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| **Instructions for Accessing Data**  **from the Arctos portal**  **for use in BLUE modules** |  |

**Introduction**

Arctos is a collection management information system that provides research-grade data to a community of curators, collection managers, researchers, and educators. Arctos is a consortium that aggregates over 3 million records from natural and cultural history collections.

This user guide was developed to accompany BLUE (Biodiversity Literacy in Undergraduate Education) educational modules that utilize specimen-based occurrence data to investigate ecological and evolutionary principles in undergraduate Biology classes. Additional resources for using the Arctos portal can be found at: <https://arctosdb.org/learn/>.

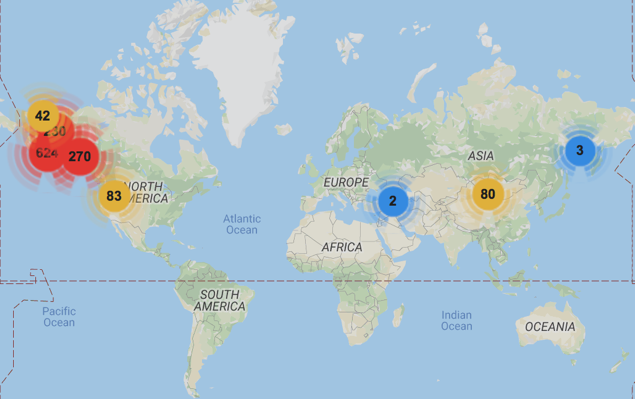
**Searching the Arctos Portal**

1. Navigate to the Arctos database website: <http://arctos.database.museum>
2. Create an account if you do not already have one. If you already have an account, log in. If you do not log in before performing a search you will not be able to download your search results.

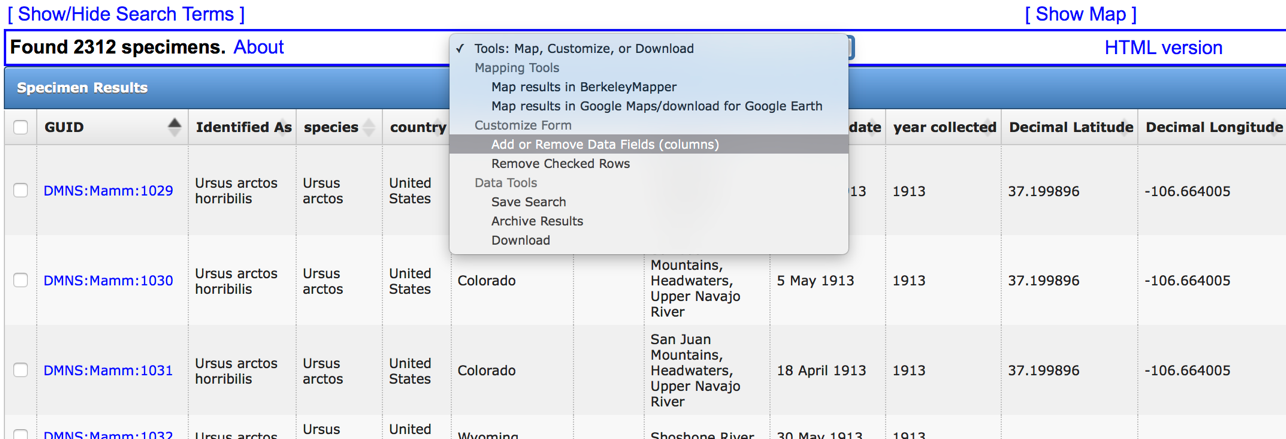
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| 1. To begin your search, click the “Select options” dropdown menu next to Collection. If you know what type of organism you are searching, you can select specific databases. Or, you can select “Check all”. 2. Enter the name of your species in the Identification and Taxonomy section.   Note that you can search any taxonomic level or common name. |  |

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| 1. You also can search (or limit a search) using a wide variety of locality criteria, including geographic range using a mapping tool. |  |

1. Click on “Search” at the bottom of the page.
2. You can map the occurrence data points using the BerkeleyMapper tool provided.



1. You can customize the data columns that will be displayed and downloaded using the “Add or Remove Data Fields (columns) tool. Click on the variables you wish to be included in your dataset. Click “Save and Refresh” and wait for your new dataset to be generated.



1. After your dataset has refreshed with the desired variables, click the dropdown menu again and download your results.
   1. Select “Educational” as the purpose of your download.
   2. “Agree” that the data you are downloading are for your own use and will not be repackaged, redistributed, or sold.