Edina Trust
Bulb Project

Teacher's Guide

Edina Trust's Moodle Website

The Edina Trust has set up a Moodle website for schools to enter the data on their daffodils **planted in the ground**.
The address for this website is: **http://moodle.edinatrust.org.uk**

Below are the step by step instructions on how to use this website and enter your recordings:

Activity	How to...
Logging in to the website	Your school's username and password are included with this teacher's guide and will also be sent to you via email. This username and password can be used by both teachers and pupils involved in the project. 1. Go to **http://moodle.edinatrust.org.uk** 2. Click on 'log in' in the top right hand corner 3. Enter your school's username and password

Entering the location of your bulbs <u>planted in the ground</u>	This section only needs to be completed <u>**once**</u>, before you start entering your schools flowering dates.
	
	1. Go to the '**Location of your bulbs**' section of the website, by clicking on the icon on the homepage.
	
	2. This will take you to a simple form to complete about where in the school grounds your bulbs are planted.
	
	This form consists of the following questions on the location of the bulbs planted in the ground:
	
	 Your bulbs in the ground are:
	
	  - Planted near to the bulbs in pots
	  - In another location

Activity	How to...
Entering the location of your bulbs planted in the <u>ground</u> cont.	*If your bulbs are planted in a different location to your pots—* *They are planted:* *- Next to a heated building* *- Sheltered within a quad-like area* *- Next to an (un-heated) wall* *- In an open area* *- Other (please specify)* 3. When completed, click on '**save and view**'. This will take you to a table displaying the data you have entered. 4. Now you can go to: • '**View single**' tab: displays a table containing only the data that your school has entered. • '**View list**' tab: displays a table containing the data from all of the schools involved in the Edina Trust Bulb Project that have completed the form. If you wish to view these tables at another time: Click on the '**Location of your bulbs**' icon on the home page, as before. Then click on the chosen tab (entering the data again would display an error message).
Bulb Blog	Please send us your stories and pictures by posting them on our '**Bulb Blog**' page. To do this click 'add a new entry'. Post a picture of your **Edina Trust Bulb Plot** on **Planting Day** to enter the Edina Trust 'Post your Plot Photo' competition and win your school a prize for your school grounds!!
Uploading Photographs Special Note: You can now send us pictures using Twitter! www.twitter.com/ EdinaTrust	If you wish to add photographs to your Bulb Blog post you can either: • Attach a picture file to the bottom of your blog entry using the 'Add' button; • Or, insert a picture into the text of your Blog using the 'insert/edit image' button in the task bar of the blog entry box. (This looks like a little tree) ∗ Once the picture file has been uploaded make sure to add an image description. ∗ **Resize the image if it is too large by changing the dimensions in the appearance bar (suggested size 520 x 400 px)**

Activity	How to...
Entering the daffodil recordings	This section will be completed twenty times—once for each daffodil bulb planted in the ground.
	Keep an eye on your daffodil bulbs for any signs of flowering and as soon as a flower in the bulb plot opens note down the **number of the daffodil** (the number your school has written on the plant label), the **date of flowering** and measure the height of the daffodil (as shown in the **'keeping flower records'** PowerPoint).
	Then follow these steps:
	1. Nominate a pupil from your Ground Group to log-in to the Moodle webpage and enter the recordings.
	3. Go to the '**Your Recordings**' section of the website, by clicking on the relevant icon. Complete the simple form. Once completed click on '**save and view**' to display a table of the data, or '**save and add another**' to enter data for another bulb.
	4. Now you can go to:
	• '**View single**' tab: displays a table containing the data for the first bulb entered.
	• '**View list**' tab: displays a table containing the data for all of your school's bulbs.
	At the top of the '**View single**' and '**View list**' tabs it will state how many more times you have to complete the form—i.e. how many bulbs have yet to be entered into the table.
	If some bulbs in the bulb plot haven't flowered, don't worry — but please let us know. Instead of entering the date of flowering and height of the plant, check the box marked '**daffodil didn't flower**' at the end of the project.
Flowering Maps	Soon after entering your first flowering data into the website, a flower should appear above your school on the '**Flowering Maps**' page.
	This page can be used to compare where the first daffodils have flowered across the country—you can also compare those planted in the ground with those in pots.
Calendar	Along the right-hand side of the home page, there is a calendar containing the important dates for the Bulb Project. These dates, such as the deadline for sending in your records, show up in green.
Please contact us if you have any difficulties	
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