

Registration for Middle/High School Teachers

Project BudBurst is a great way to involve your students in making scientific observations, either as part of an observing team or as an individual. Project BudBurst registration options make it easy for you to set up accounts according to your classroom setting. Middle School teachers typically set up one teacher account with one or more sites, each site associated with a classroom. For each site, teachers can set up multiple student reporter accounts to enable individual student observation. High School teachers working with older students often allow their students to create their own Project BudBurst account and monitor plants at sites convenient to them (e.g., at their home or nearby park).

A note about our age policy

Because registration requires personal information, participants must be 13 years of age or older to set up their own account. To facilitate student participation of younger students, student accounts set up under a teacher account do not require personal identifying information on students. A link to our Privacy Policy is accessible from the registration page and we encourage you to read this.

The instructions below will guide you through registering your students as Project BudBurst observers, with sites registered to your teacher account.

Registration

Registration is easy. As a teacher, you will create one managing account for your site(s) and students. This should be tied to your professional email account. (Note: If you would 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 teacher 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 above) 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 site(s) 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.

2. **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 (e.g., irrigation regime, shading, site type). You only need to do this once, for each site. You may choose to complete this step *after* you have introduced the project to your students and together have chosen a site and collected site descriptive 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 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.

3. **Add Student Accounts:** After you have registered your site, you can now setup student reporter accounts for that site. Click the **Manage Student Accounts** button to go to the Manage Student Accounts page. Here you can add student reporter accounts, view all student reporter accounts, or request to delete student accounts. Under Add Student Reporter Accounts, specify the number of accounts you need for that classroom and click the Add Student Accounts button. This will take you to a page listing the system-generated student accounts (i.e., usernames and passwords) for that site. **Be sure to print this page and save. Once you leave the page, you cannot retrieve these passwords.** Assign the student accounts to your students in

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that classroom, either individually or to teams.

Note: The account usernames are created by combining the teacher user name with the site name and the reporter number. For example, MsSmith_Schoolyard_reporter1.

4. **Add a Plant:** Next, returning to the My BudBurst/Regular Reports Page to register the plant(s) you plan to have your students observe at that site. Click the **Add a Plant to YourSiteName** option to select the 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 at this site, simply repeat this step to add plants to this site.

Note: Only one individual of a particular plant species may be reported on per site. If students are monitoring multiple individuals of the same species (e.g., 5 different cherry trees on the school lawn), they must come to a consensus and submit only one observation for each phenophase date.

5. **Add more Sites:** To add additional sites (e.g., for another classroom of students), repeat steps 2-4, setting up a new site, student reporter accounts for that site, and plants to be observed at that site. Note, if the additional classroom will monitor new plants at the same site, click the option to use information entered previously.

Congratulations! You are now ready to have your students make observations and submit data. They can submit data at any time. Simply have them go to the **Report Now** button and login with their Project BudBurst Student Reporter account login and password to access the MyBudBurst Page where they can enter their reports. All data entered by your students (i.e., student reporter accounts) will be available on your My BudBurst page (teacher account).

A Note about Participation Year After Year

Project BudBurst is especially interested in observations of the same plants made over several years. In fact, we encourage you to observe the same plants at your school site(s) year after year and submit these data. This as an excellent way for students to compare their current data with data from previous years, collected by prior students. Your site description and plant observations are all saved with Project BudBurst and will continue to

be accessible to you via your Project BudBurst teacher account. We do suggest you delete student accounts at the end of the school year, and set up new student reporter accounts at the start of the new school year.