

Using Survey123 to Enter Data



NATIVE BEE WATCH

**COLORADO STATE UNIVERSITY
EXTENSION**

Email: NativeBeeWatch@gmail.com

Website: NativeBeeWatch.org

Revised June 2022
Revised July 2021
Created June 2020



Getting Started

Go to this website:

<https://arcg.is/00uKqq>



Getting Started

To begin -

You will have the option to open the survey in your computer browser or in the phone app.

First, we will go over how to do this from a computer browser.



If you don't have the Survey123 field app, please download it first.

Use this option if you are on your computer

Use this option if you are on your cell phone.



Welcome to the survey!



NATIVE BEE WATCH
COLORADO STATE UNIVERSITY
EXTENSION



Next

Page 1 of 6

The survey is divided by topic into six pages. Navigate from page to page by clicking the boxes at the bottom of each page.

This allows you to go back through the pages if you wish to make any changes or check your answers before submitting the survey.

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Next

Page 2 of 6

NOTE: Please make one survey entry for each monitoring session. On page 4, you will be able to enter multiple observations.

For example, if you monitor for 45 minutes and observe 8 plants, you would make one overall survey entry with 8 plant/bee observations on page 4.

Participant Information

Participant 1 first name*

Participant 1 last name*

Participant 2 first name (if applicable)

Participant 2 last name (if applicable)

Email address*

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Page 2 of 6

Page 2 - Name and email

Enter your name and email address.

If you monitored with someone else, enter their name as Participant 2.

Page 3 - You will then enter the date, time, and weather information.

Native Bee Watch Survey 2022

Date, Time, and Weather

Date of observation*
Enter the date you completed the survey

Start Time*

End Time*

Temperature*
You can use a thermometer, or a weather app on your phone or computer.

50s

60s

70s

80s

90s

100s

Wind*

Still

Light wind

Windy

Gusty


Sky*

Clear

Partly cloudy

Mostly cloudy

Overcast

 Page 3 of 6



Date: Click in the date box, then click on the date of the monitoring session.

Date of Monitoring Session*

6/5/2022

< June 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

You can change the month by clicking the arrows to the left or right of the month/year.

5/29/2022

< May 2022 >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

When entering the time, change the values by moving the arrows up and down, like with "Start Time" in the image to the right.

You may also type the times in the boxes.

Check whether AM or PM is chosen.

Start Time*

01:08 PM

End Time* 01 : 08 PM

hh:mm

Note: The start and end times are for your entire monitoring session, not each two minute observation.

Click on the temperature,
wind, and sky conditions

Temperature*

You can use a thermometer, or a weather app on your phone or computer.

50s

60s

70s

80s

90s

100s

Wind*

Still

Light wind

Windy

Gusty

Sky*

Clear

Partly cloudy

Mostly cloudy

Overcast

Plants and Bees

Observations (1) ▾



Fill in the following information. For each additional plant observation, click the "+" button above.

Plant ▾

Common name of plant

Start typing, then choose from the dropdown list

Scientific name of plant

If your plant is not in the dropdown list above, enter it here:*

Be as thorough as possible. If you know the specific variety, please include. Scientific names or common names are acceptable.

Approximate number of flowers*

Bee(s) ▾

Did you see any bees or flies on this plant?*

Yes

No

Comments about this observation (optional)

255

Remember, if you observed more than one plant, click the "+" button at the top of the page to fill in the next observation. When you have entered all the observations, click "Next" at the bottom of the page.

 Page 4 of 6

Page 4 - Enter your plant and bee data



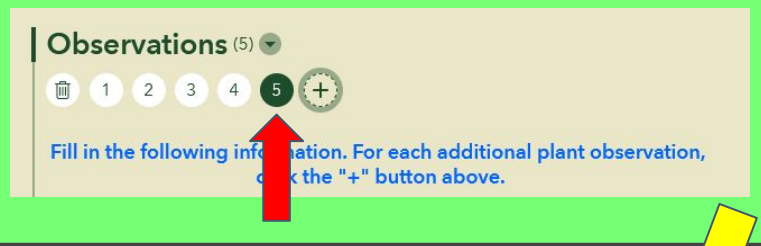
Page 4 continued - Multiple plant observations



To enter multiple observations: Click the “+” button for each plant observed.

There are two ways to do this:

Method 1: Before entering any data, click on the “+” button multiple times, once for each observation. In this example, the volunteer observed five plants.

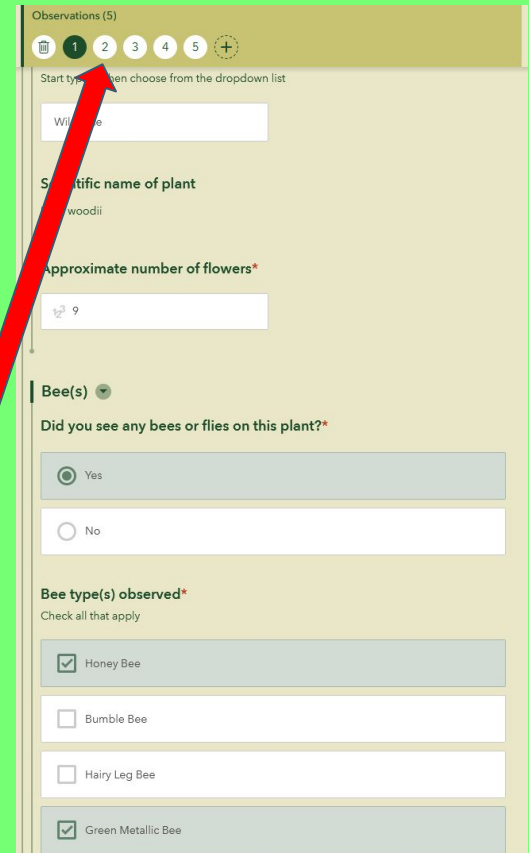


Click on “1” to fill in your first observation.



As you are entering the data for your observation, you will begin to scroll down the page. Once you begin scrolling, a small banner will appear at the top. The banner is darker than the background color.

After entering all the information, click on the next number in the banner to enter the data for your next observation. The page will reset for the next set of information.



Page 4 continued - Multiple plant observations

Observations (1)



Start typing, then choose from the dropdown list

Wild rose

Scientific name of plant

Method 2: Instead of clicking the “+” button all at once at the beginning as in Method 1, you can click it as you go. After entering all the information, click on the “+” in the banner at the top of the page to enter the data for your next observation. The page will reset for the next set of information.

Observations (2)



Fill in the following information. For each additional plant observation, click the “+” button above.

Plant

Common name of plant

Start typing, then choose from the dropdown list

The page is now ready for observation number 2.

For both methods:

If you need to delete an observation, click on the number of the observation to be deleted, then click on the trashcan. You will be prompted to confirm whether you wish to delete it.



Observations (5)



Delete record 5 of 5?

Delete

Cancel



Page 4 continued - Plant data

We've prepared a list of common plant names along with the corresponding scientific names. Click in the first box, "Common name of plant", and start typing. If your plant is in the list, it will appear in the dropdown. Click on it. The scientific name will fill in automatically.

If the plant you observed is not in the list above, enter it here. If you know the variety or cultivar, please add! Scientific names and common names are okay.

Enter the floral resources here. If there are more than 1,000, enter 1,000.

Plant ▼

Common name of plant
Start typing, then choose from the dropdown list

Scientific name of plant

If your plant is not in the dropdown list above, enter it here.*
Be as thorough as possible. If you know the specific variety, please include. Scientific names or common names are acceptable.

Approximate number of flowers*

We will be adding to the list of plant names throughout the season, so if your plant doesn't appear at first, try again next time.

Examples

Common name of plant
Start typing, then choose from the dropdown list

rose

Scientific name of plant

If your plant is not in the dropdown list above, enter it here:*
Be as thorough as possible. If you know the specific variety, please include. Scientific names or common names are acceptable.

- Evening primrose
- Oxlip primrose
- Ruby Voodoo rose
- SILVER BLADE® evening primrose
- Wild rose
- Woods rose

Rose is typed in the box, and a dropdown list appears with possible matches.

I clicked on the one that I observed, Wild rose.

Common name of plant
Start typing, then choose from the dropdown list

daylily

Scientific name of plant

Daylily is not in the list (yet), so when it is typed in, no dropdown list appears.

So I typed it here:

If your plant is not in the dropdown list above, enter it here:*
Be as thorough as possible. If you know the specific variety, please include. Scientific names or common names are acceptable.

Daylily

Common name of plant
Start typing, then choose from the dropdown list

Wild rose


Scientific name of plant
Rosa woodii



Did you see any bees on this plant? If yes, you will be prompted to enter the data. If not, that's ok! If bees are not feeding from a given plant, that is important for us to know.

If you saw bees (or flies), this is where you will enter the type(s) seen, as well as the number of each type.

Questions about bee interactions and pictures will only appear if bees were seen on the plant.

Bee(s) 

Did you see any bees or flies on this plant?*

Yes

No

Bee type(s) observed*

Check all that apply

Honey Bee

Bumble Bee

Hairy Leg Bee

Green Metallic Bee

Striped Sweat Bee

Tiny Dark Bee

Hairy Belly Bee

Cuckoo Bee


Syrphid Fly

Bee Fly

Number of honeybees*

Number of green metallic bees*

Number of cuckoo bees*



If you observed bee interactions, check "yes" and then check whether you observed competition, shared resources, or both.

Bee Interactions ▾

Bee interaction observed*
Check all that apply

Competition Observed

Shared Resources Observed

Competition observed* ←

Check all that apply

Honey Bees - Honey Bees

Honey Bees - Native Bees

Native Bees - Native Bees

Shared resources observed* ←

Check all that apply

Honey Bees - Honey Bees

Honey Bees - Native Bees

Native Bees - Native Bees

→ **Did you observe any bee interactions?***
Bee interactions involve more than one bee. If you only observed one bee total on this plant, check "No".

Yes

No

Bee Interactions ▾

Bee interaction observed*
Check all that apply

Competition Observed

Shared Resources Observed

Check the checkboxes for all of the kinds of interactions you witnessed.



Page 4 continued - Bee pictures

We would love to have pictures of the bees you saw! You can submit up to two pictures per plant observation.

Click on "Select image file" to browse through your files and select your image.

Please share your pictures of this bee observation! You can submit up to two images per plant.

Do you have pictures of this plant observation to share?*

Yes

No

Pictures ▾

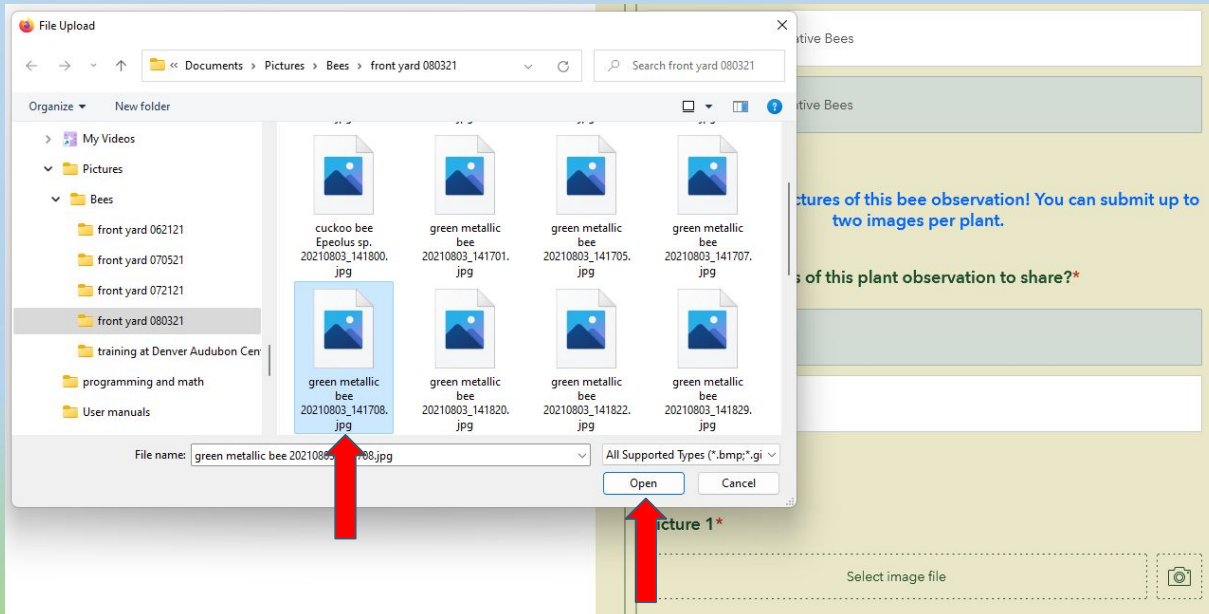
Picture 1*

Select image file



What type(s) of bee is in this picture?*

Check all that apply

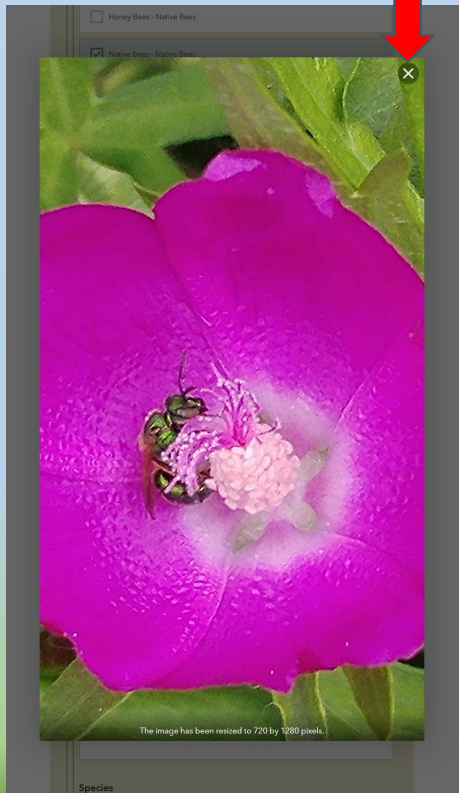


Select your image by clicking once on it, then click "Open" in the bottom right corner.



Page 4 continued - Bee pictures

If you want to double check your picture, click on it to enlarge it, then click the "X" in the upper right corner to close it.



To delete the picture, click the trash can.



To rename the picture, click here. This will not rename it in your computer files - it will only be renamed in the survey database.



Identify which bee type(s) are in the picture. Since the picture is for the current observation, the bee choices are restricted to the ones that were seen.

Picture 1*



green metallic bee 20210803_141708.jpg

252.8KB



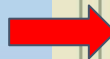
What type(s) of bee is in this picture?*

Check all that apply

Honey Bee

Green Metallic Bee

Cuckoo Bee



This portion is optional. Only fill in this section if you are very sure of the family, genus, and/or species.

OPTIONAL:

If you know the family, genus, or species, you may fill in the following fields.

Please do not attempt this unless you are very sure.

Family

Genus

Species



There is an opportunity to leave comments specific to each observation.

Comments about this observation (optional)

255

At the end of the survey, on page 6, there is another comment box for overall comments about the monitoring session.



Location of Observation

Type of location*

Residence

Public Garden

Other

Address*

Enter the address where the observation took place, including street address, city, state, and zip code.

If the observation took place on public land (park, open space, etc.), enter the street address if you know it, otherwise enter the closest cross streets and city and state. For increased accuracy, include the zip code as well if you know it.

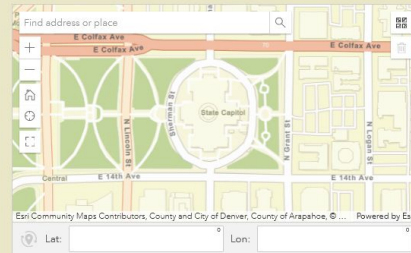
We respect your privacy. The address typed in the box above will be kept confidential. The address point you place on the map below will be shown on a public data dashboard. If you are concerned about privacy, you are welcome to provide the nearest intersection where you collected data. Please include the city, state, and zip code.

Specify location on the map*

In the top-left corner of the map, where it says "Find address or place", enter the address from the "Address" box above. (You may copy and paste)

A dropdown of addresses will appear. Click on the correct one.

You may move the pointer to the closest intersection if desired. To move the pointer, simply click **ONCE** on the map where you want it to be (Double clicking will zoom the map). Feel free to click around the map until you are comfortable with the placement of the pointer.



Please double check the address information. The information here reflects where the pointer is on the map, not necessarily what was typed in the "Address" field above the map.

Address

Street Address

City

State

Zip code

County

If everything looks good, continue to the next page. If corrections are needed, please make adjustments in the map.

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Page 5 - Location information



In what type of setting did your observation take place?

Enter the address/location including city, state, and zip code where the observation took place. If there is a north/south or east/west component to the address, for example '1200 S Main St', please be sure to include it.

Type of location*

Residence

Public Garden

Other

Address*

Enter the address where the observation took place, including street address, city, state, and zip code.

If the observation took place on public land (park, open space, etc), enter the street address if you know it, otherwise enter the closest cross streets and city and state. For increased accuracy, include the zip code as well if you know it.

We respect your privacy. The address typed in the box above will be kept confidential. The address point you place on the map below will be shown on a public data dashboard. If you are concerned about privacy, you are welcome to provide the nearest intersection where you collected data. Please include the city, state, and zip code.

***** Location Note *****

This address information is not where the location pin will be on the public map, unless you want it to be. Please mark where the observation took place as this is most helpful for researchers.



Copy the address from here...

Address*

Enter the address where the observation took place, including street address, city, state, and zip code.

If the observation took place on public land (park, open space, etc), enter the street address if you know it, otherwise enter the closest cross streets and city and state. For increased accuracy, include the zip code as well if you know it.

1401 Remington St, Fort Collins, Colorado, 80524

We respect your privacy. The address typed in the box above will be kept confidential. The address point you place on the map below will be shown on a public data dashboard. If you are concerned about privacy, you are welcome to provide the nearest intersection where you collected data. Please include the city, state, and zip code.

Specify location on the map*

In the top-left corner of the map, where it says "Find address or place", enter the address from the "Address" box above. (You may copy and paste)

A dropdown of addresses will appear. Click on the correct one.

You may move the pointer to the closest intersection if desired. To move the pointer, simply click **ONCE** on the map where you want it to be (Double clicking will zoom the map). Feel free to click around the map until you are comfortable with the placement of the pointer.

... and paste it here.

A dropdown will appear.
Click on the correct address
from the dropdown list.

The screenshot shows a map interface with a search bar at the top. The search bar contains the text "1401 Remington St, Fort Collins, Colorado, 80524". Below the search bar, a dropdown menu is open, displaying four search results: "1401 Remington St, Fort Collins, CO, 80524, USA", "Remington Rd, Fort Collins, CO, 80524, USA", and "Remington St, Fort Collins, CO, 80525, USA". The map below shows a street grid with labels for "E 14th Ave", "N Lincoln St", "N Grant St", and "N Logan St". The map is powered by Esri, as indicated by the text "Esri Community Maps Contributors, County and City of Denver, County of Arapahoe, ©... Powered by Esri" at the bottom.

Key:

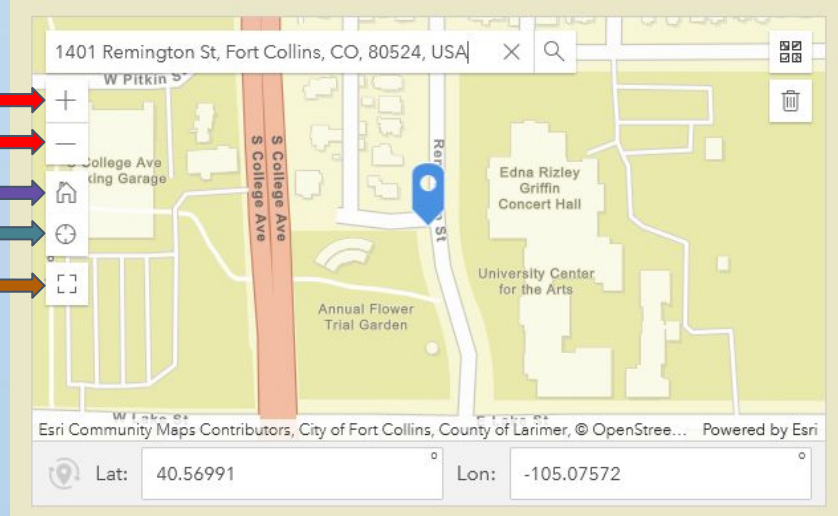
Zoom in

Zoom out

Map home (Denver)

Your current location

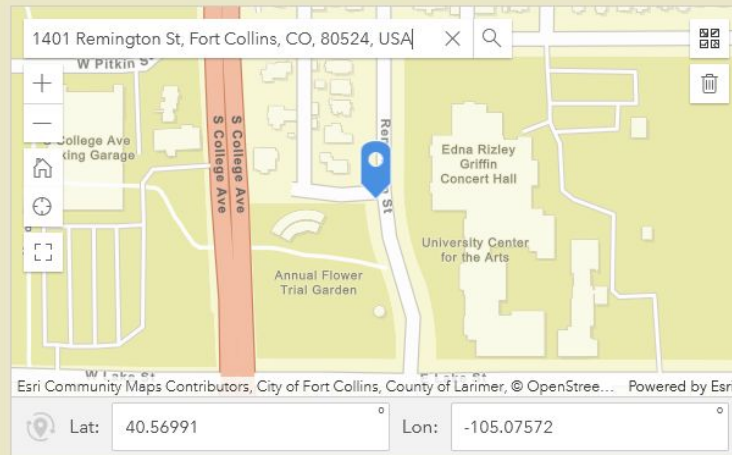
Large map



Now you can move the pointer if you wish. Click on the map to move the pointer to a different spot.

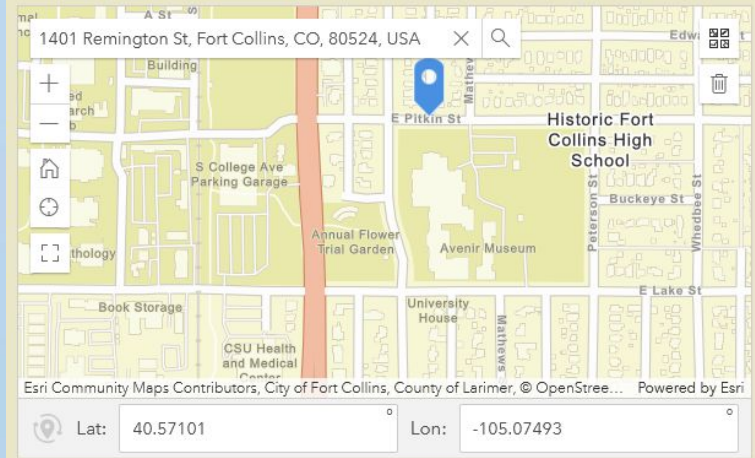
Before

You may move the pointer to the closest intersection if desired. To move the pointer, simply click **ONCE** on the map where you want it to be (Double clicking will zoom the map). Feel free to click around the map until you are comfortable with the placement of the pointer.



After

You may move the pointer to the closest intersection if desired. To move the pointer, simply click **ONCE** on the map where you want it to be (Double clicking will zoom the map). Feel free to click around the map until you are comfortable with the placement of the pointer.



***** Location Note *****

This is where the pin will show on the publicly seen map! If you observed the bees at your house and don't mind having the pin on your house, place it there. Otherwise place it within a block or two of where you observed the bees. Please don't set it too far away from where the observation actually took place.

The map was zoomed out, and the pointer was placed at a nearby intersection.



Before moving on to page 6, please take a moment to double check the address information at the bottom of the page.

If you have moved the pointer, the corresponding address will change as well. This is the software performing as it should.

Note that the address shows a range, instead of an exact number. This is because the pointer was placed in an intersection.

The street address shows an exact number. This is the mapping software making its best estimate of the location of the map pin. This is normal!

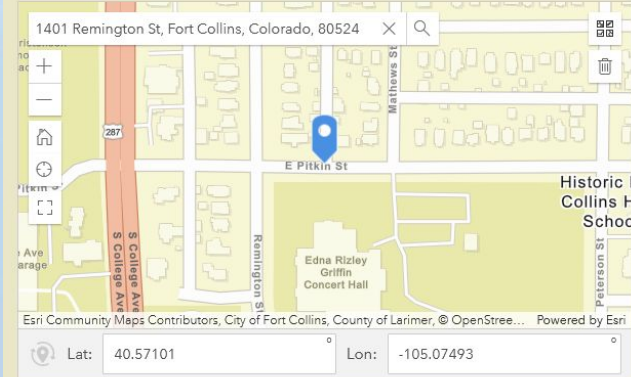
The public facing map will NOT show addresses. It will only show the map pins.

Specify location on the map*

In the top-left corner of the map, where it says "Find address or place", enter the address from the "Address" box above. (You may copy and paste)

A dropdown of addresses will appear. Click on the correct one.

You may move the pointer to the closest intersection if desired. To move the pointer, simply click **ONCE** on the map where you want it to be (Double clicking will zoom the map). Feel free to click around the map until you are comfortable with the placement of the pointer.



Please double check the address information. The information here reflects where the pointer is on the map, not necessarily what was typed in the "Address" field above the map.

Address

200-208 E Pitkin St

Street Address

208 E Pitkin St

City

Fort Collins

State

Colorado

Zip code

80524

County

Larimer County

Submit entry and close web page

Page 6 - Conclusion

Enter your time spent here.
You can use decimals.

1.5

Overall comments about the
monitoring session go here.

Overall comments (optional)

255

Back

Submit

Page 6 of 6

Click "Submit", and you're done!

***** NOTE ***** Click the "Submit" button **once only!** Clicking the "Submit" button more than once results in duplicate entries in the database! If the survey website is busy, it may lag. Please be patient, and wait for the final screen.

Native Bee Watch Survey 2022

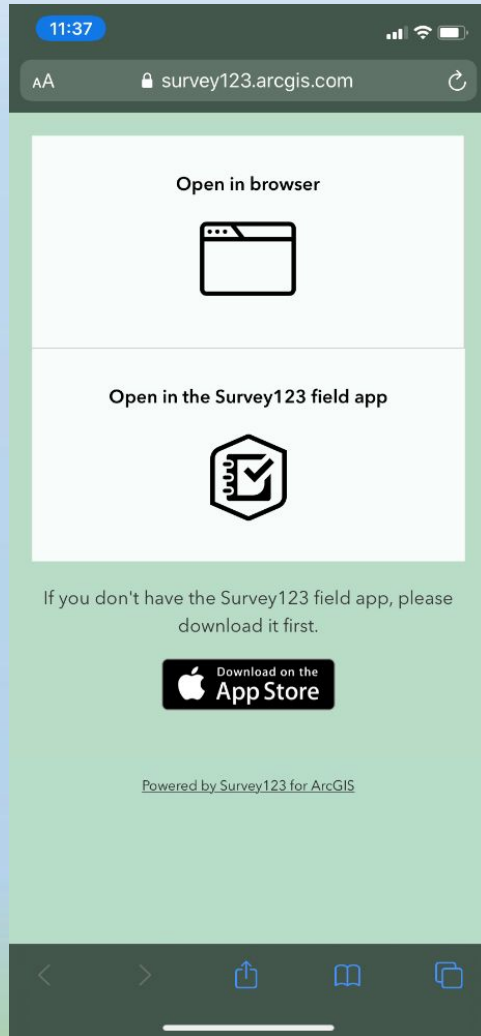


Thank you.
Your response was submitted successfully.

USING THE MOBILE APP



SET UP



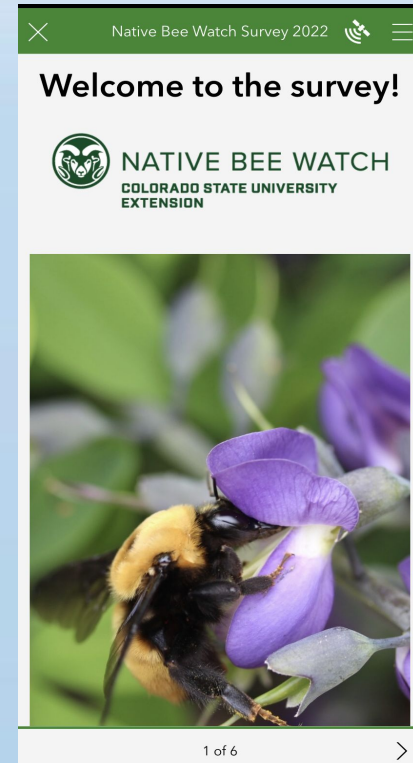
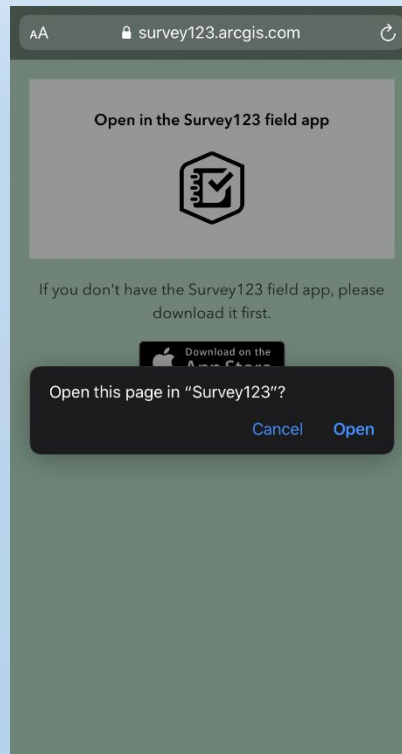
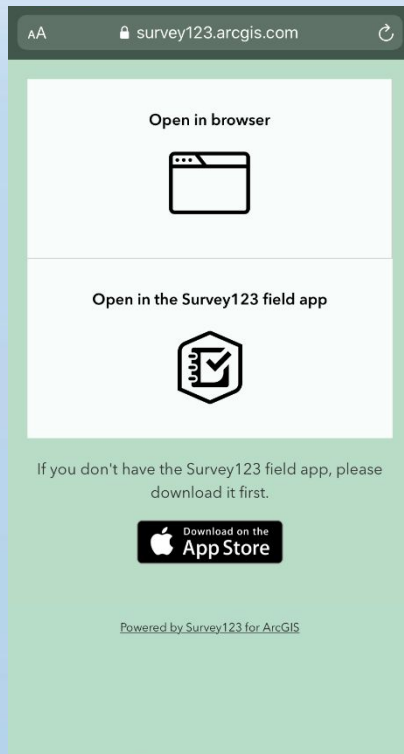
Step 1 -

Download the “Survey123 by ArcGIS” app from the Apple App Store or the Google Play Store if you have Android.

Step 2 -

Do NOT create an account in the app.

GETTING STARTED



Step 3 - Open a web browser on your phone and visit this URL: <https://arcgis/00uKqq>

Step 4 - Select 'Open in Survey123 field app' and let your phone do this. From here you will follow the same instructions as the steps outlined for computer users, important differences are detailed in the next slides

PINNING YOUR LOCATION

Native Bee Watch Survey 2022


intersection where you collected data. Please include the city, state, and zip code.

Specify location on the map *

In the top-left corner of the map, where it says "Find address or place", enter the address from the "Address" box above. (You may copy and paste)

A dropdown of addresses will appear. Click on the correct one.

You may move the pointer to the closest intersection if desired. To move the pointer, simply click **ONCE** on the map where you want it to be (Double clicking will zoom the map). Feel free to click around the map until you are comfortable with the placement of the pointer.



Please double check the address information. The information here reflects where the pointer is on the map, not necessarily what was typed in the "Address" field above the map.

Address *

Street Address *

City *

State *

Zip code *

County

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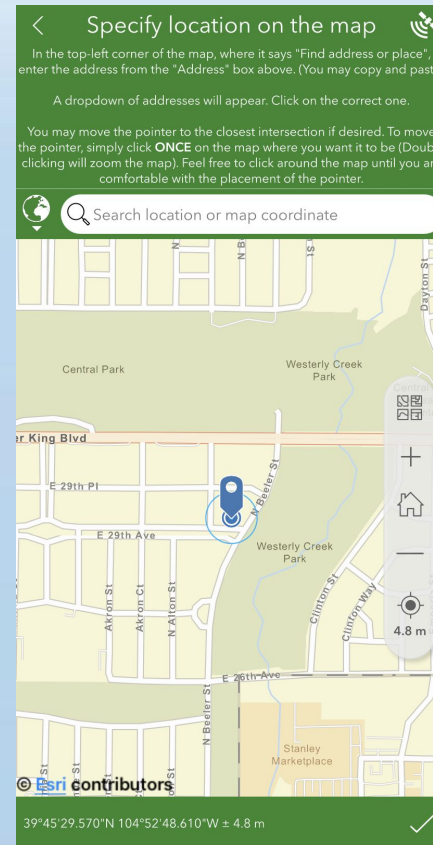
Specify location on the map

In the top-left corner of the map, where it says "Find address or place", enter the address from the "Address" box above. (You may copy and paste)

A dropdown of addresses will appear. Click on the correct one.

You may move the pointer to the closest intersection if desired. To move the pointer, simply click **ONCE** on the map where you want it to be (Double clicking will zoom the map). Feel free to click around the map until you are comfortable with the placement of the pointer.

Search location or map coordinate



39°45'29.570"N 104°52'48.610"W ± 4.8 m

Step 5 -

To open the map, click the map icon on page 5. To pin a location, just tap the map to open it to a larger screen. Type the address of the location you observed in the search bar. You are able to move your pin at this stage by tapping and dragging on the screen.

IMPORTANT DIFFERENCES

Native Bee Watch Survey 2022

Ice Ballet Swamp Milkweed

Scientific name of plant
Asclepias incarnata 'Ice Ballet'

Approximate number of flowers *

Bee(s) *

Did you see any bees or flies on this plant? *

Comments about this observation (optional)

Remember, if you observed more than one plant, click the "+" button at the top of the page to fill in the next observation. When you have entered all the observations, click "Next" at the bottom of the page.

1 of 1

Click this plus sign at the bottom of the page to add another observation. This is so you can enter data for more than one plant.

Native Bee Watch Survey 2022

Scientific name of plant
Asclepias incarnata 'Ice Ballet'

Required
Approximate number of flowers *

Delete Record

Record 1 of 1 will be deleted from Observations.

Delete

Cancel

1 of 1

If you decide you need to delete an entry, hit the trash can icon at the bottom of the page and Delete.

Click this to take a photo.

Native Bee Watch Survey 2022

Do you have pictures of this plant observation to share? *

Yes

No

Pictures

Picture 1 *

What type(s) of bee is in the picture? *

Check all that apply

Honey Bee

OPTIONAL:

If you know the family, genus, or species, you may fill in the following fields.

Please do not attempt to identify unless you are very sure.

Family

Genus

4 of 6

Click this if you have a photo already taken in your files.

Thank you!

Any questions? Please contact us!

Email: NativeBeeWatch@gmail.com

Website: NativeBeeWatch.org



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