

Instructions for Self-training Teachers

Below is a short summary on how to create your classroom account and have your students submit observations.

1. Creating your account and Online Training

Step 1: Read Chapters 1-8 in the *Invaders of Texas Citizen Science Handbook* located in the **Citizen Scientist Toolkit** (<http://texasinvasives.org/invaders/toolkit.php>).

Step 2: Go to <http://texasinvasives.org/training/index.php>.

Step 3: Click “**create an account**” and fill out personal information

Username and Password: Something easy for you and your students to remember

Name: The name of your school or classroom or some fun name that your group will be called.

Example: **Austin APES**, First name box would be APES and last name would be Austin so that it shows up as “Welcome back APES” when you log into your profile.

Organization: School name

Phone: Teacher’s phone if available

Email: Teacher’s email

Address: School’s address

Choose Location: Choose location of school

Fill in spam blocker and click “**Create Your Profile**” and you will be on your way!

Step 4: When logged into your account you must update your profile information on the right hand side of the screen. Please change your satellite to **Texas High School Invaders** or **Texas Middle School Invaders** depending on your class’ grade level.

Step 5: Go through the online training. Once you complete all the chapters and quizzes your students will be able to report observations into the database.

Note: We recommend you teach the class about the program using the **Sample Lesson Plan** and have them go through the online training as supplement. There are paper quizzes located in the **Citizen Scientists Toolkit** to administer to the students once they have completed the online chapters.

2. You will then have all your students submit observations using a single profile.

Each student will log in and enter observations using the same username and password. The student will put their name on their observation datasheet or in the **Notes** section. This allows the teachers to match the student’s work with the online observations by observation ID.

3. To view observations

Sign in to the class profile. In the “Unvalidated Observation” queue you will see all the observations that have not been validated by the central coordinators.

To view validated observations click on “View Your Observations”. Here you “**export this data to Excel**” for grading purposes.