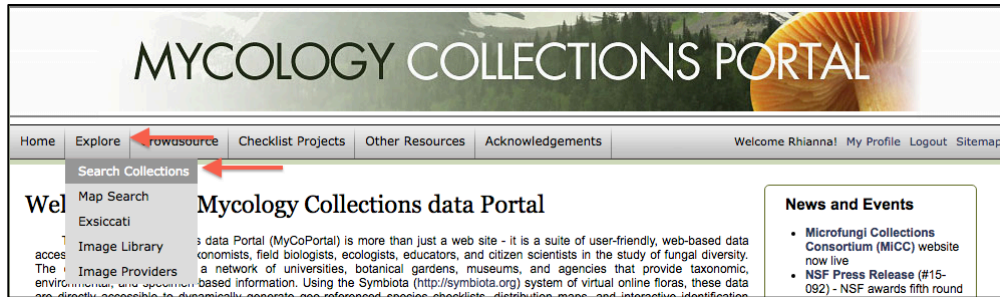


Checklists: What they are, what they are for, and how to make them

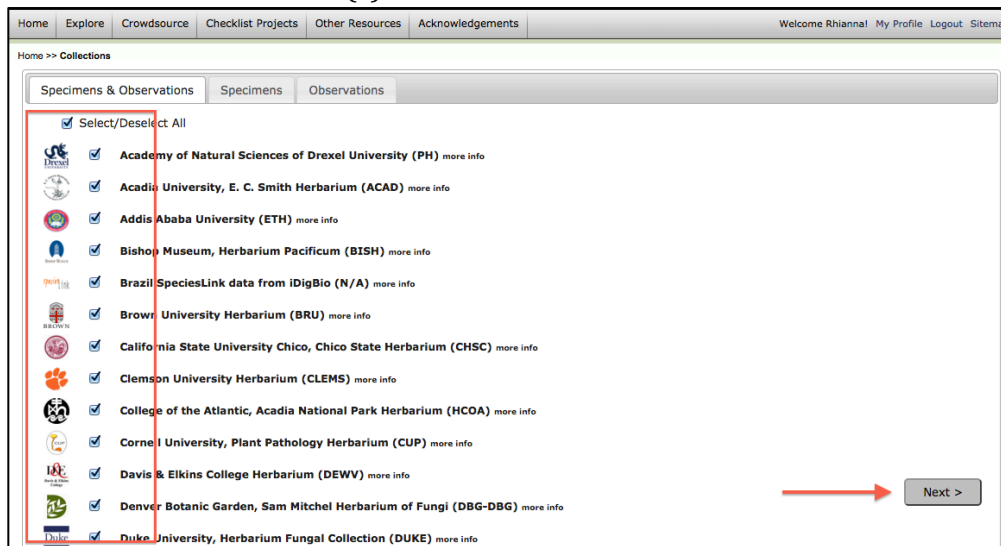
Dynamic Checklist:

This checklist will be the most up to date. It is created when you search for a specific institution, location, collector, time period, etc. The list will contain all vouchered specimens within the search parameters.

1. “Explore” → “Search Collections”



2. Select desired institution(s) → “Next”



3. Enter search parameters → “Next”

The screenshot shows the 'Enter Search Parameters' form. The 'Locality Criteria' section is highlighted with a red box. The form includes fields for Country, State/Province, County, Locality, and Elevation. The 'Next >' button is highlighted with a red arrow. The form also includes a 'Taxonomic Criteria' section with a checkbox for 'Include Synonyms from Taxonomic Thesaurus' and a 'Reset Form' button.

4. The resulting list will contain all current vouchered specimens that are within the given search parameters. You can view a list of the species or occurrence records, as well as a map that will show data points for all specimens that have geocoordinates associated with their records.

Home >> Collections >> Search Criteria >> Specimen Records

Species List Occurrence Records Maps

Dataset: All Collections
Search Criteria: Illinois; Champaign
 See Results in Table View [Copy URL to These Results](#)

1 2 3 4 5 6 7 8 9 10 >> Last Page 1, records 1-100 of 6520

Academy of Natural Sciences of Drexel University

	<i>Albugo candida</i> (Pers. ex J.F. Gmel.) Kuntze PH00300517 A. B. Seymour 45b 29 May 1880 USA, Illinois, Champaign, Urbana Full Record Details	
	<i>Melampsora medusae</i> Thüm. PH00317832 M. B. Waite s.n. 20 September 1889 USA, Illinois, Champaign, Champaign Full Record Details	
	<i>Microsphaera ravenelii</i> Berk. PH00302582 A. B. Seymour 955 22 September 1879	

5. Selecting the “Species List” tab will bring up the list of species – the Taxonomic Filter allows you to choose how the data will be displayed, the first yellow box will pull up the checklist, the second yellow box brings you to a taxonomic key, and the third yellow box allows you to export the data.

Home Explore Crowdsourcing Checklist Projects Other Resources Acknowledgements Welcome Rhianna! My Profile Logout Sitemap

Home >> Collections >> Search Criteria >> Specimen Records

Species List ← Occurrence Records Maps

Taxonomic Filter ☒ Raw Data

Taxa Count: 2061

AGARICACEAE

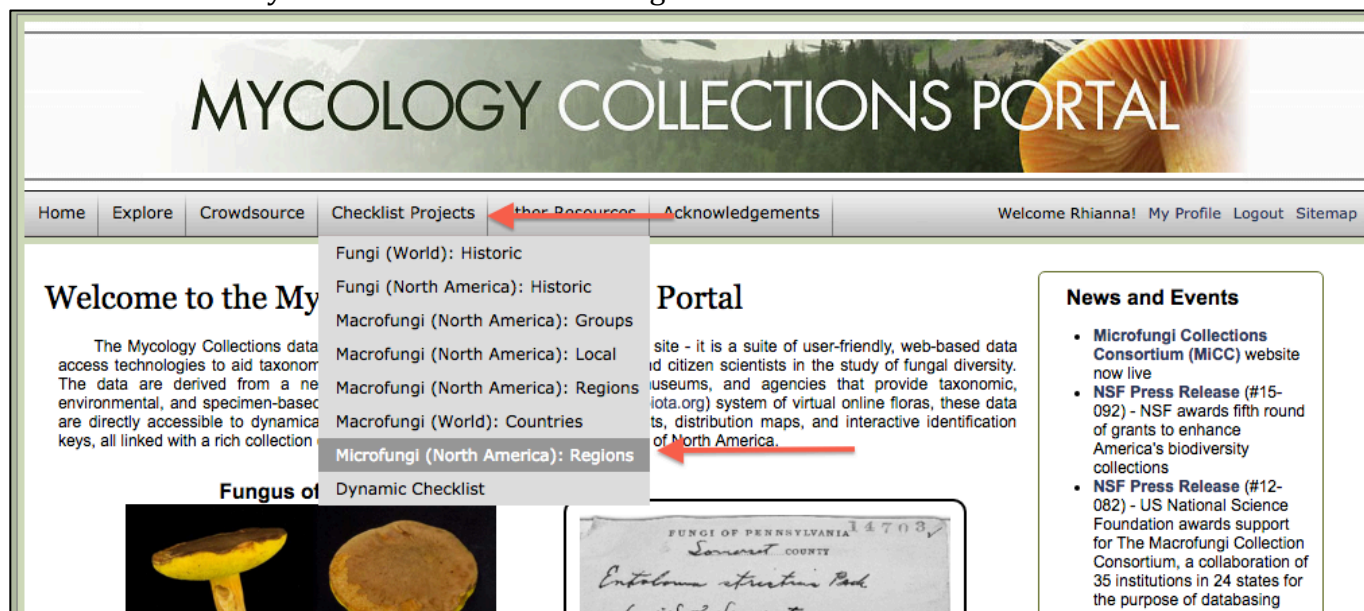
- Agaricus (psaliota?)*
- Agaricus arvensis*
- Agaricus campester*
- Agaricus campestris*
- Agaricus haemorrhoidarius*
- Agaricus placomyces*
- Agaricus rodmani*
- Agaricus siloicola*
- Agaricus subrupestris*
- Agaricus sylvaticus*
- Arachnion album*
- Bovista pila*
- Bovista plumbea*
- Calvatia bovista*

Static Checklist:

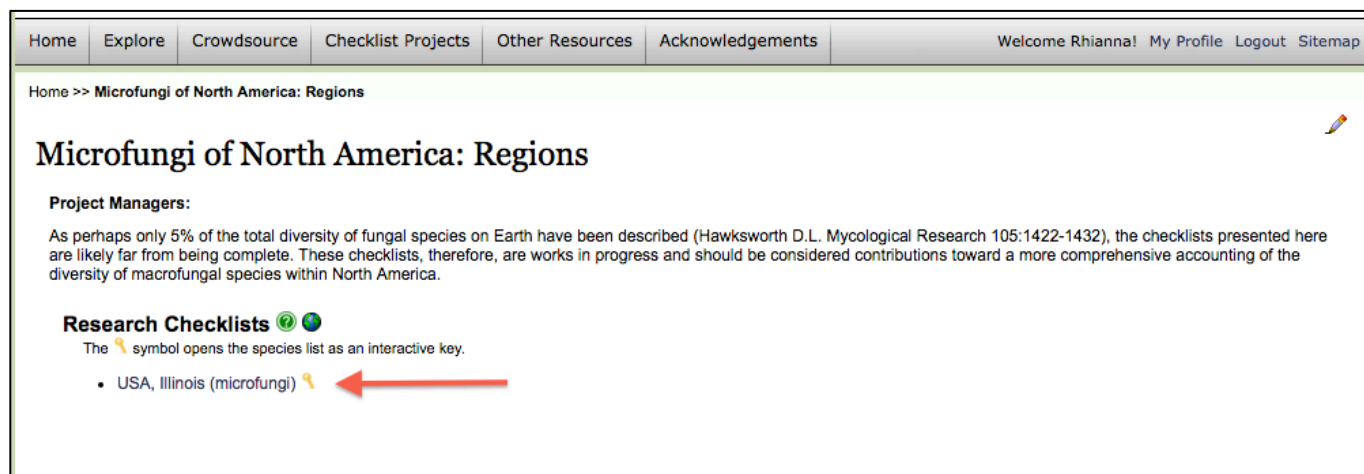
Static checklists, on the other hand, are created manually and may or may not be backed up by current vouchered specimens on the portal. It can be a useful tool if you want to always have a list readily available at all times (and with a specific URL), if you want species notes that are always available, etc.

How to view Public Checklists:

1. From the Home page, hover over "Checklist Projects," then select the category most closely related to the checklist you are interested in viewing.



2. Select the checklist.



3. View the checklist.

- a. In the Options box on the right side, you can search the list as well as choose how to view the list:
 - i. Selecting “Notes and Vouchers” will allow you to distinguish which species have been associated with vouchered specimens on MyCoPortal
 - ii. The search feature allows you to narrow your list down (letting you search by taxon, for example)
 - iii. “Filter” allows you to choose the taxonomic filter
 - iv. Select “Display as images” and then “Rebuild list” to display the images associated with each species.
- b. By selecting the key icon, you can view the interactive key associated with the specimens in that checklist.

How to create a Static Checklist:

1. Log on, “My Profile” → press the green cross by “Checklists assigned to your account”

2. Input as much information as you have about the checklist you are creating.
 - a. Checklists for specific localities should be named uniformly from least specific (country) to most specific (in this case, Champaign County). It is important to add this extra, broad information about the checklists to give other people an idea of where the location is. For example, if my checklist is “Meadowbrook Park,” only I would know what park that refers to. However, the name “USA, Illinois, Champaign County, Urbana, Meadowbrook Park” is much more explicit.

Home | Explore | Crowdsourcing | Checklist Projects | Other Resources | Acknowledgements | Welcome Rhianal | My Profile | Logout | Sitemap

Species Checklists | Specimen Management | User Profile

Checklists assigned to your account +

Create a New Checklist

Checklist Name
USA, Illinois, Champaign County

Author

Checklist Type
General Checklist

Locality

Citation

Abstract

Notes

Path

Latitude Centroid Longitude Centroid Point Radius (meters) Polygon Footprint Create footprint polygon.

Parent Checklist: None Selected

Access: Private

Create Checklist

Fungi of Brazil

- b. Most of this information can be edited after the checklist is done – one important exception is “Parent Checklist.” This dropdown list allows you to associate your checklist with existing checklists. In this case, it may be helpful to associate my new Champaign County list with an older list including the whole state of Illinois.

Home | Explore | Crowdsourcing | Checklist Projects | Other Resources | Acknowledgements | Welcome Rhianal | My Profile | Logout | Sitemap

Species Checklists | Specimen Management | User Profile

Checklists assigned to your account +

Create a New Checklist

Checklist Name
USA, Illinois, Champaign County

Author

Checklist Type
General Checklist

Locality

Citation

Abstract

Notes

Path

Latitude Centroid Longitude Centroid Point Radius (meters) Polygon Footprint Create footprint polygon.

Parent Checklist: None Selected

Access: Private

Create Checklist

Fungi of Brazil

Parent Checklist:

- None Selected
- Gastrom & other earthstar species
- Lycoperdon & other puffball species
- Morchella - morels mushrooms
- Tulostoma & other stalked puffball species
- Amanitoid mushrooms (deathcap, grisette, etc.)
- Bolus mushrooms (Boletus)
- Canidia, Quercus (macrofungi)
- Coprinoid mushrooms (inky caps)
- Frick Park
- Fungi of Argentina: gasteroid and secotoid taxa
- Fungi of Bolivia
- Fungi of Brazil
- Fungi of Ecuador: the Galapagos Islands
- Fungi of Wichita County, Texas
- Hypophosphoroid mushrooms (weary caps)
- Lactarioid mushrooms (milk caps)
- Macrofungi of New York City
- Macrofungi of Santa Cruz County
- Macrofungi of Woolly Hollow State Park
- Michigan Mushroom Hunters Club
- Multicaulis specimen
- Mycenoid mushrooms (fairy helmets)
- Mycophora of Lassen Volcanic National Park
- NAMA Foray Vouchers - Comprehensive Checklist
- NE Texas Checklist
- North America (macrofungi)
- Parasitic Fungi of Montana
- Phalloid mushrooms (scalycaps, etc.)
- Rocky Mountain National Park
- Taxa collected by Charles Leonard Smith in Nicaragua
- Taxa collected by Lawrence William Nuttall
- Taxa collected by Lawrence William Nuttall in Nuttallburg, WV
- Taxa described by Alexander Haeckel Smith
- Taxa described by Charles Horton Peck
- Taxa described by Harry Delbert Thiers
- Taxa in Merrill's North American Flora
- Tricholomatoid mushrooms (Trichs, matsutake, etc.)
- USA, Arizona (macrofungi)
- USA, California (macrofungi)
- USA, Colorado (macrofungi)
- USA, Colorado: Aspen (macrofungi)
- USA, Colorado: Rocky Mountain National Park (macrofungi)
- USA, Hawaiian Islands (macrofungi)
- USA, Illinois (macrofungi)
- USA, Indiana, La Porte Co.: Red Mill County Park (macrofungi)
- USA, Indiana, St. Joseph Co.: Ellet Park, South Bend Parks and Recreation; macrofungi)
- USA, Maine (macrofungi)
- USA, Minnesota (macrofungi)
- USA, New Jersey: Pine Barrens (macrofungi)
- USA, New Mexico (macrofungi)
- USA, New York: Adirondack Mountains (macrofungi)
- USA, New York: Long Island (macrofungi)
- USA, Northeast (macrofungi)
- USA, Ohio (macrofungi)
- USA, Oregon (macrofungi)
- USA, Utah (macrofungi)
- USA, Washington (macrofungi)
- USA, West Virginia (macrofungi)
- WPMC - Salamander Park, Pittsburgh, PA

- c. “Access” can be set to Private or Public. It’s advisable to keep it Private until completed, and then set it to Public if desired

Species Checklists Specimen Management User Profile

Checklists assigned to your account +

Create a New Checklist

Checklist Name
USA, Illinois, Champaign County

Authors

Checklist Type
General Checklist

Locality

Citation

Abstract

Path: p

Notes

Latitude Centroid Longitude Centroid Point Radius (meters) Polygon Footprint
Create footprint polygon.

Parent Checklist:
None Selected

Access ☒ Private ☐ Public

Create Checklist

- d. Press “Create Checklist.” Now, whenever you are editing the checklist, you can press the pencil icon with the “A” beside it (upper right hand corner) to edit the checklist description.

Home Explore Crowdsource Checklist Projects Other Resources Acknowledgements Welcome Rhianella My Profile Logout Sitemap

Home >> USA, Illinois, Champaign County

USA, Illinois, Champaign County

Authors:

Families: 0
Genera: 0
Species: 0 (species rank)
Total Taxa: 0 (including subsp. and var.)

No Taxa Found

Options

Search:

☐ Common Names
☒ Synonyms

Filter:

☐ Original Checklist
☐ Common Names
☐ Display as Images
☐ Notes & Vouchers
☐ Taxon Authors
☐ Show Taxa Alphabetically

Rebuild List

Add New Species to Checklist

Taxon:

Acanthostigma occidentale

Habitat:

Abundance:

Notes:

Internal Notes:

Source:

Add Species to List

Batch Upload Spreadsheet

3. Add species to your checklist. This can be done in a couple of different ways. If you want to individually add a specific list of specimen to your checklist:
 - a. Press the pencil icon with “spp” beside it. This will bring up the box that says “Add New Species to Checklist”- input the desired taxon/other information and select “Add Species to List.”

Home >> USA, Illinois, Champaign County

USA, Illinois, Champaign County

Authors:

Families: 0
Genera: 0
Species: 0 (species rank)
Total Taxa: 0 (including subsp. and var.)

No Taxa Found

Options

Search:

☐ Common Names
☒ Synonyms

Filter:
Original Checklist
☐ Common Names
☐ Display as Images
☐ Notes & Vouchers
☐ Taxon Authors
☐ Show Taxa Alphabetically

Add New Species to Checklist

Taxon:
Acanthostigma occidentale

Habitat:

Abundance:

Notes:

Internal Notes:

Source:

Batch Upload Spreadsheet

- b. Now, to check for vouchered specimens, press the pencil with the “V”

Home >> USA, Illinois, Champaign County

USA, Illinois, Champaign County

Authors:

Families: 1
Genera: 1
Species: 1 (species rank)
Total Taxa: 1 (including subsp. and var.)

TUBEUFACEAE
Acanthostigma occidentale

Options

Search:

☐ Common Names
☒ Synonyms

Filter:
Original Checklist
☐ Common Names
☐ Display as Images
☐ Notes & Vouchers
☐ Taxon Authors
☐ Show Taxa Alphabetically

Add New Species to Checklist

Taxon:

Family Override:

Habitat:

Abundance:

Notes:

Internal Notes:

Source:

Batch Upload Spreadsheet

- c. From here, type your search parameters (in this case, Illinois and Champaign County) and press “Save Search Terms.” This will pull up a list of vouchered specimens of the species in your checklist that match the search criteria. Check the box next to each name and select “Add Vouchers.”

Home >> Return to Checklist >> Checklist Administration

USA, Illinois, Champaign County

Edit Search Statement

To use the voucher administration functions, it is first necessary to define a search terms that will be used to limit occurrence records to those collected within the vicinity of the research area.

Country: Lat North:

State: Lat South:

County: Long East:

Locality: Long West:

Taxon:

Collection: ☐ Include Lat/Long and locality as an "OR" condition

Collector: ☐ Only include occurrences with coordinates

☐ Exclude cultivated species

Save Search Terms

Home Explore Crowdsourcing Checklist Projects Other Resources Acknowledgements Welcome Rhianna! My Profile Logout Sitemap

Home >> Return to Checklist >> Checklist Administration

USA, Illinois, Champaign County

state: Illinois; county: Champaign

New Vouchers Missing Taxa Voucher Conflicts Reports

Taxa without Vouchers: 1

Display Mode: Occurrences for non-vouchered taxa

Listed below are occurrences that can be batch linked to species within the checklist.

<input type="checkbox"/>	Checklist ID	Collector	Locality
<input type="checkbox"/>	Acanthostigma occidentale	A.B. Seymour 6607 1885-11-03 [no catalog number]	United States; Illinois; Champaign County; Urbana.

☒ Add name using current taxonomy

Add Vouchers

- d. Now you are back at your checklist. Under “Options” → “Filter,” press “Notes & Vouchers” then “Rebuild List,” and the checklist will list the specimens and vouchers associated with those specimens.

Home Explore Crowdsourcing Checklist Projects Other Resources Acknowledgements Welcome Rhianna! My Profile Logout Sitemap

Home >> USA, Illinois, Champaign County

USA, Illinois, Champaign County

Authors:

Families: 1
Genera: 1
Species: 1 (species rank)
Total Taxa: 1 (including subsp. and var.)

TUBEUFACEAE
Acanthostigma occidentale
A.B. Seymour 6607 (ILL)

Options

Search:

☐ Common Names
☒ Synonyms

Filter:

Original Checklist

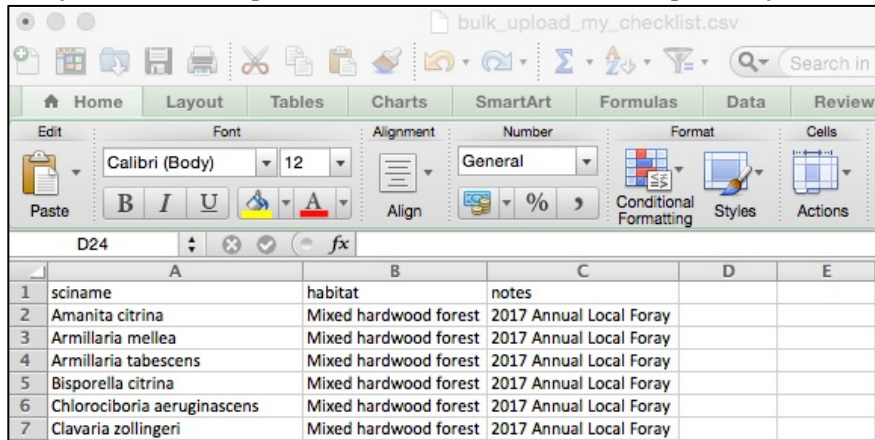
☐ Common Names
☐ Display as Images
☒ Notes & Vouchers
☐ Taxon Authors
☐ Show Taxa Alphabetically

Rebuild List

Simple Map
Advanced Map

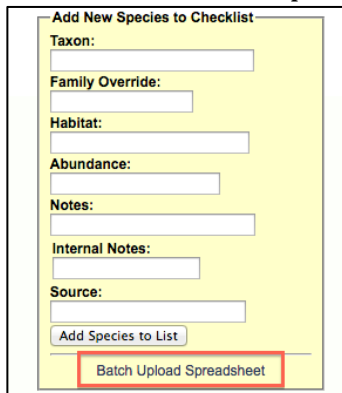
If you want to batch upload a list of species names:

- a. create a .csv file with the columns “sciname,” “family,” “habitat,” “abundance,” and “notes” (sciname is required, the other columns are optional)



	A	B	C	D	E
1	sciname	habitat	notes		
2	Amanita citrina	Mixed hardwood forest	2017 Annual Local Foray		
3	Armillaria mellea	Mixed hardwood forest	2017 Annual Local Foray		
4	Armillaria tabescens	Mixed hardwood forest	2017 Annual Local Foray		
5	Bisporella citrina	Mixed hardwood forest	2017 Annual Local Foray		
6	Chlorociboria aeruginascens	Mixed hardwood forest	2017 Annual Local Foray		
7	Clavaria zollingeri	Mixed hardwood forest	2017 Annual Local Foray		

- b. In the “Add New Species to Checklist” box, select “Batch Upload Spreadsheet”



Add New Species to Checklist

Taxon:

Family Override:

Habitat:

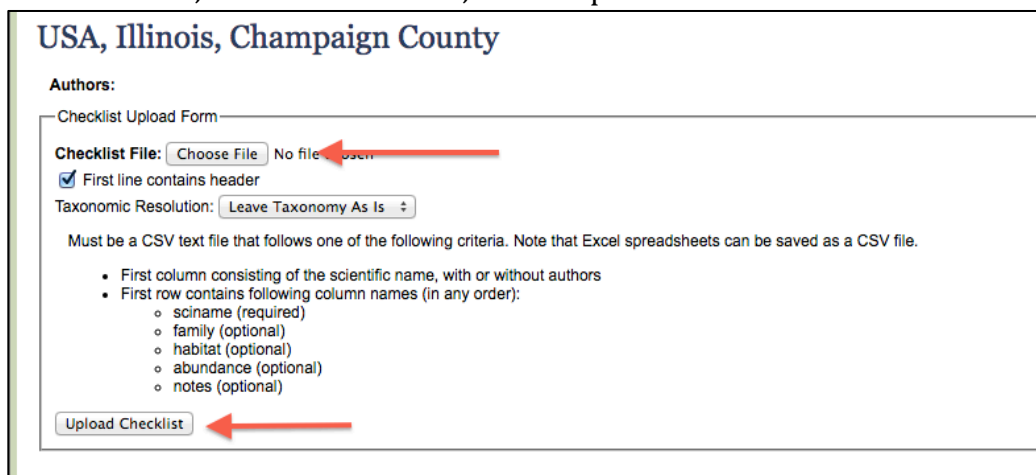
Abundance:

Notes:

Internal Notes:

Source:

- c. From here, select “Choose File,” then “Upload Checklist.”



USA, Illinois, Champaign County

Authors:

Checklist Upload Form

Checklist File: No file chosen

☒ First line contains header

Taxonomic Resolution:

Must be a CSV text file that follows one of the following criteria. Note that Excel spreadsheets can be saved as a CSV file.

- First column consisting of the scientific name, with or without authors
- First row contains following column names (in any order):
 - sciname (required)
 - family (optional)
 - habitat (optional)
 - abundance (optional)
 - notes (optional)

If, on the other hand, you are populating your checklist based on certain criteria:

- Press the pencil with the “V” and add the search parameters, but now go to the “Missing Taxa” tab. This will show you all of the vouchered specimens that match those search parameters (similar to the Dynamic Checklist).

Home >> Return to Checklist >> Checklist Administration

USA, Illinois, Champaign County

state: Illinois; county: Champaign

New Vouchers **Missing Taxa** Voucher Conflicts Reports

Possible Missing Taxa: 1308

Display Mode: Species List

Listed below are species name not found in the checklist but are represented by one or more specimens that have a locality matching the above search term.

- Acampsomyces atomaria
- Acampsomyces corticariae
- Acampsomyces pauperulus
- Aecidium aesculi
- Aecidium berberidis
- Aecidium compositarum
- Aecidium compositarum var. eupatori
- Aecidium erigeronatum
- Aecidium fraxini
- Aecidium grossulariae
- Aecidium hepaticae
- Aecidium hibiscitatum
- Aecidium oenotherae
- Aecidium physalidis
- Aecidium pustulatum
- Aecidium ranunculacearum
- Aecidium sambuci
- Aecidium solani
- Agaricus arvensis
- Agaricus campester
- Agaricus campestris
- Agaricus haemorrhoidarius
- Agaricus placomyces

- Changing the “Display Mode” from “Species List” to “Batch Linking” will allow you to easily add as many or as few of these vouchered specimens to your checklist. Check the box next to the record, then press “Add Taxa and Vouchers” at the bottom.

Home >> Return to Checklist >> Checklist Administration

USA, Illinois, Champaign County

state: Illinois; county: Champaign

New Vouchers Missing Taxa Voucher Conflicts Reports

Possible Missing Taxa: 1308

Display Mode: Batch Linking

Listed below are specimens identified to a species not found in the checklist. Use the form to add the names and link the vouchers as a batch action. Specimens are displayed in batches of 1000.

Specimen ID	Collector	Locality
<input type="checkbox"/> Agaricus campestris	J.D. Schoknecht s.n. 1970-10-00 [no catalog number]	United States; Illinois; Champaign; Brownfield Woods, Urbana
<input type="checkbox"/> Apicorea chrysosperma	J.D. Schoknecht s.n. 1971-08-04 [no catalog number]	United States; Illinois; Champaign; Brownfield Woods, Urbana
<input type="checkbox"/> Apiognomonia veneta	G.H. Boewe s.n. 1935-06-11 [no catalog number]	United States; Illinois; Champaign; St. Joseph
<input type="checkbox"/> Apiognomonia veneta	P.A. Young s.n. 1924-06-02 [no catalog number]	United States; Illinois; Champaign; Urbana
<input type="checkbox"/> Apiognomonia veneta	J.C. Carter s.n. 1945-05-22 [no catalog number]	United States; Illinois; Champaign; Urbana, Survey Nursery - sprayed trees.
<input type="checkbox"/> Apiosporina	Mrs. Willis Young	United States; Illinois; Champaign; Bondville

Specimen ID	Collector	Locality
<input type="checkbox"/> Xylaria polymorpha	R.K. Benjamin 1950-08-12 [no catalog number]	United States; Illinois; Champaign; Urbana
<input checked="" type="checkbox"/> Zopfiella latipes	J.L. Crane 1974-07-31 [no catalog number]	United States; Illinois; Champaign; Champaign, Pond no 13 NH-S

☒ Add name using current taxonomy

Add Taxa and Vouchers

Specimen count: 400 View Next 400

4. Once you have added species to the checklist, you can also add notes to those species. By selecting the pencil icon with "SPP," more pencil icons will pop up next to each species name. Press those to bring up a dialogue box in which you can type in notes that will appear next to the vouchered specimen.

Home >> USA, Illinois, Champaign County

USA, Illinois, Champaign County

Authors:

Families: 2
Genera: 2
Species: 2 (species rank)
Total Taxa: 2 (including subsp. and var.)

LASIOSPHAERIACEAE
Zopfiella latipes

TUBEUFIAEAE
Acanthostigma occidentale

Options

Search:

☐ Common Names
☒ Synonyms

Filter:
Original Checklist

☐ Common Names
☐ Display as Images
☐ Notes & Vouchers
☐ Taxon Authors
☐ Show Taxa Alphabetically

Rebuild List

Add New Species to Checklist
Taxon:

Zopfiella latipes of USA, Illinois, Champaign County

General Editing

Voucher Admin

Edit Checklist Information

Habitat:

Abundance:

Notes:

Editor Notes:

Source:

Family

Override:

Rename Taxon / Transfer Vouchers

New Taxon

Name:

* Note that vouchers & notes will transfer to new taxon

Delete

5. Repeat as many times until your checklist is complete! Once you are confident in the list, you can request for the MyCoPortal team to add it to one of the Checklist Projects so that it is easily accessible. Without being added to a specific project, you (and other editors of the list) will have access and can share a URL for the list, but other users will not be able to find the checklist by browsing the portal. [Note: you will continue to be able to edit the list as necessary even after it is added to a Checklist Project].

Home Explore Crowdsourcing Checklist Projects Other Resources Acknowledgements Welcome Rhianna! My Profile Logout Sitemap

Home >> USA, Illinois, Champaign County

USA, Illinois, Champaign County

Authors:

Families: 2
Genera: 2
Species: 2 (species rank)
Total Taxa: 2 (including subsp. and var.)

LASIOSPHAERIACEAE
Zopfiella latipes
J.L. Crane 1974-07-31 [ILLS]

TUBEUFIAEAE
Acanthostigma occidentale
A.B. Seymour 6607 [ILL]

Options

Search:

☐ Common Names
☒ Synonyms

Filter:
☐ Original Checklist
☐ Common Names
☐ Display as Images
☒ Notes & Vouchers
☐ Taxon Authors
☐ Show Taxa Alphabetically

Rebuild List

Simple Map
Advanced Map