

## Basic Instructions for Using the SRTS Data Entry and Analysis Tools

(Provided by the National Center for Safe Routes to School)

*Last Updated December 14, 2006*

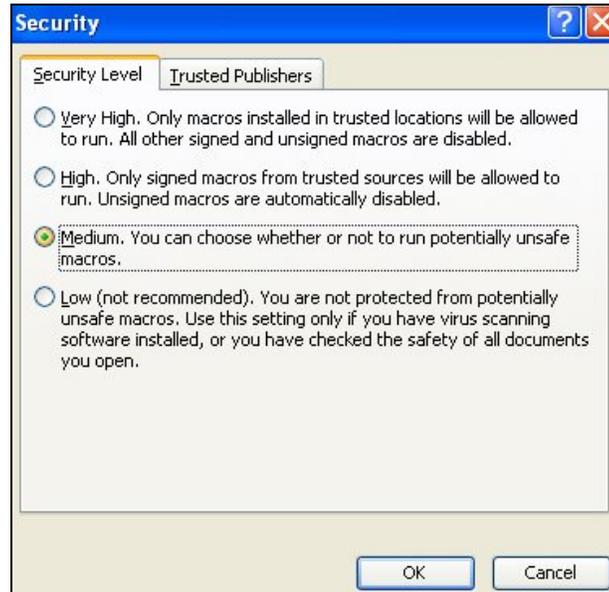
(These instructions are compatible with datatools with "DEVELOPMENT\_v1" in their filename and released December 14, 2006)

Please check regularly for information about revisions to the SRTS datatools and these instructions. Contact Craig Raborn ([raborn@unc.edu](mailto:raborn@unc.edu)) for additional information or updates.

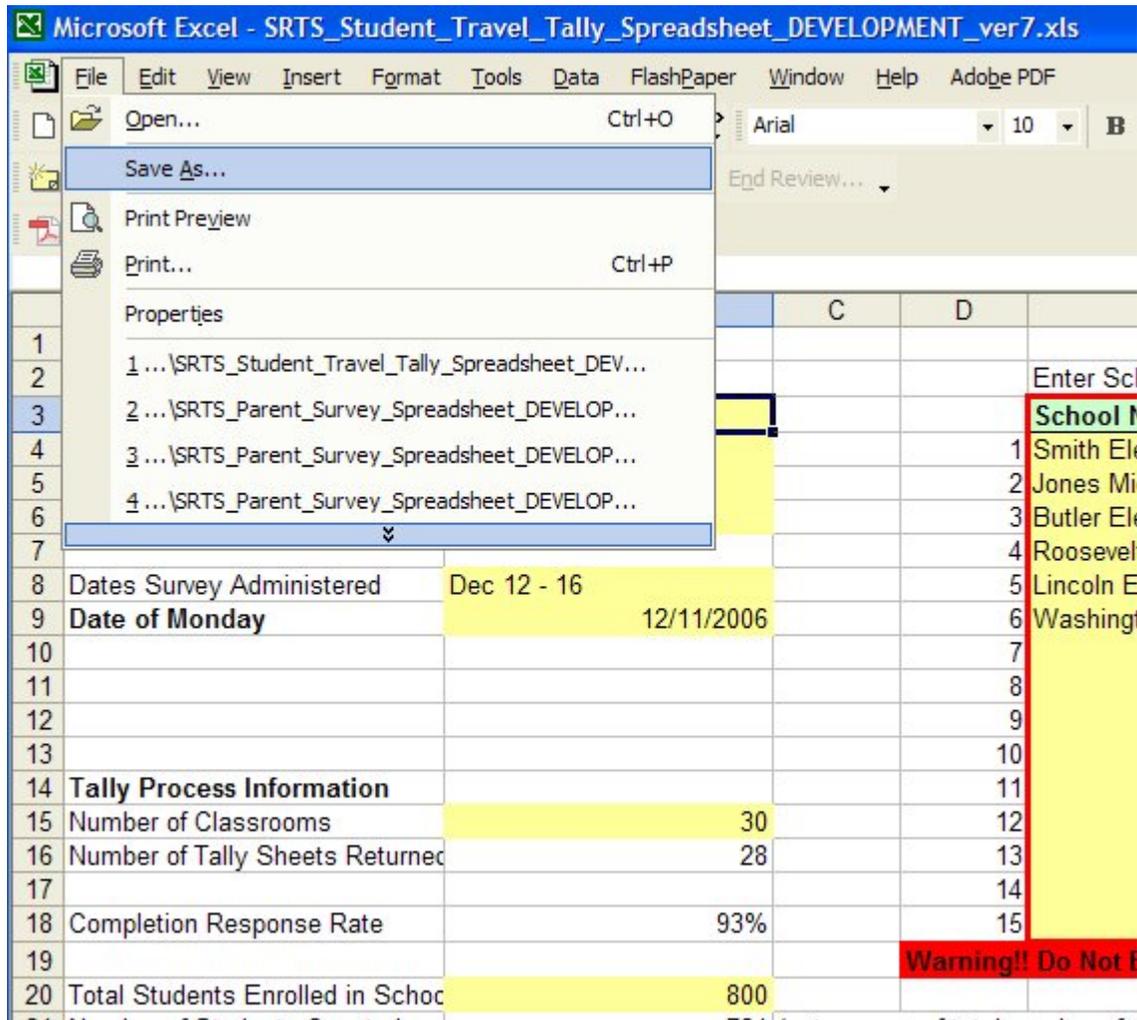
(Remember, this is an early draft - we'll make improved versions based on feedback.)

1. **IMPORTANT NOTE:** These are preliminary versions of the data entry and analysis tools. They DO NOT have data checking features, so care must be taken when entering information from paper surveys.
  - a. Most of the components of these spreadsheets are password protected.
  - b. The password to unprotect pages is "SRTS" [password is case sensitive]. We generally recommend not unprotecting content, but understand that some advanced users might want to modify graphs and tables.
    - Unprotecting and modifying the "Data Entry" page may result in lost data. We strongly recommend against unprotecting that page!
    - If you unprotect the Data Entry page prior to entering data, you must re-protect it using "SRTS" as the password; the data entry form requires this password before it can automatically transfer data into the spreadsheet.
  - c. At any stage in the process, if formulas are disrupted, you might be able to retrieve your work by copying the content you have entered in the "Data Entry" page into an unmodified version of the spreadsheet.
  - d. These spreadsheets were developed using Excel 2003 on Windows XP Pro. They have not yet been tested for backwards compatibility with earlier versions of Excel or Windows.

2. The forms use Macros. Your Excel Macro settings must be set to either Medium or Low (Medium is recommended - we DO NOT recommend setting macro security to Low!); the data entry forms will not open without Macros enabled. (We have run recent virus checks on these spreadsheet files, so are as confident that we can be that there are no malicious macros embedded in the spreadsheets.)



- Before entering any data, use the "Save As" function to save the file under a different name. We suggest including the school name somewhere in the file name.



- After collecting the completed surveys, number each paper document. This ID number serves as a reference so that you can make sure all paper forms have been entered. Also, if later necessary, you can verify that information has been properly entered.

[IMAGE - scanned]

- Open the spreadsheet. If/when the Macro dialog box opens, click on "Enable Macros." (If "Enable Macros" is not an option, follow the instructions at the end of these instructions.)
- Once the spreadsheet is open, click on the "Project Information" tab. Enter the information requested by each of the light yellow boxes. (For example, the project name, contact, school names, number of surveys distributed, etc.) This background and process information is needed for eventual comparisons between results from

different schools and local SRTS programs. When you later finish entering data from your completed survey forms, this page will give you some information such as response rates, basic info about the children represented by the completed forms, etc.

	A	B	C	D	E
1					
2					Enter School Names Below
3	<b>Project Name</b>	Sample Data			<b>School Names:</b>
4	<b>Project Contact</b>	Craig Raborn		1	Smith Elem
5	<b>Contact E-mail</b>	raborn@unc.edu		2	Jones Middle
6	<b>Contact Phone</b>	(919) 843-5606		3	Butler Elem
7				4	Roosevelt Elem
8	<b>Dates Survey Administered</b>	Dec 12 - 16		5	Lincoln Elem
9	<b>Date of Monday</b>	12/11/2006		6	Washington Middle
10				7	
11				8	
12				9	
13				10	
14	<b>Tally Process Information</b>			11	
15	Number of Classrooms	30		12	
16	Number of Tally Sheets Returned	28		13	
17				14	
18	Completion Response Rate	93%		15	
19					<b>Warning!! Do Not Exceed 15 Schools!!</b>
20	Total Students Enrolled in School	800			
21	Number of Students Counted	724	(note: mean of total number of students counted each c		
22					
23	Student Participation Rate	91%			
24					
25	<b>Child Totals</b>				
26	Grade Level	Number of Children	Percent		

**IMPORTANT NOTE:** The "Project Information" sheet is not password protected because it contains some data entry fields that are used in other parts of the spreadsheet. Please be careful when working in the "Project Information" tab to avoid disrupting these features!

- Next, open the "Data Entry" tab. The top few rows contain variable names and/or descriptions of the data. Each row (starting on Row 4) will contain data from a single form; each field from the data collection forms has a column.

- On the "Data Entry" tab, near the top left corner of the page, click on the yellow text box labeled "Click Here to Open Data Entry Form." This will open up a new window that resembles the layout of the paper forms. (Note: there were some limitations for the Parent Survey, but we think the result is still reasonably intuitive.)

	A	B	C	D	E	F	G
1	X						Mond
2	X		School Name	Grade	# students	Teacher	Weatl
3	TallyID	Count	SHN	GRD	NUM	TEA	EMA
4	1	1	Smith Elem	K	25	J10	C - Cl
5	2	1	Jones Middle	K	30	M10	S - Su
6	3	1	Jones Middle	K	25	A10	S - Su
7	4	1	Smith Elem	K	25	J11	C - Cl
8	5	1	Smith Elem	1	30	M11	S - Su
9	6	1	Smith Elem	1	25	C10	S - Su
10	7	1	Jones Middle	1			C - Cl
11	8	1	Roosevelt Elem	1			S - Su
12	9	1	Washington Middle	2			S - Su
13	10	1	Roosevelt Elem	2			C - Cl
14	11	1	Lincoln Elem	2	30	M13	S - Su
15	12	1	Lincoln Elem	2	25	A11	S - Su
16	13	1	Lincoln Elem	3	25	A12	C - Cl
17	14	1	Lincoln Elem	3	30	C11	S - Su
18	15	1	Jones Middle	3	25	M14	S - Su
19	16	1	Smith Elem	3	25	P10	C - Cl
20	17	1	Smith Elem	4	30	P11	S - Su
21	18	1	Smith Elem	4	25	A13	S - Su
22	19	1	Roosevelt Elem	4	25	L10	C - Cl
23	20	1	Roosevelt Elem	4	30	M15	S - Su
24	21	1	Lincoln Elem	5	25	S10	S - Su
25	22	1	Washington Middle	5	25	S11	C - Cl
26	23	1	Lincoln Elem	5	30	D11	S - Su

**Click Here to  
Open Data  
Entry Form**

Project Information **Data Entry** Travel Behavior Summary Results Pivot Tables

9. Enter the data from the paper form. After filling in all the fields in the electronic form, quickly scan through the information BEFORE hitting the "Enter Data" button - this version of the electronic form does not have any data checking features embedded, so if information is incorrectly keyed, the data for that specific paper form will be incorrect, and it will likely distort results.

**Student Travel Tally Sheet**

Tally ID number:

School Name:  Grade:  Number of Students Enrolled:

Teacher ID:  Monday's Date (mon/date/ye):

School's Zip Code:

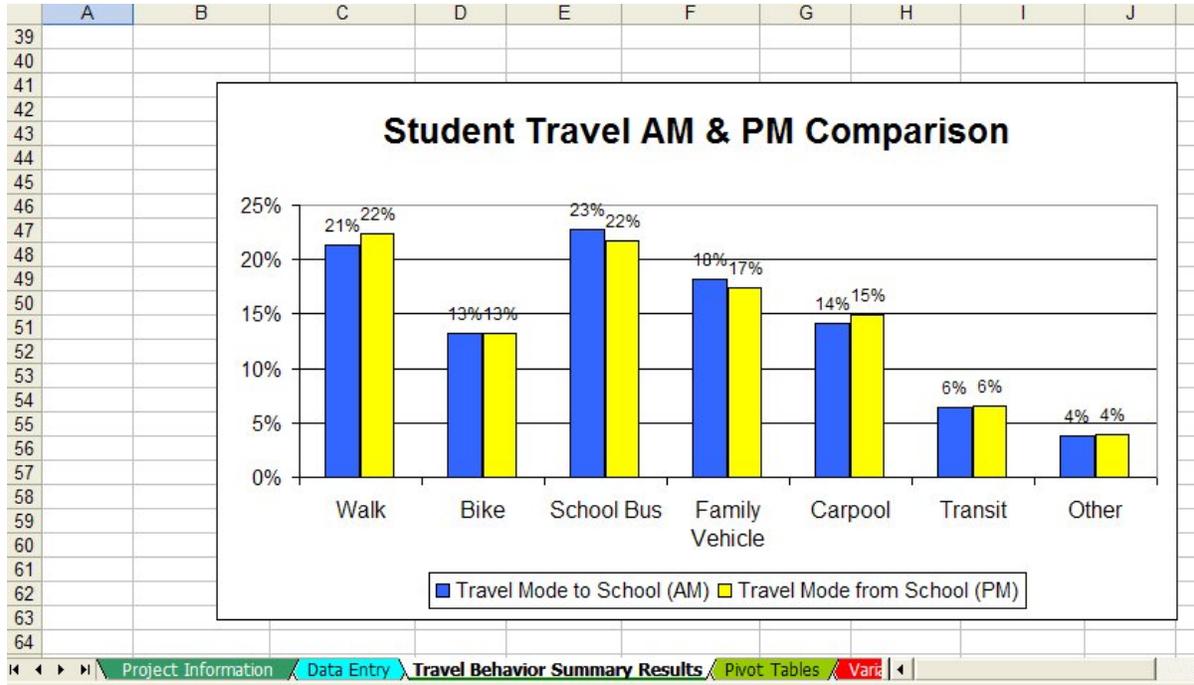
	Weather	Number of Students	Walk	Bike	School Bus	Transit	Other	Special Category
<b>Mon AM</b>	<input type="text"/>							
<b>Mon PM</b>	<input type="text"/>							
<b>Tues AM</b>	<input type="text"/>							
<b>Tues PM</b>	<input type="text"/>							
<b>Wed AM</b>	<input type="text"/>							
<b>Wed PM</b>	<input type="text"/>							
<b>Thur AM</b>	<input type="text"/>							
<b>Thur PM</b>	<input type="text"/>							
<b>Fri AM</b>	<input type="text"/>							
<b>Fri PM</b>	<input type="text"/>							

Additional Comments:

**Enter**

10. After the information from a form has been quickly reviewed, click on the "Enter Data" button on the electronic form. The information will be transferred to a row of the "Data Entry" tab of the spreadsheet, and the electronic form will be cleared. It is now ready for data from the next paper form.
11. Repeat data entry for each paper form until all forms have been transferred to the spreadsheet.

- After all data has been entered in the spreadsheet, you may explore the summary tables and charts on the various green-colored tabs. Present summary information from the forms you have just entered. (Note: this version of the spreadsheet is a working version; future revisions will improve data analysis.)



- The charts on the green-colored tabs can be copied into Word documents. Tables can also be transferred, although they will generally require improved formatting for better presentation.
- Users with additional experience using Excel can generate their own customized tables or charts using the totals of each variable in the red-colored variable tabs. Because most pages in the spreadsheets are password protected, you will need to insert a new worksheet to generate custom tables or charts. (These red-colored variable pages are password protected, but their values can be carried to new sheets. Users are **STRONGLY ADVISED** not to remove the password protection from these sheets.)
- Users with experience using PivotTables have access to those features. The necessary ranges and variable names have been pre-identified in the "Pivot Tables" tabs of the spreadsheet.
- Please note any issues, questions, suggestions, or comments and send this feedback to Craig Raborn ([raborn@unc.edu](mailto:raborn@unc.edu)).

Because these forms are preliminary, we would like feedback and suggestions for improvements and future versions. (Future versions can add new charts, tables, or other

features, but will not change the fields of the Data Entry pages, so that information remains consistent and transferable between versions.)

Please provide any comments and feedback directly to Craig Raborn, National Center for Safe Routes to School, [raborn@unc.edu](mailto:raborn@unc.edu), (919) 843-5606.

### Specific Instructions for Enabling Macros

(This section adapted from Michigan's "Safe Routes 2 School" materials)

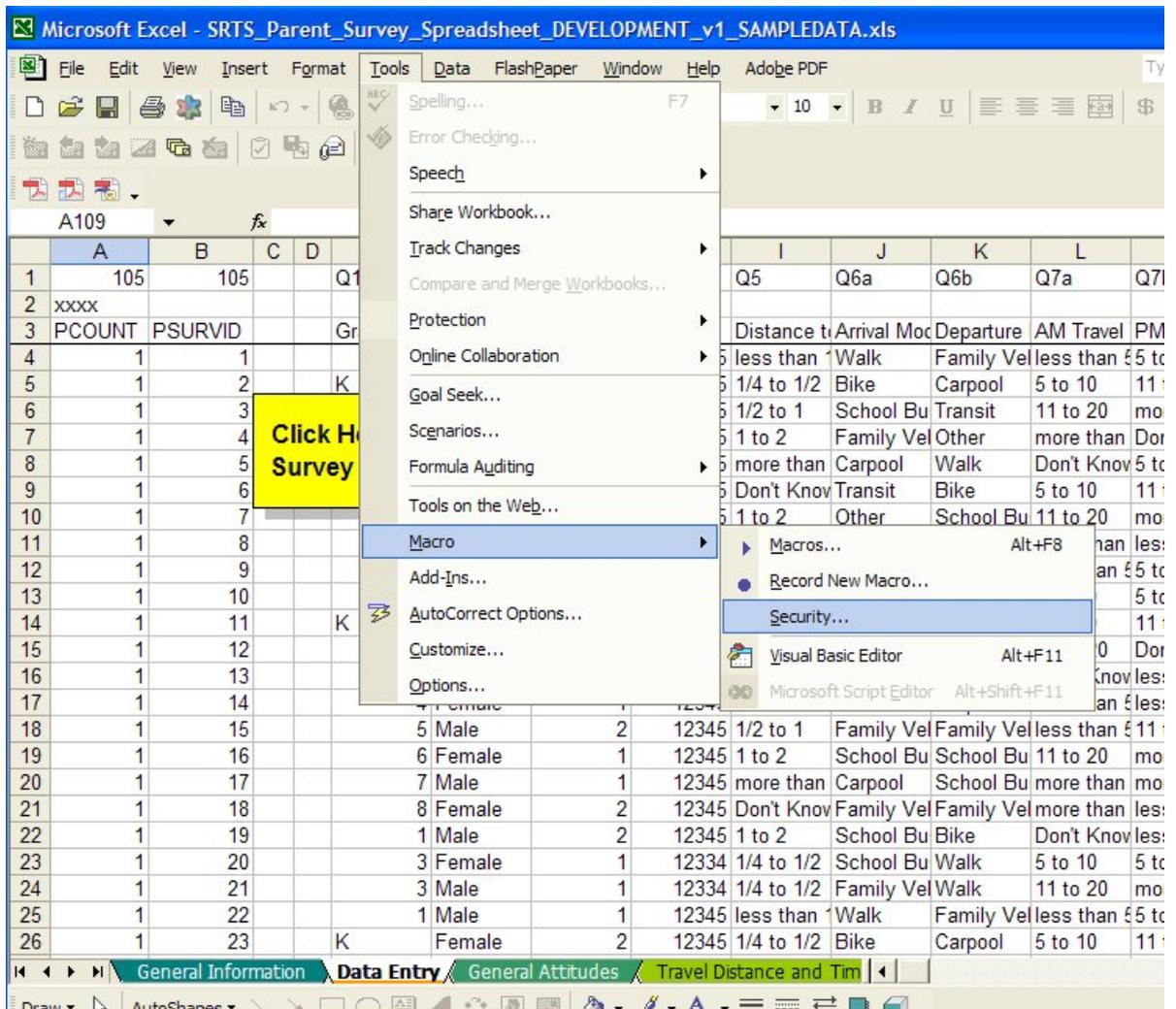
#### Basic Information about Macros

A macro is a "program within a program" that enables computer users to perform a whole series of actions with a single keystroke. Macros are included in the Safe Routes to School survey input program as a way of streamlining the data entry and analysis process. However, because computer viruses or other malicious programs may be intentionally embedded in a macro, Microsoft does not allow macros to be run unless a computer's security setting allows them. In order for the program to run correctly, you may need to temporarily change your computer's security setting.

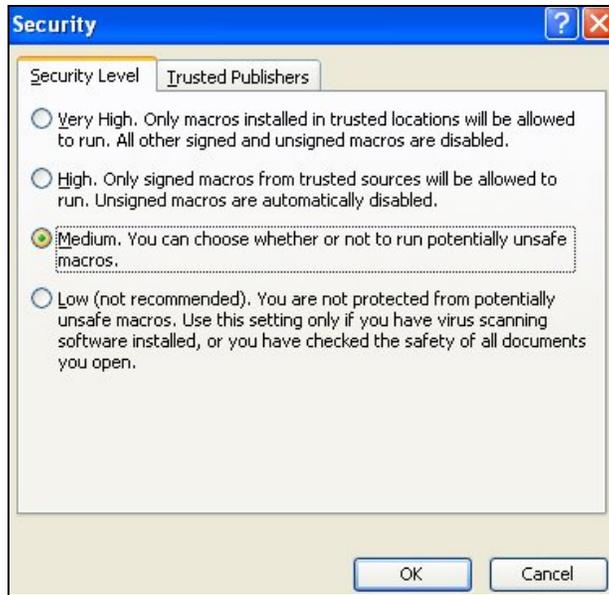
1. You may receive the following message if your security settings are set on "high" or "very high": "Macros are disabled because the security level is set to (high/very high) and a digitally signed Trusted Certificate is not attached to the macros." If you receive this message, you will need to temporarily lower your security setting from its current state ("high" or "very high") to "medium".



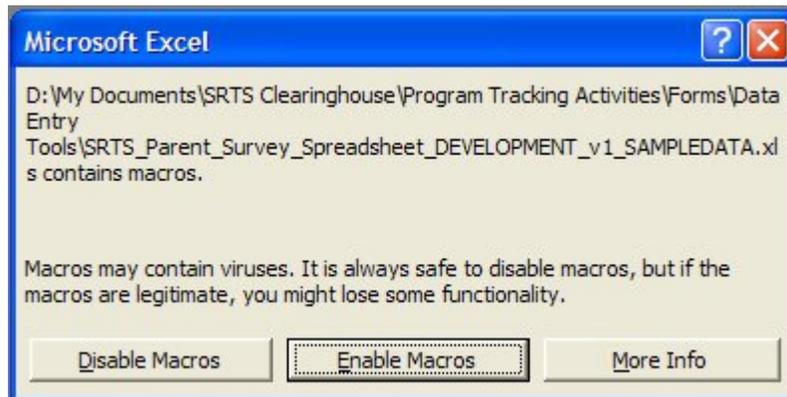
2. To change your security setting, go to the "Tools" menu and select "Macro" and "Security".



3. Change the radio button from “high” or “very high” to “medium” and click OK. Be sure to change your security levels back to their original settings when you have finished using the program.



4. Close down Excel and restart the program.
5. You may receive another security warning. Click on the “Enable Macros” button.



6. You are now ready to start working!