

Module 1 - Preparation & Overview

Duration: Approx. 2 hr 30 min (includes break)

Course content:

<p>1. Overview</p> <ul style="list-style-type: none"> • What is BioCollect? • How BioCollect fits into the set of ALA tools • Why use BioCollect for your field data collection projects • Data sharing with the ALA • Data quality features and standards built into BioCollect and why they are important. • Mobile Apps and BioCollect • Differences between BioCollect and iNaturalist, making the right choice • Where the test project finder is and when it should be used <p>Q & A</p>	<p>30 mins Presentation</p> <p>Discussion</p>
<p>2. BioCollect project types</p> <ul style="list-style-type: none"> • Types of projects and why they are different • Citizen science projects <ul style="list-style-type: none"> ○ What is citizen science and what is not in relation to BioCollect? ○ The citizen science project finder ○ Collecting your data in BioCollect ○ Why register your project in BioCollect even if you're using a different tool for data collection ○ The citizen science project template ○ Examples of citizen science projects • Ecoscience projects <ul style="list-style-type: none"> ○ When to use the "ecological science and research" project type ○ Why register your project in BioCollect even if you're using a different tool for data collection ○ The ecoscience project template ○ Examples of citizen science projects • Natural resource management (NRM) projects <ul style="list-style-type: none"> ○ When to use the NRM project type ○ The NRM project type is different • Differences and similarities • Why it matters to choose the right type of project <p>Q & A</p>	<p>30 mins Presentation & Demo</p> <p>Discussion</p>
<p>3. Assessment & monitoring projects – citizen science and ecoscience project types</p> <ul style="list-style-type: none"> • Project structure • Understanding surveys • Administrator tools for assessment & monitoring projects <p>Q & A</p>	<p>30 mins Presentation / demo</p> <p>Discussion</p>
<p>4. Natural resource management (NRM) works projects</p> <ul style="list-style-type: none"> • The project plan feature • Understanding the activity schedule – table & gantt views • The sites page • Documenting expected and actual outcomes from the project • The dashboard feature for data visualisation • Administrator tools for the NRM works project <p>Q & A</p>	<p>30 mins Presentation / demo</p> <p>Discussion</p>
<p>5. General discussion & project ideas</p>	<p>30 mins</p>

Module 2 – Creating Projects and Surveys

Duration: Approx. 2 hr 45 min (includes breaks)

Course content:

<p>6. <u>Create and Edit assessment & monitoring projects</u></p> <ul style="list-style-type: none"> • Create a project by completing the project template • Elements of the project template • What's next after creating the project? • How to edit project information <p>Practice with your own projects (doing + Q & A) <i>(personal break if required)</i></p>	<p>20 mins Presentation / demo</p> <p>25 mins Practice & Discussion</p>
<p>7. <u>Creating surveys</u></p> <ul style="list-style-type: none"> • Overview of surveys in BioCollect • Overview of survey configuration • Add a survey <ul style="list-style-type: none"> ○ Describing the survey ○ Setting record visibility ○ Setting notifications and alerts ○ Selecting the form template ○ Setting taxonomic constraints for species fields in the form ○ How sensitive species are treated in BioCollect ○ Setting locations and map behaviour for the form ○ Publishing the survey • Adding more surveys • When to use multiple surveys vs. multiple projects • Importance of testing surveys during the design process, esp. on mobile <p>Practice with your own projects (doing + Q & A) <i>(personal break if required)</i></p> <ul style="list-style-type: none"> • Data standards, data quality and data flows <ul style="list-style-type: none"> ○ What data standards and why are they important ○ How BioCollect implements data standards ○ Why data quality is critical to use and acceptance of data ○ Aspects of data quality and how they are incorporated into BioCollect ○ Why share your project data ○ Sharing your BioCollect data with the Atlas of Living Australia • Bulk loading datasets (eg. Historical records) 	<p>30 mins Presentation / demo</p> <p>30 mins Practice & Discussion</p> <p>20 mins Presentation & Discussion</p>
<p>8. <u>Editing surveys</u></p> <ul style="list-style-type: none"> • Selecting the right survey • Editing survey configuration settings • What you can and can't do in editing surveys <p>Practice with your own projects (doing + Q & A) <i>(personal break if required)</i></p>	<p>10 mins Presentation / demo</p> <p>20 mins Practice & Discussion</p>

Module 3 – Sites, Data and Membership

Duration: Approx. 2 hr 45 min (includes breaks)

Course content:

<p>9. Recap on module 2 Q & A</p>	<p>30 mins Discussion</p>
<p>10. <u>Create & edit a natural resource management (NRM) works project</u></p> <ul style="list-style-type: none"> • Create a natural resource management (NRM) works project • Creating activities in the activity schedule • Types of activities and how to use them • Adding sites to activities • Inserting and moving activities in the schedule • Editing activities in the activity schedule • Completing activity forms – recording project implementation data • Tracking project status <p>Practice with your own projects (doing + Q & A) <i>(personal break if required)</i></p>	<p>20 mins Presentation / demo</p> <p>30 mins Practice & Discussion</p>
<p>11. Create & edit a site – all project types</p> <ul style="list-style-type: none"> • Create a site manually • Selecting an existing site • Upload sites from SHP file • Adding georeferenced features to a site (eg. Photopoints) • Where to edit sites – citizen science and ecoscience project types • Where to edit sites – NRM works project type • Selecting a site to edit or delete • Edit and save changes <p>Practice with your own projects (doing + Q & A) <i>(personal break if required)</i></p>	<p>15 mins Presentation / demo</p> <p>15 mins Practice & Discussion</p>
<p>12. Create, edit & view data</p> <ul style="list-style-type: none"> • Create records • Different ways to view data records • User permissions and editing records • Downloading data <p>Practice with your own projects (doing + Q & A) <i>(personal break if required)</i></p>	<p>15 mins Presentation / demo</p> <p>10 mins Practice & Discussion</p>
<p>13. <u>Managing project membership</u></p> <ul style="list-style-type: none"> • What is project membership • Roles and permissions for members <p>Practice with your own projects (doing + Q & A) <i>(personal break if required)</i></p>	<p>10 mins Presentation / demo</p> <p>10 mins Practice & Discussion</p>

Module 4 – Other Features & Troubleshooting

Duration: Approx. 2 hr 45 min (includes breaks)

Course content:

<p>14. Recap on module 3 Q & A</p>	<p>30 mins Discussion</p>
<p>15. <u>Using BioCollect's blog feature</u></p> <ul style="list-style-type: none"> • What is the blog feature and what is it for? • Types of blogs • Adding blogs • Editing and deleting blogs <p>Practice with your own projects (doing + Q & A) <i>(personal break if required)</i></p>	<p>10 mins Presentation / demo</p> <p>15 mins Practice & Discussion</p>
<p>16. <u>Using BioCollect's Resources feature</u></p> <ul style="list-style-type: none"> • What is the resources feature and what is it for? • Types of resources • Adding resources • Editing and deleting resources • Public and member only settings <p>Practice with your own projects (doing + Q & A) <i>(personal break if required)</i></p>	<p>10 mins Presentation / demo</p> <p>15 mins Practice & Discussion</p>
<p>17. Hubs in BioCollect</p> <ul style="list-style-type: none"> • What are hubs in BioCollect? • Do I need a hub and how do I get one? <ul style="list-style-type: none"> ◦ Customisation, different views of data, and more. • Examples of different BioCollect hubs. <p>Q & A</p>	<p>15 mins Presentation / demo</p> <p>Discussion</p>
<p>18. Trouble shooting</p> <ul style="list-style-type: none"> • Common things which can cause problems <ul style="list-style-type: none"> ◦ Survey does not appear in the survey list page ◦ Survey is not accessible to the public ◦ The species I want is not in the species list ◦ I get more species in my list than I want ◦ The site I want is not in the site list ◦ How do I hide the drawing tools on the form map? ◦ The form map is not zooming to my area of interest ◦ I can't add new sites on the map ◦ The survey form is not right for my needs ◦ I can't see my data on the data page • Conflicts between configuration settings • Data quality issues – what to look for and how to fix it • User experience issues – maximise the project for your participants • Fixing your own projects • Responsibilities of project owners and data contributors <p>Q & A - Discussion on how to train others</p>	<p>20 mins Presentation / demo & Discussion</p> <p>15 mins Practice</p> <p>25 mins Discussion</p>