

Registration for Elementary Teachers

Project BudBurst is a great way to involve your students in making scientific observations. We have created a registration process to make this easy for you, the elementary teacher. The instructions below will guide you through registering as a Project BudBurst teacher so you and your students can start making observations. NOTE: Elementary teachers typically set up one teacher account for the classroom. For teachers who wish to set up separate student reporter accounts for advanced students, see the registration instructions for middle/high school teachers.

A note about our age policy

Because registration requires personal information, participants must be 13 years of age or older to register. A link to our Privacy Policy is accessible from the registration page and we encourage you to read this.

Registration

Registration is easy. As a teacher, you will create one managing account for your site(s). This should be tied to your professional email account. If you would also like to have a separate account for non-school related, personal involvement in Project BudBurst, that is great! Please simply register again with your personal email address, creating new login information.

1. **Register:** To set up a Project BudBurst account, go the **My BudBurst** button on the menu bar and click the **Join** link to access the Registration page (<http://budburst.org/register.php>). Here you will be asked to verify that you are at least **13 years old** (see note about our age policy below) and then for **Name, City, and State**, along with an **email address**. Be sure to click the **“I am an Educator”** option. You will also be asked to provide a **Login** name and **Password** that you will use to access and manage your account. Note: the login name is a unique identifying name, *please do not use your email address*.

Completing this step will take you to your personalized **My BudBurst Page** where you can submit observations, subscribe to the newsletter, and view your data. For teachers planning to have students make repeated observations of a plant, choose the Regular Reports option to register your site and plant(s). For those planning to make Single Reports observations, site registration is not required, and you may skip steps 2 and 3 below.

budburst.org

- Add a Site:** To register your site, click the **Regular Reports** option, and then click the **Add a Site** button. This will take you to a page where you will enter a site name (e.g., “*YourSiteName*”), site location information (i.e., city, state, Latitude*, Longitude*), and site descriptive information (i.e., irrigation regime, shading, and site type). You only need to do this once. You may choose to complete this step *after* you have introduced the project to your students and together have collected site information.

***Lat/Long Geocoder:** Because of the importance of providing precise site location information, Project BudBurst provides a built-in **Geocoder** that can help you determine the exact latitude and longitude of your site location. Enter a street address, school name, or city & state to locate your site and obtain geo-coordinates. You can fine-tune the location further by zooming in, placing your cursor on the exact location of your site (e.g., east side of your school), and then double-clicking. This centers the map over your site and updates the coordinates, which are automatically loaded into the Latitude and Longitude fields. Once you have finished your site description and clicked the Submit button, you will be presented with a confirmation page that includes a map displaying the entered coordinates. Be sure to take a moment to confirm all the information displayed before continuing.

- Add a Plant:** After you have registered your site, you can now register the plant(s) you plan to observe at that site. Click the **Add a Plant to *YourSiteName*** option to select your plant. Choose the type of plant your students will observe (i.e., Deciduous Trees and Shrubs, Wildflowers and Herbs, Conifers, Evergreen Trees and Shrubs, or Grasses) and then choose the specific plant from the list. If you wish to observe a plant not in the Project BudBurst database, choose the “other” option at the end of the list and enter your plant’s name. If you plan to observe multiple plants, simply repeat this step to add plants to your site.

Congratulations! You are now ready to have your students make observations and submit data. You can submit data at any time. Simply go to the **Report Now** button and login with your Project BudBurst Login and password to access your MyBudBurst Page where you can enter your reports.

A Note about Participation Year After Year

You can observe your plants at your school sites year after year. In fact, we encourage this as an excellent way for students to compare their current data with data from other years. Your site description and plant observations are saved with Project BudBurst and will continue to be accessible to you via your Project BudBurst account. If you want to add

Registration for Elementary School Teachers

plants or even a new classroom, simply follow the steps above to add to your existing account.