



MINNESOTA BREEDING BIRD ATLAS

Website Instructions

www.mnbba.org and
<http://bird.atlasing.org/Atlas/MN/>

Minnesota Breeding Bird Atlas Project

March 2011

Introduction

This manual provides instructions on how to request a Priority Block (for Surveyors) and how all Observers can submit and review their observations to the Minnesota Breeding Bird Atlas. Your feedback is welcome. It can be helpful to know that the MNBBA project has two separate but closely integrated websites.

The project website (www.mnbba.org) is an informational site and the portal to our database. This is the best place to find background information, learn how to participate, and find volunteer materials and instructions. In addition, this site includes a map for locating blocks, a photo gallery with images of birds representing different evidence codes, and atlas results available by map and by query.

By selecting the *Join the Project*, *Request a Block*, or *Enter Observations* tabs on the mnbba.org home page, you are directed to the database website managed by the Cornell Lab of Ornithology.

The Cornell site is where participants register to submit observations. This is also the place to locate and request a block to survey, enter and edit observations, and view personal and project progress. The Cornell site can be accessed directly at: <http://bird.atlasing.org/Atlas/MN>. In addition, Regional Coordinators and Administrators use this website to review project progress and the species and evidence codes submitted. All viewers can see results or browse the state for blocks and block status (priority block, owned, survey completed) without being registered.

For quick and easy access, bookmark one or both websites to add them to a favorites list.

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Registration and Sign-in

Register as an Atlas Participant

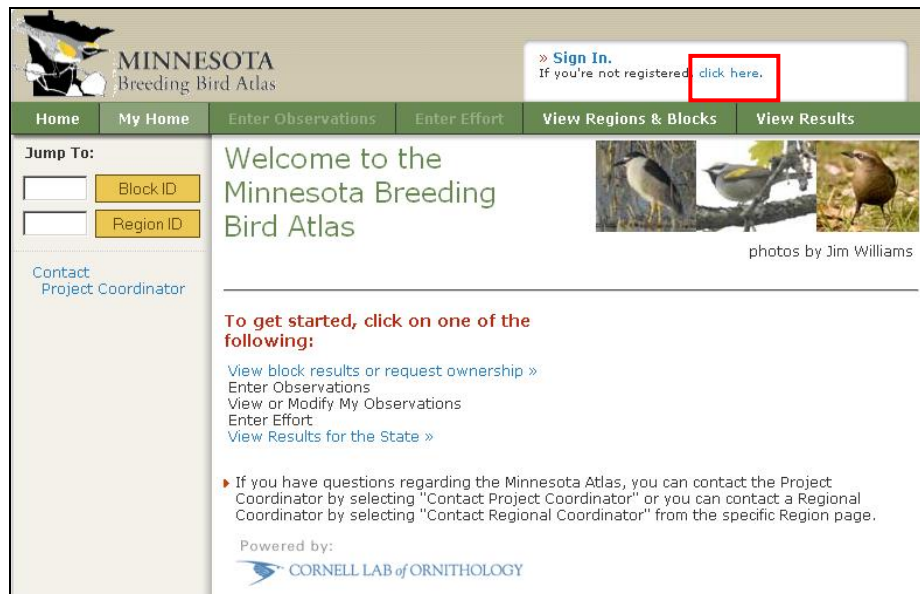
Viewing Minnesota's BBA survey blocks and results are available to anyone coming to the site, to contribute your observations, either as a Surveyor or a Field Observer, you must be registered. The process is very easy.

Step 1. Go to mnbbba.org and click on Join the project.

This will take you to the Welcome page of the Minnesota BBA data website, managed by Cornell (see page 6 of the Volunteer Handbook for a description of the two Minnesota websites).

If you already have a User Name and password from another Cornell citizen science project, including eBird, your User Name and password can be used here. On the Welcome page, you just need to click *Sign-In* and enter your existing User Name and password; you are already registered!

Step 2. Select *click here* in the upper right corner to open the Registration window.



Step 3. On the Register page, enter a **user name** and **password** and the **email address** where you would like messages sent. Confirm your password and email address. All data fields are required.

REGISTER

* indicates a required field

If you have previously registered for a BirdSource project, you can use your existing Username and Password [Here](#).

CHOOSE A USER NAME*

(6-12 characters)

CHOOSE A PASSWORD:*

(6-12 characters)

CONFIRM YOUR PASSWORD*

(6-12 characters)

E-MAIL ADDRESS:*

CONFIRM E-MAIL ADDRESS:*

☒ Remember me (Requires cookies to be enabled)

If you do not want to Sign-in every time, leave the *Remember Me* box checked. If not, deselect the box.

Click on *Continue* to open the Edit Profile page to add your name and address.

EDIT PROFILE INFORMATION

*Indicates a required field

FIRST NAME:*

null

LAST NAME:*

null

ORGANIZATION/COMPANY:

null

STREET 1:*

null

STREET 2:

null

CITY:*

null

STATE/PROVINCE: *

- Select a location -

ZIP/POSTAL CODE:*

null

PHONE NUMBER:

null

Company and Phone Number are optional.

Click *Continue* to proceed to your personal home page (My Home).

Sign In to Your MNBBA Account

Once you are registered, the next time you come to this website, click *Sign In* on the Welcome page to open the Sign In page.

ALREADY REGISTERED? SIGN IN

If you have previously registered for a BirdSource project, you can use your existing Username and Password.

USERNAME:

PASSWORD:

If you can't remember your username or password, [click here](#).

☒ Remember me (Requires cookies to be enabled)

Not registered yet?

[Register now](#) and enter your personal information only once. Then every time you come back, sign in with your username and password for quick, simple access to Minnesota Atlas. Additionally, once you've registered, you'll be able to submit and review your atlas observations, and view atlas results in Minnesota Atlas.

If you have previously registered for a BirdSource project, you can use your existing Username and Password.

Enter your **user name** and **password** and click *Login*. You will go directly to your My Home page.

If the Remember Me box is checked, you will not need to sign in again.

My Home – Your Personal MNBBA Page

This page gives you quick access to your adopted blocks, your survey results, your statistics, and your account information.

From your My Home page, you can select options to:

- Request block ownership
- Enter observations
- View or modify your observations
- Enter effort (survey time in block)
- View your Atlas statistics (in the My Totals box on the right side of the screen)
- Update your Atlas account information
- Be reminded of incomplete observations or survey effort
- Go directly to your blocks from the My Blocks list

Quick access to a block or region

Update account

Function tabs

Your stats summary

Home My Home View Results

Quick access to a block or region

Jump To:

Block ID

Region ID

My Account

My Blocks

T101R4a

T101R4b

T162R49a

T29R21d

View My Requests

Change My Password

Edit My Profile

Contact Project Coordinator

Welcome to the Minnesota Breeding Bird Atlas

photos by Jim Williams

To get started, click on one of the following:

View block results or request ownership »

Enter Observations »

View or Modify My Observations »

Enter Effort »

View Results for the State »

My Totals

Block hours: 4

Other hours: 0.75

Miles Traveled: 20

Total Submissions: 7

Total Species: 3

Messages

You have 4 incomplete block effort »

You have 4 incomplete other effort »

You can always return to your My Home page from any page by clicking on the *My Home* tab.

For Surveyors: when you adopt a block(s), a list of those blocks will appear under My Account / My Blocks. Click on the block in that list for quickest access to the Block Profile.

For Regional Coordinators: when you have been assigned a region(s), a list of those regions will also appear under My Account / MY Regions. Click on the region in that list for quickest access.

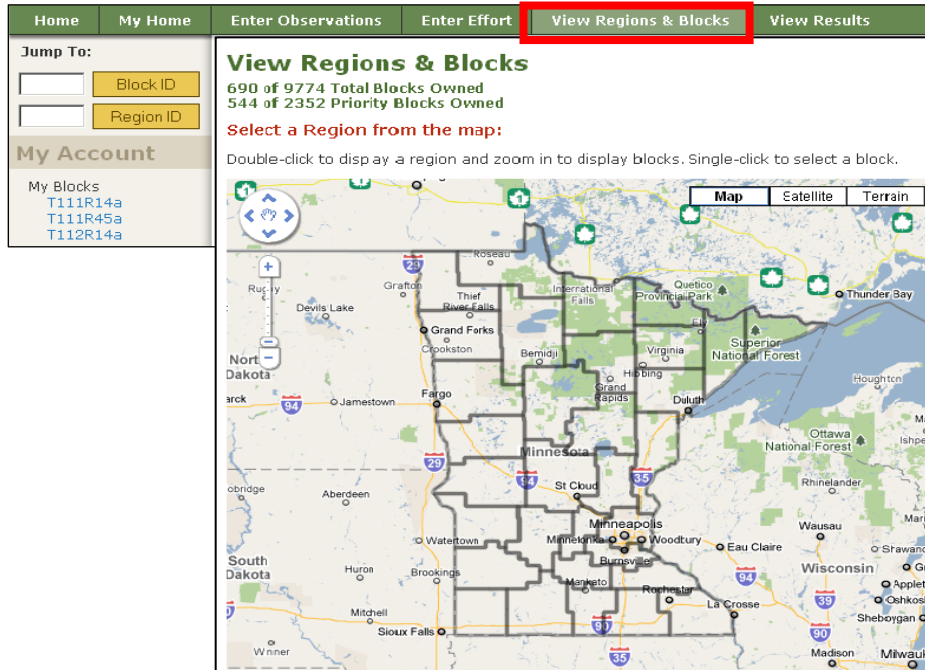
Request a Priority Block (for Surveyors)

When you know the Block ID of the block you want to adopt, enter the **Block ID** in the box in the upper left corner and press Enter.

To find a block

From the mnba.org website, click on *Request a Block*, or

From your My Home page click the *View Regions & Blocks* tab.



On the View Regions and Block page, zoom in and pan to your area of interest. When you find an available priority block (outlined in red with no blue fill), click on the block to open a call out box with options.



Select the *Request* option, which will open a Request Block Ownership box, then click the *Submit* button.

Request Block Ownership

You are about to submit a request for ownership of block T101R22a. Please confirm the block you selected and enter any notes you want sent to the region coordinator.

Request a Single Specific Block:

Block ID: T101R22a (T101R22a)

Notes:

A request message is sent to the Regional Coordinator and will appear as a ‘Pending Request’ on your My Home page under View My Requests.

To view the status of your block request, from your My Home page, click *View My Requests* under My Account . A link to the block profile will appear on your My Home page when the Coordinator responds.

Block Profile – Home Page for the Block

On the Block Profile page, under the **General Information** tab, you can:

- Request ownership
- Identify the block owner
- View total hours of effort contributed to the block (both owner and non-owner/s)
- View number of species reported for the block, by level of breeding evidence
- Enter observations for the block
- Print a block map
- View observations you have submitted for that block
- Contact the Regional Coordinator

On the map, you can zoom out using the + and – tabs and select how you want your map displayed (satellite, hybrid or terrain) using the down arrow next to Map.

Block Profile: T101R22a (T101R22a)

General Information | 2009-2013 Results

T101R22a (T101R22a)

Block Status: Incomplete
Block Owner: Not owned
Priority Block: Yes
Region: Region 30 (Peter Mattson)
Hours of Effort:
 Block Owner (0 hrs.)
 Other Atlasers (0 hrs.)

[Request to own this block](#)
[Enter Observations for T101R22a](#)
[Printable Map for T101R22a](#)
[View My Observations](#)
[View Region 30](#)
[Contact Regional Coordinator](#)
[Set as complete](#)

Number of Species

	Observed	Possible	Probable	Confirmed	Total
2009-13	0	1	0	1	2

Map: Map, Satellite, Hybrid, Terrain

Map data ©2011 Google - Terms of Use

complete owned priority

Under the **2009-2013 Results** tab, you can:

- Review species reported for the block from **all** observers
- Sort Species list by taxonomic or alphabetic order
- Sort Breeding Evidence by evidence code
- Identify species with observations that need review by a project Coordinator
- Print the species and highest breeding evidence reported for the block

Block Profile: T112R45a (T112R45a)

General Information | **2009-2013 Results**

Results from 2009-13 [print Results](#)

Observed	Possible	Probable	Confirmed	Total
8	27	15	25	75

Several sensitive species are not being displayed at this time ↑ - Flagged records to be reviewed.

Species (alphabetic) (taxonomic)	Breeding Evidence
American Crow (<i>Corvus brachyrhynchos</i>)	Observed (O)
American Goldfinch (<i>Spinus tristis</i>)	Probable (P)
American Kestrel (<i>Falco sparverius</i>)	Possible (X)
American Robin (<i>Turdus migratorius</i>)	Confirmed (ON)
American White Pelican (<i>Pelecanus erythrorhynchos</i>)	Observed (O)
Baltimore Oriole (<i>Icterus galbula</i>)	Confirmed (FL)
Barn Swallow (<i>Hirundo rustica</i>)	Confirmed (FL)
Belted Kingfisher (<i>Megasceryle alcyon</i>)	Possible (X)

Note: descriptions of evidence codes are available at the bottom of the page.

Entering Observations

Two important notes: 1) to enter observations in the Atlas database, you must be a registered participant, and 2) you need to know, or find, the Block ID where the observation was made.

Remember, any registered participant can enter observations for any block in the state, whether or not it has been adopted by someone.

First: Identify the block where the observation was made

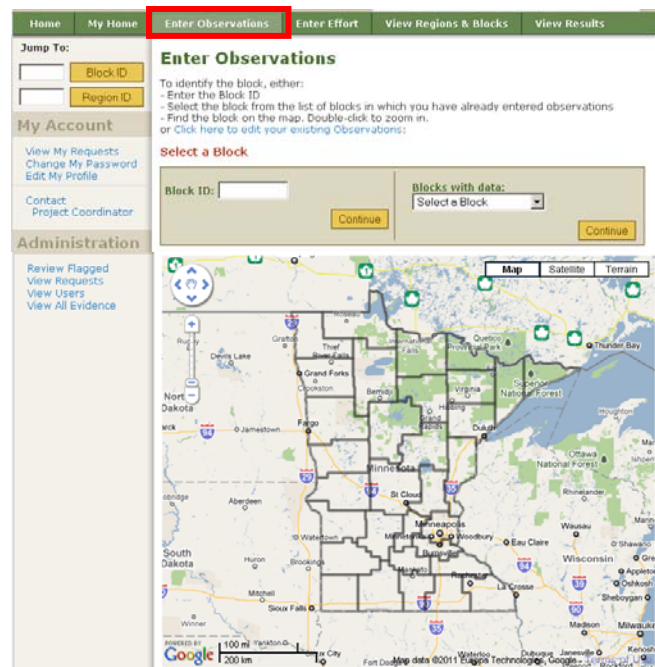
Surveyors are in luck. There is a link on their My Home page to the Block Profile. Click the link under My Blocks, then click the Enter Observations link.

When you don't know the Block ID

Option 1: From your My Home page.

Click the *Enter Observations* tab and zoom and pan the map to find the block. You can change the map display by selecting Map, Satellite, or Terrain.

When you find the block, single-click and select the Enter Observations link to open the Data Entry Options page.



Option 2: From mnbba.org

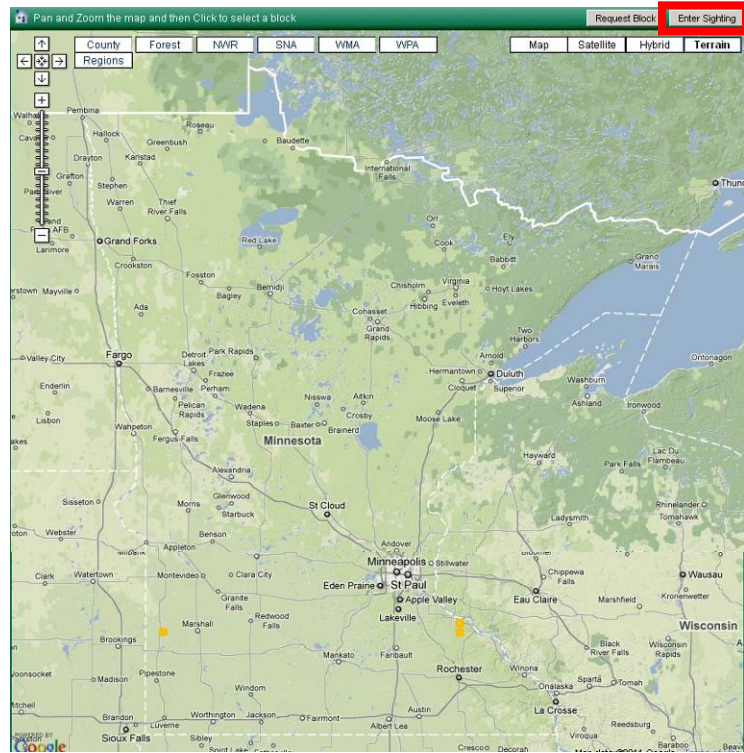


Click *Regions and Blocks*, select *Alternate Block Finder-Google Maps* to open an image of the state.

Pan and zoom the map to your area of interest; single-click on the map and the block outline will appear. Block information will display at the top on the green title bar, including Block ID.

To enter observations, click the *Enter Sighting* button in the top right corner to open the Data Entry Options page.

You can change the map display by selecting Map, Satellite, Hybrid, or Terrain.



Option 3: From mnbbba.org , when you have the GPS Coordinates

Click the *Regions and Blocks* tab and select *Alternate Block Finder-GPS Location or Block ID*. This will bring you to a Latitude / Longitude to Block Conversion Tool. Enter the **coordinates** (note the guidelines for different formats), then click *Show on Map*. Click the *Enter Sightings* button in the top right corner to open the Data Entry Options page.

When you know the Block ID

Option 1: From your My Home page

Click the *Enter Observations* tab and enter the **block ID** or select it from the Blocks with Data drop-down list, then click *Continue* to open the Data Entry Options page.

Option 2: From mnbbba.org

Click the *Enter Observations* tab, enter the block ID, then click *Continue* to open the Data Entry Options page.

Second: select Data Entry Option

Choose the option for Highest Breeding Bird Codes depending on whether you are entering observations for just one day, or entering one evidence code for each species from multiple days. Click *Continue* to enter data.

Atlas volunteers do not need to track numbers of birds so the All Breeding Observations option is not used.

Third: Enter Data

The data entry page is a list of MN breeding species in taxonomic order (or click on *alphabetic* to change the list in order of species common name).

For Highest Breeding Bird Codes: Single Day

- Enter the date (MM/DD/YYYY)
- For each species observed, click the drop-down list for the species and select the appropriate breeding evidence code.
- When all species codes have been entered, click *Continue* to open the Review page.

For Highest Breeding Bird Codes: Multiple Days

The only difference is that you need to enter the date for each species reported in addition to the highest evidence. Surveyors use this when they want to report just once at the end of a season.

Special Situations

Ooops! The following items need your attention.



1. This message will appear when an O or X code is reported outside the safe dates. Return to the species with the **X** and set the code back to '-' or check for an incorrect code entry.

2. The **X** will also appear when the date is not within the Atlas period or the format is incorrect. Just correct the date and continue.



1. This alert appears when a Probable or Confirmed code is entered outside the safe dates. Check that the date is correct or return to the species to correct the code or click the Confirm box to approve (see below).

Common Loon	15 May - 01 Aug	-	Pied-billed Grebe	01 May - 01 Aug	-
Red-necked Grebe	15 May - 01 Aug	-	Eared Grebe	20 May - 01 Aug	-
Western Grebe	20 May - 01 Aug	-	Double-crested Cormorant	20 May - 15 Aug	-
American White Pelican	20 May - 15 Jul	-	American Bittern	20 May - 01 Aug	-
Least Bittern	15 May - 01 Aug	-	Great Blue Heron	01 May - 01 Aug	-
Great Egret	20 May - 01 Aug	-	Cattle Egret Please edit or confirm this entry.	01 Jun - 01 Aug	X
Green Heron	01 Jun - 15 Aug	-	Black-crowned Night-Heron	20 May - 15 Aug	-
Turkey Vulture	10 May - 01 Aug	-	Osprey	01 Jun - 01 Aug	-

2. It also will occur when a Species to Verify is entered. It just requires that you return to the species and confirm the entry since it is an unexpected observation.

These are quality control checks to be certain the dates, species, and codes are entered correctly. Once you have confirmed or edited the data, click Continue to open the Review screen.

To report a Species to Verify

Click the *Add Species* button and select the species from the list. It will add the species to the data entry list and you can then select the code for your observation. Note the Confirmation Alert above. You will be prompted to confirm the entry of these species.

Remember: Once a species has been entered, you do not need to enter another observation for that species unless you can upgrade the breeding evidence code.

Four: Data Review

Once you click the data entry **Continue** button it will open the Review screen. This is your chance to review what you have entered and add other information as needed. All the observations you entered are displayed. For special species, this is where Location, Notes, and Habitat are entered. Descriptions of information requested are at the top of the page.

Home	My Home	Enter Observations	Enter Effort	View Regions & Blocks	View Results
T111R45a (T111R45a)					
Please review your Atlas data submission. Click Edit to return to data entry page and edit date, evidence codes, or eliminate reported species (by selecting '--' in evidence code list). Click Submit to save observations. Data are not saved until observations are submitted.					
bold <i>Species to Verify (bold)</i> Detailed notes and the exact location are required for these species. These species require that you complete a separate Verification Form, available through a link to www.mnbba.org .					
<i>italics</i> <i>Species of Conservation Interest (italics)</i> Enter any field notes for these species in the Notes field, although no additional information is required. Location and/or habitat information is helpful for Confirmed sightings.					
<div>EditSubmit</div>					
Species (<i>alphabetic</i>) (taxonomic)	Code and Date	Latitude and Longitude (<i>Decimal Degrees</i>)		Habitat Code	
Northern Shoveler	FL - 07/01/2010	Plot Location or Lat: <input type="text"/> Long: <input type="text"/>		<input type="text"/>	
Notes: <input type="text"/>					
<div>EditSubmit</div>					

To revise information, click *Edit* to return to the data entry screen and make corrections.

To add a specific location, required for Species to Verify, either enter GPS coordinates or click Plot Location to display a block map where you can zoom in and click on the specific location.

Zoom and pan to the location of the observation in the block.

Single-click on the site, then click Continue to return to the Review screen where latitude/longitude will automatically be entered.

Cancel returns you to the Review page without adding a location.

Home My Home Enter Observations Enter Effort View Regions & Blocks View Results

Plot your observation of Northern Shoveler in T111R45a on the map.

Map Satellite Terrain ☐ Show labels

Longitude: 96.24216556549072
Latitude: 44.41646334608177

Continue Cancel

Images ©2014 DigitalGlobe, USDA Farm Service Agency, GeoEye, Terms of Use

We encourage observers to include field Notes, important for any observation of special interest and helpful to reviewers. Notes are required for Species to Verify. Don't forget, a Verification form is also required for these species so the Notes text can be brief.

When the data are complete and correct, click **Submit** to save your data.

Thank you: your observations have been saved.

Please enter the survey time spent to collect these observations. (Non-survey time and mileage are optional in Other Effort.)

Enter Effort

Or, continue using one of the options below:

- [Enter Additional Observations for this Block >](#)
- [Enter a New Observation >](#)
- [View or Modify My Observations >](#)
- [View Regions & Blocks >](#)
- [View Results for the State >](#)
- [My Home >](#)

Don't Forget to Enter Block Effort

For Surveyors

Tracking the time spent surveying is important for evaluating block completion and for future analysis. Please report the time you spend actively surveying in the block.

It is quickest to report your time right after you submit your observations.

On the Thank You page, click *Enter Effort* to report the time spent actively surveying. The effort record is considered incomplete until you have entered the information.

Block Effort (Time spent surveying)

- Check the box that indicates the period of the day when you recorded your observation
- Enter the amount of time in hours and minutes (in ¼ hour increments) to describe the time spent conducting the survey
- Click *save*

The screenshot shows the 'Enter Block Effort' form. At the top, there are navigation tabs: Home, My Home, Enter Observations, Enter Effort (selected), View Regions & Blocks, and View Results. Below the tabs, there's a 'Jump To:' section with 'Block ID' and 'Region ID' buttons. The main heading is 'Enter Block Effort' with sub-tabs for 'Block Effort' and 'Other Effort'. An 'Add New Effort' button is present. A message states: 'Incomplete Please enter data for one incomplete effort at a time. "Save" will only save the associated day/block effort.' Below this is a table with columns: Date, Block, Time Periods, and Time in Block. The 'Date' column shows '03/10/2009'. The 'Block' column shows 'T151R48a'. The 'Time Periods' column has checkboxes for Dawn, Morning, Afternoon, Dusk, Mid Day, and Dark. The 'Time in Block' column has a form for hours and minutes, currently showing '00' minutes. A 'save' button is at the bottom right.

Other Effort allows participants to document miles driven and time associated with the trip for their own purposes (e.g. taxes).

- Enter total miles driven for the date displayed
- Enter the time spent on the trip, when you were not conducting the survey
- Click *save*

The screenshot shows the 'Enter Atlas Effort' form. At the top, there are navigation tabs: Home, My Home, Enter Observations, Enter Effort (selected), View Regions & Blocks, and View Results. Below the tabs, there's a 'Jump To:' section with 'Block ID' and 'Region ID' buttons. The main heading is 'Enter Atlas Effort' with sub-tabs for 'Block Effort' and 'Other Effort'. An 'Add New Effort' button is present. A message states: 'Incomplete Please enter data for one incomplete effort at a time. "Save" will only save the associated days effort.' Below this is a table with columns: Date, Total Auto Miles, and Time not Atlasing. The 'Date' column shows '04/15/2009'. The 'Total Auto Miles' column shows '0 miles'. The 'Time not Atlasing' column has a form for hours and minutes, currently showing '0' hours and '45' minutes. A 'save' button is at the bottom right. Below the table, there's an 'All Effort' section with a table showing previous entries: 04/10/2009 with 8 miles and 0 hrs. 45 min., and 04/01/2009 with 16 miles and 5 hrs. 0 min. Each entry has 'edit / delete' links.

You can enter or update Effort information any time from your My Home page by clicking the Enter Effort tab or clicking the link in the Messages table.

View or Edit Observations

From your My Home page, click on *View or Modify my Observations*.

View Your Observations

This page displays all your observations for all blocks.

- You can filter your observations to view only your observations by species or by block. Click View All to display all observations if you have selected a filter.
- You can also sort your species observations alphabetically or taxonomically, by date, block, or level of breeding evidence by clicking on the column header.



Observations with incomplete information (missing Notes for Species to Verify, missing Block Effort) will have an icon of the half-page in the second column.



Observations flagged for review include all Species to Verify. When the record is reviewed, the flag will disappear.

Edit Your Observations

- Click *delete* to permanently remove the observation when the species was entered incorrectly.
- Click *edit* to change information associated with the observation of the species.

Click **Continue** to save the changes and return to the View My Observations.

View Results

The View Results tab on the top of the page allows you to select a number of different ways to view the current state-wide status of the MNBBA project. This page also summarizes the current status of the overall atlas effort, by total blocks and by priority blocks.

To see a state-wide map of:

statistical results, click the drop-down list of Themes.

species distribution maps, click the drop-down list for Species.

Enter Observations
Enter Effort
View Regions & Blocks
View Results

View Results

Make a new map

Number of Species
Go
-or-
Select a species
Go

Select a theme -
Hours of Effort
Completion
Owned
Number of Species

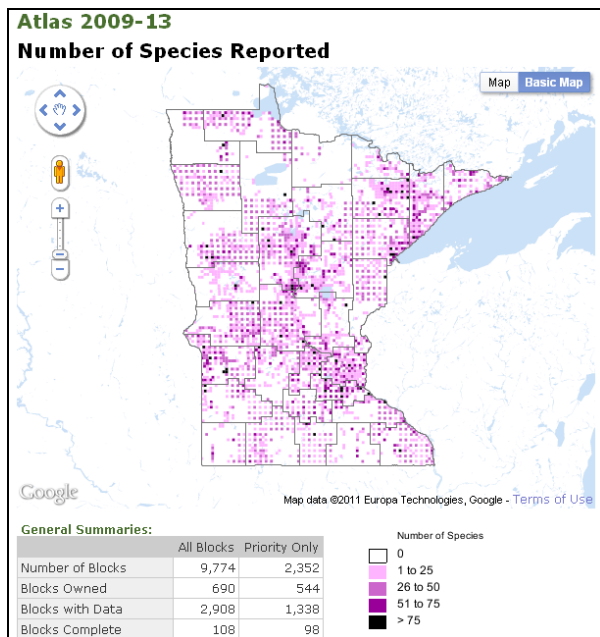
Statewide summaries

General Summaries:

	All Blocks	Priority Only
Number of Blocks	9,774	2,352
Blocks Owned	690	544
Blocks with Data	2,908	1,338
Blocks Complete	108	98
Block Effort Hours	9,819	7,060
Other Effort Hours	1,107	---
Total Auto Miles	45,706	---
Total Submissions	87,373	66,782
Registered Participants	731	---
Species Reported	239	234
Species Confirmed	210	196

Created by bird.atlasing.org Mar 18, 2011 3:32:57 PM EDT

Statistical Map



Species Map

