

# Quick tutorial

## MN Shiny app

<https://tetrattech-wtr-wne.shinyapps.io/MNcalc/>

This R-based tool calculates Biological Condition Gradient (BCG) and Index of Biological Integrity (IBI) scores for macroinvertebrate and fish assemblages in Minnesota streams.

# Requirements

Users do not need R on their computers to run the Shiny app, nor do they need to have any familiarity with R.

To run the Shiny app you need:

- Internet access\*
- Intermediate-level computer skills (need to be able to browse, upload and download files, unzip files)

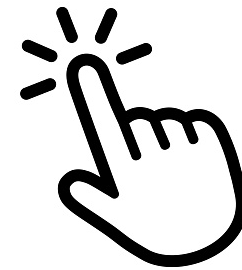
For those who prefer to work with R, the functions are carried out by the [BCGcalc](#) and [BioMonTools](#) R packages, which are available on GitHub and were developed by Erik W. Leppo from Tetra Tech ([Erik.Leppo@tetratech.com](mailto:Erik.Leppo@tetratech.com)).

\*If using the R code instead of the Shiny app, you won't need internet access if you have R installed on your computer and have downloaded all the necessary packages.

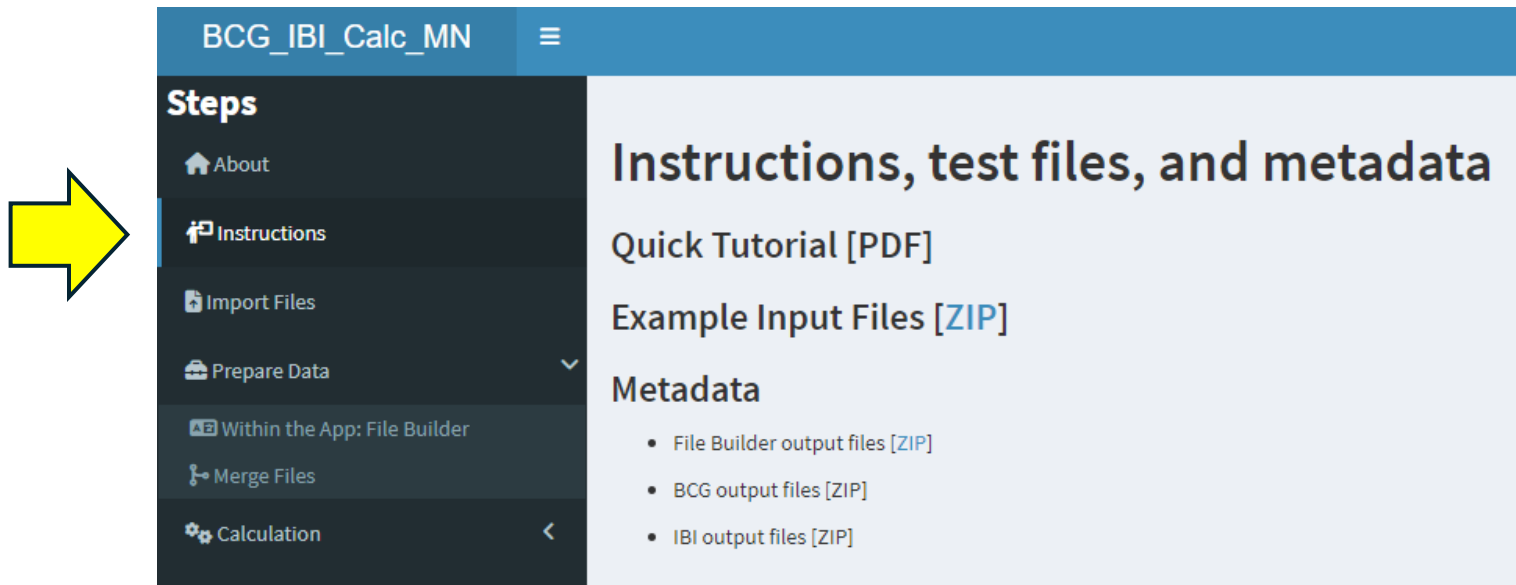
# How the app works

## Click buttons to

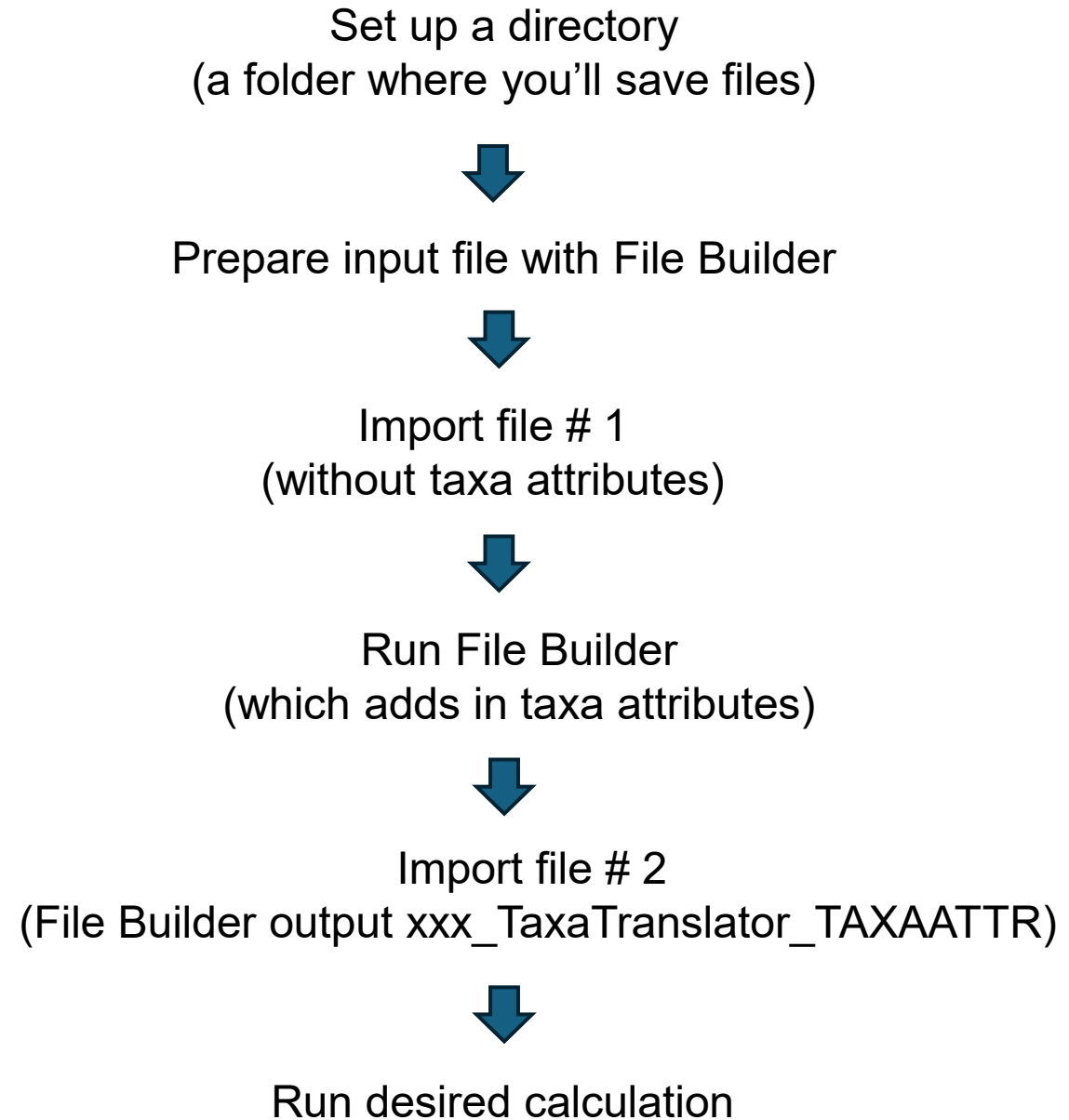
- Upload files
- Run the calculators
- Download results
- Unzip results



# Instructions, test files and metadata



# Workflow



# Time saver tip

Some internet browsers, like Google Chrome and Mozilla Firefox, allow you to change settings so that you can select which folder to download files to (versus files going to the default Download folder).

- Mozilla Firefox: go to Settings > General > Files and Applications > Check box for “always ask where to save files.”
- [Google Chrome file saving tip](#) [PDF]

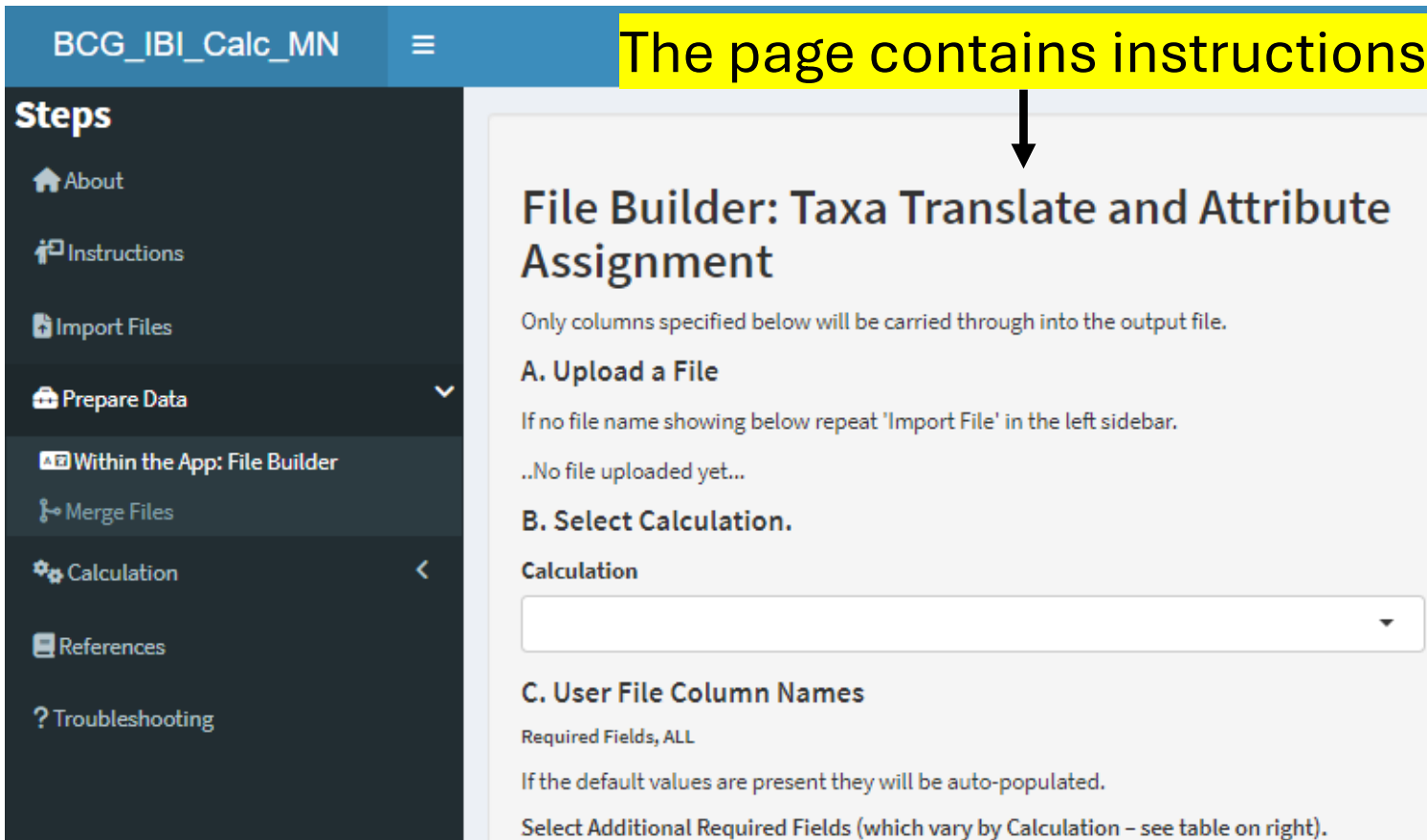
# Step 1: Set up a directory

This is the folder where you'll be saving your files



## Step 2: Prepare File Builder input file

**IMPORTANT:** the input file **can include data for multiple samples, sites and Index Classes** (versus being limited to one sample at a time).



The screenshot displays the BCG\_IBI\_Calc\_MN application interface. On the left is a dark sidebar with a 'Steps' menu. A large yellow arrow points to the 'Within the App: File Builder' option, which is highlighted. The main content area on the right is titled 'File Builder: Taxa Translate and Attribute Assignment'. A yellow box at the top of this area contains the text 'The page contains instructions', with a black arrow pointing down to the main content. The main content includes instructions for uploading a file, selecting a calculation (via a dropdown menu), and using file column names. A table on the right side of the page would provide details on required fields for different calculations.

BCG\_IBI\_Calc\_MN

**Steps**

- About
- Instructions
- Import Files
- Prepare Data
- Within the App: File Builder**
- Merge Files
- Calculation
- References
- Troubleshooting

**The page contains instructions**

### File Builder: Taxa Translate and Attribute Assignment

Only columns specified below will be carried through into the output file.

**A. Upload a File**

If no file name showing below repeat 'Import File' in the left sidebar.

..No file uploaded yet...

**B. Select Calculation.**

Calculation

**C. User File Column Names**

Required Fields, ALL

If the default values are present they will be auto-populated.

Select Additional Required Fields (which vary by Calculation – see table on right).



# What does File Builder do?

The File Builder joins the taxon name in the input file with the 'original taxalD' column in the [Taxa Translator table](#) and performs two functions:

- Translates the original taxon name to the proper Operational Taxonomic Unit (OTU) for the calculation (for example, collapses worms to Oligochaeta).
- Adds in new columns with taxa attributes and hierarchy (e.g., Order, Family) that are needed for the metric calculations.

# File Builder input file – required content

Some columns are required for all calculations, and others are specific to a particular calculation.

*Required fields for all calculations. Column names are flexible (use drop-down menus to match).*

Column name (flexible)	MN_BCG_Bugs	MN_IBI_Bugs	MN_BCG_Fish	MN_IBI_Fish
Unique sample ID (e.g., SampleID)	x	x	x	x
Taxon name (e.g., TaxaID)	x	x	x	x
Count (e.g., N_Taxa)	x	x	x	x
Index_Name (MN_IBI_Bugs, MN_IBI_Fish, MN_BCG)	x	x	x	x
Index_Class (e.g., fish5)	x	x	x	x

Index Name and Index Class are required for all calculations (they tell R which BCG rules and IBI metrics to apply).

*Additional required fields for specific calculations . Column names must match exactly with what is shown here.*

Column name (must match exactly)	MN_BCG_Bugs	MN_IBI_Bugs	MN_BCG_Fish	MN_IBI_Fish
GP.RR	x			
LargeRareCount		x		
N_Anomalies				x
DRAINSQMI		x	x	x
GRADIENT				x
Distance_m				x

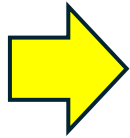
Optional fields (e.g., SiteID, latitude, longitude, collection date) can be selected as well and will be carried through into the output file.

**IMPORTANT!** When selecting optional fields, do not include Life Stage or other fields that would cause a taxon to occur in more than one row for a given sample (which could lead to double-counting of that taxon in the richness metrics).

# Step 3: Import File # 1

Must be a comma-separated file (CSV).

File uploads are limited to a maximum of 200 MB in size.



BCG\_IBI\_Calc\_MN

Steps

[About](#)

[Instructions](#)

[Import Files](#)

[Prepare Data](#)

[Calculation](#)

[References](#)

[Troubleshooting](#)

Load File

Only comma-separated or tab-separated files.

Select file parameters

Separator

☒ Comma

☐ Tab

Choose file to upload

Browse...

BugBCG\_FileBuilder\_Test1\_20240725.csv

Upload complete

The 'separator' allows the user to upload different file formats (e.g., csv, tsv, or txt).

Files for all operations will be uploaded through this interface.

File uploads are limited to a maximum of 200 MB in size.

A table is shown below after data is loaded.

Show 

5

 entries

Table. Imported data.

	SampleID	Taxonomic.Name	Count	Index_Class	Index_Name
	All	All	All	All	All
1	Test1	Acerpenna pygmaea	4	bug4	MN_BCG
2	Test1	Atherix variegata	1	bug4	MN_BCG
3	Test1	Brachycentrus numerosus	4	bug4	MN_BCG
4	Test1	Caenis	5	bug4	MN_BCG
5	Test1	Calopteryx aequabilis	3	bug4	MN_BCG

Showing 1 to 5 of 257 entries

Previous

1

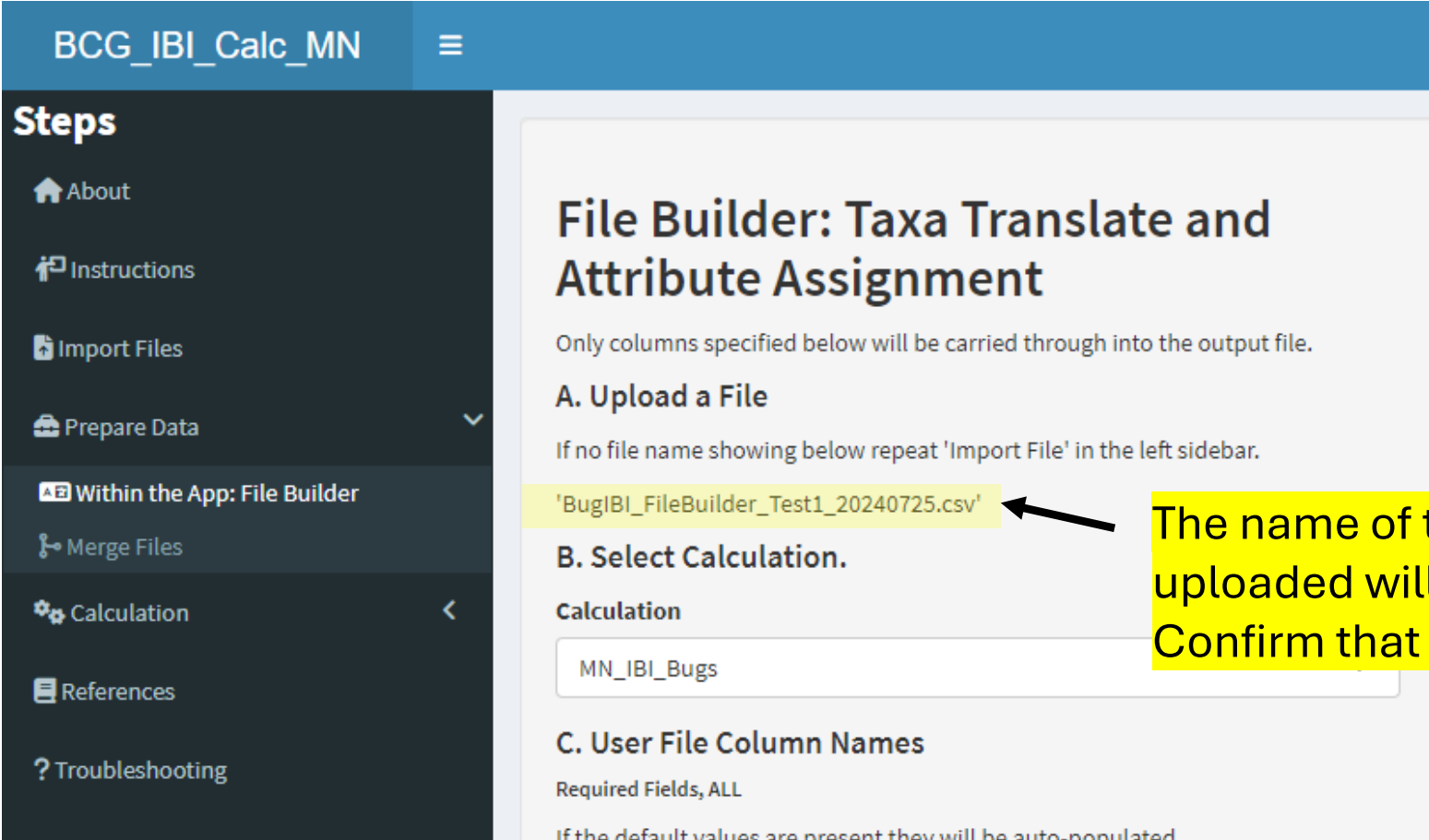
2

1. Browse to the file

2. Status bar will tell you when the upload is complete

3. A file preview will appear. Check to make sure everything looks ok.

# Step 4: Run File Builder



The screenshot shows the BCG\_IBI\_Calc\_MN application interface. On the left is a dark sidebar with a 'Steps' section containing icons and labels for 'About', 'Instructions', 'Import Files', 'Prepare Data', 'Within the App: File Builder' (highlighted with a yellow arrow), 'Merge Files', 'Calculation', 'References', and 'Troubleshooting'. The main content area is titled 'File Builder: Taxa Translate and Attribute Assignment'. It includes instructions: 'Only columns specified below will be carried through into the output file.' and 'A. Upload a File' with a note: 'If no file name showing below repeat 'Import File' in the left sidebar.' Below this, the filename 'BugIBI\_FileBuilder\_Test1\_20240725.csv' is displayed in a yellow box, with a black arrow pointing to it from a yellow text box on the right. The next step is 'B. Select Calculation.', with a 'Calculation' dropdown menu showing 'MN\_IBI\_Bugs'. The final step is 'C. User File Column Names' with the text 'Required Fields, ALL' and a note: 'If the default values are present they will be auto-populated.'

**File Builder: Taxa Translate and Attribute Assignment**

Only columns specified below will be carried through into the output file.

**A. Upload a File**

If no file name showing below repeat 'Import File' in the left sidebar.

'BugIBI\_FileBuilder\_Test1\_20240725.csv'

**B. Select Calculation.**

Calculation

MN\_IBI\_Bugs

**C. User File Column Names**

Required Fields, ALL

If the default values are present they will be auto-populated.

The name of the file that you uploaded will appear here. Confirm that it is the correct file.

# File Builder – enter required fields

## A. Upload a File

If no file name showing below repeat 'Import File' in the left sidebar.

'BugBCG\_FileBuilder\_Test1\_20240725.csv'

## B. Select Calculation.

Calculation

MN\_BCG\_Bugs

Select calculation

## C. User File Column Names

Required Fields, ALL

If the default values are present they will be auto-populated.

Column, Unique Sample Identifier (e.g., SampleID)

SampleID

Column, TaxaID

Taxonomic.Name

Column, Taxa Count (number of individuals or N\_Taxa)

Count

Column, Index Name (e.g., Index\_Name)

Index\_Name

Column, Index Class (e.g., Index\_Class)

Index\_Class

- Translates the original taxon name to the proper OTU for the calculation (for example, collapses worms to Oligochaeta)
- Adds in new columns with taxa attributes and hierarchy (e.g., Order, Family) that are needed for the metric calculations

The input file must be a comma-separated file (CSV).

Index Name and Index Class are required for all calculations (they tell R which BCG rules and IBI metrics to apply).

Some columns are required for all calculations, and others are specific to a particular calculation. Allowable entries are shown

Required fields for all calculations. Column names are flexible (use drop-down menus to match).

Column name (flexible)	MN_BCG_Bugs	MN_IBI_Bugs	MN_BCG_Fish	MN_IBI_Fish
Unique sample ID (e.g., SampleID)	x	x	x	x
Taxon name (e.g., TaxaID)	x	x	x	x
Count (e.g., N_Taxa)	x	x	x	x
Index_Name (MN_IBI_Bugs, MN_IBI_Fish, MN_BCG)	x	x	x	x
MPCA Class (e.g., Index_Class)	x	x	x	x
DRAINSQMI	x	x	x	
GRADIENT				

Enter the required fields  
Ones with drop-down boxes are required for all calculations and can have flexible column names (use drop-downs to match with the appropriate columns in the input file).

# File Builder – enter required fields continued...

Column, Taxa Count (number of individuals or N\_Taxa)

Count

Column, Index Name (e.g., Index\_Name)

Index\_Name

Column, Index Class (e.g., Index\_Class)

Index\_Class

Select Additional Required Fields (which vary by Calculation – see table on right).

Columns need to be named exactly as shown on the right. Optional fields (e.g., SiteID, collection date) can be selected as well. If the same field twice and do not include Life Stage or other fields that could lead to double-counting of that taxon in the richness metrics).

Columns to Keep in Output

GP.RR

D. Run Operation

This button will merge the user file with the official file.

Run Operation

E. Download Output

All input and output files will be available in a single zip file.

Download Results

Additional required fields for specific calculations. Column names must match exactly with what is shown here.

Column name (must match exactly)	MN_BCG_Bugs	MN_IBI_Bugs	MN_BCG_Fish	MN_IBI_Fish
GP.RR	x			
LargeRareCount		x		
N_Anomalies				x
DRAINSQMI	x		x	x
GRADIENT				x
Distance_m				x

Fields that are only required for specific calculations do NOT have flexible column names. They need to be named exactly as shown in the instructions.

Column	Domain	Description
TaxaID	flexible text	NA (flexible)
N_Taxa	flexible numeric	non-negative real number
Index_Name	flexible text	MN_IBI_Bugs, MN_IBI_Fish, MN_BCG
Index_Class	flexible text	list of options [CSV]

# File Builder – Run Operation

Index\_Class ▼

Select Additional Required Fields (which vary by Calculation – see table on right).

Columns need to be named exactly as shown on the right. Optional fields (e.g., SiteID, collection date) can be selected as well. IMPORTANT! Do not include the same field twice and do not include Life Stage or other fields that might cause a taxon to occur in more than one row for a given sample (which could lead to double-counting of that taxon in the richness metrics).

**Columns to Keep in Output**

GP.RR

**D. Run Operation**

This button will merge the user file with the official taxa file

Run Operation

**E. Output**

All output files will be available in a single zip file.

Download Results

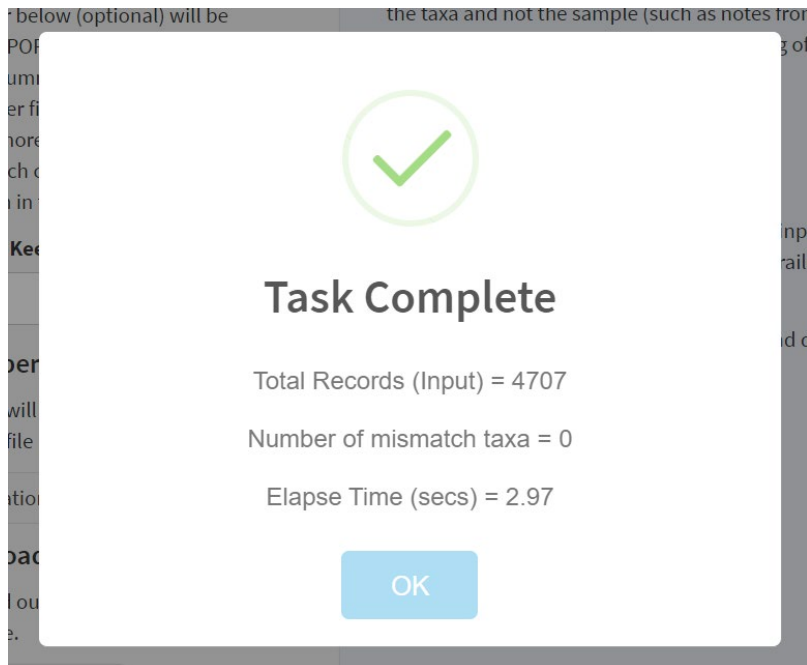
Click on the Run Operation button



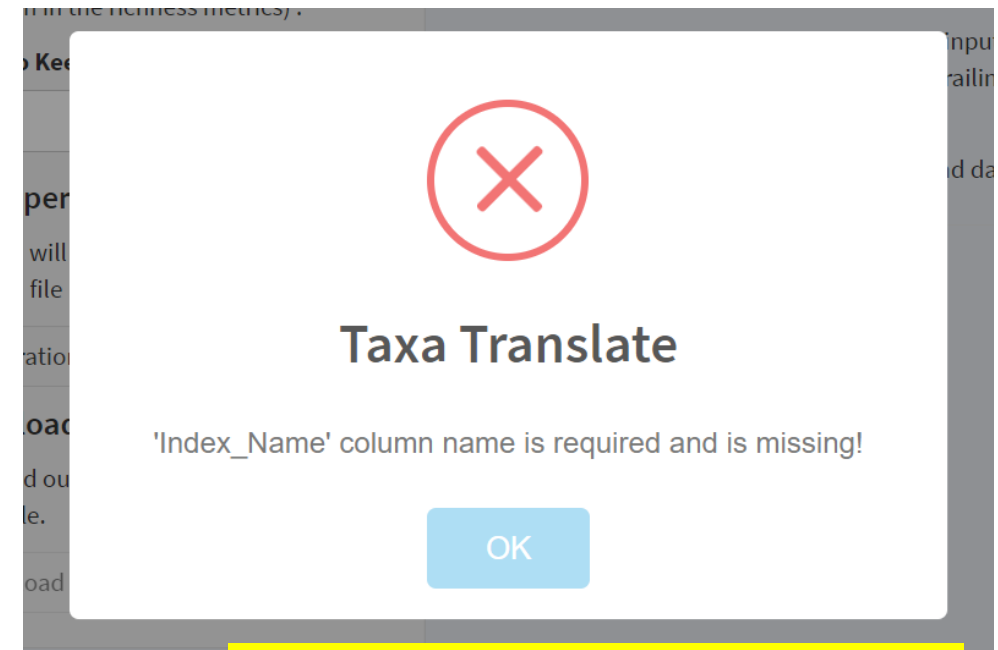
# File Builder – prompt box

When the File Builder has finished running, a **prompt box will appear**. It will notify you if your File Builder run was successful or failed.

Success!



Failure!



Will alert you to missing columns



# Refresh the Shiny app

In some cases, the screen will gray out (meaning the Shiny app has crashed or timed out) and you'll have to refresh the app, investigate potential problems with your input file, and try again.



# File Builder – Download Results

Index\_Class ▾

Select Additional Required Fields (which vary by Calculation – see table on right).

Columns need to be named exactly as shown on the right. Optional fields (e.g., SiteID, collection date) can be selected as well. IMPORTANT! Do not include the same field twice and do not include Life Stage or other fields that might cause a taxon to occur in more than one row for a given sample (which could lead to double-counting of that taxon in the richness metrics).

**Columns to Keep in Output**

GP.RR

**D. Run Operation**


This button will merge the user file with the official taxa file

Run Operation

**E. Download Output**

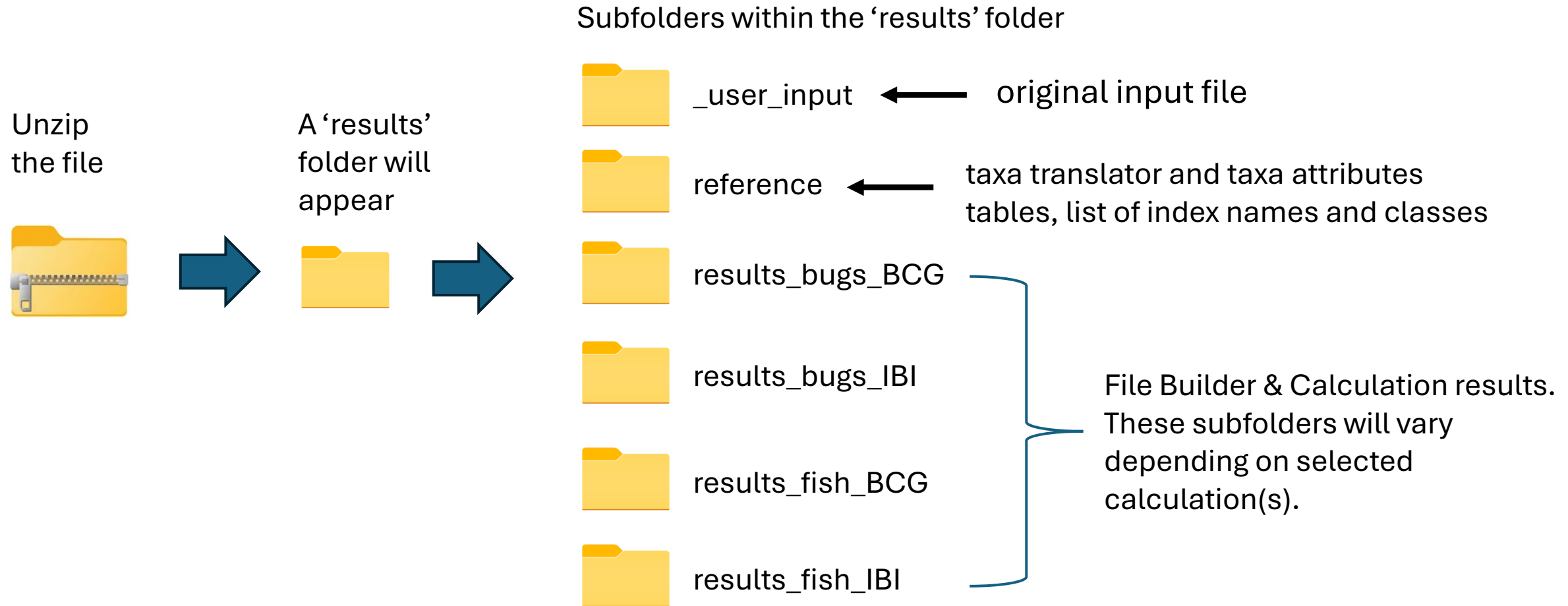
All input and output files will be available in a single zip file.

Download Results



The 'Download Results' button will become clickable when the files are ready to download. Click the button and save the zipped file to the directory. The file will either automatically go to the Download folder or, if you use the Time Saver tip with Google Chrome or Mozilla Firefox (see slide 6), you can browse to the desired folder and save it there.

# Unzip File Builder results



**Users must unzip/extract the files or else the files won't be seen as an option to upload for the next step. After files are unzipped, the original zipped files can be deleted if desired.**

# Unzipping files

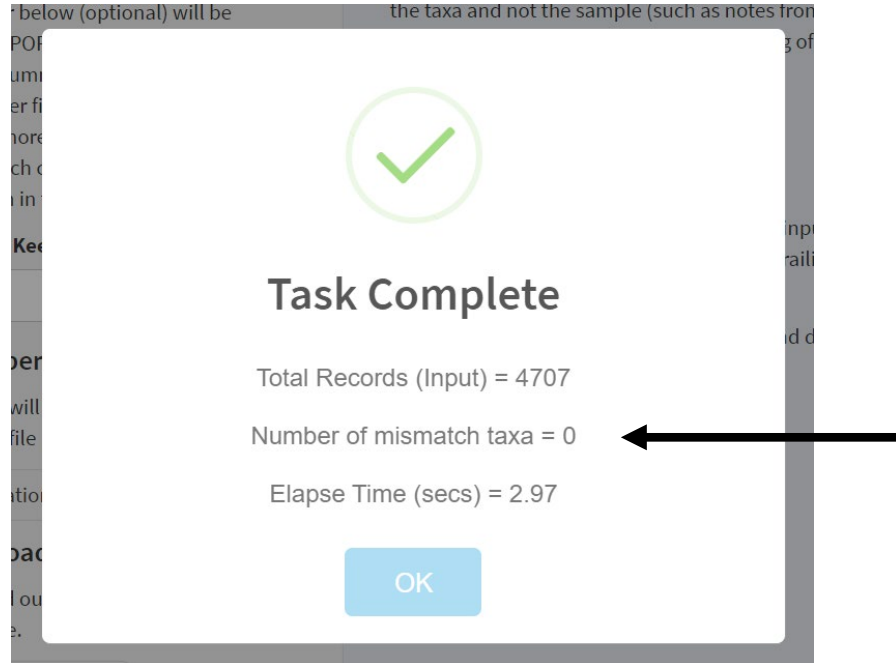
For whatever reason, 7zip (free) seems to work better than the Microsoft default zip extractor with our Shiny apps (but if you can't get 7zip, the Microsoft option should work ok).

7zip (<https://www.7-zip.org/>)

# File Builder outputs

Output file	Description
XXX_TaxaTranslator_modify	see which taxa names were modified during the Taxa Translation process (filter by Modified_woCAPS = TRUE)
XXX_TaxaTranslator_nonmatch	taxa in your input file that don't match with the taxa list in the Taxa Translator table
XXX_TaxaTranslator_source	shows which calculation was selected, which Operational Taxonomic Unit (OTU) column was used, and which versions of the Taxa Translator and Attribute tables were used
XXX_TaxaTranslator_TAXAATTR	input file is now ready to go! The taxa names have been translated to the proper OTU and attributes and hierarchy added in. Import this file into the Shiny app and run the desired calculation.

# Non-matching taxa



## What if there are non-matching taxa?





Open the 'XXX\_TaxaTranslator\_nonmatch' file and view the list of non-matching taxa. If the non-matches are due to a misspelling, extra space or other small issue, fix the non-matching taxa in your input file, re-upload the file via the 'Import File' tab, and rerun the File Builder (and to prevent confusion, delete the first set of output files with the non-matching taxa). If the non-matching taxa are legitimate taxa that need to be added to the Taxa Translator table, notify [Jen.Stamp@tetrattech.com](mailto:Jen.Stamp@tetrattech.com) and Tetra Tech will update the Taxa Translator table as soon as resources permit.

Example



results\_bugs\_BCG



-  BCG\_TaxaTranslator\_modify.csv
-  BCG\_TaxaTranslator\_nonmatch.csv
-  BCG\_TaxaTranslator\_source.csv
-  BCG\_TaxaTranslator\_TAXAATTR.csv

# Step 5: Import File #2

Import the newly created 'XXX\_TaxaTranslator\_TAXAATTR' file

Example



results\_bugs\_BCG



- BCG\_TaxaTranslator\_modify.csv
- BCG\_TaxaTranslator\_nonmatch.csv
- BCG\_TaxaTranslator\_source.csv
- BCG\_TaxaTranslator\_TAXAATTR.csv

BCG\_IBI\_Calc\_MN

**Steps**

- About
- Instructions
- Import Files
- Prepare Data
- Calculation
- References
- Troubleshooting

**Load File**

Only comma-separated or tab-separated files.

Select file parameters

Separator

- ☒ Comma
- ☐ Tab

**1. Browse to the file**

Choose file to upload

Browse... BCG\_TaxaTranslator\_TAXAATTR.csv

Upload complete

**2. Status bar will tell you when the upload is complete**

The 'separator' allows the user to upload different file formats (e.g., csv, tsv, or txt).

Files for all operations will be uploaded through this interface.

A table is shown below after data is loaded.

Show 5 entries

Search:

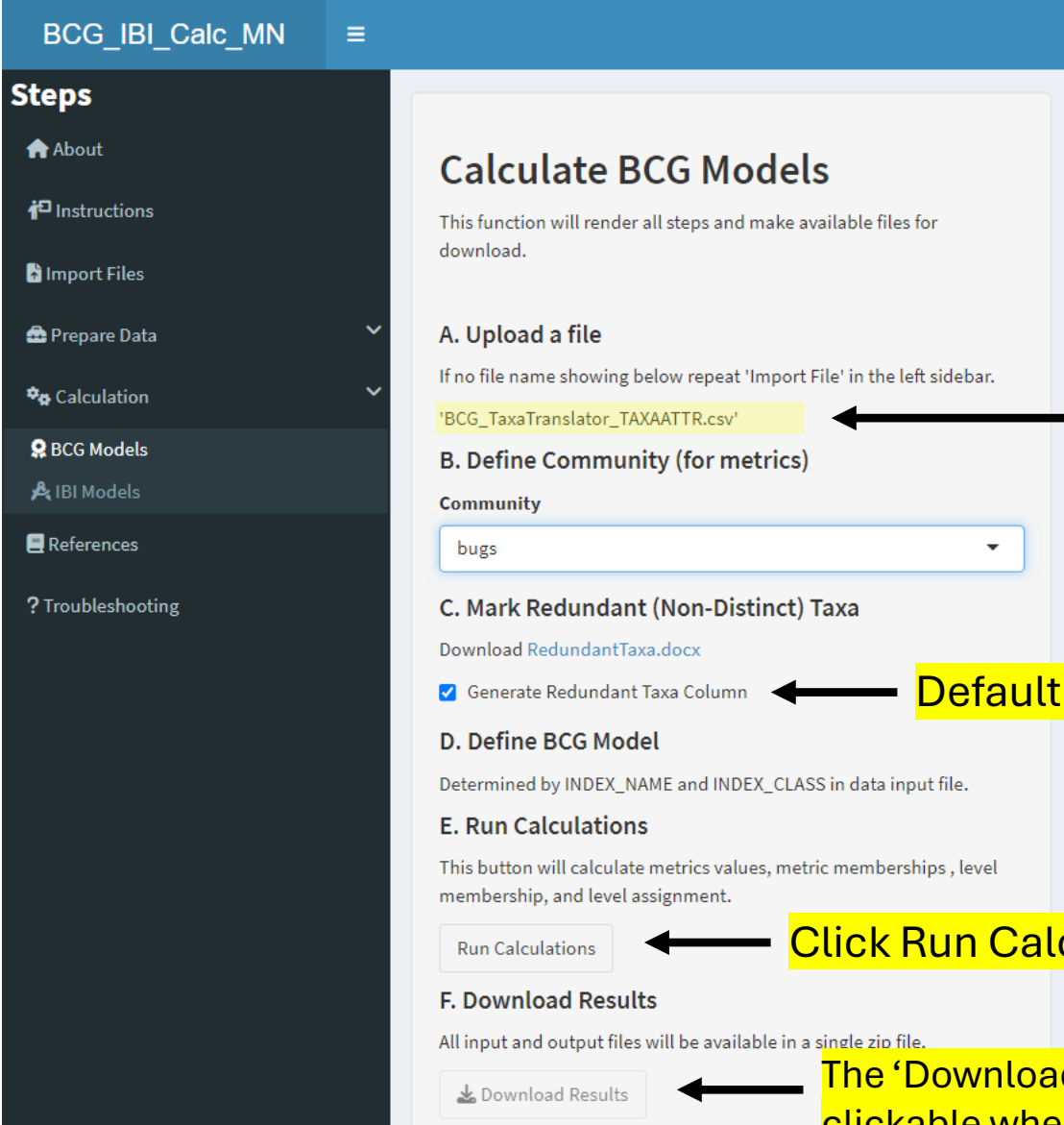
Table. Imported data.

	SampleID	TaxaID	N_Taxa	file_taxatrans	file_attributes	Match_Official	Index_Class
	All	All	,	All	All	All	All
1	Test1	Acerpenna	4	MPCA_Bugs_TaxaTranslator_20240712.csv	MPCA_Bugs_Attributes_20240705.csv	true	bug4
2	Test1	Atherix	1	MPCA_Bugs_TaxaTranslator_20240712.csv	MPCA_Bugs_Attributes_20240705.csv	true	bug4
3	Test1	Brachycentrus	4	MPCA_Bugs_TaxaTranslator_20240712.csv	MPCA_Bugs_Attributes_20240705.csv	true	bug4
4	Test1	Caenis	5	MPCA_Bugs_TaxaTranslator_20240712.csv	MPCA_Bugs_Attributes_20240705.csv	true	bug4
5	Test1	Calopteryx	3	MPCA_Bugs_TaxaTranslator_20240712.csv	MPCA_Bugs_Attributes_20240705.csv	true	bug4

Showing 1 to 5 of 228 entries

**3. A file preview will appear. Check to make sure everything looks ok.**

# Step 6: Run desired calculation



The screenshot shows the BCG\_IBI\_Calc\_MN web application interface. A large yellow arrow points to the left sidebar, which contains the following steps: About, Instructions, Import Files, Prepare Data, Calculation, BCG Models, IBI Models, References, and Troubleshooting. The main content area is titled "Calculate BCG Models" and contains the following sections:

- A. Upload a file**: This function will render all steps and make available files for download. If no file name showing below repeat 'Import File' in the left sidebar. The file name "BCG\_TaxaTranslator\_TAXAATTR.csv" is displayed.
- B. Define Community (for metrics)**: The Community dropdown menu is set to "bugs".
- C. Mark Redundant (Non-Distinct) Taxa**: The checkbox "Generate Redundant Taxa Column" is checked.
- D. Define BCG Model**: Determined by INDEX\_NAME and INDEX\_CLASS in data input file.
- E. Run Calculations**: This button will calculate metrics values, metric memberships, level membership, and level assignment. The "Run Calculations" button is visible.
- F. Download Results**: All input and output files will be available in a single zio file. The "Download Results" button is visible.

Annotations with arrows point to specific elements:

- "The name of the file that you uploaded will appear here. Confirm that it is the correct file." points to the file name "BCG\_TaxaTranslator\_TAXAATTR.csv".
- "Select assemblage" points to the "bugs" dropdown menu.
- "Default is for R/Shiny app to mark redundant taxa" points to the checked "Generate Redundant Taxa Column" checkbox.
- "Click Run Calculation button" points to the "Run Calculations" button.
- "The 'Download Results' button will become clickable when the files are ready to download" points to the "Download Results" button.



## **BCG calculator workflow**

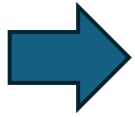
- ✓ Mark non-distinct taxa (excluded from richness metrics)
- ✓ Calculate metric values each sample
- ✓ Calculate metric membership values for each sample
- ✓ Assign membership in each BCG level

## **IBI calculator workflow**

- ✓ Mark non-distinct taxa (excluded from richness metrics)
- ✓ Calculate metric values for each sample
- ✓ Calculate metric scores for each sample
- ✓ Calculate overall IBI score for each sample

# Unzip Calculation results

Unzip  
the file



Output files will  
be added to the  
existing folders



Subfolders within the 'results' folder



results\_bugs\_BCG



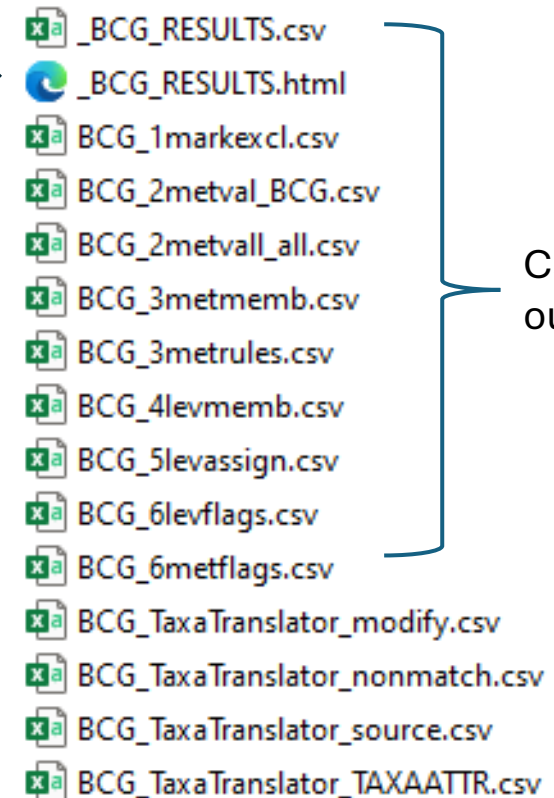
results\_bugs\_IBI



results\_fish\_BCG



results\_fish\_IBI



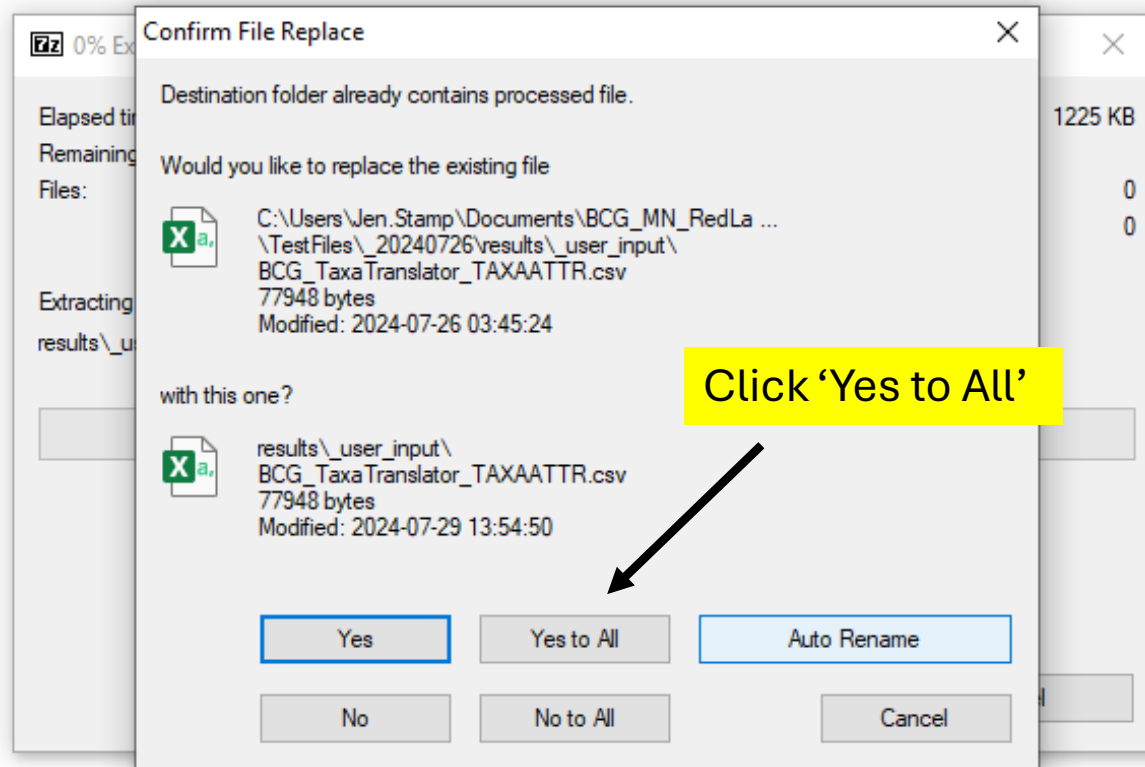
Calculation  
output files

File  
Builder  
files

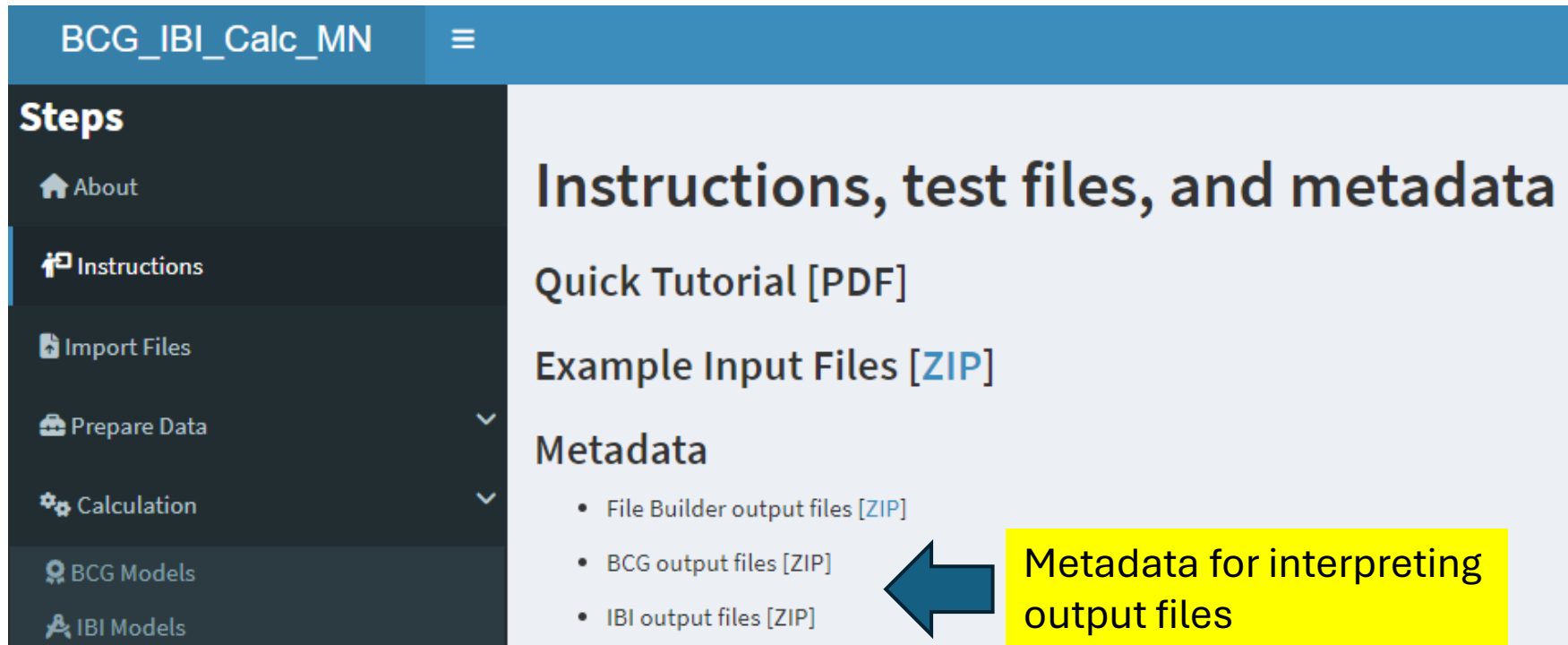
**After files are unzipped, the original zipped  
files can be deleted if desired.**

# Unzip Calculation results

You will receive a prompt like this when you unzip the Calculation results file.



# See Instructions page for guidance on interpreting the results



The screenshot shows the BCG\_IBI\_Calc\_MN application interface. The top bar is blue with the text "BCG\_IBI\_Calc\_MN" and a hamburger menu icon. The left sidebar is dark grey with the title "Steps" and a list of menu items: "About", "Instructions" (highlighted with a blue bar), "Import Files", "Prepare Data", "Calculation", "BCG Models", and "IBI Models". The main content area is light blue and contains the heading "Instructions, test files, and metadata". Below this heading are links for "Quick Tutorial [PDF]" and "Example Input Files [ZIP]". Under the "Metadata" section, there is a list of links: "File Builder output files [ZIP]", "BCG output files [ZIP]", and "IBI output files [ZIP]". A blue arrow points from a yellow box containing the text "Metadata for interpreting output files" to the "BCG output files [ZIP]" link.

BCG\_IBI\_Calc\_MN

**Steps**

- About
- Instructions**
- Import Files
- Prepare Data
- Calculation
- BCG Models
- IBI Models

## Instructions, test files, and metadata

Quick Tutorial [PDF]

Example Input Files [ZIP]

### Metadata

- File Builder output files [ZIP]
- BCG output files [ZIP]
- IBI output files [ZIP]

Metadata for interpreting output files

## Questions? Comments?

We're always looking for feedback on ways we can improve the Shiny app.

Email [Jen.Stamp@tetratech.com](mailto:Jen.Stamp@tetratech.com)

