

## Plant Database Information

The Plant Database is worth 50 points. The objectives are to help you understand the importance of record keeping. It is very frustrating to know that you have seen a particular plant species but not be able to recall where you saw it. Including observations such as when it is in flower is also useful to know. You will also have lots of practice using FAMILY names.

Try and get into the habit of transcribing your field notes into the database on Fridays. You will also need to make a backup file.

Column	Title	Instructions
A	FAMILY	Current Family name with standard –ACEAE ending as used. Organize database alphabetically by Family. See notes on sorting data by column from eHOW.
B	<i>Genus</i>	Italicized (Ctrl + i)
C	<i>Species</i>	Italicized (Ctrl + i) Include subspecies in this column ssp.
D	Common Name	If more than one common name exists select one for this column and note others common names in column H
E	Date	(Not the palm fruit)
F	Location	Site of Field Trip e.g. Pulgas Ridge OSP
G	Observations	Made at site, physical descriptions, e.g. presence of flowers, fruit, growth form (tree, shrub, vine) height, leaf composition.
H	Comments	Information about the plant, uses, classification

### Reference:

As with common names there can exist more than one scientific name for the same plant. This occurs whenever botanists decide to reassign a plant to a different genus, or even to a different family. As such you may find that there is more than one family, or genus name for the same plant. To avoid these taxonomic problems we will use the scientific names found in your field guide as the reference list. **Plants of the San Francisco Bay Region Biedleman and Kozloff (2<sup>nd</sup> edition)**

## Organizing your Spreadsheet

At the bottom left of the spreadsheet you will see tabs. You can click on these to open new sheets within your spreadsheet. On the template 2 sheets have been named (template and example). You can add a new sheet for each field site we visit. Copy and paste the headings from the template onto the first row of each new sheet.

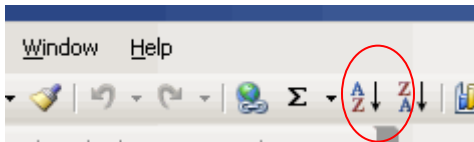
After each fieldtrip you can enter the data on a new sheet. You will also be handing in a list as part of the assessment for the field report. This will allow for any errors to be corrected when you receive back the graded field report.

## Maintaining a Master List

One sheet will include ALL plants observed in ALL fieldtrips. The easiest way to build up the Master list is to copy and paste from your individual fieldtrip lists

## Sorting

Database must be correctly sorted by FAMILY (column A) (e.g. starting with Aceraceae and ending alphabetically with Visaceae). Excel has a sort by alphabet function



Highlight all the data in the table and left click on the sort function. You might need to try a few times on a few random lists to figure out how to use sort. There are also online tutorials that are helpful:

[http://www.ehow.com/how\\_9697\\_sort-row-column.html](http://www.ehow.com/how_9697_sort-row-column.html)

<http://office.tizag.com/excelTutorial/excelsorting.php>

Failure to sort database before submission will result in a 5% deduction.

## Make Back Up Copies!

### Plant Database Assessment Rubric

The number of plants identified each semester will vary.

Therefore the grade is based upon % of correctly identified and recorded species.

The Master list is maintained by the instructor, which is updated after each field trip and includes plants keyed out OR discussed during each field trip. As part of each Field Report you will submit a list of each plant discussed, or identified that day.

Points are awarded for correctly identifying the Common name of the plant, the Genus, species and Family. Note that the scientific name is italicized...you can italicize a whole column at once, rather conveniently.

### Example

Family	Common Name	Genus	species	
Liliaceae	Fetid Adders Tongue	<i>Scoliopus</i>	<i>bigloveii</i>	

Assuming that each column is worth ¼ of a point all four names must be correct to gain the full point. An error in any of the four components (for instance, the wrong Genus) results in the plant being incorrectly named and counting as incorrect.

The columns that contain the other data (date, location, comments) are not graded, but are necessary to help you figure out where, and when you saw a plant...useful when it comes to studying for the field final.

The number of points earned is based upon the % of correctly identified plants. For instance if 75% of plants are identified correctly 75% of 50 points will be earned 50 x 0.75 = 37.5 out of 50 points.

It is important to frequently update your database, ideally the same day as the fieldtrip while the information is still fresh in your mind.