

Instructions to access BTW field study data from Microsoft SharePoint platform

To log in to SharePoint, BTW's data-sharing website:

- Go to <https://cfs.capturx.com/BridgingTheWatershedData/home/default.aspx>
- Login using any of the following login credentials:

Username:	Password
CFS\BTWTeacher1	Flag%191
CFS\BTWTeacher2	Flag%192
CFS\BTWTeacher3	Flag%193

To find your data:

- Once you login, find and click on your module on the left side of the screen.
- All digital data on file for all classes and all dates for that module will be displayed. You can sort for your class's data by teacher, date, or park (or any other column head) by placing your cursor over any of the respective column heads and then using the drop-down menu to sort (ascending and descending). It is probably easiest to sort by teacher name (fourth column from the left).
- Each line item is the data recorded by one student data collection group, or one digital pen.
- Please make sure that your data's status (third column from the left) says "approved." That means your lead educator has reviewed the data to ensure the digital pen has correctly interpreted what your students have written. If you see the word "new" under status, the lead educator has not reviewed the datasheet for accuracy. All educators will insert the teacher name and field study date even if the students have not included that information on their datasheets (educators will not change any of the data/information your students have written on the datasheets; they will merely ensure the pen has correctly interpreted the handwriting as best they can).
- You cannot manipulate data on SharePoint; to do so, you must first export the data to your computer.

To export data to Microsoft Excel:

- Please note that you cannot export only your class's data, or data for one Park, or data from a certain date. You must export ALL data to Excel and then cut and paste, sort, compare, etc.
- In the light blue bar above the "title" column at the far left of the screen, click on the "Actions" drop-down menu.
- Select "Export to Spreadsheet"
- Depending on your version of Excel, you may get a File Download dialog box asking you if you want to open or save this file. Click Open.

- Once Excel opens, you may get another Microsoft Office Excel Security Notice that says “Microsoft Office (or Excel) has identified a potential security concern. Select “Enable.”
- You may be prompted for your username and password again. Enter the same credentials you did to access SharePoint
- Your data is downloaded and sorted in Excel. **Notice that all data in the dataset exported, not just yours.** This allows you to cut and paste just your data or sort, compare, and cut all the data. Remember that each line item represents the data recorded by one student data collection group, or one digital pen.

To logout: Signout in the upper-right hand corner of the screen. If you don't see where it says “Welcome BTWTeacher,” (you're viewing a dataset), you'll need to slide the scrollbar on the bottom all the way across from left to right to see that box in the upper-right hand corner.