Downloading and Visualizing Data
For your *Nature's Notebook* group

Below we outline two methods for downloading data submitted to Groups for which you are an administrator. We also describe the ways that you can visualize these data and create downloadable graphs to share with your group members.

I. Downloading data for a Site *(provides User Email for group member identification)*
Use this method if you'd like to see who submitted data to your group and you have previously captured the email address for each participant. This will return all information about each observer's submissions, including the date and time the observation was submitted and the species they observed.

Step 1: Login to your *Nature's Notebook* account and go to your Observation Deck.

Step 2: Select the site for which you want to download data, and go to Edit Site.

Step 3: At the top of the page under Add a New Site, click the link to Download Site Data.

Step 4: The data will be retuned in an Excel file accessible in your computer's "Downloads" folder.
- ⇒ **NOTE**: If you have multiple sites to which your participants submit data, you will need to do this separately for each site.

II. Downloading data for your Group *(provides Observer ID for group member identification)*
Definitions:
- Raw data – returns all records available in the database, rows are observation records
- Summarized data – returns series of onset and end dates for individual phenophases of plant individuals or animal species, defined by selected years of interest (see more at www.usanpn.org/results/data)

This method can be used if you have captured the Observer ID for each of your participants (via the Manage Users link under the Sites box on your Observation Deck).

Step 1: Access the Data Download Page at: https://www.usanpn.org/results/data.

Step 2: In the DataType box, select the data type. Under optional fields, select "ObservedBy Person ID".

Step 3: Scroll down past the filters to the section entitled "Partner Groups, Primary Network". There will be a drop down box and you can scroll down to find your Group name. If you have sub-groups, a second drop down box will appear where you can select the site for which you'd like to summarize the data. Be sure to click "Add" after selecting your group. When it is added, it will appear in a box below the Add button.

Step 4: Click the "Download Data" button. The data will be retuned in a CSV file, accessible in your computer's "Downloads" folder.

Step 5: You will receive a folder that has two files, one for observation_data and the other for search_parameters. The former includes the observation data you are interested in, and the latter includes the fields you selected for inclusion in the download.
  ⇒ **NOTE:** Large files may take several minutes to download.

III. Visualizing Data to Share with Group Members
*Customizable Phenology Calendars*

Step 1: On your Observation Deck you will find Calendars that allow you to display the positive observations or "yes reports" for your group.

Step 2: Select up to 3 species-phenophase combinations to display for up to 2 years.

Step 3: Download your calendar to share with your group members.
 ⇒ **NOTE:** View an instructional webinar video for more information: https://youtu.be/eTavfEXJWf8
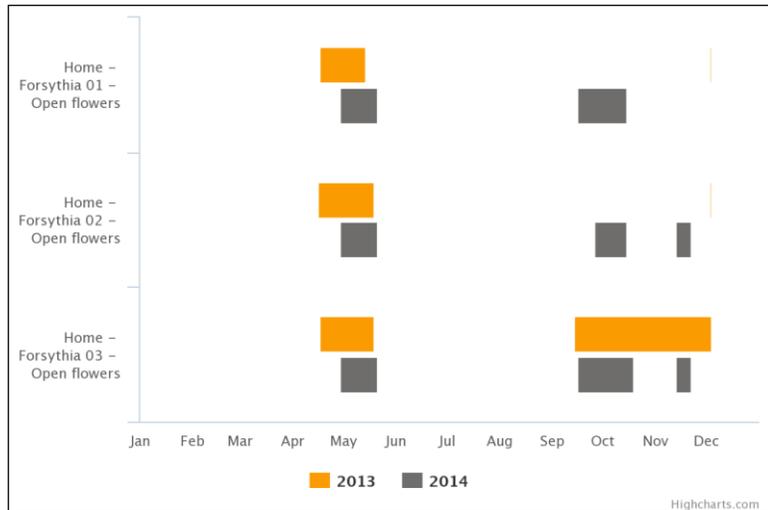
Phenology Visualization Tool
Step 1: Filter data by year, species, and/or partner group that collected the observations

Step 2: Select data geographically by selecting layers (optional)

Step 3: Visualize data with a scatter plot (showing the relationship between two sets of data) or calendar (showing annual timing of phenophase activity). Download the plot or calendar to share with your group members.
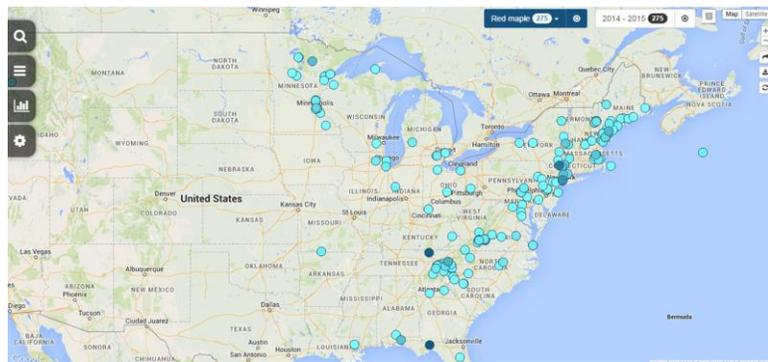
Step 4: Share a link to the map you have created, or download the dataset you have filtered.
  ⇒ **NOTE:** Instructional videos available at www.usanpn.org/data/visualizations