



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.

LOGIN

1. Start at the GLOBE Homepage <http://www.globe.gov/>
2. Click on the button in the upper right-hand corner labeled “**Log in**”.
3. When you see the login box (shown below), enter your GLOBE school ID and password, both in all uppercase, and then press the enter key or click the OK button.

NOTE: New GLOBE School IDs **do not** contain the numbers 0 or 1. This is to avoid confusion with the letters I and O

Enter your GLOBE School ID

Enter your school password

STUDY SITE DEFINITION

If this is the first time you are entering data for a particular study site location, you must define the study site before you enter measurement data. You need to define each study site only once. Define the study site to the best of your knowledge. You can go back later and edit the information if you need.

1. Login
2. Select "Data Entry" from the menu at the top of the page in the drop-down list under "For Students".
3. You will see a heading for each GLOBE investigation (e.g. Atmosphere, Hydrology, etc.). Select "Define a Study Site" under the appropriate investigation heading. Enter all requested information to the best of your knowledge. Required information is indicated with a red asterisk (*). Time must be specified in universal time (UT). See section on UT below.
4. When all fields are filled out, click on the **Send Data** button to submit the data.
5. The information symbol (at right) indicates that there was a problem with the site definition data as sent. You need to take some action to correct the data and resend it. Read the instructions next to the symbol to learn what the problem was and how to correct it. Make the required changes and click on the **Send Data** button. 
6. When your site definition is received and accepted, the system will respond with "Your input has passed system checks!" and a smiling face symbol (at right). Double check the information against your data collection worksheet and save the worksheet in your GLOBE Data Notebook. 

DATA ENTRY

1. Login
2. Select "Data Entry" from the menu at the top of the page in the drop-down list under "For Students".
3. You will see a heading for each GLOBE investigation (e.g. Atmosphere, Hydrology, etc.). Select the appropriate protocol under the investigation heading (for example, Hydrology – Surface Water Measurements). A pull-down menu will appear. Select the title that indicates what you wish to do (e.g. Atmosphere: One Day.)
4. Enter the time and date that the measurement was taken, not the time and date the measurement is being entered. Time must be specified in universal time (UT). See section on UT below.
5. If you have more than one study site defined for an investigation, be sure to select the correct one from the pull-down list. When all fields are filled out, click on the **Proceed** button.
6. Other required information is indicated with a red asterisk (*).
7. If you haven't taken a measurement and it is not a required field, just leave it blank.
8. When all fields are filled out, click on the **Send Data** button to submit the data.
9. The information symbol (at right) indicates that there was a problem with the measurement data as sent. You need to take some action to correct the data and resend it. Read the instructions next to the symbol to learn what the problem was and how to correct it. Make the required changes and click on the **Send Data** button. 
10. When your measurement data is received and accepted, the system will respond with "Your input has passed system checks!" and a smiling face symbol (at right). Double check the information against your data collection worksheet and save the worksheet in your GLOBE Data Notebook. 

UNIVERSAL TIME

To convert your local time to UT, first make sure your local time is in 24-hour format (e.g., 1:00 p.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 still 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., seven hours are added to Pacific Standard Time to convert it to UT during the summer, while eight hours are added during the winter.

Sometimes it may be difficult to determine where you are on the time zone map. For instance, the map may display the entire world and not show much detail of any particular region. You may live near a time zone boundary and not be sure on which side of the line you fall. If this is the case, you may want to look at the current time displayed in UT on the GLOBE homepage or on any data entry page 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.**