**The River Mile**

**Riparian Area Buffer Data Sheet Instructions**

**Meter Transect Data Sheet**

1. Fill in Date
2. Enter in Location
3. Circle which transect you are collecting data for (e.g., 1, 3, 10, 15)
4. Write in names of all people in the group
5. At each 1 meter point check the box for the ground cover that best describes that point. Write “Bare” if the majority of the area is bare of plants
6. In the far right hand column of data sheet enter in **“Y”** (yes) or **“N”** (no) for each 1 meter point if there is Tree Cover above that spot
7. After you have completed your transect count the number of “X’s” in each column in the bottom **TOTAL** row.
8. Next you want to find the percent of each type of ground cover by taking the total divided by 50 (since there was a total of 50 meter points along the transect).

**Example:**

 The **total** number of **BARE** ground cover was **14**

Move the decimal over to places to the right to convert decimal to percent

**14 ÷ 50 = 0.28 = 28 %**

1. After you have calculated the percent for each of the 5 ground cover types double check to be sure your 5 different percents add up to 100%, if not re-check your math.
2. Now add up the number of “Y” (yes) and “N” (no) in the Tree Cover column.
3. Next convert/change each total number in to a percent by dividing the total number of “Y’s” or “N’s” by the total number of meter points (50). This is the same as the example used above in step #8.

**Excel Spreadsheet**

1. Enter data from Data Sheet into the Excel Spreadsheet
	1. Be sure to enter data into correct table, they are color coded

1 Meter 3 Meter 10 Meter 15 Meter

* 1. Use the numerals to fill in the boxes
	2. The total for each column should automatically show in the TOTAL box
1. On the Excel Spreadsheet there are now 2 columns for Tree Cover, a YES and a NO
	1. Enter the number 1 in the box that describes the Tree Cover for that meter point
2. The 2 smaller boxes on the right side of the Excel Spreadsheet should already have done the math to find the percents
	1. Make sure they match the ones you calculated on your data sheet
3. The second tab labeled “Data Tables” on the Excel Spreadsheet has 10 tables to add data to
	1. These tables will help you organize your data to make Column and Pie Charts.
4. When making a column chart make sure that the Transects is on the Y-axis while the Percent is on the X-axis
	1. To switch the X and Y axis
		1. click on your chart
		2. go up to Design under Chart Tools on Tool Bar
		3. You will notice a icon on the left hand side of the Tool Bar labeled “Switch Row/Colum” click on that.
5. Using the “Layout” option under the Chart Tools add an appropriate title for your chart
6. Using the “Layout” option under the Chart Tools label the X and Y axis
7. Using the other options under Chart Tools make the chart your own
	1. Make sure chart is readable and can be understood by anyone and everyone
8. Analyze your data, what trends do you see?