

Navigating the SRTS Data System

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Are you new to the SRTS data system?

I would like to see if a school (or group of schools) is collecting school travel data.

1. From the top navigation bar, hover over “Schools” to see the drop-down menu, and select “Search Schools.”
2. Search for a school using the school’s name, the name of the school group that includes this school, the school’s district, its city, and/or its zip code. The state is required.
3. If a school is already collecting tallies and/or surveys, you will see the “Search School Results” screen that shows the school’s name, its school group, its city, and whether the school has collected tallies, surveys, or both.
 - a. If the message “No results found. Please try again” appears, the school has not entered travel tallies or parent surveys into the system.
4. In the right-most column on the table, click on “Tally Set” or “Survey Set.”
5. The next screen will display the month/year time periods during which this school has collected tallies or surveys (example: August 2013).

For a school that is already collecting school travel data, I would like to request access to see additional school information and/or to edit school information.

1. In the top navigation bar, hover over “Schools” to see the drop-down menu, and select “Request Permission.”
2. Enter the name of the school, school group, school district, city or zip code. The state is required.
3. Click “Show Schools” at the bottom of the page.
4. If the school and school group exist in the system (if this school is collecting tallies and/or surveys), the “Request or Change Permissions” page will appear. Read the “Run Report Only” and “Edit Data” access descriptions to decide the level of access you want to request at each school.
5. Using the table on the screen, in the “Request Access” column select the access level you want.
6. Click “Request Permissions” at the bottom of the page. Click “Clear Screen” if you wish to start over. Click “Cancel” if you do not wish to make changes.

I have a new account and I would like to add a school or group of schools (such as a school district) to my list.

1. In the top navigation bar, hover over “Schools” to see the drop-down menu, and select “Add New School.”
 - a. Every time you add a school, the data system requires you to search to see if that school already is collecting and storing data in the system.
2. In the “Search for a School” page, fill in at least one of the following, in addition to State: School Name, School Group, School District, and/or City.
3. Click “Show Schools” at the bottom of the page.

I see a list of schools, and the school I need is on the list.

4. In the “Select a School to Add” page, use the checkboxes at the right to select the school(s) to add to an existing school group(s).
 - a. If a school has “already in system” in place of a checkbox, that school is already collecting data. You can request access to update that school’s data:
 - i. Click on the school name link. The “School Information” page will appear.
 - ii. Click on the “Request Access” link at the bottom of the page. The “Request or Change Permissions” page will appear.

- iii. Select the access level you would like, Edit Data or Run Reports Only. Click on the “Request Permissions” button at the bottom of the page.
5. Click on the “Add Checked School(s)” button at the bottom of the page. The “Add School Information” page will appear.
6. Update the contact information, and click the “Next” button at the bottom of the page. The “Add School Group Information” page will appear.
7. Create a new school group by clicking the “Create New Group” link and filling in the School Group information. Click the “Next” button at the bottom of the page. The “Add School Funding” page will appear for each school you add.
8. Fill in the fields for the school funding page and click the “Submit” button at the bottom.

I don't see the school I need.

9. If a list appears but the school you need isn't on it – OR – if the search doesn't find the school you need, click the “Add New School” link. The “Add School Information” page will appear.
10. Fill in the fields and click the “Save Changes” button at the bottom of the page. The “Add School Group Information” page will appear.
11. Create a new school group by clicking the “Create New Group” link and filling in the School Group information. Click the “Next” button at the bottom of the page. The “Add School Funding” page will appear for each school you add.
12. Fill in the fields for the school funding page and click the “Submit” button at the bottom.

Do you already have access to schools' information?

I would like to add a school or group of schools (such as a school district) to my existing list of schools.

1. In the top navigation bar, hover over “Schools” to see the drop-down menu, and select “Add New School.”
 - a. Every time you add a school, the data system requires you to search to see if that school already is collecting and storing data in the system.
2. In the “Search for a School” page, fill in at least one of the following, in addition to State: School Name, School Group, School District, and/or City.
3. Click “Show Schools” at the bottom of the page.

I see a list of schools, and the school I need is on the list.

4. In the “Select a School to Add” page, use the checkboxes at the right to select the school(s) to add to an existing school group(s).
 - a. If a school has “already in system” in place of a checkbox, that school is already collecting data. You can request access to update that school's data:
 - i. Click on the school name link. The “School Information” page will appear.
 - ii. Click on the “Request Access” link at the bottom of the page. The “Request or Change Permissions” page will appear.
 - iii. Select the access level you would like, Edit Data or Run Reports Only. Click on the “Request Permissions” button at the bottom of the page.
5. Click on the “Add Checked School(s)” button at the bottom of the page. The “Add School Information” page will appear.
6. Update the contact information, and click the “Next” button at the bottom of the page. The “Add School Group Information” page will appear.

7. Select the School Group to which you would like to add this school – OR – create a new school group by clicking the “Create New Group” link. Click the “Next” button at the bottom of the page. The “Add School Funding” page will appear for each school you add.
8. Fill in the fields for the school funding page and click the “Submit” button at the bottom.

I don't see the school I need.

9. If a list appears but the school you need isn't on it – OR – if the search doesn't find the school you need, click the “Add New School” link. The “Add School Information” page will appear.
10. Fill in the fields and click the “Save Changes” button at the bottom of the page. The “Add School Group Information” page will appear.
11. Select the School Group to which you would like to add this school – OR – create a new school group by clicking the “Create New Group” link. Click the “Next” button at the bottom. The “Add School Funding” page will appear.
12. Fill in the fields for the school funding page and click the “Submit” button at the bottom.

I would like to edit information about my School(s).

1. In the top navigation bar, hover over “Schools” to see the drop-down menu, and select “My Schools.”
2. From the table, select the school of interest from the “School Name” column.
3. Click the “Edit” button at the bottom of the “School Information” page.
4. Edit the school's information and click “Save Changes” at the bottom of the page. Select “Cancel” if you do not wish to make changes.

I would like to edit information about my School Group(s).

1. In the top navigation bar, hover over “Schools” to see the drop-down menu, and select “My School Groups.”
2. From the table, select the school of interest from the “School Group” column.
3. Click the “Edit” button at the bottom of the “School Group Information” page.
4. Edit the school group's information and click “Save Changes” at the bottom of the page. Select “Cancel” if you do not wish to make changes.

I would like to change a person's access (permission level) for my schools or school groups.

1. In the top navigation bar, hover over “Manage Users” to see the drop-down menu, and select “View and Grant School Permissions.”
2. Click the button beneath the “Include select all/unselect all” column next to the person whose permission level you would like to change.
3. Under the “Edit Permissions Level” column, select the permission level you would like to give the person.
4. Click “Update School Permissions” at the bottom of the page. Click “Reset School Permissions” if you would like to start over.
5. Under “Edit Permission Level” select the permission level you would like to give the person from the drop-down menu.
6. Click “Update School Permissions” at the bottom of the page.

Do you have access to schools' information and want to start collecting tally and/or survey data?

I would like to add tally data to a school to which I already have access.

1. In the top navigation bar, hover over "My Tallies" to see the drop-down menu, and select "Enter New Tally."
2. Select the school of interest from the "School" drop-down menu.
3. Select the "Time Period" (example: May 2013) from the "Time Period" drop-down if you are adding tallies to an **EXISTING** set of tallies. Select "Add Time Period" if you are entering tallies for a **NEW** Time Period.
4. Select "Save and Enter Tallies" to start entering tallies. Select "Finish" if you want to enter tallies at a later time or if you want to mail the tallies to the National Center for processing. Select "Cancel" if you do not wish to make changes.

I would like to add survey data to a school to which I already have access.

1. In the top navigation bar, hover over "My Surveys" to see the drop-down menu, and select "Enter New Survey."
2. Select the school of interest from the "School" drop-down menu.
3. Select the "Time Period" (example: May 2013) from the "Time Period" drop-down if you are adding surveys to an EXISTING set of tallies. Select "Add Time Period" if you are entering surveys for a NEW Time Period.
4. Select "Save and Enter Surveys" to start entering surveys. Select "Finish" if you want to enter surveys at a later time or if you want to mail the tallies to the National Center for processing. Select "Cancel" if you do not wish to make changes.

I would like to send Online Parent Survey links to parents.

1. In the top navigation bar, hover over "My Surveys" to see the drop-down menu, and select "Mail Data to National Center."
2. Following the instructions on the page to create one Cover Sheet per Survey Set.
3. Save each Cover Sheet that is generated.
4. Attach all Cover Sheets in an email to data@saferoutesinfo.org.
5. In the email, specify the dates you would like the Online Parent Survey to open and when you would like it to close. For example, your Online Parent Survey could open August 15, 2013 and close September 30, 2013.
6. Once you send the email with attached Cover Sheets and open and close dates, National Center staff will send you a reply email that contains URL links to each Online Parent Survey you have requested.
7. You can share the Online Parent Surveys links with parents in emails, on flyers and newsletters, on your school or district website, etc.
8. Once your Online Parent Surveying period has passed (for example: on October 1, 2013 after a Survey close date of September 30, 2013), log into your account to see how many parents completed your Online Parent Survey and to download a Parent Survey report.

I would like to mail Travel Tally and/or Parent Survey Sets to the National Center for processing.

1. In the top navigation bar, hover over "My Tallies" OR "My Surveys" to see the drop-down menu, and select "Mail Data to National Center."
2. Following the instructions on the page to create one Cover Sheet per Tally and/or Survey Set.
3. Follow instructions for mailing data to the National Center located on the printed-out Cover Sheet.

Have you already entered tally and/or survey data yourself OR mailed data to the National Center for Safe Routes to School for processing?

I would like to see how many parents completed the Parent Survey during a certain Time Period.

1. In the top navigation bar, hover over “My Surveys” to see the drop-down menu, and select “View Existing Survey.”
2. The “# of Surveys” column displays the number of surveys that parents completed during a particular Time Period (example: August 2013). You can sort by the “Date Collected” column in the table to see the most recent Survey Sets.

I would like to see how many Tallies were completed during a certain Time Period.

1. In the top navigation bar, hover over “My Tallies” to see the drop-down menu, and select “View Existing Tally”
2. The “# of Tallies” column displays the number of tallies that were completed during a particular Time Period (example: August 2013). You can sort by the “Date Collected” column in the table to see the most and least recent tally sets.

I would like to download tally and survey reports.

1. Select “My Reports” from the top navigation bar.
2. Select from three (3) types of Tally Reports or two (2) types of Survey Reports.
3. Click “Create Report.”
4. Select the school and date collected from the drop-down menus. A report will generate in a new tab in your web browser.

General information about the data system

What are tags, and how do I use them?

There are two kinds of tags: school tags and data collection time period tags. They each have a slightly different purpose.

The purpose of school tags is to sub-group schools within a larger School Group. For example, if a group contains all the schools in the Cincinnati school district, a school tag might be “Cincinnati East” to sub-group all of Cincinnati’s eastside schools. Combined reports for tallies and surveys can be run on schools with particular school tags. This means that the reports will include only those schools that have the desired tag.

The purpose of data collection time period tags is to identify the times during data collection (tallies and/or surveys) when activities are occurring. Tagging helps with institutional knowledge: now you don’t have to track down the person who knows when the sidewalk was built, you can look at the data collection time periods and see the one marked “sidewalk construction,” for example. If tallies were collected before, during, and after sidewalk construction, you can run a comparison report to find statistically significant changes in walking/bicycling before and after the sidewalk was in place. The same type of tagging can be used to evaluate encouragement and enforcement programs.

What is “Refine View” and how do I use it?

The “Refine View” panel appears on the right-hand side of pages that have lists of things, especially schools and school groups. “Refine View” allows you to shorten the list that appears on the page by

showing only those items that have the attributes you've entered. For example, if the list of schools within your school group shows all the schools in your county, which includes schools in three cities, you can enter the city name in "Refine View," click on the "Refine View" button, and only the schools in that city will appear on the list. To see all the schools again, erase the city name and click the "Refine View" button again.

What are the different types of permission levels that people can have?

There are four permission levels – four types of access – that people can have in this data system. The types are "Info Seeker," "Run Reports," "Edit Data," and "Administrator."

Info Seeker – Information Seekers can search for schools in the National Center's database that are already collecting tally and/or survey data. Info Seekers can look at school and school group information (including names and contact information, school funding information, etc.) as well as when the tallies and/or surveys were collected. Info Seekers cannot run reports, edit tally or survey data, or edit schools' or school groups' information.

Run Reports – People with Run Reports access can also run reports for specific schools and school groups to which they have Run Reports level access. These people can view school groups' and schools' information, schools' tally and survey sets, and individual tallies and surveys. They cannot edit school or school group information. People who are granted Run Reports access for one school will receive Run Reports access for all of the schools within that School Group.

Edit Data – People with Edit Data access have all of the privileges of users with Run Reports permissions. They can also add, edit, and delete data associated with the schools to which they have Edit Data access. People who are granted Edit Data access for one school will also receive Run Reports access for all other schools in that school group. People who are granted Edit Data access for a school group will be able to add, edit, and delete data for all schools within that group.

Administrator – Administrator access occurs only at the school group level. These people have all of the privileges of people with school group-level Edit Data permissions. Additionally, these people can grant or deny access to additional system users for specific schools and school groups. School Group Administrators are the "keepers" of all information associated with a school group.

Data System Definitions

User – Someone who has created a data account within the SRTS Data System (i.e., saferoutesdata.org).

School – An public or private educational institution.

School Group – A group of schools located in the same area. School groups most often include schools in the same city, town, village, school district, county, or Metropolitan Planning Organization (MPO) region.

Tally – The Student Travel Tally is a form that teachers or other adults in the classroom use to record information about how children arrive at and depart from school during a particular school week.

Survey – The Parent Survey is a form that asks parents and guardians questions about how their children travel between home and school. It also requests information on factors that affect whether parents allow their children to walk or bike to school, as well as parents' opinions about walking and biking to school in general.

Online Parent Survey – The National Center provides an online version of the Parent Survey for schools that would like to collect responses from their parents using the internet rather than paper-based questionnaires.

Tally Set – A group of tallies collected at one school during one point in time. For example, Smith Elementary School in July 2013. Also shown as “data collection time period,” “time period,” or “set.”

Survey Set – A group of surveys collected at one school during one point in time. For example, Smith Elementary School in July 2013. Also shown as “data collection time period,” “time period,” or “set.”

Time Period – The month and year a particular set of Tallies or Surveys were collected (example: July 2013). Also shown as “data collection time period” or “set.”

Data Collection Time Period – The month and year a particular set of Tallies or Surveys were collected (example: July 2013). Also shown as “time period” or “set.”

Tag – There are two kinds of tags: school tags and data collection time period tags. School tags serve to sub-group schools within a School Group. Data collection time period tags help identify time periods when activities are taking place (i.e., tag a time period with “sidewalk construction” if collecting data during an infrastructure project). Time period tags help people keep track of what activities occurred when, which is especially important if people are trying to assess the progress of a SRTS program before and after an infrastructure and/or non-infrastructure change.