

DETAILED INSTRUCTIONS

1 Get to know your site and its habitats

Locate your site using Bing Maps (www.bing.com/maps) and print off a colour aerial image in landscape format. (NOTE: Bing Maps may not be fully up to date for your site. If this is the case, try using another online mapping tool)

Print out the Habitat Survey Form and familiarise yourself with the 21 different Habitat Types listed.

Taking your printed documents with you, go for a walk around your site.

As you walk around, start to identify the Habitat Types that can be found on your site. Based on the Habitat Types that you see, you will need to divide your site into different Habitat Areas, each consisting of one predominant Habitat Type. On your aerial image, draw around each of the different Habitat Areas as you identify them, labelling each with a unique number, and note down the predominant Habitat Type in each. Then write the number of each individual Habitat Area underneath its corresponding Habitat Type on the Habitat Survey Form.

Continue to do this for all natural outdoor areas of your site, so that everywhere is included within a specific numbered Habitat Area. You are likely to have multiple Habitat Areas across your site, some of which may be of the same Habitat Type.

2 Vegetation Structure count

Now go back to each of the individual numbered Habitat Areas you have identified, in order to carry out a more detailed survey of each Habitat Area.

Estimate the percentage of each of the 6 listed Vegetation Structures (high trees, low trees, bushes etc) that are present within each Habitat Area. You will be inputting this data later in bands of 20%, so only a rough estimate is required. Record your results for each individual numbered Habitat Area on the Habitat Survey Form.

3 Leaf Shape count

Count the total number of different leaf shapes present (for all Vegetation Structures together) in each individual numbered Habitat Area. Record your results for each individual numbered Habitat Area on the Habitat Survey Form.

4 Measure the size of your Habitat Areas

Use Bing Maps (www.bing.com/maps) to measure the size of each individual numbered Habitat Area on your site in square feet (ft²), by drawing a shape on the map around each Habitat Area, based on the notes on your aerial image document. Record the size of each individual numbered Habitat Area in ft² on the Habitat Survey Form.

5

Create a new Biodiversity Index Report and enter your data

On the Biodiversity Index Reports page, insert a name for your new report (this is usually your site name e.g. University Avenue Campus) and then press the **'CREATE'** button - this will take you straight to the 'Add a Habitat Area' page.

Click on the **'Add a Habitat Area'** button and enter all the recorded data for Habitat Area number 1 from your Habitat Survey Form; then click the 'Save Area' button. Repeat this step for each of your individual numbered Habitat Areas. If you need to edit or delete a particular Habitat Area you can do this using the buttons underneath the summary of each numbered Habitat Area on the 'Add a Habitat Area' page.

Press the **'Continue to Results'** button. This will take you to the report results page, where you will see a summary of your results. You may need to wait for a short period of time for the internal calculation process to be completed. Click on the information button for more detail on each Habitat Type and how to improve the biodiversity of that particular habitat. Scroll to the right using the ladybird at the bottom of the page to see a summary of your results and other download options. (NOTE: All of your data entered in ft² will be automatically converted into m² for your results).

WHAT ARE THE RESULTS OF THESE STEPS

1 + 4

Produces the graphs in the results page representing the percentage of each type of habitat on your site. It also provides the data for graphs showing the mean patch size.

2 + 3

Enables the calculation of biodiversity based on the variability of vegetation and provides the biodiversity score.