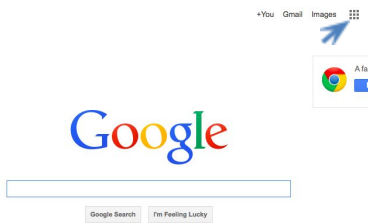



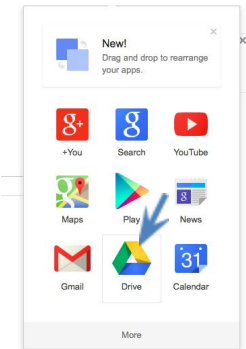
Importing Data into Google Spreadsheet

In order to complete this module, students must have already created a Google account.

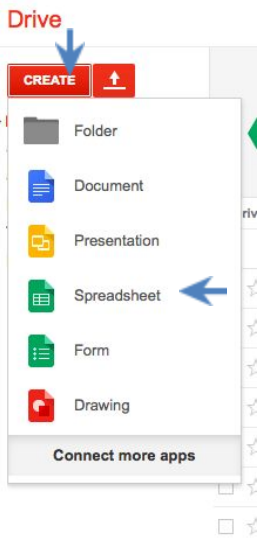
1. Log in to your Google account with your username and password.



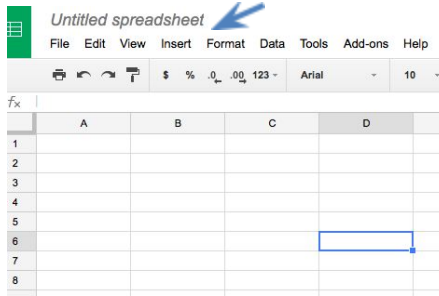
2. Once you have logged in select  from the upper right corner of the page.



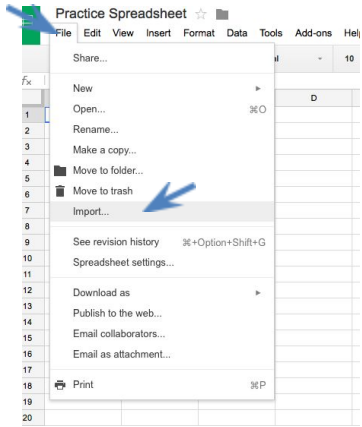
3. From the dropdown menu select  Google drive.



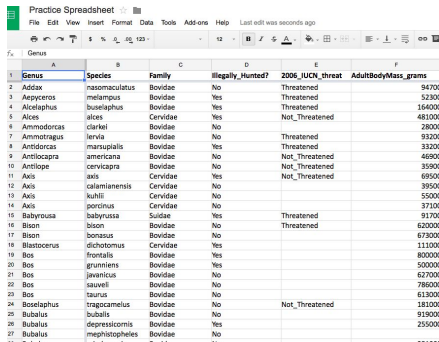
4. Once in your Google drive you can create a new spreadsheet document by selecting the create button and choosing the spreadsheet option.



5. A new untitled spreadsheet will be created. Click on Untitled Spreadsheet and choose an appropriate title for your spreadsheet.

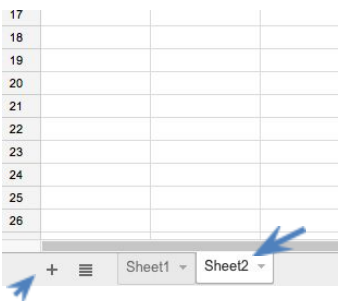


6. Once you have named your spreadsheet, select File from the ribbon at the top of the page, and import the student ready data file you have already downloaded.



Genus	Species	Family	Illegally_Hunted?	2006_UCR_threat	AdultBodyMass_grams
2	Aldax nazarmaculatus	Bovidae	No	Threatened	34720
3	Aepyceros melampus	Bovidae	Yes	Threatened	52300
4	Alcelaphus buselaphus	Bovidae	Yes	Threatened	164000
5	Alice	Cervidae	Yes	Not_Threatened	481000
6	Ammodorcas clarkei	Bovidae	No		28000
7	Ammotragus lervia	Bovidae	No	Threatened	93200
8	Antidorcas marsupialis	Bovidae	Yes	Threatened	33200
9	Antilocapra americana	Bovidae	No	Not_Threatened	46800
10	Antelope cervicapra	Bovidae	No	Not_Threatened	31900
11	Axis axis	Cervidae	Yes	Not_Threatened	69500
12	Axis calamiensis	Cervidae	No		39500
13	Axis kuhli	Cervidae	No		55000
14	Axis porcinus	Cervidae	No		37100
15	Babirusa babirusa	Suidae	Yes	Threatened	93700
16	Bison bison	Bovidae	No	Threatened	620000
17	Bison bonasus	Bovidae	No		673000
18	Bisaceus dichotomus	Cervidae	Yes		111000
19	Bos frontalis	Bovidae	Yes		800000
20	Bos grunniens	Bovidae	Yes		500000
21	Bos indicus	Bovidae	No		627000
22	Bos sauveli	Bovidae	No		786000
23	Bos taurus	Bovidae	No		633000
24	Boselaphus tragocamelus	Bovidae	No	Not_Threatened	181000
25	Rubalus bubalis	Bovidae	No		930000
26	Rubalus depressicornis	Bovidae	Yes		230000
27	Rubalus mephitisphetes	Bovidae	No		

7. Your spreadsheet should be populated.



8. You will be doing additional activities with this data so to simplify this process it is important to create a second sheet in your spreadsheet. At the bottom of the page you will see a plus sign. Select the plus and you will open a second sheet. You will do your calculations on this sheet.