

# General instructions for using the SRTS online data collection and reporting system.

(July 2011)



**Please read pages 1 and 2 as it will save you some time**

These instructions provide a general overview on how to use the online SRTS data collection and reporting system. Don't be alarmed at the number of pages in this document because you won't need to visit all the instructions.

Page two helps you get started by asking you to select which part of the instructions are most relevant to you.

Going through these instructions will take approximately 20 minutes. As you become familiar with the data system, you will find it easier to navigate.

It is useful to understand how your program, school and questionnaire data are arranged in the online system. The diagram below displays how programs, schools and the Parent Survey and Travel Tallies are related in the data system. Briefly, a local SRTS program can have one or more schools in that program. Each of the schools in that program can contain Student Travel Tallies and/or Parent Surveys from one or more data collection periods.

## Program→School→Travel Tally and Parent Survey Questionnaires Relationship

- Local SRTS program A
  - School 1 in program A
    - Parent Surveys and/or Tallies at time 1
  - School 2 in program A
    - Parent Surveys and/or Tallies at time 1
    - Parent Surveys and/or Tallies at time 2
    - etc
- Local SRTS program B
  - School 3 in program B
    - Parent Surveys and/or Tallies at time 1
    - Parent Surveys and/or Tallies at time 2
    - Parent Surveys and/or Tallies at time 3
    - etc
- Local SRTS program C
  - School 4 in program C
    - Parent Surveys and/or Tallies at time 1
    - Parent Surveys and/or Tallies at time 2
    - Etc

## GETTING STARTED

### WHICH SCENARIO BEST DESCRIBES YOU?

- I am NEW to the data system. I do not have a user account and I don't believe anyone else has entered my local Safe Routes to School program in the data system. (Go to page 3 in this document)
- I am NEW to the data system, but I believe my local SRTS program ALREADY EXISTS in the data system. (Go to page 16 in this document)
- I am a RETURNING USER and my local SRTS program ALREADY EXISTS in the data system. (Go to page 19 in this document)
- I am a RETURNING USER and I need to create a NEW local SRTS program in the data system. (Go to pages 19 and 20 in this document and pay particular attention to Steps 1 and 2a)
- I am a RETURNING USER and I would like to request access to school(s) that are in someone else's SRTS program. (Go to page 33 in this document.)
- I am a RETURNING USER and I would like to give someone permission to access to the data for one or more of the school in my local SRTS program. (Go to page 36 in this document.)

### FAQ's

Q. How do I mail my Tallies and Surveys hard copies to the National Center for processing?

A. For mailing instructions visit [http://www.saferoutesinfo.org/resources/evaluation\\_cover-sheets.cfm](http://www.saferoutesinfo.org/resources/evaluation_cover-sheets.cfm)

Q. Password: How do I change my password and user log-in information?

A. See page 40.

Q. How do I create a user account?

A. See page 3 or 16 and read the scenario on each page to see which instructions best fit your situation.

Q. Reports: How do I access my Travel Tally and Parent Survey data reports?

A. See page 45.

Q. Requesting permission: How do I access data for school(s) in someone else's local SRTS program?

A. See page 16 or 33 and read the scenario on each page to see which instructions best fit you situation.

Q. Granting permission: How do I grant other users the ability to see my SRTS program's data?

A. See page 36

Q. Permission levels: What is the difference between Program and School level permission and what do admin, edit and view only mean?

A. See page 38 and 39.

## New Users

Instructions for scenario: I am new to the data system. I do not have a user account and I don't believe anyone else has included my local Safe Routes to School program in the data system.

Pages 3-15 describe the process needed for creating a local SRTS program, assigning schools to that program and how to either enter the Student Travel Tallies and Parent Surveys yourself or to prepare them for mailing to the National Center for Safe Routes to School for processing.

Step 1: Create your user account.

Step 1a. First, go to [www.saferoutesdata.org](http://www.saferoutesdata.org)

Step 1b. Then, under the "New User" section, enter the requested information.

Step 1c. Next specify your activity by selecting, "I want to enter data for a NEW program with one or more schools." Press **Submit**.

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**National Safe Routes to School Program Tracking System**

Welcome to the National Center for Safe Routes to School's online tracking system for local SRTS programs. This system provides a simple way for users to enter and view data from their local Safe Routes to Schools programs, including school(s) in the program and data collected using the standardized Student Travel Tally and Parent Survey questionnaires.

To enter your SRTS data, please create a New User account or log in if you are a returning user.

<b>RETURNING USERS - Please log in below.</b>	<b>NEW USERS - If you do not already have an account.</b>
E-mail: <input type="text"/>	*First Name: <input type="text"/>
Password: <input type="text"/>	*Last Name: <input type="text"/>
<input type="button" value="Log In"/>	*E-mail: <input type="text"/>
<a href="#">Forgot password?</a>	*Phone: <input type="text"/>
	*State: <input type="text" value="-Select-"/>
	*Create a Password: <input type="text"/>
	*Retype Password: <input type="text"/>
	*Specify your activity (select one):
	<input type="radio"/> I want to enter data for a NEW program with one or more schools.
	<input type="radio"/> I want to request permission to add/update data for an EXISTING program or school -OR- view an EXISTING program or school's information.
	<input type="button" value="Submit"/>

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Step 2: Create a local SRTS program in the online system which will be associated with the user account you created in Step 1.

Step 2a. Provide your program contact person's information

Then click the "Save & Continue to Funding History" button at the bottom of the page.

Note: if you click the "Save Changes" button it will simply save and display the information you just keyed. To continue, select the "Continue to Funding History"

You are signed in as [Bill Test](#)  
[Sign Out](#)

**Program**  
**Add Program Information**

Please make changes as needed to the information about this SRTS program. This information will be associated with the schools in this particular program and corresponding data from the Student Travel Tally and Parent Surveys questionnaires.

**Program Information**  
Funding  
Activity

**Schools**  
School Information  
Involvement

**Tally/Survey**  
Mail Data to National Center  
Enter New Data or View Existing  
Add Time Period

**My Profile**  
My Account  
Request Permission

\*Program Name:

\*Lead Organization:

\*Organization Type:

\*City:

\*State:

Zip Code:

\*Contact First Name:

\*Contact Last Name:

Contact Role:

\*Contact Phone:

\*Contact Email:

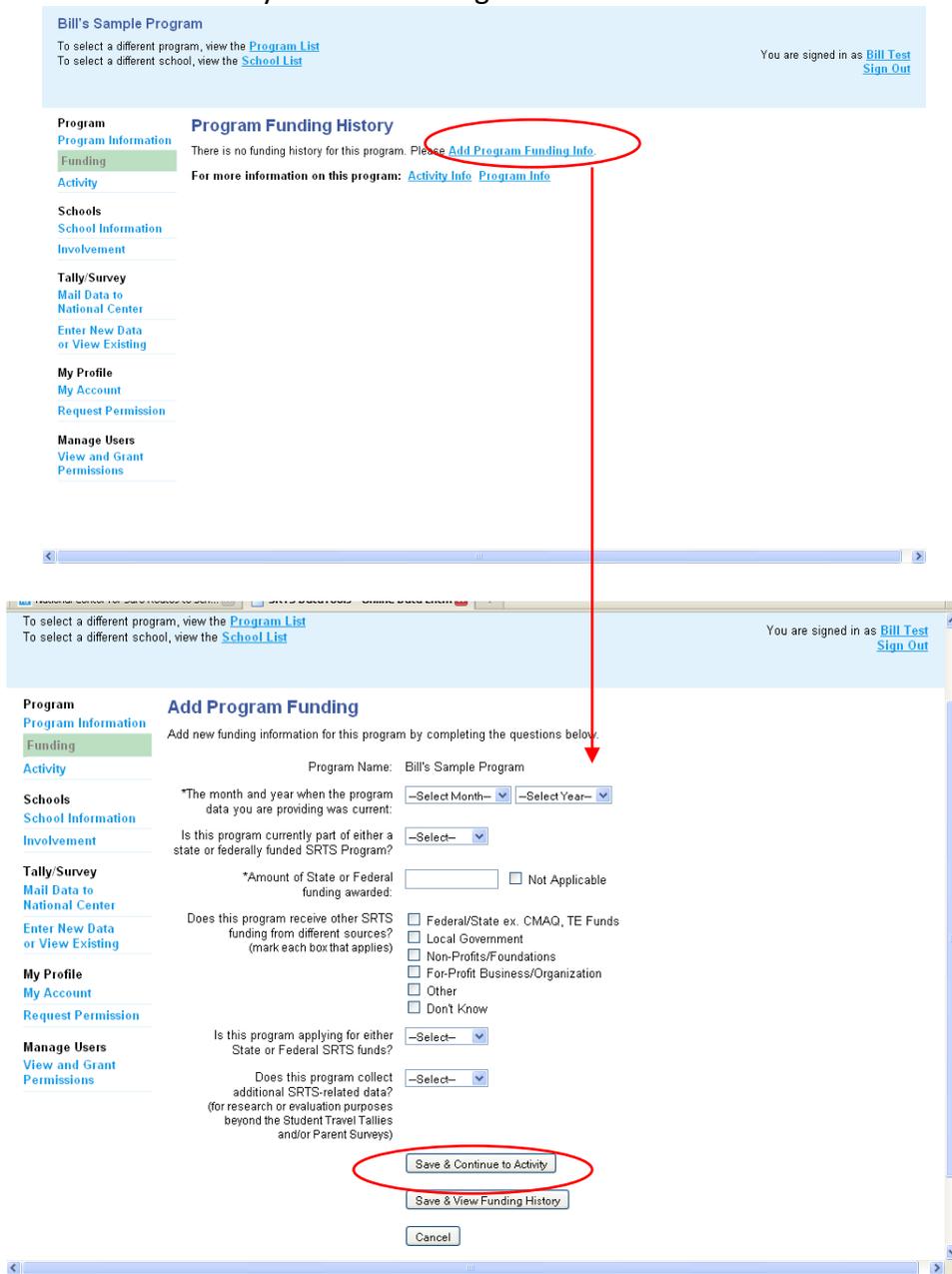
Helpful user tips:

- 1) Using the Save & Continue to..." button at the bottom of the pages will walk you through the program and school information needed to generate and print the cover sheets, which are required when mailing your Parent Surveys and Travel Tallies.
- 2) The data system's menu (located on the left) highlights your location as you navigate the web pages. For example, when visiting Program Information, that option is shaded green.

Step 2b. Select “Add Program Funding Info” then provide information about your local SRTS program’s funding.

After entering the funding info, click the “Save & Continue to Activity” button.

Note: if you click the second button, “Save & View Funding History,” you are taken to a page that shows the record you just created (screen display not shown here). To continue to Funding Activity, either select “Edit” in the record you created and then click “Save & Continue to Activity” button, or simply click the “Activity” under the Program section in the left menu.



Step 2c. Select “Add Program Activity Info” then specify the activity(s) that have or will occur as part of your program.

After marking the activities, scroll to the bottom of the Add Program Activity page and click the “Save & Continue to School” button.

The screenshot displays a web interface for managing program activities. At the top, a header for "Bill's Sample Program" includes navigation links for "Program List" and "School List", and a user status "You are signed in as Bill Test Sign Out".

The main content area is divided into two sections:

- Program Activity History:** This section indicates that there is no activity history for the program and provides a link to "Add Program Activity Info", which is circled in red. Below this, there are links for "Funding Info" and "Program Info".
- Add Program Activity:** This section is the primary focus. It contains a sidebar with navigation options: Program (Program Information, Funding, Activity), Schools (School Information, Involvement), Tally/Survey (Mail Data to National Center, Enter New Data or View Existing), My Profile (My Account, Request Permission), and Manage Users (View and Grant Permissions). The main content area includes:
  - Program Name: Bill's Sample Program
  - \*Activity Info Current as of: --Select Month-- --Select Year--
  - Engineering section with checkboxes for: Sidewalks, Accommodations for students with disabilities, Bicycle lanes, Off-road walking/bicycling paths, Crosswalks, Crossing refuge island, Traffic calming, Speed monitoring and feedback devices, Signs, Speed limit reduction near schools, Pavement or curb markings or legends, Bicycle parking, Lighting, Traffic controls, Pick up and drop off areas, Assessment, and School construction policy.
  - Education section with checkboxes for: Pedestrian and bicycle safety instruction, Pedestrian skills practice, Bicycle skills practice, Personal safety skills, Safe driving near the school, and Benefits of walking/bicycling.

### Step 3. Add School Information.

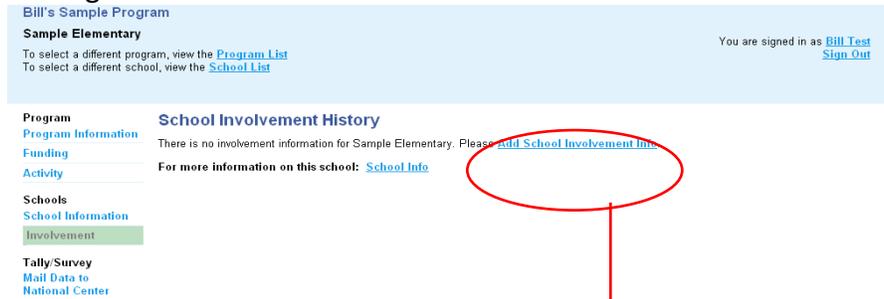
Step 3a. Select “Add a School” to create the school(s) that are involved in your local SRTS program.

Enter the school contact information and click the “Save & Continue to School Involvement” button.

If you click the “Save Changes” button, you will see the information you just entered and you can continue by clicking the “Save & Continue to School Involvement,” which will appear on that page.

The image displays two screenshots of a web application interface. The top screenshot shows the 'School(s) Information' page. The page title is 'Bill's Sample Program'. Below the title, there are links for 'Program List' and 'School List'. The page is divided into several sections: 'Program Information', 'Funding', 'Activity', 'Schools', 'Tally/Survey', 'My Profile', and 'Manage Users'. The 'Schools' section is highlighted in green. Under 'Schools', there are links for 'School Information' and 'Involvement'. The 'School(s) Information' section contains the text: 'There are no schools listed that are participating in the Bill's Sample Program program. Please [Add a School](#)'. The 'Add a School' link is circled in red. A red arrow points from this link to the bottom screenshot. The bottom screenshot shows the 'Add School Information' form. The form title is 'Add School Information'. It contains several fields: '\*Local Program:' (a dropdown menu with 'Bill's Sample Program' selected), '\*School Name:' (a text input field), 'Address 1:' (a text input field), 'Address 2:' (a text input field), '\*City:' (a text input field with 'Billville' entered), '\*State:' (a dropdown menu with 'Test State' selected), 'Zip Code:' (a text input field), 'Contact First Name:' (a text input field with 'Bill' entered), 'Contact Last Name:' (a text input field with 'Test' entered), and 'Contact Email:' (a text input field with 'Btest@univc.edu' entered). Below the form, there are three buttons: 'Save & Continue to School Involvement', 'Save Changes', and 'Cancel'. The 'Save & Continue to School Involvement' button is highlighted with a grey border. At the bottom of the page, there is a red asterisk and the text '\* Required Field'.

Step 3b. Select “Add School Involvement Info” to provide information about the school’s grades and student enrollment



Step 4. After you have entered this school’s information, select one of the two options:

Option 1: “Save & Print to Mail Tallies/Surveys” if you plan to mail the questionnaire hard copies to the National Center for processing.

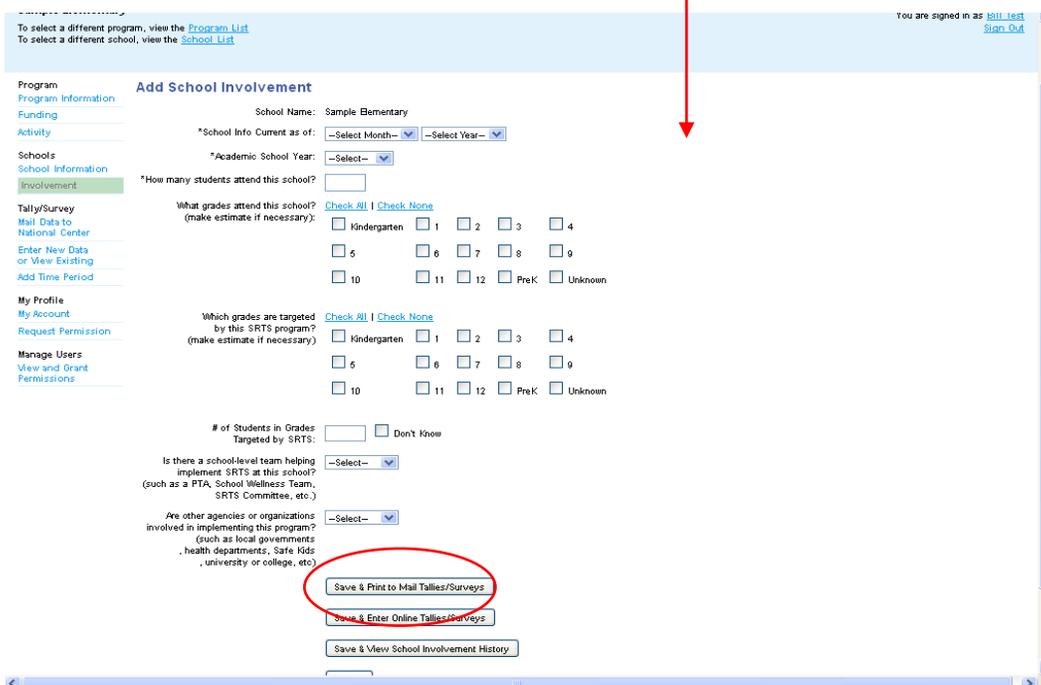
**(If you select this option, see Step 4 option 1 on page 9.)**

If you are using the online Parent Survey feature, which allows parents to complete the survey online rather than hard copy, please proceed with these instructions as if you are going with Option 1. Ultimately, you will be creating the Parent Survey cover sheet(s) the National Center needs to set up your online survey. For more information about online surveying see [http://www.saferoutesinfo.org/resources/evaluation\\_parent-survey-instructions.cfm](http://www.saferoutesinfo.org/resources/evaluation_parent-survey-instructions.cfm)

--OR--

Option 2: “Save & Enter Online Tallies/Surveys” if you plan to enter the individual Tally and Parent Survey questionnaires yourself.

**(If you select this option, see Step 4 Option 2 on page 10.)**



Step 4 Option 1. Create Travel Tally and/or Parent Survey sets in order to **PRINT** the cover sheets.

4a. Option 1. Verify that the school you created appears in the drop down menu.

4b. Option 1. Select "Add New Time Period."

Note: If you have one or both questionnaire types (tallies and surveys), selecting either one of the "Add New Time Periods" will take you to the same page.

Next, skip to Step 4c on page 11.

The screenshot shows a web application interface for "Bill's Sample Program". The page title is "Sample Elementary". On the right, it says "You are signed in as: Bill Test" with a "Sign Out" link. The left sidebar contains a navigation menu with categories: Program, Funding, Activity, Schools, Tally/Survey, My Profile, Manage Users, and Request Permission. The main content area is titled "PRINT Travel Tally and Parent Survey Data Collection History". It includes instructions on mailing hard copies and a list of steps: 1. Click "Add New Time Period" under Travel Tally and Parent Survey sections. 2. To print a set record cover sheet, check the appropriate box(es) in the "Print to Mail" column. 3. Click "Print Selected Records to Mail" button at the bottom of the page. 4. The printed cover sheet will provide instructions for mailing the data to the National Center. Below this, there is a form with a "Program" dropdown set to "Bill's Sample Program" and a "School that collected the Travel Tallies or Parent Surveys:" dropdown set to "Sample Elementary". A "View" button is located below the school dropdown. The "Travel Tally" section shows "No tally records were returned." and the "Parent Survey" section shows "No survey records were returned." Both sections have a circled "Add New Time Period" link. At the bottom, there is a "View Data Collection Details" button and a link for "For more information: Program Info School Info".

Step 4 Option 2. Create Travel Tally and/or Parent Survey sets in order to manually enter the individual Travel Tally and Parent Survey questionnaires yourself  
 --OR--  
 Simply view the Travel Tally and/or Parent Survey data that already exists in the data system

4a. Option 2. Verify that the school you created appears in the drop down menu.

4b. Option 2. Select “Add New Time Period.”

Note: If you have one or both questionnaire types (tallies and surveys), selecting either one of the “Add New Time Periods” will take you to the same page.

Next, continue to Step 4c on page 11.

Sample SRTS Program  
 AL Brown Primary  
 To select a different program, view the [Program List](#)  
 To select a different school, view the [School List](#)

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)  
**Schools**  
[School Information](#)  
[Involvement](#)  
**Tally/Survey**  
[Mail Data to National Center](#)  
 Enter New Data or View Existing  
[Add Time Period](#)  
**Reports**  
**My Profile**  
[My Account](#)  
[Request Permission](#)  
**Manage Users**  
[View and Grant Permissions](#)

**Travel Tally and Parent Survey Data Collection History**

Program: Sample SRTS Program  
 School that collected the Travel Tallies or Parent Surveys: **AL Brown Primary**  
 All schools in this program will appear in list.  
 School not listed? Click here to [search existing schools](#).  
 Click here to [add new school](#).

**Travel Tally**  
[Add New Time Period](#)

School Name	City	Date or Time Period Collected	# of Tallies	Program Status	Notes	Tally Detail
AL Brown Primary	Carrboro	<a href="#">September 2009</a>	5	Before Program	<a href="#">View</a>	<a href="#">View/Edit</a> <a href="#">Add New Tally</a>
AL Brown Primary	Carrboro	<a href="#">June 2010</a>	0	Mid Program	<a href="#">View</a>	<a href="#">View/Edit</a> <a href="#">Add New Tally</a>
AL Brown Primary	Carrboro	<a href="#">August 2010</a>	2	Before Program	<a href="#">View</a>	<a href="#">View/Edit</a> <a href="#">Add New Tally</a>

**Parent Survey**  
[Add New Time Period](#)

School Name	City	Date or Time Period Collected	# of Surveys	Program Status	Notes	Survey Detail
AL Brown Primary	Carrboro	<a href="#">September 2009</a>	9	Before Program	<a href="#">View</a>	<a href="#">View/Edit</a> <a href="#">Add New Survey</a> <a href="#">Download Data</a>
AL Brown Primary	Carrboro	<a href="#">June 2010</a>	0	Before Program	<a href="#">View</a>	<a href="#">View/Edit</a> <a href="#">Add New Survey</a>

Step 4c. Next, re-verify that the school name in the drop down menu is correct.

Then, mark the check box next to the Student Travel Tally and/or Parent Survey labels. The area for entering the Tally set and/or Parent Survey set information will appear.

**Bill's Sample Program**  
Sample Elementary  
You are signed in as [Bill Test](#)  
[Sign Out](#)

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)

**Schools**  
[School Information](#)  
[Involvement](#)

**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
**[Add Time Period](#)**

**My Profile**  
[My Account](#)  
[Request Permission](#)

**Manage Users**  
[View and Grant Permissions](#)

### Add Time Period

Sets will be visible under the Student Arrival & Departure Tally and/or Parent Survey once they are created.

School: Sample Elementary

Only schools for which you have edit-level permission will appear in list.  
School not listed? Click here to [search existing schools](#).  
Click here to [add new school](#).

I am submitting information on:

- Student Travel Tallies
- Parent Surveys

[Save & Print to Mail Tallies/Surveys](#)  
[Save & Enter Online Tallies/Surveys](#)  
[Save Only](#)  
[Cancel](#)



**NOTE: Need to create more than one school?** If yes, repeat Step 3a-b for each additional school and then repeat Step 4a-d for each Tally and/or Survey set. Once all your schools and corresponding sets are created, continue with Steps 4e Option 1 and 5 to print and mail all the cover sheets. To navigate to the page for adding another school, click **School Information** in the left menu or select **add a new school**.

**Step 4e Option 1.** Notice that the Student Travel Tally and/or Parent Survey you just created are now visible on this page.

**\*\*Important\*\*** Verify that the check box(es) are marked next to the set(s) information that corresponds to the hard copies Travel Tallies or Parent Survey you will be mailing to the National Center. This is particularly important if you have multiple sets for the same school.

Next, click “Print Selected Records to Mail” to generate a PDF file that contains your cover sheet(s).

If the PDF file does not open, check to see if you have Adobe Reader installed on your computer. To download a free copy of Adobe Reader please visit. <http://get.adobe.com/reader/>

Next, go to page 15 for Step 5.

Bill's Sample Program

Sample Elementary

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

You are signed in as [Bill Test](#)  
[Sign Out](#)

Program: **PRINT Travel Tally and Parent Survey Data Collection History**

When mailing the hard copies of your Travel Tallies and/or Parent Surveys to the National Center for processing, you must complete and print one cover sheet per Travel Tally set record and/or one cover sheet per Parent Survey set record. A set record is the group of the same questionnaire type (Tallies or Surveys) for one school at one time period.

This page allows you to automatically create and print the appropriate cover sheet.

- Click "Add New Time Period" under the Travel Tally and Parent Survey sections. The set record(s) that are created will appear below.
- To print a set record cover sheet, check the appropriate box(es) in the "Print to Mail" column
- Click "Print Selected Records to Mail" button at the bottom of the page.
- The printed cover sheet will provide instructions for mailing the data to the National Center.

Program: Bill's Sample Program

School that collected the Travel Tallies or Parent Surveys: [Sample Elementary](#)

All schools in this program for which you have access will appear in list. School not listed? [Click here to search existing schools.](#)  
[Click here to add new schools.](#)

[View](#)

**Travel Tally**  
[Add New Time Period](#)

Print to Mail	School Name	City	Date or Time Period Collected	# of Tallies	Program Status
<input checked="" type="checkbox"/>	Sample Elementary	Billville	June 2010	0	Before Program

**Parent Survey**  
[Add New Time Period](#)

Print to Mail	School Name	City	Date or Time Period Collected	# of Surveys	Program Status
<input checked="" type="checkbox"/>	Sample Elementary	Billville	June 2010	0	Before Program

[Print Selected Records to Mail](#)

[View Data Collection Details](#)

For more information: [Program Info](#) [School Info](#)

**NOTE: Need to create more than one school?** If yes, repeat Step 3a-b for each additional school and then repeat Step 4a-e for each Tally and/or Survey set. Once all your schools and corresponding sets are created, continue with Step 4e Option 2. To navigate to the page for adding another school, click **School Information** in the left menu or select **add a new school**.

Step 4e Option 2. Manually enter the Travel Tally and/or Parent Survey data from the hard copy questionnaires.

Identify the Tally or Parent Survey set of interest. For example, if you have Tallies for AL Brown Primary for June 2010, then select the June 2010 set.

Notice that the columns “# of Tallies” and “# of Surveys” specifies how many individual questionnaires currently are in the database for that particular set.

Next, click “Add New Tally” or “Add New Survey” to access the appropriate screen to enter the individual questionnaire data.

PLEASE NOTE, you can add records to existing Tally or Parent Survey sets, which is useful if you can’t enter all the surveys all at one sitting. Simply key in what you can. When you return, you can add the remaining surveys to the appropriate set.

To access the summary reports for the data you entered, go to page 42.

**Sample SRTS Program**  
**AL Brown Primary**  
 To select a different program, view the [Program List](#)  
 To select a different school, view the [School List](#)

**Travel Tally and Parent Survey Data Collection History**

Program: Sample SRTS Program  
 School that collected the Travel Tallies or Parent Surveys:

All schools in this program will appear in list.  
 School not listed? Click here to [search existing schools](#).  
 Click here to [add new school](#).

**Travel Tally**  
[Add New Time Period](#)

School Name	City	Date or Time Period Collected	# of Tallies	Program Status	Notes	Tally Detail
AL Brown Primary	Carrboro	<a href="#">September 2009</a>	5	Before Program	<a href="#">View</a> <a href="#">View/Edit</a>	<a href="#">Add New Tally</a>
AL Brown Primary	Carrboro	<a href="#">June 2010</a>	0	Mid Program	<a href="#">View</a> <a href="#">View/Edit</a>	<a href="#">Add New Tally</a>
AL Brown Primary	Carrboro	<a href="#">August 2010</a>	2	Before Program	<a href="#">View</a> <a href="#">View/Edit</a>	<a href="#">Add New Tally</a>

**Parent Survey**  
[Add New Time Period](#)

School Name	City	Date or Time Period Collected	# of Surveys	Program Status	Notes	Survey Detail
AL Brown Primary	Carrboro	<a href="#">September 2009</a>	9	Before Program	<a href="#">View</a> <a href="#">View/Edit</a>	<a href="#">Add New Survey</a> <a href="#">Download Data</a>
AL Brown Primary	Carrboro	<a href="#">June 2010</a>	0	Before Program	<a href="#">View</a> <a href="#">View/Edit</a>	<a href="#">Add New Survey</a>

Step 5. **Go to Step 5A.** if you are mailing your Travel Tally and/or Parent Survey hard copies to the National Center for processing

**Go to Step 5B** if you are using the online Parent Survey feature to survey your parents.

If you also have Travel Tallies or hard copies of the Parent Survey for the National Center to process, please send them via the instructions listed in Step 5A.



Date cover sheet was generated: 06/21/10  
 Program ID: 1373  
 Program Name: Bill's Sample Program  
 For NCSRTS use

**Travel Tally Set Cover Sheet**

Set ID	School ID	School Name	Time Period Collected	# of Classrooms Targeted	Program Status
4384	4238	Sample Elementary	June 2010	15	Before Program

**Bill's Sample Program SRTS Program's Primary Contact**

Contact name: Bill Test  
 Contact's email: Btest@ncrrc.edu  
 Contact's phone: 955-959-8999

**Preparing your forms for mailing**

- Place all the forms in a box or envelope in the following order:
  - Place this cover sheet atop all the Student Travel Tally forms from this school and the "Time Period Collected."
  - If you have Parent Surveys for this school, place the Parent Survey cover sheet atop all those surveys from this school and the "Time Period Collected"
  - Repeat steps A and B for each additional school and time period as needed.

- Mail all materials to: **National Center for Safe Routes to School**  
 Attn: SRTS Data Entry  
 730 Martin Luther King, Jr. Blvd.  
 Suite 300  
 Chapel Hill, NC 27599-3430

3. You will receive two emails from the National Center for Safe Routes to School: one when your data has been received and the other email after the data have been processed. Processing will take approximately 4 weeks.



Date cover sheet was generated: 06/22/10  
 Program ID: 310  
 Program Name: Sample SRTS Program  
 For NCSRTS use

**Parent Survey Set Cover Sheet**

Set ID	School ID	School Name	Time Period Collected	# of Surveys Distributed	Program Status
1495	1969	Al Brown Primary	September 2009	30	Before Program

**Sample SRTS Program SRTS Program's Primary Contact**

Contact name: Bill Sample  
 Contact's email: bsample@ncrrc.unc.edu  
 Contact's phone: 919436734

**Preparing your forms for mailing**

- Place all the forms in a box or envelope in the following order:
  - Place this cover sheet atop all the Parent Survey forms from this school and the "Time Period Collected."
  - If you have Travel Tallies for this school, place the Travel Tally set cover sheet atop all those tally forms from this school and the "Time Period Collected"
  - Repeat steps A and B for each additional school and time period as needed.

- Mail all materials to: **National Center for Safe Routes to School**  
 Attn: SRTS Data Entry  
 730 Martin Luther King, Jr. Blvd.  
 Suite 300  
 Chapel Hill, NC 27599-3430

3. You will receive two emails from the National Center for Safe Routes to School: one when your data has been received and the other email after the data have been processed. Processing will take approximately 4 weeks.

Step 5 A. Mailing your hard copy Parent Survey and/or Travel Tally forms to the National Center

Print the cover sheet(s) and prepare your forms for mailing by arranging them as follows:

- Place the Student Travel Tally cover sheet atop all the Student Travel Tally forms from the correct school and the correct "Time Period Collected."
- If you have Parent Surveys for this school, place the Parent Survey cover sheet atop all those surveys from this school and the "Time Period Collected"
- Repeat steps A and B for each additional school and time period as needed.

Mail all materials to:

**National Center for Safe Routes to School**  
**Attn: SRTS Data Entry**  
**730 Martin Luther King, Jr. Blvd,**  
**Suite 300**  
**Chapel Hill, NC 27599-3430**

You will receive two emails from the National Center for Safe Routes to School: one when your data has been received and the other email after the data have been processed. Processing will take approximately 4 weeks.

Step 5B. Online Parent Survey Administration Feature: To begin collecting your Parent Surveys using the online questionnaire, please do the following:

- Save the Parent Survey cover sheet(s) as a PDF file.
- Email the PDF file to [data@saferoutesinfo.org](mailto:data@saferoutesinfo.org)
- Insert "Online Parent Survey" in the subject line.
- In the body of the email please indicate the dates you would like the survey to open and close. If you are surveying multiple schools indicate the survey open and close date for each school.
- Once we receive your email, our staff will generate the web address(es) that you can share with the parents you want to survey.

Step 6. The National Center for Safe Routes to School will notify the person listed on the cover sheet when the data are ready. After notification, the summary reports of the Parent Survey and Travel Tally can be accessed. See page 42 in this document for instructions on view the reports.

## New User

For scenario: I am a new to the data system, but I believe my local SRTS program already exists in the data system.

Step 1: Create your user account.

Step 1a. Go to [www.saferoutesdata.org](http://www.saferoutesdata.org)

Step 1b. Under the "New User" section, key the requested information.

Step 1c. Next, specify your activity by selecting, "I want to request permission to add/update data for an EXISTING program or school -OR- view an EXISTING program or school's information."

\*\*If someone has already created an account for the local SRTS program of interest, then you will need to request access to the schools from the person listed as the local contact for that SRTS program. The following instructions describe how to request access.

---

---

**National Safe Routes to School Program Tracking System**

Welcome to the National Center for Safe Routes to School's online tracking system for local SRTS programs. This system provides a simple way for users to enter and view data from their local Safe Routes to Schools programs, including school(s) in the program and data collected using the standardized Student Travel Tally and Parent Survey questionnaires.

To enter your SRTS data, please create a New User account or log in if you are a returning user.

<p><b>RETURNING USERS - Please log in below.</b></p> <p>E-mail: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p><a href="#">Forgot password?</a></p>	<p><b>NEW USERS - If you do not already have an account.</b></p> <p>*First Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>*E-mail: <input type="text"/></p> <p>*Phone: <input type="text"/></p> <p>*State: <input type="text" value="-Select-"/></p> <p>*Create a Password: <input type="password"/></p> <p>*Retype Password: <input type="password"/></p> <p>*Specify your activity (select one):</p> <p><input type="radio"/> I want to enter data for a NEW program with one or more schools</p> <p><input type="radio"/> I want to request permission to add/update data for an EXISTING program or school -OR- view an EXISTING program or school's information.</p> <p><input type="button" value="Submit"/></p>
---	---

---

Step 2. Request permission by selecting the local program's state and city that contains the school(s) of interest. Search by a school to refine your search as needed.

You are signed in as [Bill Sample](#)  
[Sign Out](#)

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)

**Schools**  
[School Information](#)  
[Involvement](#)

**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
[Add Time Period](#)

**My Profile**  
[My Account](#)  
[Request Permission](#)

**Request Permission**

Use the search fields to identify which school(s) you would like to request permission to access.

\* Test State

\* -Select City-

-Select School-

\* Indicates a required field

After you select a state and city, the schools that are in the data system from that city will appear.

Note: a local program can have schools in other cities, so if you want permission for all the schools in a local program you will need to know the city/cities of that school(s) and search within each city. Conversely, all the schools in a particular city may not be associated with the same local program, so you will want to review the school list returned by your search carefully.

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)

**Schools**  
[School Information](#)  
[Involvement](#)

**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
[Add Time Period](#)

**My Profile**  
[My Account](#)  
[Request Permission](#)

**Request Permission**

Use the search fields to identify which school(s) you would like to request permission to access.

\* Test State

\* Billville

-Select School-

\* Indicates a required field

The following schools matched your search criteria. Select the permission levels you need for each of the schools below and click on Request Permission.

School	School City	Program Name	Permission Level Requested
			Request permission for ALL schools in List <input type="radio"/> Edit <input type="radio"/> View Only
Sample 2 Elem	Billville	Bill's Sample Program	<input type="radio"/> Edit <input type="radio"/> View Only <input checked="" type="radio"/> No Access
Sample Elementary	Billville	Bill's Sample Program	<input type="radio"/> Edit <input type="radio"/> View Only <input checked="" type="radio"/> No Access

Step 2a. Using the radio buttons, select which school(s) you would like to access and which permission level.

“**Edit**” level permission gives you the ability to add/edit data for a particular school and view that school’s data summary reports.

“**View only**” level permission allows you to see data for a particular school, including the data summary reports, but you will not be able to add or edit data for that school.

Next, click the “Request Permission” button after you have marked the desired permission level for each school.

An email will be automatically sent to the local program contact stating your request. If you know the local contact person, you may want to email them directly in case the data system’s auto-generated request email is treated as spam by that person’s email system.

After the local program contact person approves your request, you will have the ability to access the schools within the local program of interest.

Once your access have been granted, return to page 2 and select which scenario now best describes your situation.

## Returning Users

For scenario: I am a returning user and my local SRTS program already exists in the data system.

Pages 19-32 describe the process you need to create the required cover sheets for your Student Travel Tallies and Parent Surveys. Don't be alarmed by the number of instructional pages. These pages consist of pictures and simple step-by-step text. After you navigate the data system a few times, you will find generating and printing cover sheets to be easy.

Step 1: Access your user account

Step 1a. First, go to [www.saferoutesdata.org](http://www.saferoutesdata.org)

Step 1b. Then, under the "Returning User" section, enter your email mail address and password.

If you have forgotten your password, click the "Forgot password?" link.

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### National Safe Routes to School Program Tracking System

Welcome to the National Center for Safe Routes to School's online tracking system for local SRTS programs. This system provides a simple way for users to enter and view data from their local Safe Routes to Schools programs, including school(s) in the program and data collected using the standardized Student Travel Tally and Parent Survey questionnaires.

To enter your SRTS data, please create a New User account or log in if you are a returning user.

<p><b>RETURNING USERS - Please log in below.</b></p> <p>E-mail: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p><a href="#">Forgot password?</a></p>	<p><b>NEW USERS - If you do not already have an account.</b></p> <p>*First Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>*E-mail: <input type="text"/></p> <p>*Phone: <input type="text"/></p> <p>*State: <input type="text" value="-Select-"/></p> <p>*Create a Password: <input type="password"/></p> <p>*Retype Password: <input type="password"/></p> <p>*Specify your activity (select one):</p> <p><input type="radio"/> I want to enter data for a NEW program with one or more schools.</p> <p><input type="radio"/> I want to request permission to add/update data for an EXISTING program or school -OR- view an EXISTING program or school's information.</p> <p><input type="button" value="Submit"/></p>
---	--

---

Step 2: Access your local SRTS program(s) in the online system.

Step 2a. Click on the name of the local SRTS program of interest.

*\*\*If you are trying to create a new local SRTS program in the system, click "Add new program" and proceed to Page 4 in this document for those instructions.*

**Sample SRTS Program**

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

You are signed in as [Bill Sample](#)  
[Sign Out](#)

---

**Program**

- Program Information**
- [Funding](#)
- [Activity](#)

**Schools**

- [School Information](#)
- [Involvement](#)

**Tally/Survey**

- [Mail Data to National Center](#)
- [Enter New Data or View Existing](#)
- [Add Time Period](#)

**My Profile**

- [My Account](#)
- [Request Permission](#)

### Welcome to the National Safe Routes to School Program Tracking System

This main page shows the SRTS program you can access. To get started, click the "Program Name" of interest to view or edit information about that local program, the school(s) within that program and any Student Travel Tally and Parent Surveys associated with those schools.

You have access to the following program(s):

[Add New Program](#)

Program Name	City	Last Updated	Permission
<a href="#">Sample SRTS Program</a>	Chapel Hill	06/22/10	Admin Level Permissions
<a href="#">ab's friday test program</a>	testville	06/18/10	View Level Only

Step 2a continued: Review your program contact information.

If no changes are needed, click the “Save & Continue to Funding History” button

Note: if changes are needed click the “Edit” button, make the necessary changes and then click the “Save & Continue to Funding History” button

### Sample SRTS Program

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

**Program**

- Program Information**
- Funding
- Activity

**Schools**

- School Information
- Involvement

**Tally/Survey**

- Mail Data to National Center
- Enter New Data or View Existing
- Add Time Period

**My Profile**

- My Account
- Request Permission

**Manage Users**

- View and Grant Permissions

### Program Information

You are viewing information for **Sample SRTS Program**.

The following is the most recent program level information in the system for this program corresponding data from the Student Travel Tally and Parent Surveys questionnaires.

To select a different program, click on [Program List](#).

Program Name: Sample SRTS Program  
Lead Organization: Sample SRTS Program  
Organization Type: Local/Regional Government Agency  
City: Chapel Hill  
State: North Carolina  
Zip Code: 27510

Contact First Name: Bill  
Contact Last Name: Sample  
Contact Role: Lead Organization  
Contact Phone: 9198436794  
Contact Email: bsample@hsrc.unc.edu

Step 2b. Review and edit this program's funding history and add new funding information. To review and edit the most recent funding information, click the "Edit" link next to the most recent month and year in the Date Current column.

Click the "Add Funding Status" text to add new funding information.

After editing/adding the funding info, click "Save & Continue to Activity" button.

**Sample SRTS Program**

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#) You are signed in as [Bill Sample](#)  
[Sign Out](#)

**Program**

- [Program Information](#)
- Funding**
- [Activity](#)

**Schools**

- [School Information](#)
- [Involvement](#)

**Tally/Survey**

- [Mail Data to National Center](#)
- [Enter New Data or View Existing](#)
- [Add Time Period](#)

**Program Funding History**

This is the history of the **Sample SRTS Program** program.

Each record below helps track this SRTS program's funding. Click on "Add Funding Status" to add new funding information or select "Edit" to change an existing entry.

Funding Status Info: [Add Funding Status](#)

ID #	Date Current	Edit	Delete	View Only
1372	June 2010	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Only</a>
1365	October 2009	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Only</a>

For more information on this program: [Activity Info](#) [Program Info](#)

**Sample SRTS Program**

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

**Program**

- [Program Information](#)
- Funding**
- [Activity](#)

**Schools**

- [School Information](#)
- [Involvement](#)

**Tally/Survey**

- [Mail Data to National Center](#)
- [Enter New Data or View Existing](#)
- [Add Time Period](#)

**My Profile**

- [My Account](#)
- [Request Permission](#)

**Manage Users**

- [View and Grant Permissions](#)

**Edit Program Funding**

Edit funding information for this program by completing the questions below.

Program Name: Sample SRTS Program

\*The month and year when the program data you are providing was current: June 2010

Is this program currently part of either a state or federally funded SRTS Program? No

\*Amount of State or Federal funding awarded: 1000  Not Applicable

Does this program receive other SRTS funding from different sources? (mark each box that applies)

- Federal/State ex. CMAQ, TE Funds
- Local Government
- Non-Profits/Foundation
- For-Profit Business/Organization
- Other
- Don't Know

Is this program applying for either State or Federal SRTS funds? Yes

Does this program collect additional SRTS-related data? (for research or evaluation purposes beyond the Student Travel Tallies and/or Parent Surveys) Yes

[Save & Continue to Activity](#)

[Save & View Funding History](#)

[Cancel](#)

Note: if you click the second button, "Save & View Funding History," you are taken to a Program Funding History page (shown above.) To continue to Funding Activity, either select "Edit" and then click "Save & Continue to Activity" button, or simply click the "Activity" under the Program section in the left menu.

Step 2c Review, edit or add engineering, education, encouragement and enforcement activities that have or will occur as part of your local SRTS program.

To review and edit the most recent activity history, click the “Edit” link next to the most recent month and year in the Date Current column.

To add new activity data, click the “Add Activity Data” link.

**Sample SRTS Program**

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

You are signed in as [Bill Sample](#)  
[Sign Out](#)

**Program Activity History**

This is the history of the **Sample SRTS Program** program.

Click on "Add Activity Data" to add more information or choose "Edit" to add more information. Each record below helps track the activities of this SRTS program and provides information about the overall National SRTS Program.

Activity Data Info: [Add Activity Data](#)

ID #	Date Current	Edit	Delete	View Only
1110	June 2010	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Only</a>
1103	February 2009	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Only</a>

For more information on this program: [Funding Info](#) [Program Info](#)

After marking the activities, scroll to the bottom of the Add Program Activity page and click the “Save & Continue to School” button.

**Sample SRTS Program**

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

**Edit Program Activity**

Please edit this record by marking the box next to each specific activity that is occurring or will occur as part of this SRTS program.

Program Name: Sample SRTS Program

\*Activity Info Current as of: June 2010

Engineering:

- Sidewalks (construct, replace, repair or widen)
- Accommodations for students with disabilities (improve)
- Bicycle lanes (install, improve, or repair)
- Off-road walking/bicycling paths (construct or repair; or improve intersections with)
- Crosswalks (install, improve, or repair)
- Crossing refuge island (install)
- Traffic calming (such as curb extensions, speed bumps/ humps, traffic circles, raised
- Speed monitoring and feedback devices (install permanent) (See Enforcement for r
- Signs (new or improved signs such as school zone, speed limits, crosswalk warn
- Speed limit reduction near schools
- Pavement or curb markings or legends (install or improve)
- Bicycle parking (install, improve, or relocate)
- Lighting (install or improve)
- Traffic controls (new or improved using traffic lights, signs, pedestrian signals, ch
- Pick up and drop off areas (redesign or change procedure to improve pedestrian s

Step 3. Review the school info by clicking “View/Edit” in the “Information” column. This page displays all the schools associated with the local SRTS Program. If you need to create a new school, click the “Add New School” link.

Step 3a. Update the school contact information as needed.

Next, click the “Save & Continue to School Involvement” button.

If you click the “Save Changes” button, you will see the information you just entered and you can continue by clicking the “Save & Continue to School Involvement,” which will appear on that page.

**Sample SRTS Program**

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

You are signed in as [Bill Sample](#)  
[Sign Out](#)

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)

**School(s) Information**  
These are the schools participating in the **Sample SRTS Program** program. Select a school by clicking View or Edit in the "Information" column to access that school's contact. To add a school, select "Add New School" if this option is available.

**Schools**  
You have the following school-specific permissions:  
[Add New School](#)

School Name	City	Last Updated	Permission	Information
AL Brown Primary	Carrboro	06/17/10	Admin Level Permissions	<a href="#">View/Edit</a>
Elementary School A	Chapel Hill	06/13/10	Admin Level Permissions	<a href="#">View/Edit</a>
Elementary School B	Chapel Hill	06/13/10	Admin Level Permissions	<a href="#">View/Edit</a>
Elementary School C	Chapel Hill	06/13/10	Admin Level Permissions	<a href="#">View/Edit</a>
Elementary School D	Chapel Hill	06/13/10	Admin Level Permissions	<a href="#">View/Edit</a>

**Schools**  
[School Information](#)  
[Involvement](#)

**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
[Add Time Period](#)

**Sample SRTS Program**

**AL Brown Primary**

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

You are signed in as [Bill Sample](#)  
[Sign Out](#)

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)

**Schools**  
[School Information](#)  
[Involvement](#)

**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
[Add Time Period](#)

**My Profile**  
[My Account](#)  
[Request Permission](#)

**Manage Users**  
[View and Grant Permissions](#)

**Edit School Information**

\*Local Program:

\*School Name:

Address 1:

Address 2:

\*City:

\*State:

Zip Code:

Contact First Name:

Contact Last Name:

Contact Email:

[Save & Continue to School Involvement](#)

[Save Changes](#)

[Cancel](#)

Step 3b. Review and edit most recent history (grade and enrollment) for this particular school, by clicking the “Edit” link next to the most recent month and year in the Date Current column.

Click the “Add School Involvement ” link if you need to add new school involvement data activity data.

**Sample SRTS Program**

**AL Brown Primary** You are signed in as [Bill Sample](#)  
[Sign Out](#)

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

---

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)

**Schools**  
[School Information](#)  
**Involvement**

**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
[Add Time Period](#)

### School Involvement History

This is the history for the **AL Brown Primary's** involvement in this program. To add more involvement information, select "Add School Involvement Data".

School Involvement Info: [Add School Involvement Data](#)

ID #	Date Current			
4236	June 2010	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Only</a>
4237	June 2010	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Only</a>
4235	January 2010	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View Only</a>

For more information on this school: [School Info](#)

The school name in **bold** alerts you to school in which you are working.

Step 4. After you have entered this school's information, select one of the two options:

Option 1: "Save & Print to Mail Tallies/Surveys" if you plan to mail the questionnaire hard copies to the National Center for processing. (If you select this option, see Step 4 option 1 on the page 27.)

--OR--

Option 2: "Save & Enter Online Tallies/Surveys" if you plan to enter the individual Tally and Parent Survey questionnaires yourself. (If you select this option, see Step 4 Option 2 on page 28.)

**Program**  
Program Information  
Funding  
Activity

**Schools**  
School Information  
Involvement

**Tally/Survey**  
Mail Data to National Center  
Enter New Data or View Existing  
Add Time Period

**My Profile**  
My Account  
Request Permission

**Manage Users**  
View and Grant Permissions

### Edit School Involvement

School Name: AL Brown Primary

\*School Info Current as of: June 2010

\*Academic School Year: 2010-2011

\*How many students attend this school? 17

What grades attend this school? (make estimate if necessary): [Check All](#) | [Check None](#)

<input checked="" type="checkbox"/> Kindergarten	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4
<input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9
<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> PreK	<input type="checkbox"/> Unknown

Which grades are targeted by this SRTS program? (make estimate if necessary): [Check All](#) | [Check None](#)

<input type="checkbox"/> Kindergarten	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4
<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9
<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> PreK	<input type="checkbox"/> Unknown

# of Students in Grades Targeted by SRTS: 250  Don't Know

Is there a school-level team helping implement SRTS at this school? (such as a PTA, School Wellness Team, SRTS Committee, etc.) Yes

Are other agencies or organizations involved in implementing this program? (such as local governments, health departments, Safe Kids, university or college, etc.) Yes

Step 4 Option 1. Create Travel Tally and/or Parent Survey sets in order to **PRINT** the cover sheets.

4a. Option 1. Verify that the school you created appears in the drop down menu.

4b. Option 1. Select "Add New Time Period."

Note: If you have one or both questionnaire types (tallies and surveys), selecting either one of the "Add New Time Periods" will take you to the same page.

Next, skip to Step 4c on page 29.

The screenshot shows a web application interface for 'Bill's Sample Program'. The page title is 'Sample Elementary'. A navigation sidebar on the left includes links for Program Information, Funding, Activity, Schools, Tally/Survey, My Profile, Manage Users, and View and Grant Permissions. The main content area is titled 'PRINT Travel Tally and Parent Survey Data Collection History'. It contains instructions for mailing hard copies and a list of steps for creating and printing cover sheets. Below this, there is a form with a 'Program' dropdown set to 'Bill's Sample Program' and a 'School that collected the Travel Tallies or Parent Surveys' dropdown set to 'Sample Elementary'. A 'View' button is located below the school dropdown. The page also displays sections for 'Travel Tally' and 'Parent Survey', each with an 'Add New Time Period' link circled in red. At the bottom, there is a 'View Data Collection Details' button and a link for 'For more information: Program Info School Info'.

Step 4 Option 2. Create Travel Tally and/or Parent Survey sets in order to manually enter the individual Travel Tally and Parent Survey questionnaires yourself –OR– Simply view the Tally and Parent Survey data that already exists in the data system.

4a. Option 2. Verify that the school you created appears in the drop down menu.

4b. Option 2. Select “Add New Time Period.”

Note: If you have one or both questionnaire types (tallies and surveys), selecting either one of the “Add New Time Periods” will take you to the same page.

Next, continue to Step 4c on page 29.

Sample SRTS Program  
**AL Brown Primary**  
 To select a different program, view the [Program List](#)  
 To select a different school, view the [School List](#)

**Travel Tally and Parent Survey Data Collection History**

Program: Sample SRTS Program  
 School that collected the Travel Tallies or Parent Surveys: **AL Brown Primary** (dropdown menu)  
All schools in this program will appear in list.  
 School not listed? Click here to [search existing schools](#).  
 Click here to [add new school](#).

**Travel Tally**  
[Add New Time Period](#)

School Name	City	Date or Time Period Collected	# of Tallies	Program Status	Notes	Tally Detail
AL Brown Primary	Carrboro	<a href="#">September 2009</a>	5	Before Program	<a href="#">View</a>	<a href="#">View/Edit</a> <a href="#">Add New Tally</a>
AL Brown Primary	Carrboro	<a href="#">June 2010</a>	0	Mid Program	<a href="#">View</a>	<a href="#">View/Edit</a> <a href="#">Add New Tally</a>
AL Brown Primary	Carrboro	<a href="#">August 2010</a>	2	Before Program	<a href="#">View</a>	<a href="#">View/Edit</a> <a href="#">Add New Tally</a>

**Parent Survey**  
[Add New Time Period](#)

School Name	City	Date or Time Period Collected	# of Surveys	Program Status	Notes	Survey Detail
AL Brown Primary	Carrboro	<a href="#">September 2009</a>	9	Before Program	<a href="#">View</a>	<a href="#">View/Edit</a> <a href="#">Add New Survey</a> <a href="#">Download Data</a>
AL Brown Primary	Carrboro	<a href="#">June 2010</a>	0	Before Program	<a href="#">View</a>	<a href="#">View/Edit</a> <a href="#">Add New Survey</a>

Step 4c. Next, re-verify that the school name in the drop down menu is correct.

Then, mark the check box next to the Student Travel Tally and/or Parent Survey labels. The area for entering the Tally set and/or Parent Survey set information will appear.

**Bill's Sample Program**  
Sample Elementary  
You are signed in as [Bill Test](#)  
[Sign Out](#)

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)

**Schools**  
[School Information](#)  
[Involvement](#)

**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
**Add Time Period**

**My Profile**  
[My Account](#)  
[Request Permission](#)

**Manage Users**  
[View and Grant Permissions](#)

### Add Time Period

Sets will be visible under the Student Arrival & Departure Tally and/or Parent Survey once they are created.

School: **Sample Elementary**

Only schools for which you have edit-level permission will appear in list.  
School not listed? Click here to [search existing schools](#).  
Click here to [add new school](#).

I am submitting information on:

- Student Travel Tallies
- Parent Surveys

[Save & Print to Mail Tallies/Surveys](#)  
[Save & Enter Online Tallies/Surveys](#)  
[Save Only](#)  
[Cancel](#)

Step 4d. Enter the set information requested, then select from option 1 or 2 below:

Option 1

Click the “Save & Print to Mail Tallies/Surveys” button if you are going to mail the questionnaires to the National Center for processing. This navigates back to the “Mail Data to the National Center (see left menu)

Next, continue to Step 4e Option 1 on page 31.

-OR-

Option 2.

Click the “Save & Enter Online Tallies/Surveys” button, if you are going to enter the Tallies and/or Parent Surveys yourself. This navigates back to the “Enter New Data and View Existing” (see left menu)

Next, continue to Step 4e Option 2 on page 32.

**Program**  
Program Information  
Funding  
Activity

**Schools**  
School Information  
Involvement

**Tally/Survey**  
Mail Data to National Center  
Enter New Data or View Existing  
Add Time Period  
Reports

**My Profile**  
My Account  
Request Permission

**Manage Users**  
View and Grant Permissions

### Add Time Period

Sets will be visible under the Student Arrival & Departure Tally and/or Parent Survey once they are created.

School: AL Brown Primary

Only schools for which you have edit-level permission will appear in list.  
School not listed? Click here to [search existing schools](#).  
Click here to [add new school](#).

I am submitting information on:  Student Travel Tallies  
 Parent Surveys

#### Student Travel Tallies

\*What month and year was the majority of the Student Travel Tally forms collected?

\*What is the approximate number of classrooms at this school that were targeted by this SRTS program?

Which period best describes the program status when these Student Travel Tallies were collected?

Notes:

**NOTE: Need to create more than one school?** If yes, repeat Step 3a-b for each additional school and then repeat Step 4a-d (pg 24-30) for each Tally and/or Survey set. Once all your schools and corresponding sets are created, continue with Steps 4e Option 1 and 5 to print and mail all the cover sheets. To navigate to the page for adding another school, click **School Information** in the left menu or select **add a new school**.

Step 4e Option 1. Notice that the Student Travel Tally and/or Parent Survey you just created are now visible on this page.

**\*\*Important\*\*** Verify that the check box(es) are marked next to the set(s) information that corresponds to the hard copies Travel Tallies or Parent Survey you will be mailing to the National Center. This is particularly important if you have multiple sets for the same school.

Next, click "Print Selected Records to Mail" to generate a PDF file that contains your cover sheet(s).

If the PDF file does not open, check to see if you have Adobe Reader installed on your computer. To download a free copy of Adobe Reader please visit. <http://get.adobe.com/reader/>

Next, go to page 15 for Step 5.

**PRINT Travel Tally and Parent Survey Data Collection History**

When mailing the hard copies of your Travel Tallies and/or Parent Surveys to the National Center for processing, you must complete and print one cover sheet per Travel Tally set record and/or one cover sheet per Parent Survey set record. A set record is the group of the same questionnaire type (Tallies or Surveys) for one school at one time period.

This page allows you to automatically create and print the appropriate cover sheet.

- Click "Add New Time Period" under the Travel Tally and Parent Survey sections. The set record(s) that are created will appear below.
- To print a set record cover sheet, check the appropriate box(es) in the "Print to Mail" column
- Click "Print Selected Records to Mail" button at the bottom of the page.
- The printed cover sheet will provide instructions for mailing the data to the National Center.

Program: Bill's Sample Program  
 School that collected the Travel Tallies or Parent Surveys:

**Travel Tally**  
 Add New Time Period

Print to Mail	School Name	City	Date or Time Period Collected	# of Tallies	Program Status
<input checked="" type="checkbox"/>	Sample Elementary	Billville	June 2010	0	Before Program

**Parent Survey**  
 Add New Time Period

Print to Mail	School Name	City	Date or Time Period Collected	# of Surveys	Program Status
<input checked="" type="checkbox"/>	Sample Elementary	Billville	June 2010	0	Before Program

For more information: [Program Info](#) [School Info](#)

**NOTE: Need to create more than one school?** If yes, repeat Step 3a-b for each additional school and then repeat Step 4a-e for each Tally and/or Survey set. Once all your schools and corresponding sets are created, continue with Step 4e Option 2. To navigate to the page for adding another school, click **School Information** in the left menu or select **add a new school**.

Step 4e Option 2. Manually enter the Travel Tally and/or Parent Survey data from the hard copy questionnaires.

Identify the Tally or Parent Survey set of interest. For example, if you have Tallies for AL Brown Primary for June 2010, then select the June 2010 set.

Notice that the columns “# of Tallies” and “# of Surveys” specifies how many individual questionnaires currently are in the database for that particular set.

Next, click “Add New Tally” or “Add New Survey” to access the appropriate screen to enter the individual questionnaire data.

PLEASE NOTE, you can add records to existing Tally or Parent Survey sets, which is useful if you can’t enter all the surveys all at one sitting. Simply key in what you can and when you return later, you can add the remaining surveys to the appropriate set.

To access the summary reports for the data you entered, go to page 42.

Sample SRTS Program  
AL Brown Primary

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

Program: Sample SRTS Program  
School that collected the Travel Tallies or Parent Surveys:

All schools in this program will appear in list.  
School not listed? Click here to [search existing schools](#).  
Click here to [add new school](#).

**Travel Tally**  
[Add New Time Period](#)

School Name	City	Date or Time Period Collected	# of Tallies	Program Status	Notes	Tally Detail
AL Brown Primary	Carboro	<a href="#">September 2009</a>	5	Before Program	<a href="#">View</a> <a href="#">View/Edit</a>	<a href="#">Add New Tally</a>
AL Brown Primary	Carboro	<a href="#">June 2010</a>	0	Mid Program	<a href="#">View</a> <a href="#">View/Edit</a>	<a href="#">Add New Tally</a>
AL Brown Primary	Carboro	<a href="#">August 2010</a>	2	Before Program	<a href="#">View</a> <a href="#">View/Edit</a>	<a href="#">Add New Tally</a>

**Parent Survey**  
[Add New Time Period](#)

School Name	City	Date or Time Period Collected	# of Surveys	Program Status	Notes	Survey Detail
AL Brown Primary	Carboro	<a href="#">September 2009</a>	9	Before Program	<a href="#">View</a> <a href="#">View/Edit</a>	<a href="#">Add New Survey</a> <a href="#">Download Data</a>
AL Brown Primary	Carboro	<a href="#">June 2010</a>	0	Before Program	<a href="#">View</a> <a href="#">View/Edit</a>	<a href="#">Add New Survey</a>

## Returning User

For scenario: I am a RETURNING USER and I would like to access school(s) that are in someone else's SRTS program. The instructions on pages 33-35 describe how to request access.

Step 1: [www.saferoutesdata.org](http://www.saferoutesdata.org)

Step 2. Log in as a "Returning User" with your email & password

### National Safe Routes to School Program Tracking System

Welcome to the National Center for Safe Routes to School's online tracking system for local SRTS programs. This system provides a simple way for users to enter and view data from their local Safe Routes to Schools programs, including school(s) in the program and data collected using the standardized Student Travel Tally and Parent Survey questionnaires.

To enter your SRTS data, please create a New User account or log in if you are a returning user.

#### RETURNING USERS - Please log in below.

E-mail:

Password:

[Forgot password?](#)

#### NEW USERS - If you do not already have an account.

\*First Name:

\*Last Name:

\*E-mail:

\*Phone:

\*State:

\*Create a Password:

\*Retype Password:

\*Specify your activity (select one):

I want to enter data for a NEW program with one or more schools.

I want to request permission to add/update data for an EXISTING program or school -OR- view an EXISTING program or school's information.

Step 3. Select "Request Permission from the left menu bar.

You are signed in as [Bill Sample](#) [Sign Out](#)

### Welcome to the National Safe Routes to School Program Tracking System

This main page shows the SRTS program you can access. To get started, click the "Program Name" of interest to view or edit information about that local program, the school(s) within that program and any Student Travel Tally and Parent Surveys associated with those schools.

You have access to the following program(s):

[Add New Program](#)

Program Name	City	Last Updated	Permission
<a href="#">Sample SRTS Program</a>	Chapel Hill	07/20/10	Admin Level Permissions
<a href="#">ab's friday test program</a>	testville	06/18/10	View Level Only

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)  
**Schools**  
[School Information](#)  
[Involvement](#)  
**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
[Add Time Period](#)  
[Reports](#)  
**My Profile**  
[My Account](#)  
[Request Permission](#)

Step 4. Request permission by selecting the local program's state and city that contains the school(s) of interest. Search by a school to refine your search as needed.

You are signed in as [Bill Sample](#)  
[Sign Out](#)

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)

**Schools**  
[School Information](#)  
[Involvement](#)

**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
[Add Time Period](#)

**My Profile**  
[My Account](#)  
[Request Permission](#)

### Request Permission

Use the search fields to identify which school(s) you would like to request permission to access.

\*

\*

\* Indicates a required field

After you select a state and city, the schools that are in the data system from that city will appear.

Note: a local program can have schools in other cities, so if you want permission for all the schools in a local program you will need to know the city/cities of that school(s) and search within each city. Conversely, all the schools in a particular city may not be associated with the same local program, so you will want to review the school list returned by your search carefully.

**Program**  
**Request Permission**

Use the search fields to identify which school(s) you would like to request permission to access.

\* Test State

\* Billville

-Select School-

\* Indicates a required field

The following schools matched your search criteria. Select the permission levels you need for each of the schools below and click on Request Permission.

School	School City	Program Name	Permission Level Requested
			Request permission for ALL schools in List <input type="radio"/> Edit <input type="radio"/> View Only
Sample 2 Elem	Billville	Bill's Sample Program	<input type="radio"/> Edit <input type="radio"/> View Only <input checked="" type="radio"/> No Access
Sample Elementary	Billville	Bill's Sample Program	<input type="radio"/> Edit <input type="radio"/> View Only <input checked="" type="radio"/> No Access

Step 4a. Using the radio buttons, select which school(s) you would like to access and which permission level.

“**Edit**” level permission give you the ability to add/edit data for a particular school and view that school’s data summary reports.

“**View only**” level permission allows you to see data for a particular school, including the data summary reports, but you will not be able to add or edit data for that school.

Next, click the “Request Permission” button after you have marked the desired permission level for each school.

An email will be automatically sent to the local program contact stating your request. If you know the local contact person, you may want to email them directly in case the data system’s auto-generated request email is treated as spam by that person’s email system.

After the local program contact person approves your request, you have the ability to access the schools within the local program of interest. Once your access have been granted, when you log into your account, the local program you requested access to will appear.

## Returning User

User scenario: I am a RETURNING USER and I would like to give someone permission to access to the data for one or more of the school in my local SRTS program.

Please select Option 1 or 2:

Option 1: If you received an email alerting you of someone's pending request to access to your school(s) or you know that a user has requested access using the data system's "Request Permission" feature, **then go to Option 1 below.**

Option 2: If you need to add a new user to the data system to then give that user access to your school's information or you know the user already has an email address in the data system, **then go to Option 2 on page 41.**

### Option 1:

Step 1. Go to [www.saferoutesdata.org](http://www.saferoutesdata.org)

Step 2. Log into as a "Returning User" with your email and password

Step 3. Select the local SRTS program of interest (see example below)

If you have pending permission requests, you will see the "ATTENTION " message.

You are signed in as [austin brown](#)  
[Sign Out](#)

---

**Program**

- Program Information
- Funding
- Activity

**Schools**

- School Information
- Involvement

**Tally/Survey**

- Enter New Data or View Existing
- Add Time Period
- Reports

**My Profile**

- My Account
- Request Permission

### Welcome to the National Safe Routes to School Program Tracking System

**ATTENTION:** There are pending permissions in the queue that are awaiting your review and approval for the following program(s):

- Sample SRTS Program

Please select each program one at a time from the list below and review the pending permissions by selecting the View and Grant Permissions section, which will appear on the left navigation menu.

This main page shows the SRTS program you can access. To get started, click the "Program Name" of interest to view or edit information about that local program, the school(s) within that program and any Student Travel Tally and Parent Surveys associated with those schools.

You have access to the following program(s):

[Add New Program](#)

*Click on column headers to sort*

Program Name	City	Last Updated	Permission
<b>Sample SRTS Program</b>	adf	07/15/11	Admin Level Permissions

After selecting a local SRTS program for which you have administrative permission, you will see a Manage Users section in your left menu bar.

#### Step 4. Click "View and Grant Permission"

Sample SRTS Program

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

**Program**  
Program Information  
Funding  
Activity

**Schools**  
School Information  
Involvement

**Tally/Survey**  
Mail Data to National Center  
Enter New Data or View Existing  
Add Time Period  
Reports

**My Profile**  
My Account  
Request Permission  
**Manage Users**  
VIEW AND GRANT PERMISSIONS!  
Add a User

### Program Information

You are viewing information for **Sample SRTS Program**.

The following is the most recent program level information in the system for this program. This information will be a particular program and corresponding data from the Student Travel Tally and Parent Surveys questionnaires.

To select a different program, click on [Program List](#).

Program Name: Sample SRTS Program  
Lead Organization: Sample SRTS Program  
Organization Type: Local/Regional Government Agency  
City: adf  
State: Alabama  
Zip Code: 23456  
Contact First Name: abrown750  
Contact Last Name: brown  
Contact Role: Lead Organization  
Contact Phone: 111-111-1111  
Contact Email: abrown750@gmail.com

[Continue to Funding History](#)  
[Continue to Activity History](#)  
[Edit](#)

#### Step 5. Mark one or more of the check boxes and click "View"

Sample SRTS Program

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

You are signed in as [Bill Sample](#)  
[Sign Out](#)

**Program**  
Program Information  
Funding  
Activity

**Schools**  
School Information  
Involvement

**Tally/Survey**  
Mail Data to National Center  
Enter New Data or View Existing  
Add Time Period  
Reports

**My Profile**  
My Account  
Request Permission  
Manage Users

### View and Grant Permissions

Show users with:

**Approval Status:**  Pending  Approved

**Access Level:**  
 Administrative (valid only for programs)  Edit Only  View Only  View Limited Only (valid only for programs)  No Access  
 View All

[View](#)

Step 6. Identify the pending permission request

Step 7. Check the permission level requested is appropriate. If needed, use the drop down menu to change the permission level.

First	Last	Email	View User Information	Permission Status	Permission Level	School
Bill	Sample	brown@hsrc.unc.edu	<a href="#">View User</a>	Pending	View Level Only	Webinar School 1

The permission levels are divided into two types: **Program level** permission and **School level** permission.

The definitions listed below explain the access a user has based on the permission level h/she is given. The permissions follow a hierarchy with the school permissions nested within the program permissions.

## Level Definitions

### Local program permission levels

**View limited** –Allows the user to see the program information and be able to view ONLY the specific school(s) that s/he requested. When you approve a user’s school level request the program level permission default is “View Limited.”

-or-

**View only level** –Allows the user to see the program information and ALL the schools in the program, including the ability to view each schools Travel Tally and Parent Survey reports. This permission can be used to allow the user to view all the schools in your program without having to approve that user’s permission request for each school with that local program.

*Please note that by granting this permission, the user can view all the school within the local program in which it exists, not just the schools for which s/he requested.*

-or-

**Administrative level** – Allows the user to ALL school and program data associated with the program. This includes the ability to add, edit, program, school and Travel Tally and Parent Survey information, view reports and grant other users permission to access this program’s information.

-or-

**Edit level** – Gives user same functions as Administrative level, except for granting other users permission to access this program’s information,

**School permissions** pertain to the school(s) within a local program

Each school has the following permission levels:

Edit level – Allows the user to add and edit information including Travel Tally and Parent Survey data for a specific school. User can also view reports

-or-

View only level Allows the user to see the information for a specific school, including that school's reports, but doesn't give user the ability to add or edit data.

In order for a user to access a school's information the user will need 'view only' or 'edit' level access for the school and at least 'view limited' access at the program level. If a user has a school permission but no program level access, then that user will not be able to see the school of interest that is in the program. An analogy is a house with rooms. Think of the program as a house and the schools are rooms in the house. In order to get into any of the rooms you first have to enter the house. If you can't get into the house it doesn't matter if you have the proper keys to open the room doors.

Fortunately, when a user is granted school level permission ('edit' or 'view only') the data system automatically assigns that user the 'view limited' permission. Users can be assigned to have permission for some schools but not others within the same program, which can be useful if you have multiple schools within your program but you only want some people to see one school's data but not data for the other schools.

Step 8. Click the “Update School Permission” button at bottom of page.

Note: The “Reset School Permission” button will only reset the changes you make to the permission levels before you click the “Update School Permission.”

An email automatically will be sent to the user who requested permission letting them know of your decision to allow or not allow permission. If you know the person requesting permission, you may want to email them directly in case the data system’s auto-generated response email is treated as spam by that person’s email system.

**\*\*Important:** When you grant another user “edit” or “view only” access to a school, the data system automatically assigns that user “view limited” program level permission. This occurs because the permission levels are nested and if the user does not have at least ‘View Limited’ permission at the program level permission, s/he wouldn’t be able to access the school(s) within the program even when s/he has been granted or edit or view only permission for a particular school. **\*\***

To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

You are signed in as [austin brown](#)  
[Sign Out](#)

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)

**Schools**  
[School Information](#)  
[Involvement](#)

**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
[Add Time Period](#)

**Reports**

**My Profile**  
[My Account](#)  
[Request Permission](#)

**Manage Users**  
[View and Grant Permissions](#)  
[Add a User](#)

### View and Grant Permissions

Show users with:

**Approval Status:**  Pending  Approved

**Access Level:**  Administrative (valid only for programs)  Edit Only  View Only  View Limited Only (valid only for programs)  No Access  View All

**Users with Pending Requests, or Approved Requests for Sample SRTS Program.**

Click on column headers to sort

First	Last	Email	View User Information	Permission Status	Permission Level	Edit Permission Level
data	at	data@saferoutesinfo.org	<a href="#">View User</a>	Approved	View Limited	View Limited
austin	brown	abrown75@gmail.com	<a href="#">View User</a>	Approved	View Limited	View Limited
austin	brown	old2abrown@gmail.com	<a href="#">View User</a>	Approved	View Limited	View Limited

For a user to access a school(s) in the school table below, that user needs at least "View Level Only" permission at the program level. Selecting "No Access" for the program that contains the school will prevent the user from seeing the schools information.

**Users with Pending Requests, or Approved Requests for schools associated with Sample SRTS Program.**

First	Last	Email	View User Information	Permission Status	Permission Level	Edit Permission Level	School
data	at	data@saferoutesinfo.org	<a href="#">View User</a>	Approved	View Level Only	View Level Only	Test Elementary
data	at	data@saferoutesinfo.org	<a href="#">View User</a>	Approved	View Level	View Level Only	Sample

Program level permission

School level permission

Option 2: Adding a new user to the data system to then give that user access to your school's information or you know the user already has an email address in the data system.

Step 1. Go to [www.saferoutesdata.org](http://www.saferoutesdata.org)

Step 2. Log into as a "Returning User" with your email and password

Step 3. Select the local SRTS program of interest

**Program**  
Welcome to the National Safe Routes to School Program Tracking System

**Program Information**  
This main page shows the SRTS program you can access. To get started, click the "Program Name" of interest to view or edit within that program and any Student Travel Tally and Parent Surveys associated with those schools.

**Funding**  
You have access to the following program(s):

**Activity**  
[Add New Program](#)

**Schools**  
[Add New Program](#) Click on column headers to sort

Program Name	City	Last Updated	Permission
<a href="#">Sample SRTS Program</a>	adf	07/15/11	Admin Level Permissions

**Tally/Survey**  
[Enter New Data or View Existing](#)  
[Add Time Period](#)  
[Reports](#)

**My Profile**  
[My Account](#)  
[Request Permission](#)

Step 4. Select "Add a User," which will appear after you select a program that you have Admin Level Permissions.

**Sample SRTS Program**  
To select a different program, view the [Program List](#)  
To select a different school, view the [School List](#)

**Program**  
**Program Information**  
You are viewing information for **Sample SRTS Program**.

**Funding**  
The following is the most recent program level information in the system for this program. This corresponding data from the Student Travel Tally and Parent Surveys questionnaires.

**Activity**  
To select a different program, click on [Program List](#).

**Schools**  
**School Information**  
**Involvement**

**Tally/Survey**  
**Mail Data to National Center**  
[Enter New Data or View Existing](#)  
[Add Time Period](#)  
[Reports](#)

**My Profile**  
[My Account](#)  
[Request Permission](#)

**Manage Users**  
[View and Grant Permissions](#)  
[Add a User](#)

Program Name: Sample SRTS Program  
Lead Organization: Sample SRTS Program  
Organization Type: Local/Regional Government Agency  
City: adf  
State: Alabama  
Zip Code: 23456  
Contact First Name: abrown750  
Contact Last Name: brown  
Contact Role: Lead Organization  
Contact Phone: 111-111-1111  
Contact Email: abrown750@gmail.com

[Continue to Funding History](#)  
[Continue to Activity History](#)  
[Edit](#)

Step 5. Search by one or more of the search fields below to see if the user already is in the data system. If you are not sure if the person has a user account, search by state only.

**Sample SRTS Program**  
**Example Primary School**  
 To select a different program, view the [Program List](#)  
 To select a different school, view the [School List](#)

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)

**Schools**  
[School Information](#)  
[Involvement](#)

**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
[Add Time Period](#)  
[Reports](#)

**My Profile**  
[My Account](#)  
[Request Permission](#)

**Manage Users**  
[View and Grant Permissions](#)  
[Add a User](#)

**Find User**  
 Search for existing user by using one or more of the search fields below

First Name:

Last Name:

Email:

Phone:

State:

Step 6. After your search results will appear:

Select the appropriate user and continue to Step 7A.

--OR--

Select "Add new user" if you did not find the correct person. Then continue to Step 7B.

**Sample SRTS Program**  
**Example Primary School**  
 To select a different program, view the [Program List](#)  
 To select a different school, view the [School List](#)

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)

**Schools**  
[School Information](#)  
[Involvement](#)

**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
[Add Time Period](#)  
[Reports](#)

**My Profile**  
[My Account](#)  
[Request Permission](#)

**Manage Users**  
[View and Grant](#)

**Select User**  
 The following users meet your search criteria.  
 Don't see a user on the list? [Add new user](#) to a school.

Click on column headers to sort

First	Last	Email	Phone	State	
data	at	data@saferoutesinfo.org	111-111-1111	AL	<input type="button" value="Select"/>
data	info	olddata@saferoutesinfo.org	404-849-4517	AL	<input type="button" value="Select"/>

Step 7A. Select the appropriate permission level you would like to grant for each school and select “Complete.” See pages 38 and 39 in this document for definitions of the school access levels.

**Sample SRTS Program**  
**Example Primary School**  
 To select a different program, view the [Program List](#)  
 To select a different school, view the [School List](#)

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)  
**Schools**  
[School Information](#)  
[Involvement](#)  
**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
[Add Time Period](#)  
[Reports](#)  
**My Profile**  
[My Account](#)  
[Request Permission](#)  
**Manage Users**  
[View and Grant Permissions](#)  
[Add a User](#)

**Add More School Access to Existing User**  
 In the table below, select an access level for each school that you would like this user to have.

First Name: data  
 Last Name: info  
 Email: data@saferoutesinfo.org  
 Phone: 404-849-4517  
 State: Alabama  
 Program: Sample SRTS Program

School Access: Click on column headers to sort

School	City	Access Level
Example Primary School	adf	View Level Only
Sample Middle School	adf	Edit Level Permissions
Test Elementary	adf	No Access

Step 7B. Complete the required fields and select “Submit.”  
 The email address you provide for the new user will receive automatically an email with a link and log-in instructions.

**Sample SRTS Program**  
**Example Primary School**  
 To select a different program, view the [Program List](#)  
 To select a different school, view the [School List](#)

**Program**  
[Program Information](#)  
[Funding](#)  
[Activity](#)  
**Schools**  
[School Information](#)  
[Involvement](#)  
**Tally/Survey**  
[Mail Data to National Center](#)  
[Enter New Data or View Existing](#)  
[Add Time Period](#)  
[Reports](#)  
**My Profile**  
[My Account](#)  
[Request Permission](#)  
**Manage Users**  
[View and Grant Permissions](#)  
[Add a User](#)

**Add New User**  
 Create an account for a new user by completing and submitting the info access.

\*First Name:   
 \*Last Name:   
 \*Email:   
 \*Phone:   
 \*State:

## My Profile:

Click "My Account" to change your update your user name, phone number, email address and password.

You can also view the schools and local SRTS programs whose data you have permission to access.

**Sample SRTS Program**  
 To select a different program, view the [Program List](#)  
 To select a different school, view the [School List](#)

**Program**

[Program Information](#)

[Funding](#)

[Activity](#)

**Schools**

[School Information](#)

[Involvement](#)

**Tally/Survey**

[Mail Data to National Center](#)

[Enter New Data or View Existing](#)

[Add Time Period](#)

[Reports](#)

**My Profile**

[My Account](#)

[Request Permission](#)

**Manage Users**

[View and Grant Permissions](#)

### Program Information

You are viewing information for **Sample SRTS Program**.

The following is the most recent program level information in the system for this program. This information v data from the Student Travel Tally and Parent Surveys questionnaires.

To select a different program, click on [Program List](#).

Program Name: Sample SRTS Program  
 Lead Organization: Sample SRTS Program  
 Organization Type: Local/Regional Government Agency  
 City: Chapel Hill  
 State: North Carolina  
 Zip Code: 27510  
 Contact First Name: Bill  
 Contact Last Name: Sample  
 Contact Role: Lead Organization  
 Contact Phone: 9198436794  
 Contact Email: bsample@hsrc.unc.edu

**View/Edit Account**  
 This page allows you to edit your log-in and contact information and it displays which SRTS programs and schools you can access.

**Program**

[Program Information](#)

[Funding](#)

[Activity](#)

**Schools**

[School Information](#)

[Involvement](#)

**Tally/Survey**

[Mail Data to National Center](#)

[Enter New Data or View Existing](#)

[Add Time Period](#)

[Reports](#)

**My Profile**

[My Account](#)

[Request Permission](#)

\*First Name:

\*Last Name:

\*Email:

Phone:

\*State:

[Reset Password](#)

### Your School and Program Permissions

Don't have permission to your school? [Request Permission](#)

School Access:	Permissions	Status
AL Brown Primary	Admin Level Permissions	Approved
AL Brown Primary	Edit Level Permissions	Approved
Elementary School A	Admin Level Permissions	Approved
Elementary School B	Admin Level Permissions	Approved
Elementary School C	Admin Level Permissions	Approved
Elementary School D	Admin Level Permissions	Approved
Elementary School E	Admin Level Permissions	Approved
Sample Middle School	Admin Level Permissions	Approved
WM Austin Middle	Admin Level Permissions	Approved
Webinar School 1	View Level Only	Approved
friday test school	Admin Level Permissions	Approved

Program Access:	Permissions	Status
Sample SRTS Program	Admin Level Permissions	Approved
Sample SRTS Program	View Level Only	Approved
Webinar Test Program	View Level Only	Approved
ab's friday test program	View Level Only	Approved

## Accessing Reports

Access summary reports of your Parent Survey and Travel Tally information is complete for a particular set.

Step 1. Log into your account using your user email and password, if you aren't already logged in.  
If you need to create an account, see page 2 and select the scenario that best describes you situation.

Step 2. Select the local SRTS program of interest

Step 3. Click "Reports" in the left menu.

Step 4. Specify Tally Report or Survey Report and then select the school & time period of interest and click "Run report"

See pages 46 for a sample of the summary reports.

The screenshot illustrates the user interface for the National Safe Routes to School Program Tracking System. It shows the navigation path from the main dashboard to the Reports section and then to the Tally Report form.

**Main Dashboard:**

- Program Information: [Program List](#), [School List](#)
- Program: **Welcome to the National Safe Routes to School Program Tracking System**
- Program Information: This main page shows the SRTS program you can access. To get started, click the "Program Name" of interest to view or edit informa program and any Student Travel Tally and Parent Surveys associated with those schools.
- Funding
- Activity
- Schools: You have access to the following program(s):
- School Information: [Add New Program](#)
- Involvement: 

Program Name	City	Last Updated	Permission
<a href="#">Sample SRTS Program</a>	Chapel Hill	07/20/10	Admin Level Permissions
<a href="#">ab's friday test program</a>	testville	06/18/10	View Level Only
- Tally/Survey: [Enter New Data or View Existing](#), [Add Time Period](#)
- Reports (circled in red)
- My Profile: [My Account](#), [Request Permission](#)
- Manage Users: [View and Grant Permissions](#)

**Reports Section:**

- Program Information: [Tally Report](#), [Survey Report](#) (both circled in red)
- Schools: [School Information](#), [Involvement](#)
- Tally/Survey: [Mail Data to National Center](#), [Enter New Data or View Existing](#), [Add Time Period](#)
- Reports (circled in green)
- My Profile: [My Account](#), [Request Permission](#)
- Manage Users: [View and Grant Permissions](#)

**Tally Report Form:**

- School:
- Date collected:
-

## Sample Reports Generated by the online data system



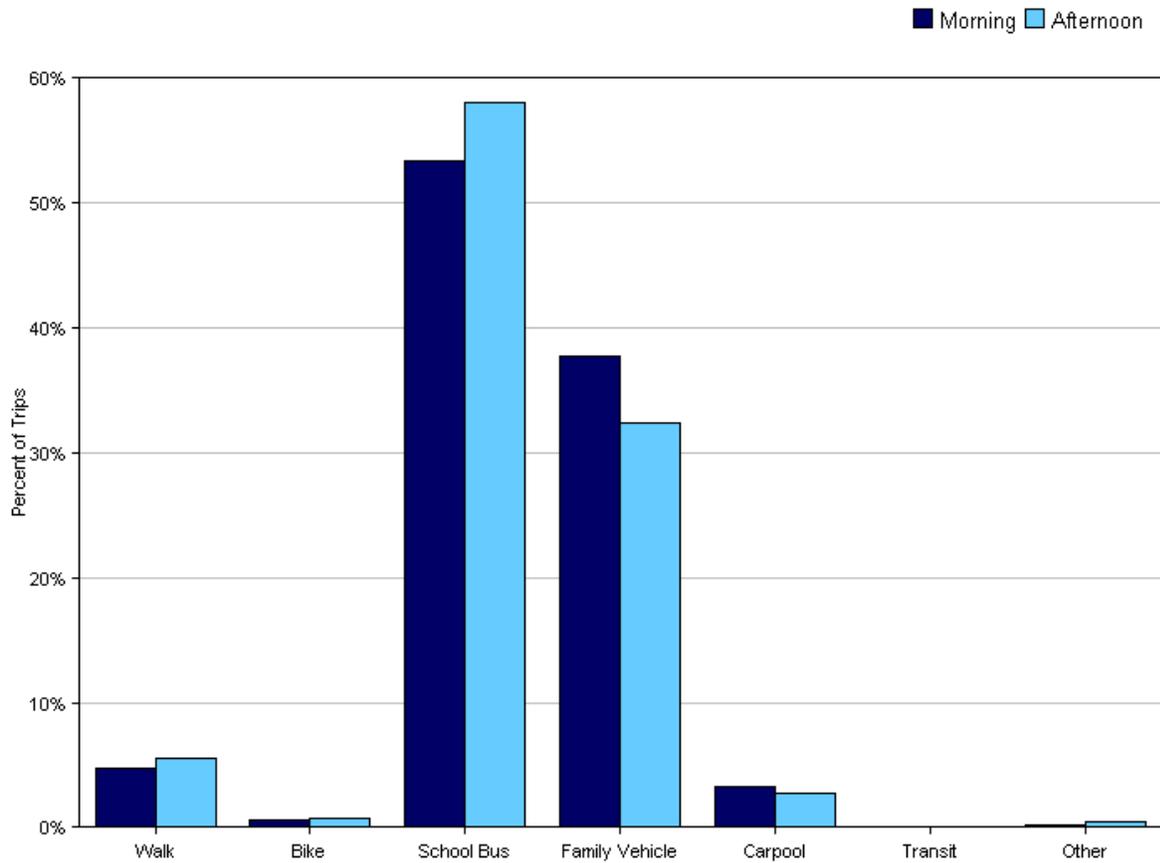
The online data system has the ability to generate basic summary reports of the Parent Survey and Student Travel Tally data submitted by local Safe Routes to School (SRTS) programs. The following pages provide examples of a sample school's Student Travel Tally report and Parent Survey report for data collected for a particular time period.

Local SRTS programs can save these standardized reports as PDF files and use them for meetings and reporting requirements, inform parents and other stakeholders about current travel behavior, generate media interest, and to inform the development of SRTS activities.

## Tally Report

<b>Program Name:</b>	Sample SRTS Program	<b>Month and Year collected:</b>	January 2010
<b>School Name:</b>	Sample Middle School	<b>Set ID:</b>	790
<b>Reported Enrollment:</b>	750	<b>Reported Number of Classrooms:</b>	56
<b>Date Report Generated:</b>	07/14/2010	<b>Number of Classrooms Included in Report:</b>	50

### Morning and Afternoon Travel Mode Comparison

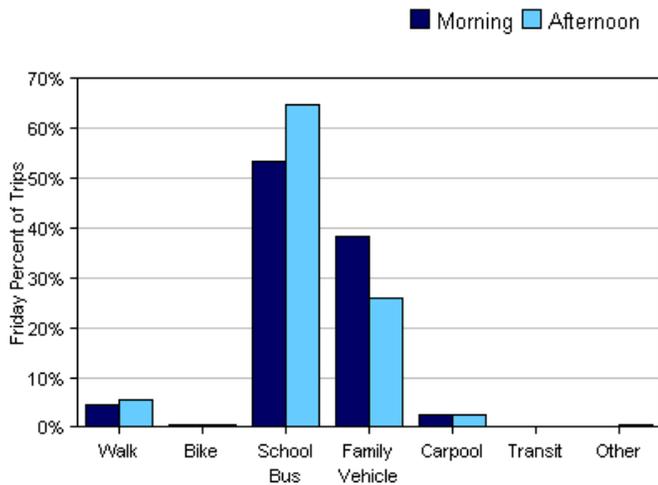
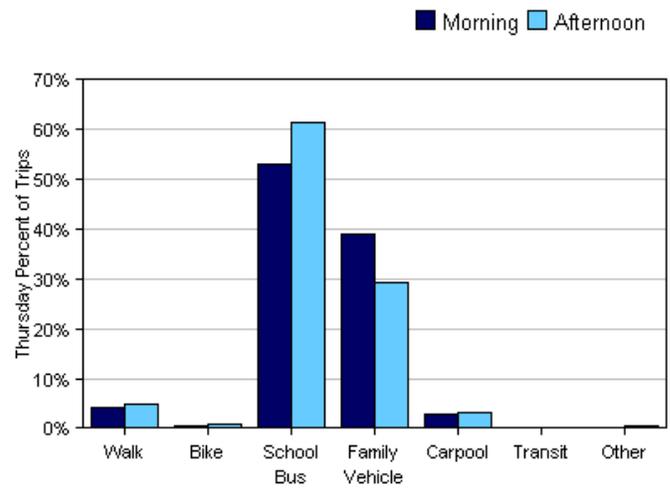
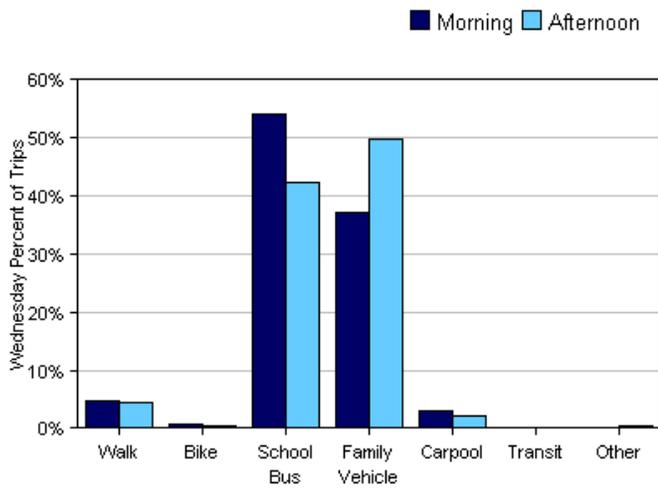
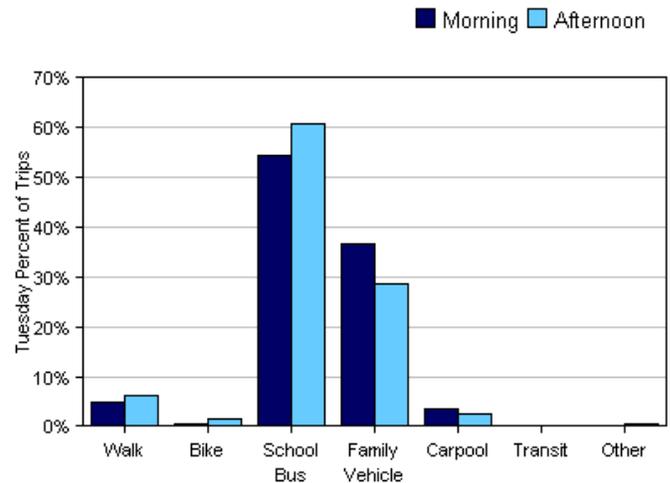
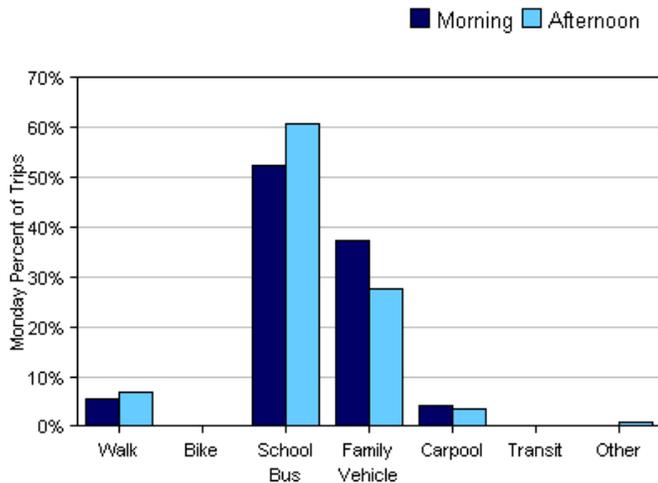


### Morning and Afternoon Travel Mode Comparison

	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Morning	4855	5%	0.5%	53%	38%	3%	0.1%	0.2%
Afternoon	4875	5%	0.7%	58%	32%	3%	0.1%	0.5%

Percentages may not total 100% due to rounding.

### Morning and Afternoon Travel Mode Comparison by Day

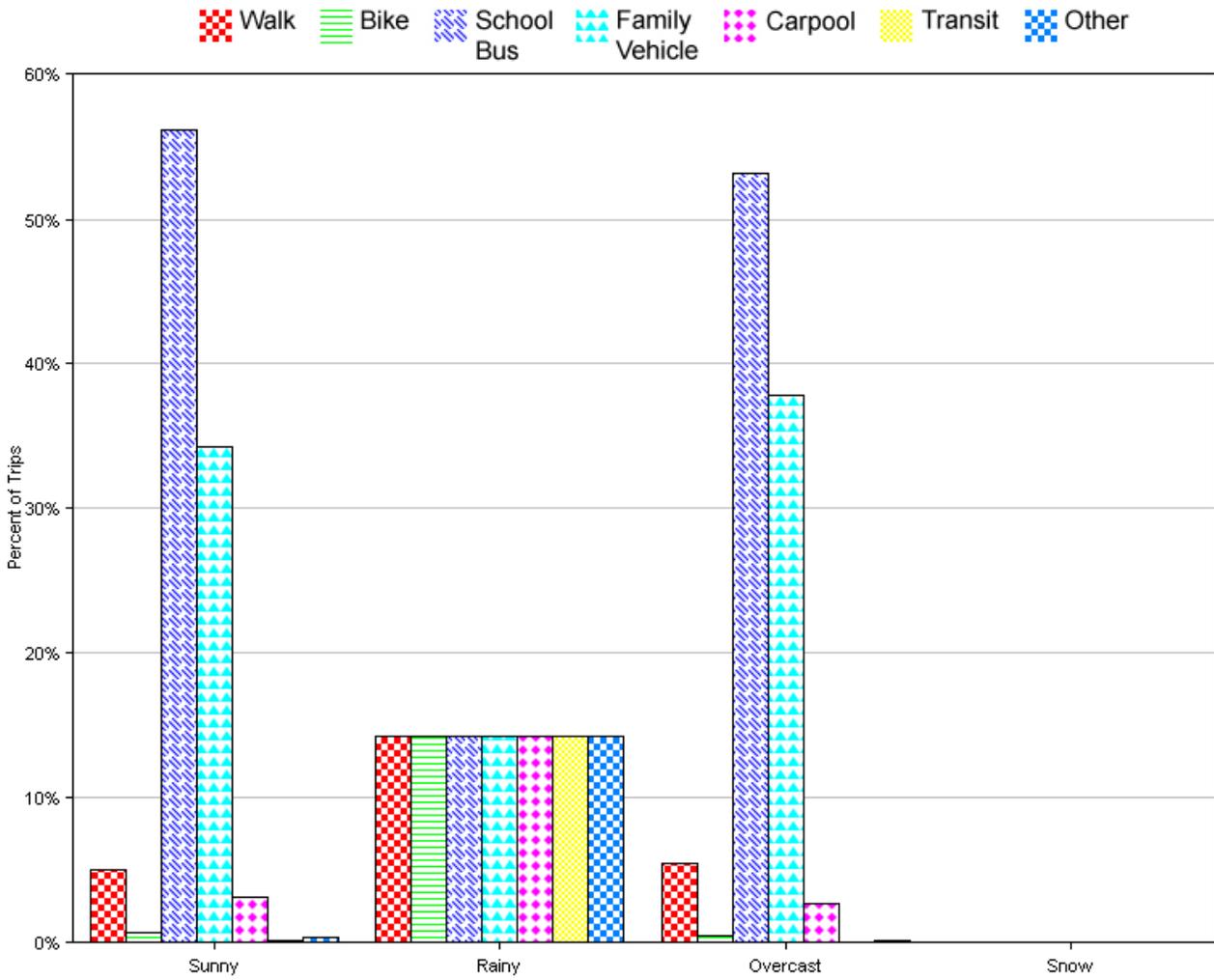


### Morning and Afternoon Travel Mode Comparison by Day

	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Monday AM	967	5%	0.3%	52%	37%	4%	0.1%	0.3%
Monday PM	963	7%	0.3%	61%	28%	3%	0.1%	0.7%
Tuesday AM	969	5%	0.5%	54%	37%	3%	0.1%	0.2%
Tuesday PM	977	6%	2%	61%	29%	2%	0.1%	0.4%
Wednesday AM	1000	5%	0.6%	54%	37%	3%	0.1%	0.2%
Wednesday PM	1001	4%	0.5%	42%	50%	2%	0.1%	0.5%
Thursday AM	954	4%	0.6%	53%	39%	3%	0.1%	0.2%
Thursday PM	964	5%	0.7%	61%	29%	3%	0.1%	0.4%
Friday AM	965	5%	0.6%	53%	38%	3%	0.1%	0.3%
Friday PM	970	5%	0.6%	65%	26%	3%	0.1%	0.5%

Percentages may not total 100% due to rounding.

**Travel Mode by Weather Conditions**



**Travel Mode by Weather Condition**

Weather Condition	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Sunny	7515	5%	0.7%	56%	34%	3%	0.1%	0.4%
Rainy	7	14%	14%	14%	14%	14%	14%	14%
Overcast	1585	5%	0.5%	53%	38%	3%	0%	0.2%
Snow	0	0%	0%	0%	0%	0%	0%	0%

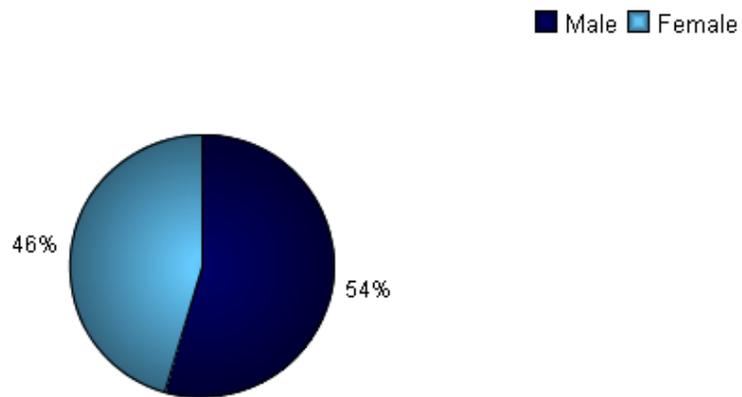
Percentages may not total 100% due to rounding.

## Parent Survey Summary

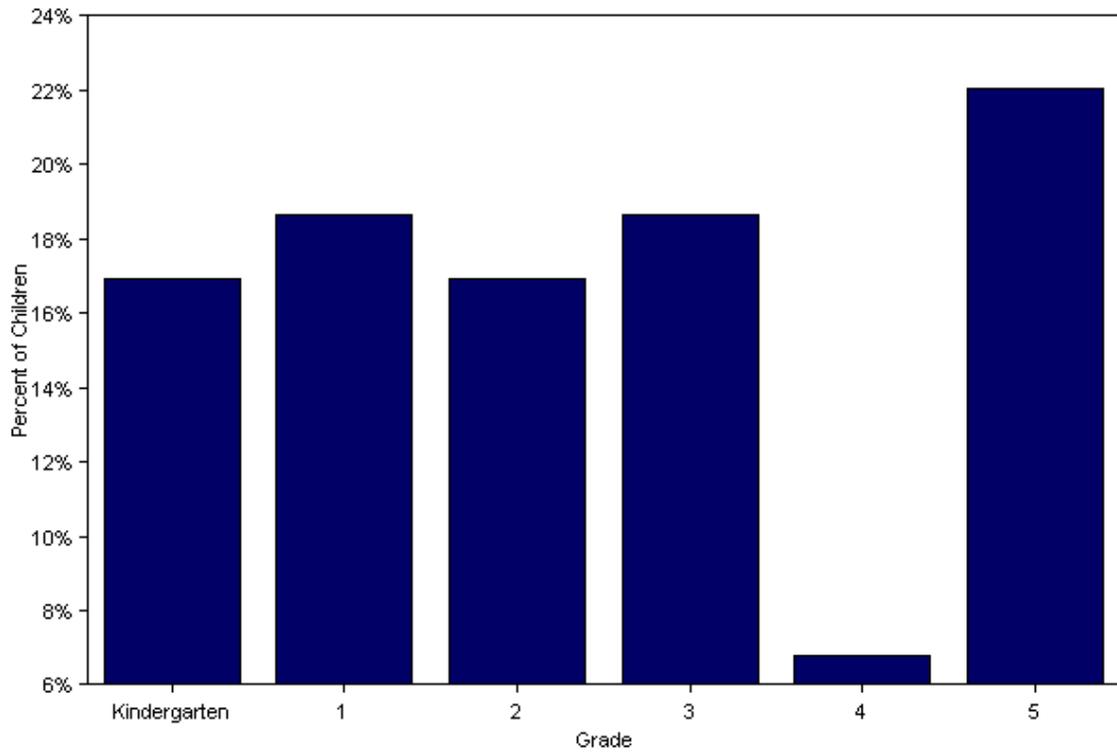
<b>Program Name:</b>	Sample SRTS Program	<b>Month and Year collected:</b>	January 2010
<b>School Name:</b>	Sample Middle School	<b>Set ID:</b>	770
<b>Date Report Generated:</b>	07/14/2010	<b>Reported Enrollment:</b>	750
<b>Number of Questionnaires Distributed:</b>	100	<b>Number of Questionnaires Analyzed for Report:</b>	59

This report contains information from parents about their children's trip to and from school. The report also reflects parents' perceptions regarding whether walking and bicycling to school is appropriate for their child. The data used in this report were collected using the Survey about Walking and Biking to School for Parents form from the National Center for Safe Routes to School.

### Sex of children for parents that provided information



### Grade levels of children represented in survey

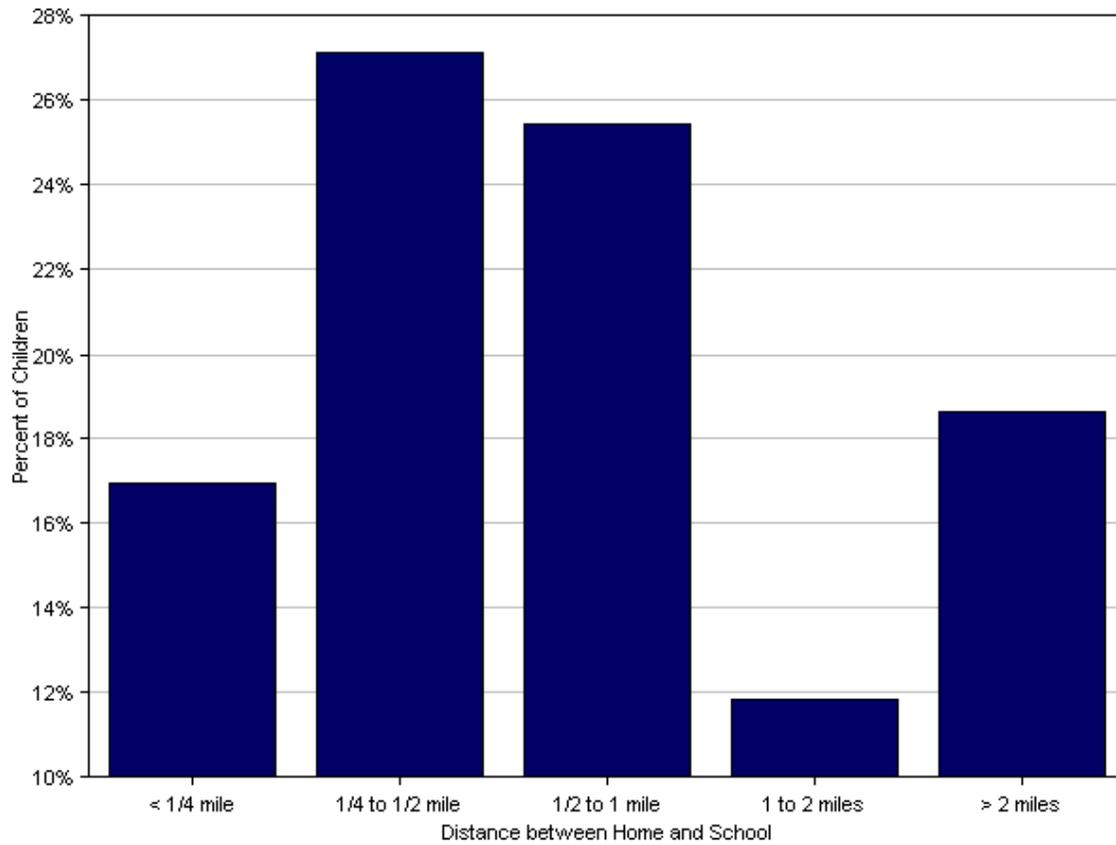


### Grade levels of children represented in survey

Grade in School	Responses per grade	
	Number	Percent
Kindergarten	10	17%
1	11	19%
2	10	17%
3	11	19%
4	4	7%
5	13	22%

No response: 0  
 Percentages may not total 100% due to rounding.

### Parent estimate of distance from child's home to school

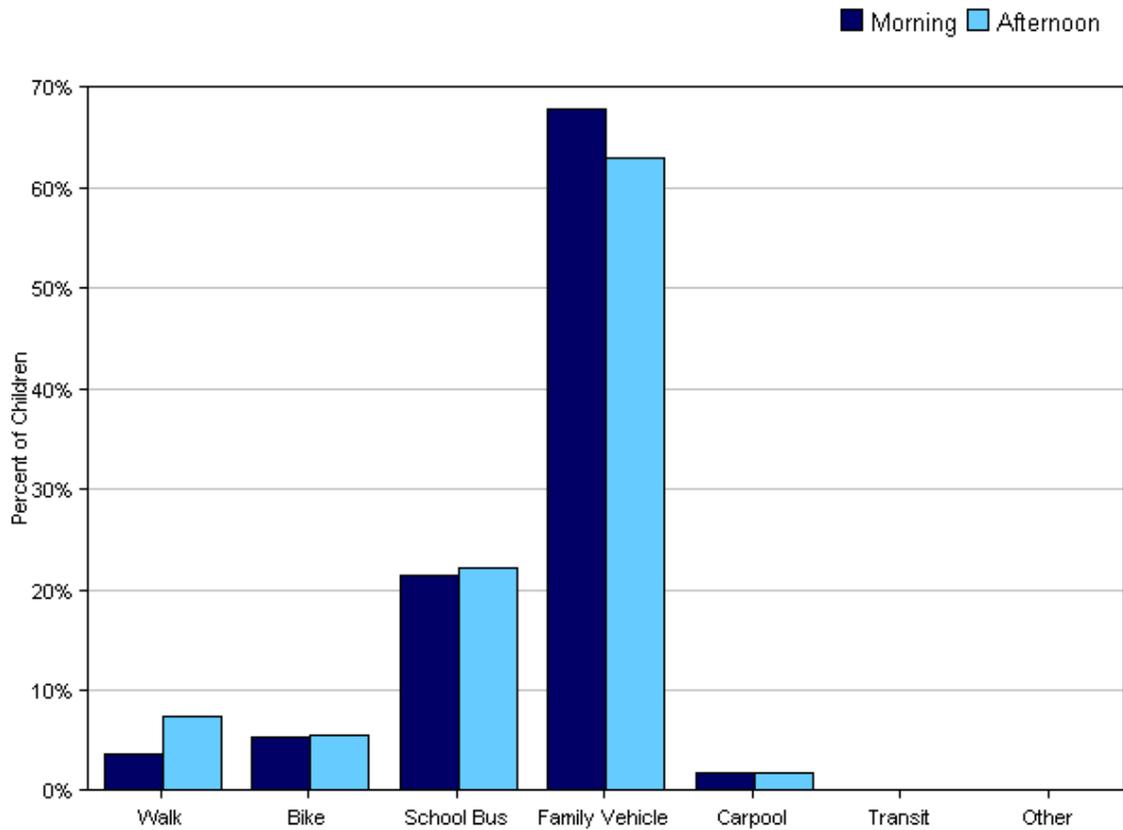


### Parent estimate of distance from child's home to school

Distance between home and school	Number of children	Percent
Less than 1/4 mile	10	17%
1/4 mile up to 1/2 mile	16	27%
1/2 mile up to 1 mile	15	25%
1 mile up to 2 miles	7	12%
More than 2 miles	11	19%

Don't know or No response: 0  
 Percentages may not total 100% due to rounding.

## Typical mode of arrival at and departure from school



## Typical mode of arrival at and departure from school

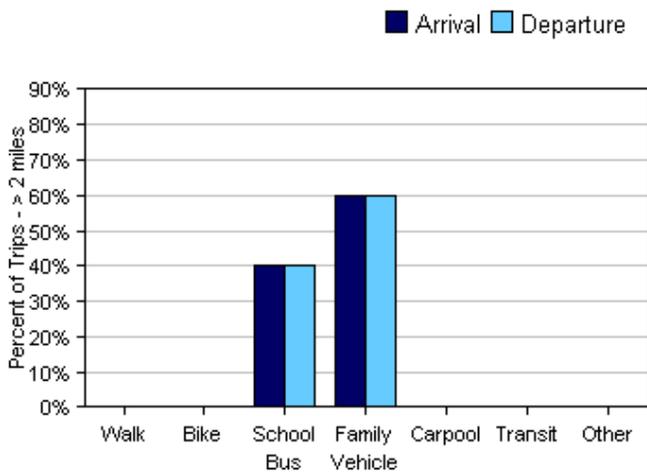
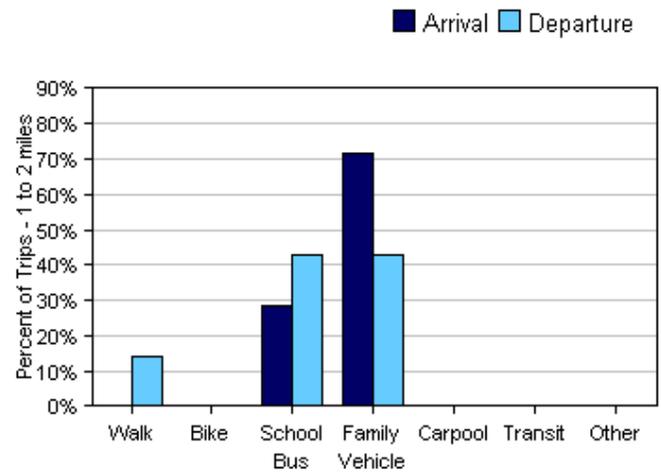
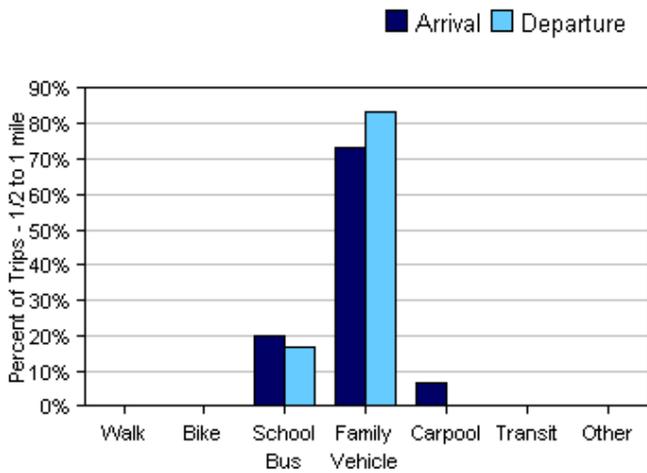
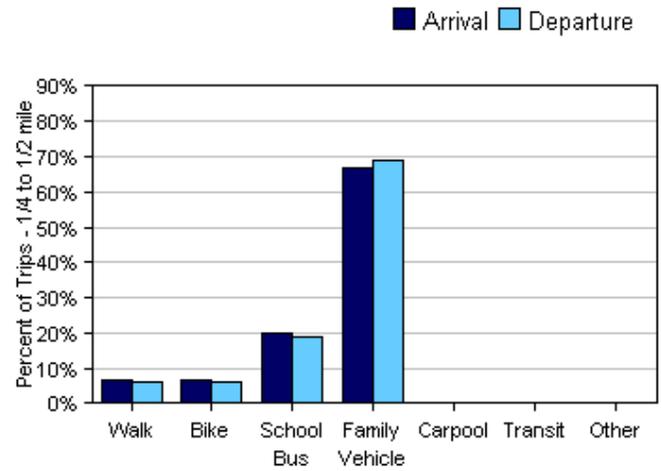
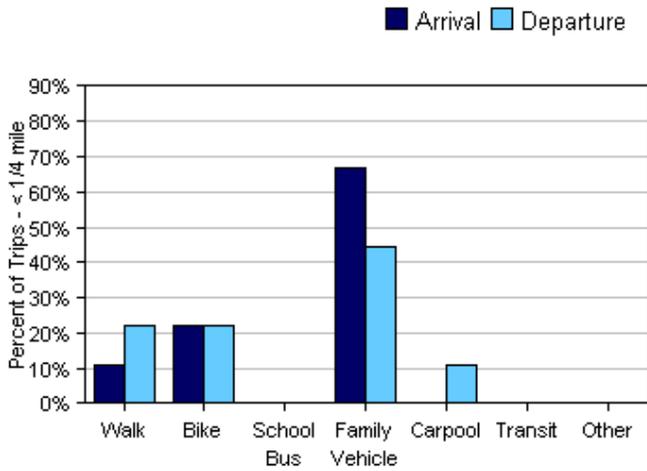
Time of Trip	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Morning	56	4%	5%	21%	68%	2%	0%	0%
Afternoon	54	7%	6%	22%	63%	2%	0%	0%

No Response Morning: 3

No Response Afternoon: 5

Percentages may not total 100% due to rounding.

## Typical mode of school arrival and departure by distance child lives from school



## Typical mode of school arrival and departure by distance child lives from school

### School Arrival

Distance	Number within Distance	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Less than 1/4 mile	9	11%	22%	0%	67%	0%	0%	0%
1/4 mile up to 1/2 mile	15	7%	7%	20%	67%	0%	0%	0%
1/2 mile up to 1 mile	15	0%	0%	20%	73%	7%	0%	0%
1 mile up to 2 miles	7	0%	0%	29%	71%	0%	0%	0%
More than 2 miles	10	0%	0%	40%	60%	0%	0%	0%

Don't know or No response: 3

Percentages may not total 100% due to rounding.

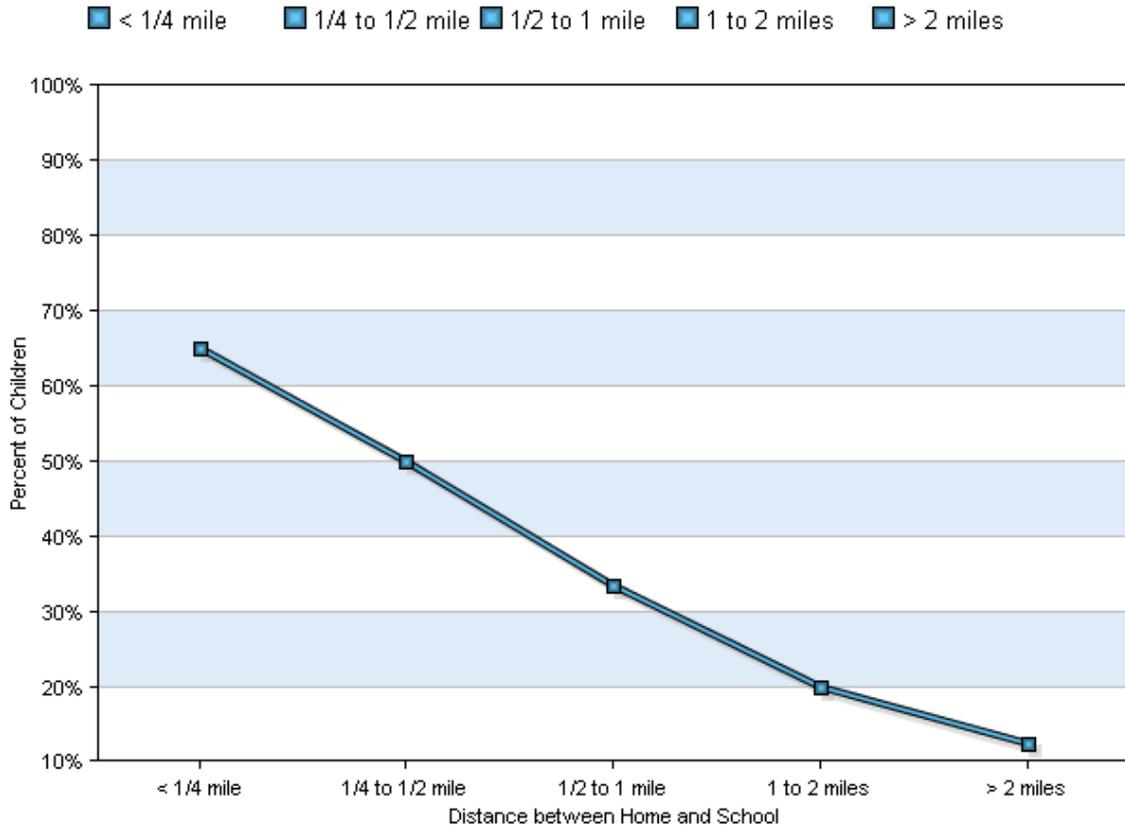
### School Departure

Distance	Number within Distance	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Less than 1/4 mile	9	22%	22%	0%	44%	11%	0%	0%
1/4 mile up to 1/2 mile	16	6%	6%	19%	69%	0%	0%	0%
1/2 mile up to 1 mile	12	0%	0%	17%	83%	0%	0%	0%
1 mile up to 2 miles	7	14%	0%	43%	43%	0%	0%	0%
More than 2 miles	10	0%	0%	40%	60%	0%	0%	0%

Don't know or No response: 5

Percentages may not total 100% due to rounding.

**Percent of children who have asked for permission to walk or bike to/from school by distance they live from school**

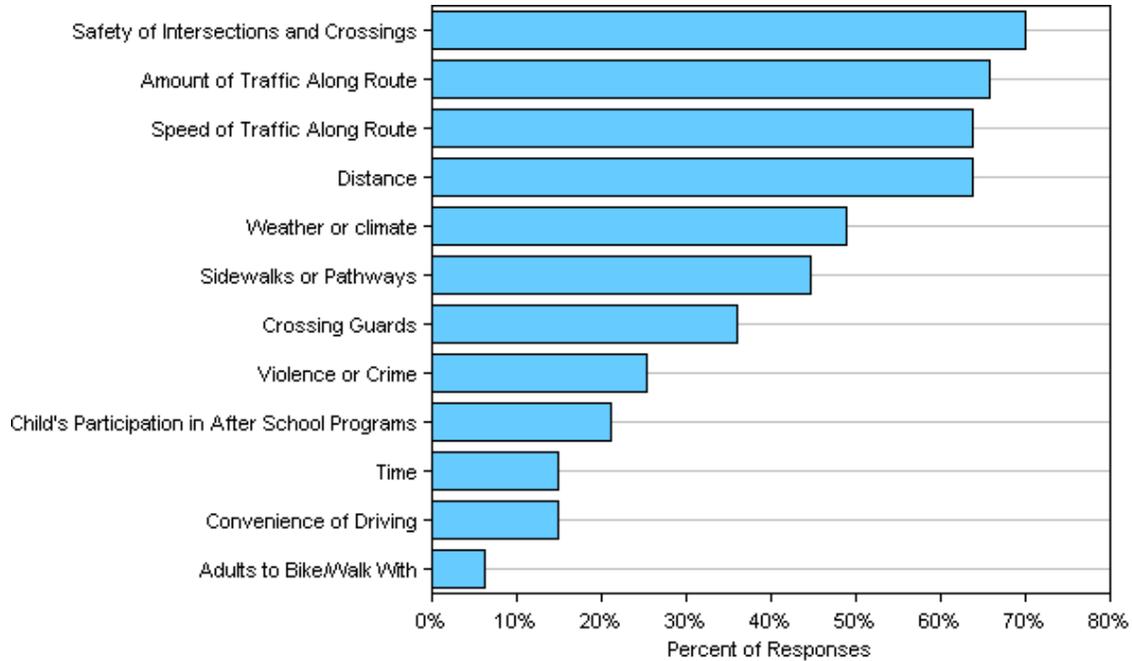


**Percent of children who have asked for permission to walk or bike to/from school by distance they live from school**

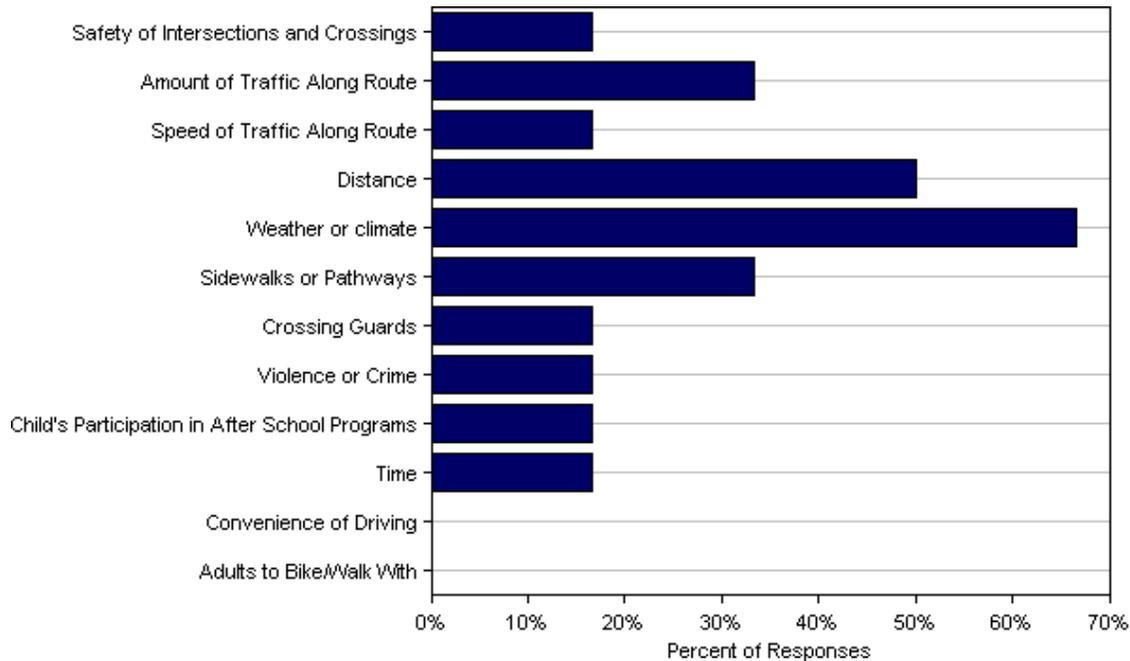
Asked Permission?	Number of Children	Less than 1/4 mile	1/4 mile up to 1/2 mile	1/2 mile up to 1 mile	1 mile up to 2 miles	More than 2 miles
Yes	21	65%	50%	33%	20%	13%
No	36	35%	50%	67%	80%	88%

Don't know or No response: 2  
 Percentages may not total 100% due to rounding.

**Issues reported to affect the decision to not allow a child to walk or bike to/from school by parents of children who do not walk or bike to/from school**



**Issues reported to affect the decision to allow a child to walk or bike to/from school by parents of children who already walk or bike to/from school**



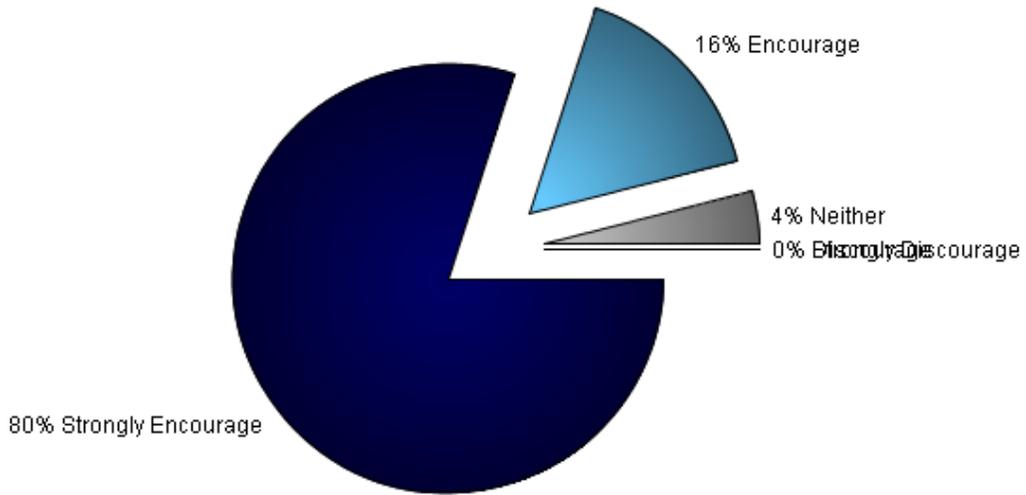
**Issues reported to affect the decision to allow a child to walk or bike to/from school by parents of children who already walk or bike to/from school**

<b>Issue</b>	<b>Child does not walk/bike to school</b>	<b>Child walks/bikes to school</b>
Safety of Intersections and Crossings	70%	17%
Amount of Traffic Along Route	66%	33%
Speed of Traffic Along Route	64%	17%
Distance	64%	50%
Weather or climate	49%	67%
Sidewalks or Pathways	45%	33%
Crossing Guards	36%	17%
Violence or Crime	26%	17%
Child's Participation in After School Programs	21%	17%
Time	15%	17%
Convenience of Driving	15%	0%
Adults to Bike/Walk With	6%	0%
<b>Number of Respondents per Category</b>	<b>47</b>	<b>6</b>

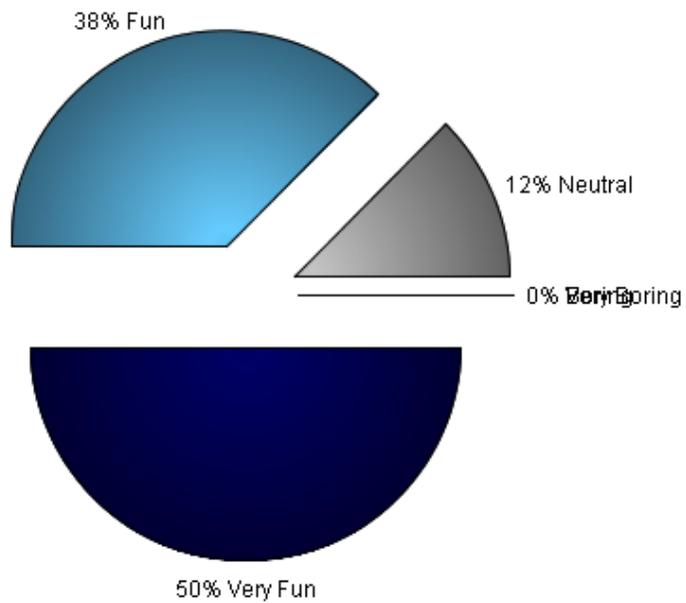
No response: 6

Note: Factors are listed from most to least influential for the 'Child does not walk/bike to school' group. Each column may sum to > 100% because respondent could select more than issue.

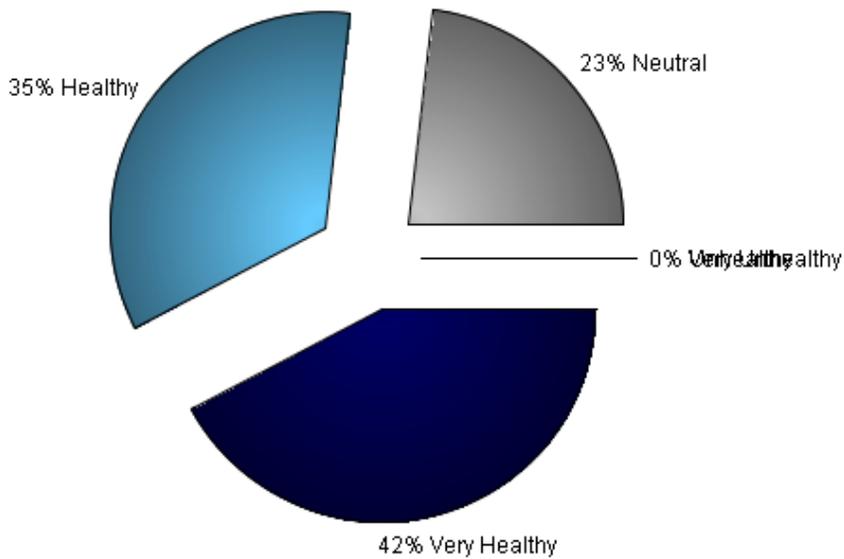
**Parents' opinions about how much their child's school encourages or discourages walking and biking to/from school**



**Parents' opinions about how much fun walking and biking to/from school is for their child**



**Parents' opinions about how healthy walking and biking to/from school is for their child**



## Comments Section

SurveyID	Comment
74061	WALKING & BIKING IS HEALTHY FOR OUR KIDS.
74068	I REALLY APPRECIATE THE TEACHERS AND STAFF. THEIR PATIENCE AND TIME THEY OFFER TO EACH INDIVIDUAL CHILD. THANK YOU!!
74072	MAIN CONCERN IS CROSSING THE HIGHWAY AT 56 & MAIN ST.
74021	I WOULD LIKE PEOPLE THAT DRIVE IN TOWN TO TAKE A BIT MORE TIME & NOT SPEED THROUGH INTERSECTIONS & WE DO NEED SIDEWALKS.
74027	THANKS SO MUCH FOR ALL YOUR HELP
74033	IF WE LIVED IN TOWN I WOULD ALLOW MY CHILD TO WALK OR BIKE