



ENVIRONMENT AND CONSERVATION ORGANISATIONS OF AOTEAROA NEW ZEALAND

How to navigate the online courses

“Digital tools to manage environmental projects”

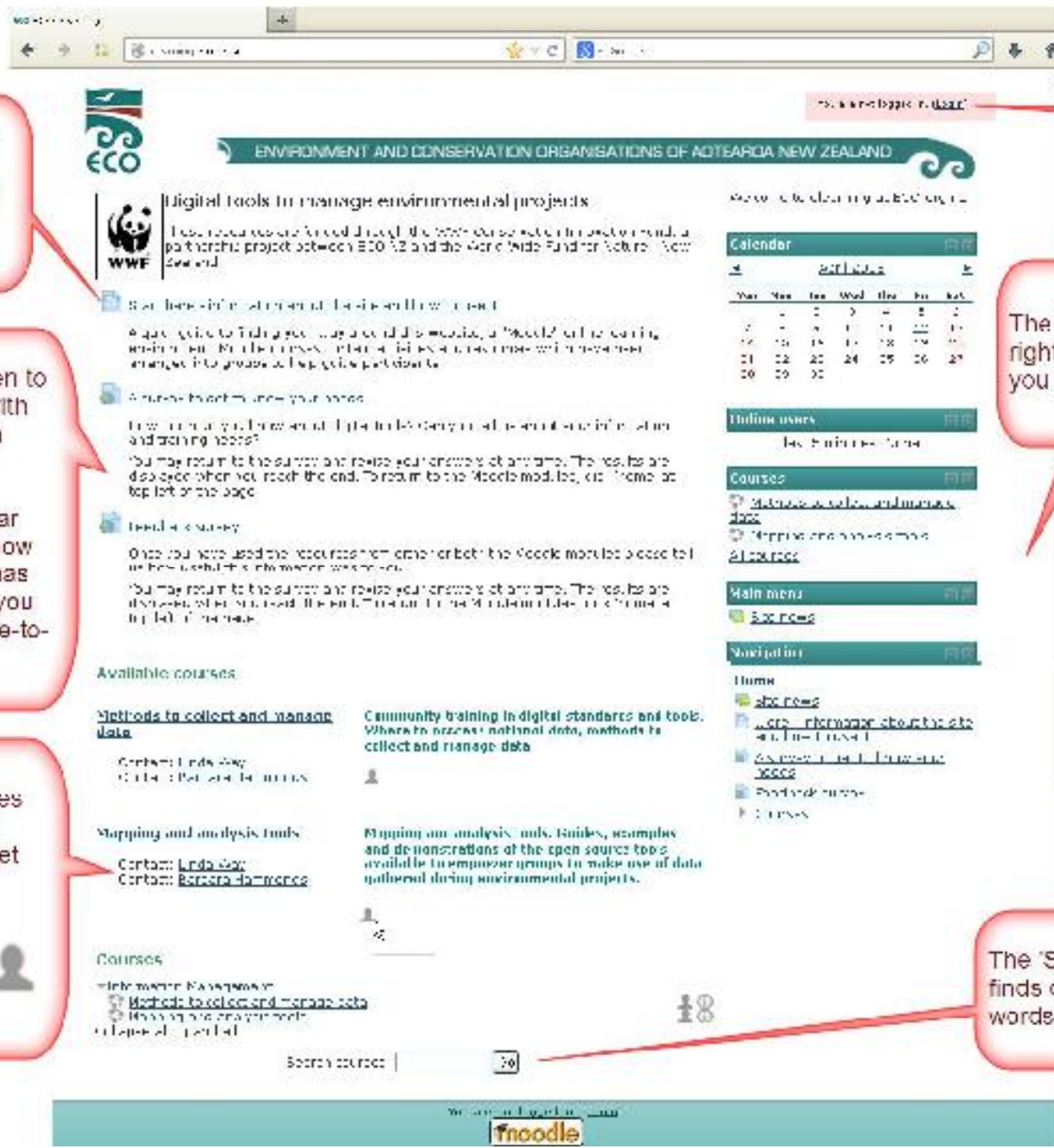
<http://elearning.eco.org.nz>



A partnership project between ECO NZ and the World Wide Fund for Nature NZ, April 2013

The Moodle set-up explained

1. Course home page



The icons down the left margin indicate an activity. This one links to a page of information.

Log in here

The surveys are open to you if you register with ECO NZ and have a login code.

We would like to hear about your needs, how useful this Moodle has been to you, and if you are interested in face-to-face workshops

The blocks down the right margin help you to navigate

There are two courses available. If you are logged in you can get assistance.

Guests may read material but not participate.

The 'Search' box only finds courses, not key words or topics.

2. The first page of course on
'Methods to collect and manage data'

The glossary of terms used in the course. Guests may use the glossary, but cannot contribute like registered users

For registered users: The 'Data Chat' puts you in touch online, within Moodle, for conversations.

The forum allows you to post resources, give examples of your experience, evaluate and discuss

Topic headings. Click to open the list of related resources.

All the topics in the course are listed as hyperlinked headings

This area shows what resources and links are available under each topic

[Home](#) > [Moodle site](#) > [enrol and manage data](#)

[News items](#)
 A glossary of terms used in the course
 A glossary of Terms and Definitions available by members

[Data Chat](#)
[Forum](#)

Introduction
 This course is an introduction to environmental and conservation organisations in New Zealand. It will introduce you to the different organisations, what they do, and how they work. It will also provide you with information on how to get involved. For more information on the course, please visit the course website.

[Home](#) > [Moodle site](#) > [enrol and manage data](#)

Home standards and national data sets
 This page provides information on the documents that describe the what, when, where, how, and why of the data sets used in the course. It also provides information on the data sets used in the course.

[Home](#) > [Moodle site](#) > [enrol and manage data](#)

Susim and sharing data
 This page provides information on the data sets used in the course. It also provides information on the data sets used in the course.

[Home](#) > [Moodle site](#) > [enrol and manage data](#)

Publish your project
 This page provides information on the data sets used in the course. It also provides information on the data sets used in the course.

[Home](#) > [Moodle site](#) > [enrol and manage data](#)

Communications
 This page provides information on the data sets used in the course. It also provides information on the data sets used in the course.

[Home](#) > [Moodle site](#) > [enrol and manage data](#)

Data link in action
 This page provides information on the data sets used in the course. It also provides information on the data sets used in the course.

[Home](#) > [Moodle site](#) > [enrol and manage data](#)

Community training in digital standards and links. Where to access national data, methods to collect and manage data

Course synopsis

Search forums
 Search for discussions and postings on a key word or issue

Search for discussions and postings on a key word or issue

Upcoming events
 Updates show if new material has been added - this may be as a result of chat feedback and forum posts

Updates show if new material has been added - this may be as a result of chat feedback and forum posts

Recent activity
 New glossary entries, and a link to chat activity or forum posts

New glossary entries, and a link to chat activity or forum posts

Course updates:
 updated 2011
[Moodle site](#)

New glossary entries:
 New glossary entries, and a link to chat activity or forum posts

Navigation
 Home > Moodle site > enrol and manage data

3. A closer look at the topic 'National standards and national datasets'



The course topics are listed across the page (top and bottom) for easy access. Just click on the one you wish to visit.

The resources relating to this topic are arranged in subjects.

webpage link

pdf file

document

a book with multiple chapters on a subject

Home forum

A place for a community-wide discussion, announcements and agreed on IT terminology which may be added to the course page.

Data flow

Software

Introduction: National standards and national datasets [Expand and change table](#)

This topic provides insight into the documents that the NZ Government has released as a result of the 2012-13 budget and subsequent implementation of the 2012-13 Budget. It also details the information that is open access and not to be used, well as open access data available without charge where possible and to users, persons and a shared membership of the community.

Government agencies and links to useful data management tools are covered.

PDF files

The New Zealand Government Open Access and Flexible Use Licences (OAFUL) is a permission guideline for agencies to release and reuse existing copyright works and non-copyright materials for reuse by others. It seeks to extend to the public the use of government copyright works for reuse using [Creative Commons New Zealand](#) law license and recommends the use of the open access statements for reuse of an official.

Website links

Autopopulate the data input for the NZ Environment and Data Portal. The data can be seen as green buttons at the bottom of the diagram. Mouse-over the name will inform if paid if they are not open access. The data website is a link that provides access to the data and datasets.

Useful websites

Customers in the network to get the data then allowed to be shared in person, in the form of a report. The Data management and use data are used in New Zealand to feed back the process.

Useful resources and materials

- Planning a project?
- Things to consider for the use of physical factors?
- How to give some context?
- How to get information?

Things to consider for the use of physical factors and the legal information.

4/10/2014

Refresh the contents page

Expand and change table

Community training in digital standards and tools. Shows how access national data, methods to collect and manage data.

Search forums

Advanced search

Latest news

- [New Zealand](#)
- [Eco 5 Year](#)
- [Breakdown of the 5 Year Symposium](#)
- [Introduction](#)

Upcoming events

- [New Zealand](#)
- [Eco 5 Year](#)
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Navigation

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Table of contents

Using the glossary

- a. Search for a term used in the course

The course home page, click on the glossary



The screenshot shows the course home page for 'Environment and Conservation Organisations of Africa'. The page features a logo on the left and a navigation bar at the top. Below the navigation bar, there is a list of links with icons: 'News forum', 'Glossary' (highlighted by a red hand cursor), 'A glossary of IT Technology which may be added to by participants', 'Data Chat', and 'Social forum'. Below this list, there is a section titled 'Introduction' with text describing the course's focus on data management and community records.

 ENVIRONMENT AND CONSERVATION ORGANISATIONS OF AFRICA

Home ► [Methods to collect and manage data](#)

-  [News forum](#)
-  [Glossary](#)
A glossary of common terms used in data management
A glossary of IT Technology which may be added to by participants
-  [Data Chat](#)
-  [Social forum](#)

Introduction

Some approaches to best practice data management and useful resources.

With digital tools we can "collect information once and use it many times", and ensure that our data is compatible and comparable with similar projects. Providing robust community records will help avoid the problem of generational amnesia (or the phenomenon of "shifting environmental baselines").



type in a term to search

A glossary of terminology which may be added to by participants

click Search

Search database

You can also look up the glossary alphabetically or by categories

[Browse by alphabet](#) | [Browse by category](#) | [Browse by date](#) | [Browse by author](#)

Browse the glossary using this index

special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL

Search: database

results

database

A database is a way of organising information in tables so that a unique entry in a row (tuple) is described by the fields assigned to it in columns. A database may be searched, added to, edited and analysed. The information may be text, numeric, or even contain images, videos, or sound files, or geographical location (a geodatabase).

See an example of a simple (flat file) database at [local](#).

id	a	b	c	d	e	f	g
1	Apple	Orange	Apple	Orange	Apple	Orange	Total
2	10	20	10	20	10	20	100
3	20	10	20	10	20	10	100
4	10	10	20	10	20	10	100
5	20	10	10	20	10	20	100

Non-professionals may apply the name of database to a spreadsheet (which has embedded formulae) or a card index, a text Word document is not a database.

Many databases are now a collection of related tables, which provides a powerful method of organising information.

other key words linked to this one

Keywords:

Navigation

- Home
- Site pages
- Current course
 - Methods to collect and manage data
 - Participants
 - General
 - News forum
 - A glossary of common terms used in data management**
 - Browse by alphabet
 - Browse by category
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 - Finish your project
 - Communications
 - Data feeds in action
 - Courses

Table of contents showing you which glossary you are browsing

Using the glossary

- b. Words within the text are hyperlinked to the glossary

Click on the term to see the glossary entry in a pop-up window

In order to make the data useful, and to numerically analyse it, it will need to be either summarised by the owner, or the data entered into digital analysis programs, such as a [spreadsheet](#) or a database.

An example of transfer of field data into a database where there is an internet connection providing rapid availability of the data for

Glossary of common terms used in data management database

A database is a way of organising information in tables so that a unique entry in a row (paper) is described by the fields assigned to the columns. [Values](#) may be searched, added to, edited and analysed. The information may be used, numerically or graphically, to map, volume, or area of field, or geographical location (a [spatial database](#)).

See an example of a simple (flat file) database at [:14](#)

	A	B	C	D	E	F	G
	Pupil Id	Surname	Forename	Subject	Course work	Examination	Total
1							
2	125	Ahmed	Amea	English	77	45	122
3	124	Price	Kate	English	56	63	119
4	126	Cook	Roger	French	75	84	159
5	125	Ahmed	Amea	Maths	96	81	179

Non-professionals may apply the name of [database](#) to a [spreadsheet](#) (which has embedded formulae), or a card index. A text "Word document is not a [database](#).

Many [data pages](#) are now available in a linked online, where the reader can search and find the data in any order.

Ok



Navigation

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More information on Moodle may be found at

<http://www.moodle.org.nz/>