Assignment 1:
Pre-work for the NPGS GRIN-Global Webinar 1

Revision Date
February 17, 2012

This exercise should be completed before you attend the first webinar session.

The success of this webinar series is dependent on you completing the "homework" outside of the weekly webinar sessions. During the actual sessions, we will review questions submitted during the week and introduce new material; however, because of time constraints, much of the learning will take place outside of the sessions.

Thank you in advance for taking the time to participate in the training and to make it a truly effective learning opportunity.

--Marty Reisinger and the rest of the GRIN-Global Development Team

What do I need to do to prepare before the first session?

1. Register for one of the GG webinar series
2. Either you or an IT support person with Administrator rights for your PC needs to install the GRIN-Global Curator Tool and its associated prerequisites
3. Install AT&T Connect on your PC if you have not yet used AT&T Connect yet
4. Attend a brief AT&T Connect session before February 29
5. Complete this assignment 1 *before* the first webinar session

Each step is explained in detail below.

Step 1: Register

Please send an email to marty.reisinger@ars.usda.gov, indicating which series you intend to join:

Webinar Series	Day of the week	Start Date – End Date	Time (Eastern)
Avocados	Wed.	Feb. 29 – Apr. 4	2 :00 – 3:30 p.m.
Blackberries	Tues.	Mar. 6 – Apr.10	10:30 a.m. – noon
Chili peppers	tbd	Late March	tbd

Step 2: Install the GRIN-Global Curator Tool

Depending on your site's environment, you may need someone with Windows Administrative Privileges to do the physical GRIN-Global (GG) installation. This is explained in detail in the NPGS installation Guide which can be downloaded from the GG training wiki page:
http://www.ars-grin.gov/npgs/gringlobal/docs/ggNPGS_installation_guide.pdf

Steps 3 and 4: Install and practice with AT&T Connect

We will be using AT&T Connect when we "meet" for our webinars. If you have not yet used AT&T Connect ("Connect"), it is similar to other webinar tools. Participants join a virtual meeting space, where the main presenter can show slides, talk with the participants, and demonstrate software.

I will be posting a document early next week, with some tips about using **Connect**, on the GG training wiki page at http://www.ars-grin.gov/npgs/gringlobal/training/connect_quick_start.pdf.

I will also send out invitations to two practice AT&T sessions which will be held *before* the GG webinar series begins. If you haven't participated in an AT&T Connect session at USDA yet, join us for one of those sessions. The purpose is to acquaint you with the tool and to ensure that your PC can connect properly.

Step 5: Complete the following exercises before GG webinar one.

The exercises begin on the next page.

Assignment 1

Exercise 1: Download or open the current *Curator Tool User Guide*:

http://www.ars-grin.gov/npgs/gringlobal/docs/gg_curator_tool_usermanual.pdf A detailed Table of Contents begins on page 3. You can jump to a topic in the Table of Contents by clicking on any entry listed there.

> Since the Curator Tool User Guide is still being updated, avoid printing it now, as it is guaranteed to change.

We recommend that you read the entire Curator Tool User Guide, (especially if you can't sleep at night), but more pragmatically, just follow the exercises listed below in this document. Where suitable, references will be made to the Curator Tool guide.

At NPGS you will be using GRIN-Global in a networked situation.

Exercise 2: Locate and review the current GRIN-Global data dictionary.

(a) Find, open, and review the online GRIN-Global data dictionary. Hint: the link is on one of the GRIN-Global wiki pages. Bookmark the page on your PC's browser for ready access in the future.

(b) Find the GRIN-Global fieldnames that are now being used for the following GRIN fieldnames:

GRIN Fieldname	GRIN-Global Fieldname
acid	
invid	
orno	
taxno	

Exercise 3: Locate on the GRIN-Global training wiki page the CT videos and watch them.

Curator Tool "How To" Videos

These videos illustrate basic Curator Tools concepts and features. Note: Videos Require Adobe's Flash Player Download Adobe's Flash Player

Video	Notes
Curator Tool Interface Overview	This video provides a brief overview of the main Curator Tool window.
Resizing and Arranging Data Grid Columns	Similarities between Excel (and other spreadsheets) and the Curator Tool's datagrid are discussed.
Dataview basics	Dataviews are the backbone for the Curator Tool. In this video, you will learn how to switch between dataviews as well as load additional dataviews that are not initially visible.
Using and Building Lists	Curator Tool users create lists to track and manage

Watch the first six videos listed.

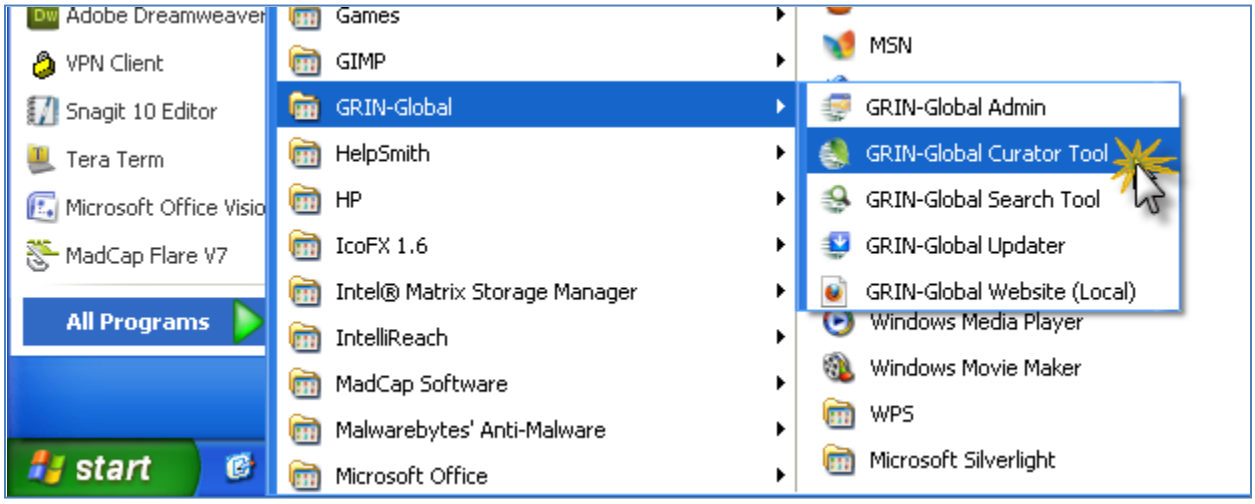
Exercise 4: Login to the Curator Tool

1. Start up the Curator Tool and Log in

Note

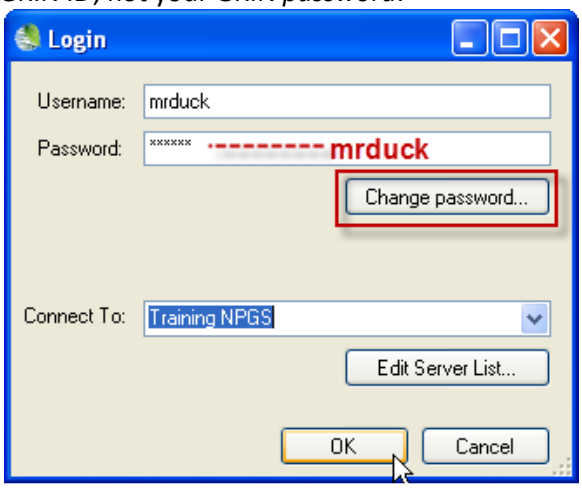
Users must be on **ARSNet** or use the VPN to connect to the public web site or to use their Curator Tool.

Assuming that the CT has been installed properly, you should have a menu item on the Windows Start menu:



User Logins & Passwords

During training, the GRIN-Global Username is the same as your GRIN ID. If your GRIN ID was **mrduck**, it is still **mrduck** in GRIN-Global. However, in GRIN-Global, the password is also initially set to match your *GRIN ID*, not your GRIN *password*.



Connecting the Curator Tool to a GRIN-Global Server

When the Curator Tool is initially invoked, it needs to be supplied with the **Username, Password**, and the **Connect To:** fields. The **Connect To:** field indicates the server where the database resides. If the entire GRIN-Global application had been installed locally, the database would have been "**localhost.**" However, at NPGS, we need to point to a remote server in Beltsville by specifying the server's address. Your PC administrator will have added the training server named **training.ars-grin.gov** to the server list. (Directions for connecting the GRIN-Global servers to the Curator Tool are explained in the installation guide (which has link near the bottom of the GRIN-Global training wiki page.)

You just need to select the appropriate name from the **Connect To:** dropdown. Most likely, thera re only two choices – one is **localhost**, which you do not want.

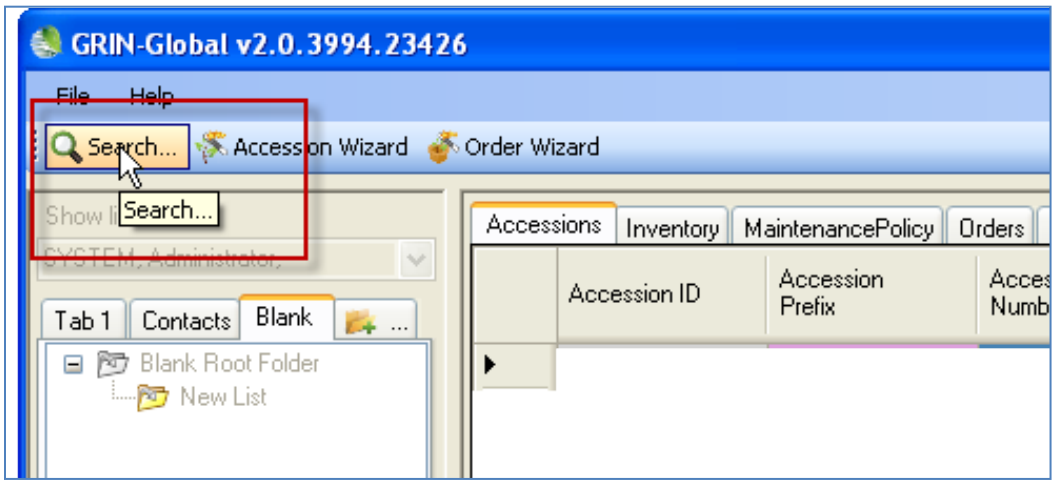
2. Update your lookup tables

When you initially login to the Curator Tool (CT), your lookup tables will need to be updated. The complete instructions are in the CT User Guide.

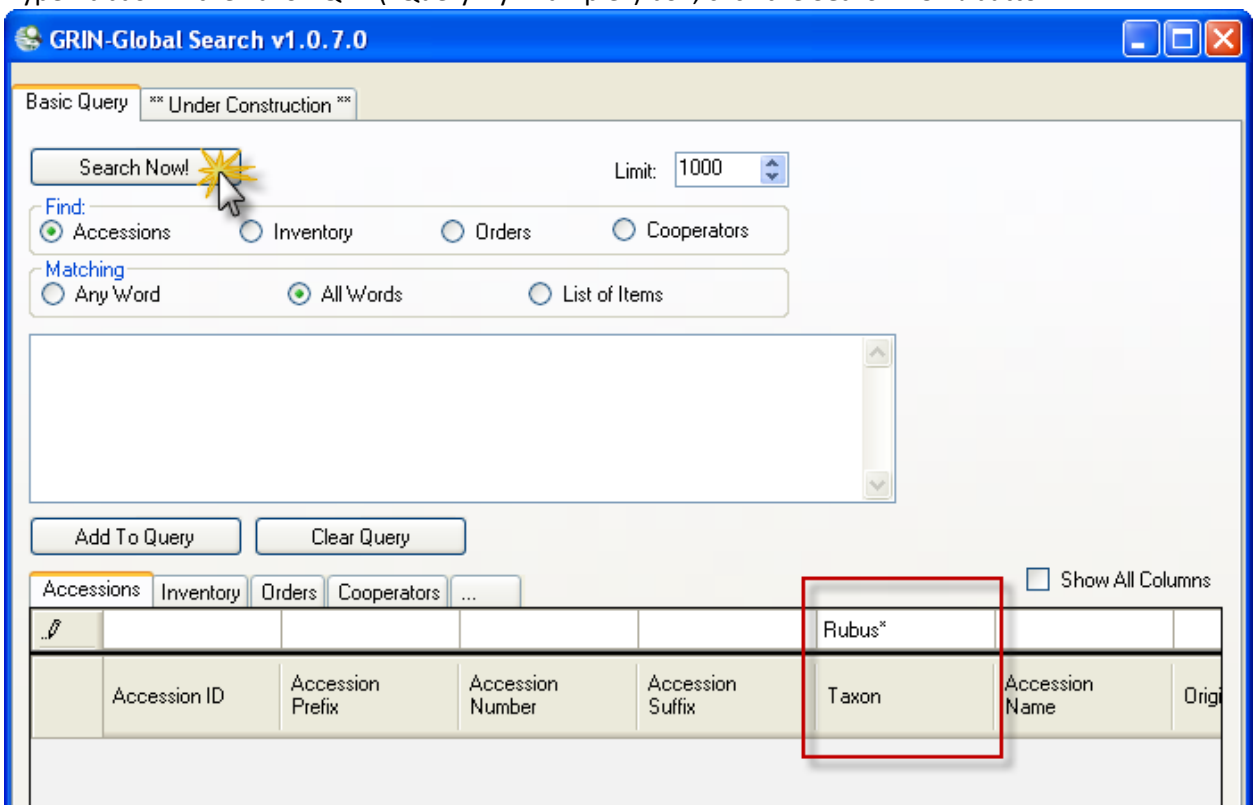
This may take an hour the first time you do this.

3. Search for sample records to review

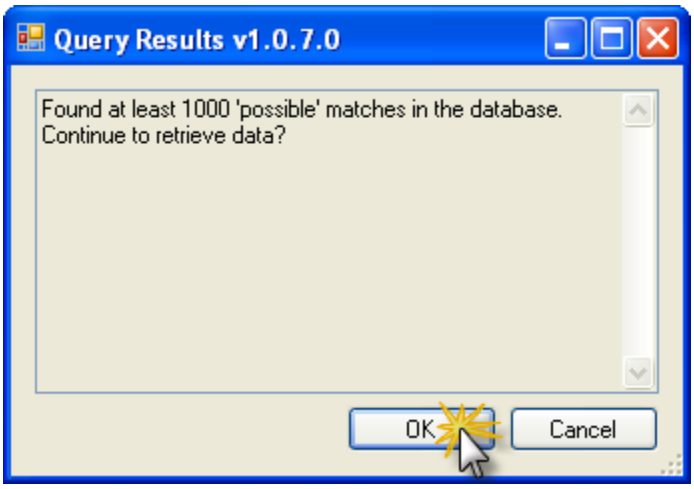
Search for some existing records in the database. In the Curator Tool, in the upper left corner, click on the Search button:



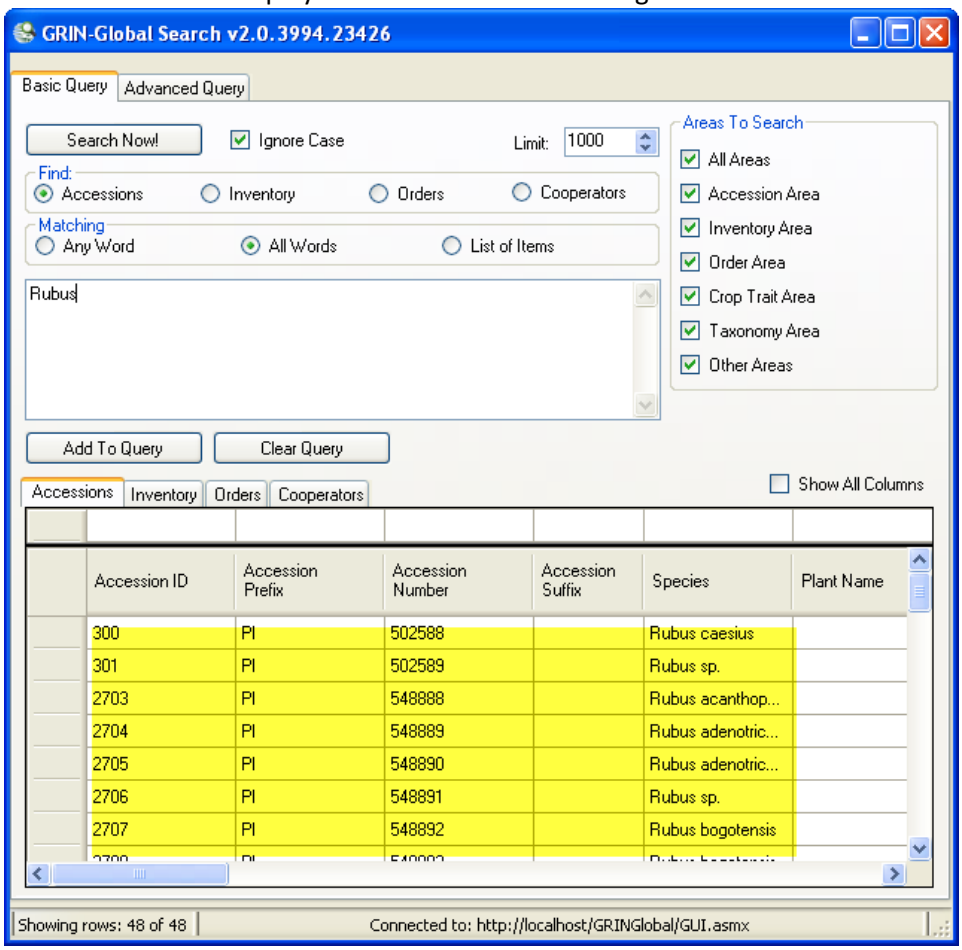
Type **Rubus*** in the Taxon QBE ("Query-By-Example") box; click the **Search Now!** button:



You will be prompted with a **Query Results** window indicating that *many* records have been found; click **OK** to continue:

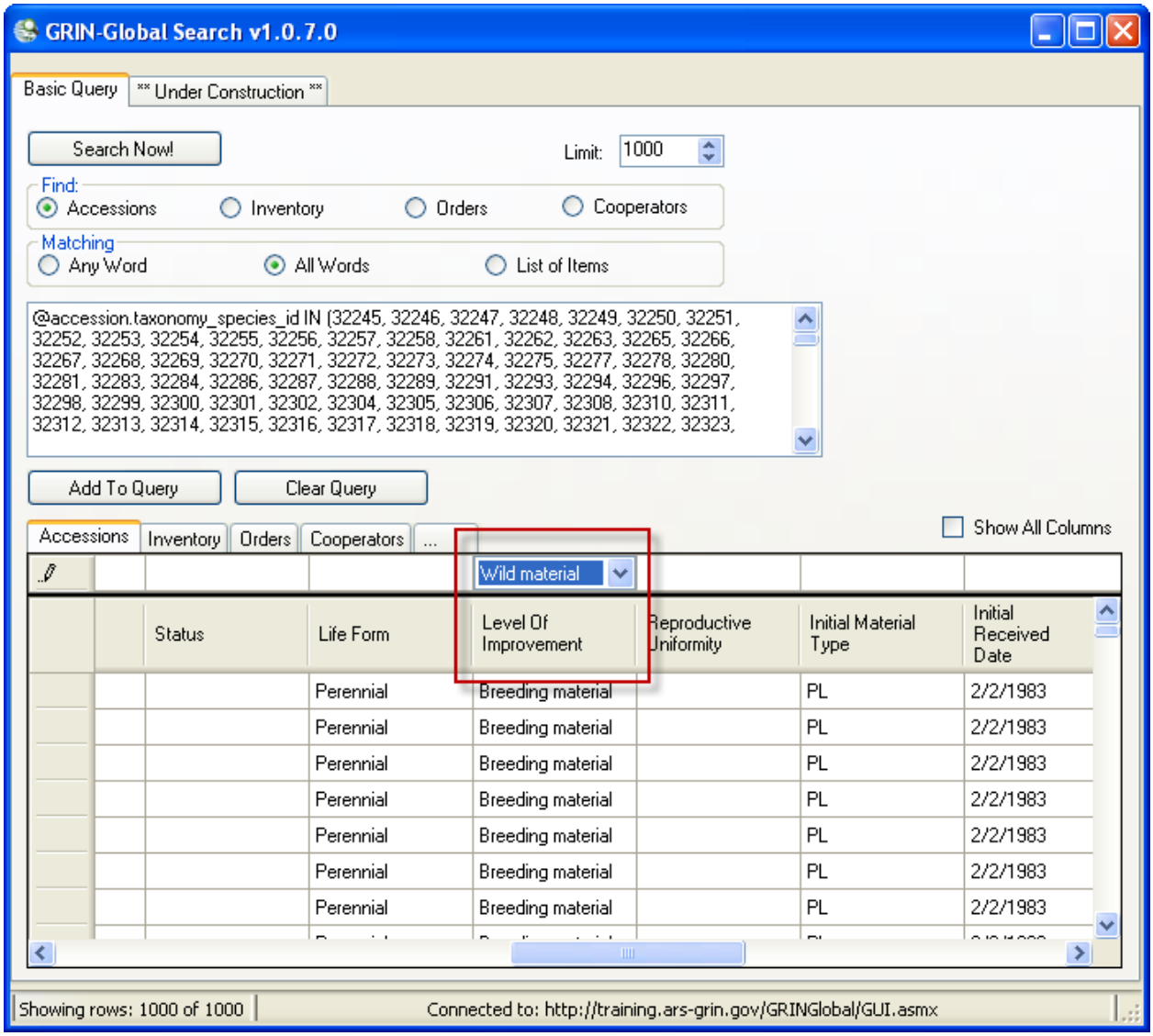


The records will be displayed in the **Search** window's grid:



4. Further Refine your Filtering

Practice adding another condition. In this case, look for records whose **Level of Improvement** is equal to "Wild Material."

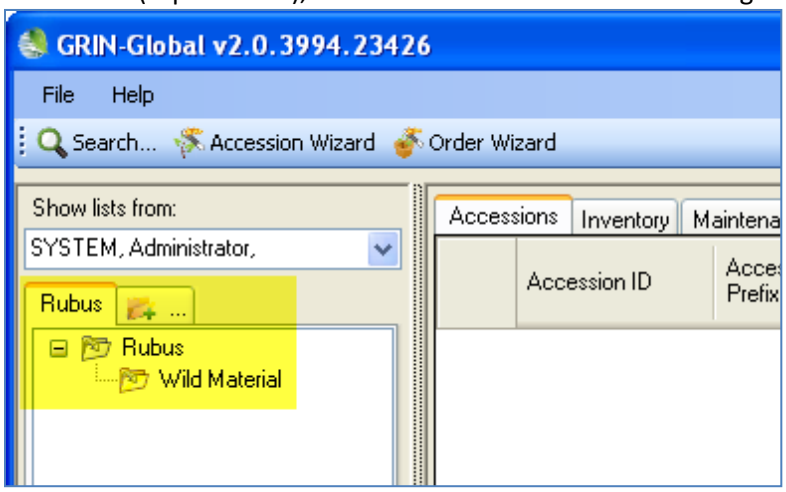


Optional Exercises

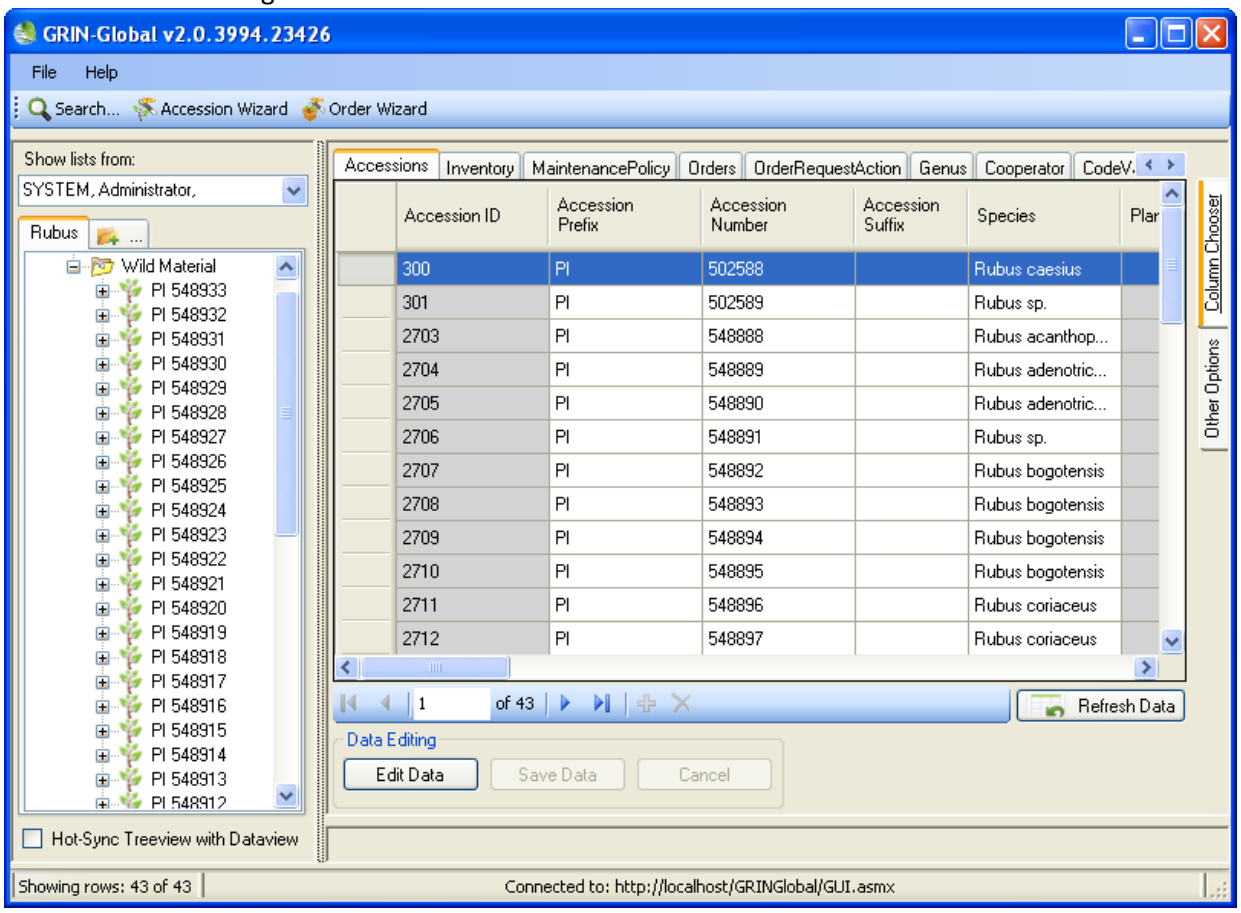
5. Optional Exercise: Build a List in the Curator Tool.

See the Curator Tool User Guide *Lists* Overview section for background information on lists. Also refer to the section *Maintaining Lists to Organize Your Data* for detailed instructions on creating, naming, and managing lists.

In this step, you will build and name a list in the Curator Tool. With this list, you will eventually be able to point to your selected Rubus (Wild Material) records for reference in future sessions. Name a tab, root folder (top level list), and a sub-list similar to the following:



6. Optional: Copy Records from the Search Tool to the Curator Tool

This step requires some manual dexterity! (Review the video http://www.ars-grin.gov/npgs/gringlobal/videos/lists.swf to see how it's done).

Drag some of your **Rubus – Wild Material** records into the Curator Tool. The end result should look similar to the following: