



DATA ENTRY QUICK REFERENCE

- Be sure to fill out your data collection sheets accurately and completely in the field.
- You must login to the GLOBE server to be able to enter data.
- You must have a study site defined for an investigation before you can enter data for it.
- After you enter your data, be sure to save the data collection sheet in your GLOBE Data Notebook.

Before we begin, keep these important items in mind:

- All entries are reported using the metric scale.
- All entries are to be reported in Universal Time (UT).
 - See details below. *There is a UT calculator on the GLOBE Website located in the FAQs (found in the 'Classic GLOBE' footer) under 'Data Entry'.*
- Most Atmosphere readings must be taken during Local Solar Noon.
 - *There is a Solar Noon Calculator on the GLOBE Website; you will find it on the main 'Data Entry' page described in Step 6 below.*

Universal Time

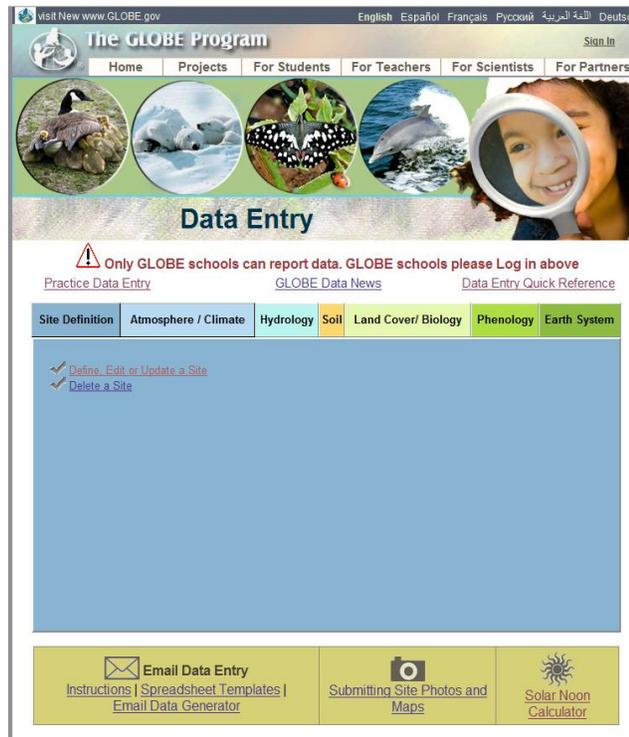
To convert your local time to UT, first make sure your local time is in 24-hour format (e.g., 1:00p.m. is 1300). Then consult a time zone map to figure out how many time zones your site is away from Greenwich, England, which is the reference site for UT. Once you have found the difference between your local time and UT, add or subtract that difference from your local time. The resulting time is in UT. If you live in an area that uses Daylight Savings Time, the amount that you add to your local time will be one hour less during the summer, when Daylight Savings Time is in effect. For example, in the U.S., five hours are added to Central Standard Time to convert it to UT during the summer, while six hours are added during the winter.

Another way to determine UT is to look at the current time displayed in UT on the GLOBE data entry pages and compare that time with your local time. Once you have calculated the difference, you can apply this correction to the times of your observations. Always be sure to enter the time that your measurement was collected, and not the time that you are entering it into the computer.

Site Definitions

In order to report data, schools must first define a site in the database to establish the location where measurements are being collected. To define a site, complete the following steps (to practice, use the training server at <http://classic.training.globe.gov>):

1. Go to www.globe.gov.
2. Choose to 'Sign In' using the link in the upper, right corner.
3. Sign in using a school ID and password. Use the sign in fields located on the right hand side of the screen.
4. You will need to use the 'Classic Website' link in the upper right of the screen to access the 'Classic GLOBE' pages.
5. From the 'Classic GLOBE' landing page, go to 'For Students' → 'Data Entry'.
6. You will be taken to a screen with 7 colored tabs. The first of which is a blue 'Site Definition' tab.



7. Hover on the 'Site Definition' tab and choose to 'Define, Edit or Update a Site'.
8. A list of all previously defined sites will appear under their appropriate investigation area. *Note: The very first option, located directly under the graphic, is 'Edit your School Location: <School Name>'. This is where schools can go to update the coordinates of their campus in the system. This ensures the mapping feature located on the homepage at www.globe.gov features the campus in its proper location.*
9. Choose the investigation area you will be reporting data for and click the option to 'Define a New Site for School: <School Name> under this heading.
10. Fill in as much of the information as possible about your study site (fields marked with a red asterisk (*) are required).
11. Click 'Send Data' when completed.



If an error message is displayed, review the message in detail to determine the area in need of editing. Make the corrections and try to 'Send Data' again.



When you have successfully created the site definition, you will be shown yellow smiley faces and the message "Your input has passed systems check!"

12. You have successfully created the site definition and are now ready to report data using Data Entry.

Note: If the site is for an automated weather station such as a WeatherBug, Davis Weather Station, etc. please contact the GLOBE Help Desk at help@globe.gov so the server can be prepared to receive data from this device. Activating a WeatherBug requires a 5 digit code that must be provided (please get this from your WeatherBug Representative prior to contacting the Help Desk).

Data Entry

1. Follow Steps 1-6 stated in Site Definition above.
2. Select the appropriate protocol under the investigation heading you wish to report data for (e.g. Atmosphere: Integrated 1-Day.)
3. Enter the time and date that the measurement was taken, not the time and date the measurement is being entered. Remember, time must be specified in universal time (UT).
4. If you have more than one study site defined for an investigation, be sure to select the correct one from the pull-down list.
5. When all fields are filled out, click on the 'Proceed' button.
6. Enter all requested information to the best of your knowledge.
 - a. Required information is indicated with a red asterisk (*).
 - b. If you haven't taken a measurement and it is not a required field, just leave it blank.
 - c. If you have taken a measurement and the value was zero, be sure to enter 0 into the appropriate field.
7. When all fields are filled out, click on the 'Send Data' button to submit the data.



If an error message is displayed, review the message in detail to determine the area in need of editing. Make the corrections and try to 'Send Data' again.



When you have successfully reported the data, you will be shown yellow smiley faces and the message "Your input has passed systems check!"

8. You have now reported data and are ready to access the data and use Visualization Tools.
9. Go to 'For Students' → 'Maps & Graphs' (note, do not select an item from the fly-out menu).
10. Use the Tutorials provided to learn about GLOBE Maps, Graphs, and Visualization Tools!



The screenshot shows the GLOBE Program website interface. At the top, there are language options: English, Español, Français, العربية, Deutsch. Below this is the 'The GLOBE Program' header with navigation links: Home, Projects, For Students, For Teachers, For Scientists, For Partners. The main content area is titled 'Maps & Graphs' and features several sections:

- Tutorials:** Maps and Graphs, Visualization and data retrieval (GIS focus), What's New?
- Visualization of school and reference data *** and **3D Earth data viewing tools**
- Links for [Maps](#), [Graphs](#), [Diurnal Graphs](#) **, and [Special visualizations](#).
- Links for [NASA World Wind](#) (download) and [Google Earth](#).
- Footnote: * Reference data can only be viewed on Maps. ** For measurements taken more than once per day.
- Finding school data** and **Classroom activities**
- Links for [Find schools with most data](#), [Advanced School Search](#), [Data Access](#), [Investigation activities](#), [Puzzles and Quizzes](#), and [PVA \(Personal Visualization Archive\)](#).
- Highlighted feature: [GLOBE Personal Visualization Archive \(PVA\)](#)
- Footer links: [Features](#), [Image Gallery](#), [Regional school location maps](#), [Help](#)

At the bottom, there is a search bar with 'SEARCH' and 'Go' buttons, and a footer with 'Sponsors and Collaborating Organizations'.