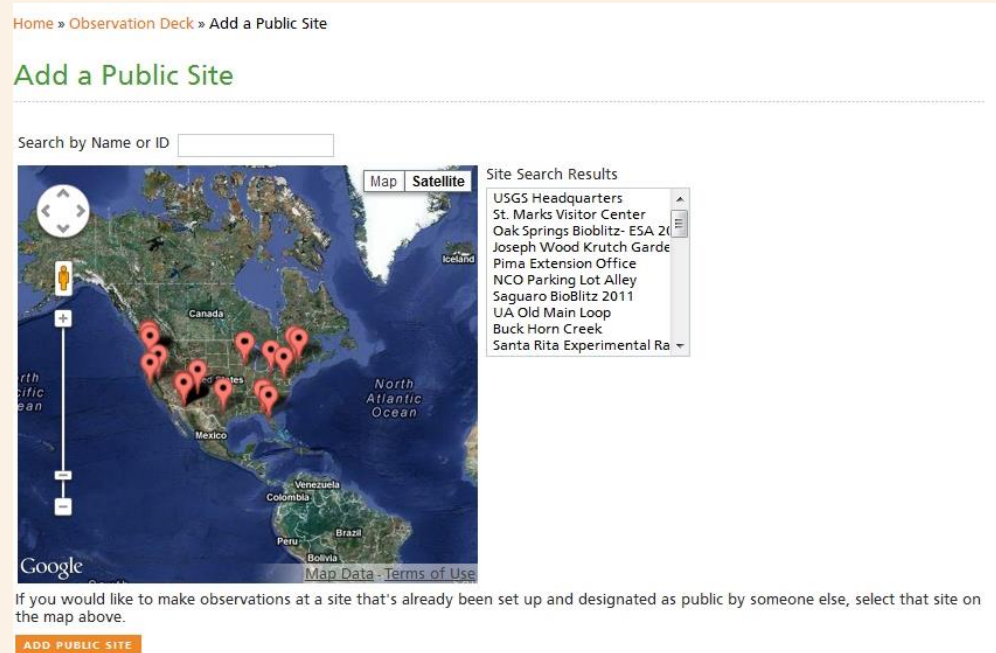
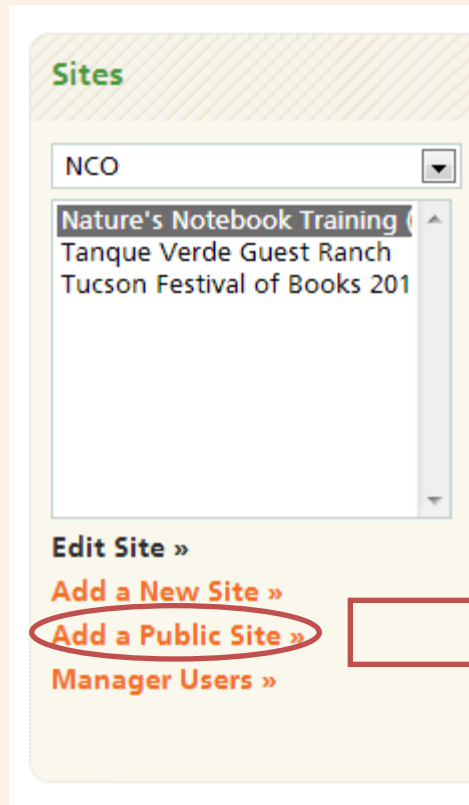
# Public Sites: How it Works

- Any user may create a site, and request that it be designated as a public site.
- This user, the site's creator, may add plants and animals to the site, remove animals, and mark plants as dead or inactive.
- Any user may add any public site to his or her list of sites.
- Other users of a public site may **only** contribute observations about plants and animals at the site, and otherwise have no control of the site.
- Users of the site may download observations made at the site (those made by the user and those made by other users).



# How to join a public site:

Once you click “add public site” you should see the public site under “My Sites”, with a little (p) following the site name





# How do we get started?

A good first step is to check this map of group sites and public sites, to see if there is an existing shared site you could use:

<https://www.usanpn.org/shared-sites-map>

*If not:*

To set up a **group site**, the first step is to set up the group, so email [groups@usanpn.org](mailto:groups@usanpn.org) with the:

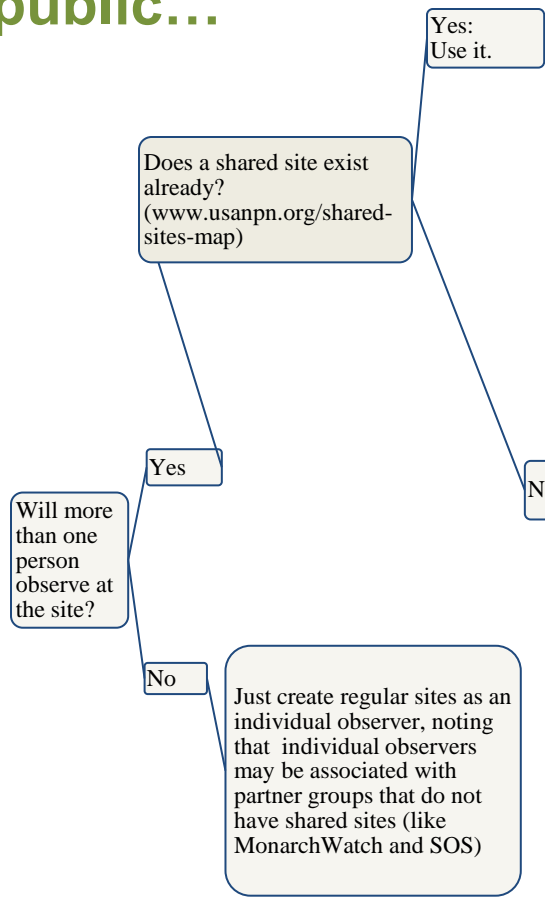
- Name of Group
- Existing usernames to be given the administrator role

**After** we've set up the group and admins, the next step is for you to add sites to your group (as described on slide 8)

To set up a **public site**, email [groups@usanpn.org](mailto:groups@usanpn.org):

- Your username
- Name of existing site to be made public

# I'm not sure if my site should be group or public...



## Outcome: Group Site

Observers will know each other, and some degree of trust and accountability is needed – a professor wants to track students, a volunteer coordinator wants to know who's participating.

**or**

More than one person will need to administer the site.

Create a partner group, with designated admins, the admins then create the sites themselves.

But wait, they already created sites.

Ok fine, we'll move the sites over to the group.

But wait, there are many related sites in a big group, but the people making observations will only need to use one (or a few) of those sites.

Follow the same process, but, figure out the correct hierarchy, with appropriate admins, at each level and let Lee know. Then have the admins make the sites.

Both people who know each other, and people who don't will use the site.

**Or**

More than one person will need to administer the site.

Create a partner group, with admins, the admins create the sites, then ask us to make them public.

## Outcome: Group and Public Site

Observers will not know/trust/be accountable to each other.

**&**

Only one person will need to administer the site.

**& perhaps**

Leader doesn't want to burden participants with joining a group.

Then the person should create the site, and ask us to make it public

## Outcome: Public Site