fNavigating the SRTS Data System

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First Steps to Navigating the SRTS Data System

1. Determine which statement you agree with most:
    a. "I am new to the SRTS data system" (**page 2**);
    b. "I already have access to Schools' Information and want to make changes to Schools or School Groups" (**page 4**);
    c. "I have access to Schools' information and want to collect Student Travel Tally or Parent Survey data" (**page 6**); or
    d. "I want to access Student Travel Tally or Parent Survey data that have already been entered" (**page 7**).
2. Scan the procedures beneath the leading "How do I…?" statement and follow the steps to carry out the desired action.
    a. For example, if you agreed with c. above—"I have access to Schools' information and want to collect Student Travel Tally or Parent Survey data"—you would go to page 6 and follow the appropriate step for collecting paper-based or online Travel Tallies or Parent Surveys.

I am new to the SRTS data system

How do I…?

See if a School (or group of Schools) is collecting Parent Survey or Student Travel Tally 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 ([Month /yyyy]).

Request access to see additional School information and/or to edit School information for a School that is already collecting Parent Survey or Student Travel Tally data?
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.

Add a NEW School—not in the data system already— or NEW 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.

I already have access to Schools' information and want to make changes to Schools or School Groups

How do I...?

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.

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.

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.

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.

Give someone access to my Schools' or School groups' information?

1. In the top navigation bar, hover over "Manage Users" to see the drop-down menu, and select "Add User."
   a. Every time you add a user, the data system requires you to search to see if that user already has an account.
2. Fill in at least the person's email OR their First and Last Name.
3. Click "Search" at the bottom of the page.

The person I'm searching for is on the list.

1. On the right, next to the User's State, click "Select."
2. Under the two tables, select either "Edit School Permissions" or "Edit School Group Permissions."
3. Check the box to the right next to the School OR School Group or Interest and select "Specify Permissions."

4. From the "Edit Permission Level" drop-down select the level of access you would like the user to have to that School or School Group: "No Access", "Run Reports", or "Edit Data."

The person I'm searching for is NOT on the list.

1. In the top navigation bar, hover over "Manage Users" to see the drop-down menu, and select "Add User."
   a. Every time you add a user, the data system requires you to search to see if that person already has an account.
2. If "no users were found in the system", select "add new user"
3. Enter the person's first name, last name, email, phone, state, and specify whether you'd like to give the person access to a School Group or to select Schools. Select "Add User."
4. Check the boxes to the right of the School Groups or Schools you'd like to which you'd like to give the person access. Select "Specify Permissions."
5. From the "Edit Permission Level" drop-down select the level of access you would like the user to have to that School or School Group: "No Access", "Run Reports", or "Edit Data."
   a. For School Groups, there is an "Administrator" level of access. "School Group Administrator" level access gives users the ability to run reports, edit, and grant others access to Schools' and School Groups' information.

I have access to Schools' information and want to collect Student Travel Tally or Parent Survey data

How do I...?

Add paper-based Student Travel Tally data to a School?
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" (Month and Year) 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. Select "Cancel" if you do not wish to make changes.

Add paper-based Parent Survey data to a School?
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" (Month and Year) 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. Select "Cancel" if you do not wish to make changes.

Get links to Online Parent Surveys that I can share with School staff or parents?
1. In the top navigation bar, hover over "My Surveys" to see the drop-down menu, and select "Enter New Survey"
2. From the "School" drop-down, select the School of interest
3. Next to "Time Period" click on the "Add New Time Period" text
4. Next to "What month and year were most of these Parent Survey forms collected?", select the Month and Year from the drop-down lists
5. The next 3 questions, starting with "How many Parent Surveys were distributed", are optional.
6. Select a "URL Activation Start Date" and a "URL Activation End Date." Ensure the "End Date" occurs later than the "Start Date."
7. Select "Finish." You will receive an email that contains a link to the Parent Survey form, which you can share with School staff or parents.

Get links to Online Student Travel Tallies that I can share with School staff?
1. In the top navigation bar, hover over "My Tallies" to see the drop-down menu, and select "Enter New Tally"
2. From the "School" drop-down, select the School of interest
3. Next to "Time Period" click on the "Add New Time Period" text
4. Next to "What month and year were most of these Student Travel Tally forms collected?", select the Month and Year from the drop-down lists
5. The "How many students attend this school?" question is optional.
6. Select a "URL Activation Start Date" and a "URL Activation End Date." Ensure the "End Date" occurs later than the "Start Date."
7. Select "Finish." You will receive an email that contains a link to the Student Travel Tally form, which you can share with School staff.

I want to access Student Travel Tally or Parent Survey data that have already been entered

How do I...?

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 particularly Time Period (i.e., Month and Year). You can sort by the "Date Collected" column in the table to see the most recent Survey Sets.

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 particularly Time Period (i.e., Month and Year). You can sort by the "Date Collected" column in the table to see the most and least recent tally sets.

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.

Data System Definitions

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

School – A public or private educational institution.

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

Tally –The Student Travel Tally is a "show of hands" form that teachers or other adults in the classroom use to count how many students arrive at or depart from School using different travel modes on one or more days 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 "on most days." It also asks parents questions about 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 forms.

Online Travel Tally – the National Center provides an online version of the Student Travel Tally for Schools that would like to collect responses from classroom adults using the internet rather than paper-based forms.

Tally Set – A group of tallies collected at one School during one point in time. For example, Smith Elementary School in (Month /yyyy). 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 (Month /yyyy). 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. 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. 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 take 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.