

## Data Entry Protocol

**Notes:** To submit data to researchers and to use data for class analysis, data from the field on paper data sheets must be transferred to an electronic copy. This allows for easier data visualizing and analysis. We ask that you retain your original copies unless you scan and send them or mail them to us.

**Data Entry.** Data will be entered in one of two ways, either via google form, or via a google sheets template.

1. Gather your completed data sheets from the field.
2. Access the google form or the google sheet that is appropriate for the data you have collected.
3. CHECK to be sure you are entering the data in the correct location.
4. **For each plant** you measured/observed on a given date,
  - a. If you are entering your data on a google form, complete one google form to enter the data
  - b. If you are entering your data on a google sheet, enter one new row of data.
    - i. **Do NOT** delete the example row of data in the first row.
    - ii. You should be restricted to entering data on the tab assigned to your site.
    - iii. When you enter your data, it should automatically populate the combined data sheet.
    - iv. You can come back to make changes on your data sheet that will update the combined data sheet.
    - v. **Note:** We ask that at least three students individually complete data observations on each plant in the Local Adaptation study to increase data validity. We appreciate it when you average the observations yourself, removing any clearly incorrect data points and replacing them with "NA."
5. Follow the directions for data entry: Please do NOT record units, but enter the number associated with the measurement in the units listed.
6. In general, enter data measured to the level of precision at which you have to estimate just the last digit, but you are confident about the other digits.
7. Even if you had a plant that was dead or missing, complete the data for that plant anyway. It is important to have this information.
8. Please attend to capitalization, spelling, and punctuation. These must be exact when we analyze the data on the computer.
9. Enter "NA" (using capital letters and no / symbol) for any data you can not collect.
10. Check your data entries before you submit the form.

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11. If you realize you made a mistake after you submit the form, you may submit a second form to correct the information. Please make a note in the notes field.
12. Retain your hard copies of your data in case there are questions.

Contact Emily Mohl at [mohl@stolaf.edu](mailto:mohl@stolaf.edu) or 773-729-0617 with any questions. Thank you!