



Instructions for using the National Center for Safe Routes to School (National Center) School Data Collection System to run Student Travel Tally and Parent Survey summary reports

Table of Contents

- [National Center website](#)
- [Creating a login](#)
- [Finding a School and Requesting access](#)
 - [Run report access](#)
 - [Edit data access](#)
- [Running Reports](#)
 - [Single tally or single parent survey report](#)
 - [Aggregated tally or aggregated parent survey report](#)
 - [Two time period tally report](#)

National Center Website

The National Center for Safe Routes to School has two websites:

- SafeRoutesInfo.org – this website provides information for SRTS programs, funding opportunities, SRTS contact information, and announcements for upcoming SRTS events. This site does not house the data collection system.
- SafeRoutesData.org – this website is the National Center’s School Data Collection System, which provides a way to enter tally and survey information and to generate reports from entered data.



Creating a Login

First, create a login for the National Center School Data Collection System website. Each school will need a login.

1. Go to SafeRoutesData.org.
2. Create a login on the home screen, as prompted, providing:
 - a. Name
 - b. Email
 - c. Phone
 - d. State
 - e. Password

Once this information has been entered, click *Create Account* and the account is created!

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Safe Routes to School Data Collection System

Welcome to the National Center for Safe Routes to School's enhanced data system

For information on the changes, please see the list of [New Features document](#). For additional information on navigating through the system, please see the [Navigating the Data System document](#). If you have any questions, please email info@saferoutesinfo.org, and National Center staff will return your email within 24 business hours. We hope you enjoy our system's changes.

Welcome to the National Center for Safe Routes to School's online tracking system for local schools. This system provides a way for local and regional SRTS champions to enter and view data collected using the standardized Student Travel Tally and Parent Survey questionnaires.

To enter your SRTS data, please create a New User account by clicking on the following:

Login for Returning Users

Email

Password

[Forgot password?](#)

New Users

First Name

Last Name

Email

Phone

--Select State--

Tutorials for Using the System

- [Navigating the Data System](#)
- [New Features](#)
- [How to Mail Data](#)

Create an account here



Finding a School and Requesting School Access

Second, request access to the school or school district for which you want to generate a summary report. First, search for the school.

1. Once logged into the SafeRoutesData.org, select the *Schools* tab on the blue header bar. In the drop down menu, select *Search Schools*

A screenshot of the SafeRoutes website interface. The header includes the "SafeRoutes" logo, the text "National Center for Safe Routes to School", and three icons representing a person walking, a person on a bicycle, and a person in a wheelchair. Below the header is the text "Safe Routes to School Data Collection System". A blue navigation bar contains tabs for "Home", "Schools", "My Tallies", "My Surveys", and "My Reports". A red arrow points to the "Schools" tab, which has a dropdown menu open. The dropdown menu includes options: "My Schools", "My School Groups", "Search Schools", "Add New School", and "Request Permission". A text box on the right side of the screenshot contains the instruction: "Scroll over Schools, then select Search Schools".

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Home Schools My Tallies My Surveys My Reports

My Schools

My School Groups

You can create a school group with up to 222 schools.

Search Schools

Add New School

Request Permission

Andrew G. Wright Middle School

Work in Progress

The following sets were created but do not have tallies:

Arlington Science Focus, Virginia Schools, September/2013

Belmont Ridge Middle School, Virginia Schools, September/2013

Scroll over Schools, then select Search Schools



2. This will open a new page. Type in the city, state, and zip code of your school. Then select *Show Schools*. You can also add the school's name, however if there is abbreviation, the school may not be found (e.g. Carver Middle School is listed as George Washington Carver Middle School)

Search for a School

Search for schools that are already collecting student travel tallies. SRTS champions haven't begun collecting data yet for this school.

School:

School Group:

School District:

City:

*State:

Zip Code:

Add school data

Three red arrows originate from the 'Add school data' box and point to the 'School', 'City', and 'Zip Code' input fields in the search form.

3. A new window will show a list of schools that meet the search criteria. Find your school within the list, click on the school name.
 - a. If your school is not on the list, try running the search again with fewer search criteria. If the school still cannot be found, it's likely that the school has not been entered into the database. If this is the case, then no tally or survey data will have been added to the school, so it will not be possible to generate a report.



4. A new widow will show information for your school including the school name, school group, school district, school address, the contact person and their information for your school's SRTS information and your access level.

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Schools My Tallies My Surveys My Reports

School Information

School Name: Abingdon Elementary School
School Group: [Virginia Schools](#)
School District: ARLINGTON COUNTY PUBLIC SCHOOLS
Address 1: 3035 S Abingdon St
Address 2:
City: Arlington
State: Virginia
Zip Code: 22206
Contact First Name: Virginia SRTS Program
Contact Last Name: Administrator
Contact Email: data@virginiasrts.org
Contact Phone: 301-927-1900
Tags: Arlington Public Schools
Access Level: Run Reports [Change Access Level](#)

View school information. What is your access level?

5. The final piece of information is the *Access Level*, which is how much access you have to see or edit the school's data.
 - a. There are three access levels that will be shown on this page
 - i. Request Access – you do not have any access to this school's information. Instructions on requesting access are in item 6 below.
 - ii. Run Report – you are able to view data and run reports for this school's tally and survey data.
 - iii. Edit Data – you are able to view and edit the data for this school's tallies and surveys, add or edit the school's data, submit additional data, and run reports.



6. If you do not have run report or edit data access, you'll have to request that access from the contact person.
 - a. On the school information page, click *request access*.
 - b. A new page will load with the options for the type of access you can request.
 - c. Choose either *Edit Data* or *Run Report* and click *Request Permissions*.
 - d. A request will be sent to the school's contact person, they will be able to authorize your access request.

Request or Change Permissions

The following is a list of all the schools that meet your search criteria. To gain additional access to a school, please click on the school name below:

Run Report Only - Allows you to view the details of a tally and survey and to generate reports for that particular school.

Edit Data - In addition to the Run Report privileges, you will be able to add/edit all school related data and send it to the Data Center for processing.

School Name	School Group	City		Request Access
Abingdon Elementary School	Virginia Schools	Arlington	Tally Set Survey Set	<input type="radio"/> Edit Data <input type="radio"/> Run Report

Request Permissions Clear Screen Cancel

Choose the type of access here.

Press this button to send request

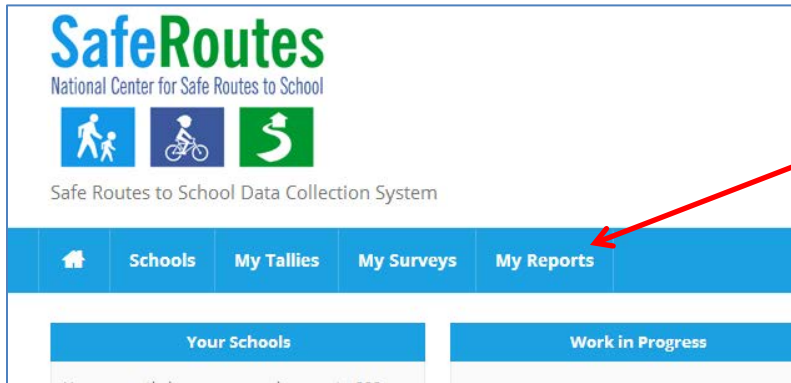
Understanding School Groups

As part of the Virginia Safe Routes to School Program all schools are added to the *Virginia Schools* school group. This allows schools in Virginia to run state and division wide reports. If you are approved for *Edit Data* access then you will be able to view school data for all of the schools in the *Virginia Schools* school group. If you would like your school to be removed from the Virginia Schools group, please send an email to data@virginiarts.org.



Running Reports

Once you have a login and appropriate access to a school data, you can run reports. All reports are accessed through the *My Reports* tab on the blue header bar on the home page.



Click here for reports

1. Click the *My Reports* tab on the blue header. This will open a new page that lists all of the reports.



- The reports page has links to create five different reports. Click the link that says *Create Report* for whichever report you'd like to make.

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Home Schools My Tallies My Surveys My Reports

Reports

There are several reports that relate to the parent surveys and student travel tallies. Please

Tally Reports:

- Tally report for 1 school at 1 data collection period. (ex, Sample Elementary, May 2015)
[Create Report](#) [View Sample Report](#)
- Report that combines the Travel Tallies collected during the same time period (or for the same school group).
[Create Report](#) [View Sample Report](#)
- Report for 1 school comparing Travel Tallies collected during 2 different data collection periods.
[Create Report](#)

Survey Reports:

- Survey report for 1 school at 1 data collection period (ex, Sample Elementary, May 2015).
[Create Report](#) [View Sample Report](#)
- Report that combines the Parent Surveys collected during the same time period (or for the same school group).
[Create Report](#) [View Sample Report](#)

Click the blue *Create Report* link for the appropriate report type



- a. **Tally report for 1 school at 1 data collection period (Single Tally Report)** – choose this if you want to know about how students traveled during one travel period, for instance “How did students at Vienna Elementary School get to school during Student Travel Tally Week 2013?”
- b. **Report that combines travel tallies collected during the same time period (Aggregated Tally Report)** – choose this if you want to know about how all the students in your division or in the state traveled during one travel period, for instance “How did all of the students in Pittsylvania County get to school during Student Travel Tally Week 2013?”
- c. **Report for 1 school comparing travel tallies collected during 2 different data collection periods** – choose this if you want to know about the changes in student travel between two periods, for instance “How did student travel at Luray Elementary School change between Student Travel Tally Week 2012 and 2013?”
- d. **Survey report for 1 school at 1 data collection period (Single Survey Report)** – choose this if you want to know about how students at a single school generally travel to school and parent attitudes about student travel for a single time period, for instance “How did parents of Lynbrook Elementary School feel about student travel to and from school in May 2013?”
- e. **Report that combines the parent surveys collected during the same time period (Aggregated Survey Report)** – choose this if you want to know about how parent attitudes of biking and walking as well as general student travel patterns for all of the students in a single school division, for instance “How did parents of Prince Edward County feel about student travel to and from school in May 2013?”



3. For a Tally Report or Parent Survey report for 1 school at 1 data collection period:
 - a. After clicking the link, a new page opens, it requests the name of your school and the date collected.

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My Tally Report: 1 School in 1 Data Collection Period

*School:

School Tags:

*Date Collected:

Date Collected Tags:

Add your school and collection date

School Tags will automatically appear

Click here to run the report

- b. Choose your school and the collection period you'd like for the report. Once the school and date are chosen, *School Tags* will appear. Confirm that your chosen school is in the right division.
- c. Press *Run Report*
- d. A report will open in a new window or tab. Print this report as a PDF if you want a copy of it.

Understanding Tags

Tags are used to create sub-groups for schools. They are often used to further classify the location of schools within a school group. In Virginia, all schools are grouped under the Virginia Schools group, but schools are further classified by their schools division (e.g. Rocky Gap Elementary School is in the Virginia Schools group, but is tagged as being a Bland County school).

Season Collected Tags are used to further classify the date of parent surveys or student travel tallies. They are useful to identify when additional events occurred (e.g. a school wants to determine the impact of a crossing guard; they could take two travel tallies and tag them before/after crossing guard was positioned at a location).



4. For an Aggregated Tally Report or Parent Survey that combines multiple schools during the same time period:
 - a. After clicking the *Create Report* link, a new window will open asking for the *School Group*, *School Tags*, *Season Collected*, and *Season Collected Tags*. It is only necessary to choose a *School Group* and the *Season Collected*.

Always choose *Virginia Schools* for the school group.

Choose the division for a division wide report

Select the appropriate collection period.

It is not necessary to select a season collected tag.

Click here to run the report

- b. For the school group choose *Virginia Schools*.
- c. For the *School Tags*, choose your school division. If you do not choose a school division, a report will be made that includes all schools in Virginia.
- d. For season collected, choose the period you want to know about, i.e. when was the parent survey conducted?
- e. It is not necessary to choose a *Season Collected Tag*.



- f. Press the *Run Report* button, this will link to a new page that has a list of all the school which will be included in the report. Confirm that these are the schools you want in your report

My Tally Report: Combining Schools in 1 Data Collection Season

The following 8 schools will be included in the tally report you requested.

School Name	Date Collected
Harrisonburg High School	September 2013
Kelster Elementary School	September 2013
Skyline Middle School	September 2013
Smithland Elementary School	September 2013
Spotswood Elementary School	September 2013
Stone Spring Elementary School	September 2013
Thomas Harrison Middle School	September 2013
Waterman Elementary School	September 2013

Back Run Report

Confirm that these are the schools for the report, and then select *Run Report*.

- g. Press the *Run Report* button at the bottom of the list.
- h. The report may take a few moments to generate, but the report will open up in a new page. Print this report as a PDF if you want a copy of it.



5. For a Tally report for 1 school during two different time periods
 - a. After clicking the link and new window will open, it will request *School, Time 1 Date Collected,* and *Time 2 Date Collected*

Select the school

Select the two time periods. Make sure that *Time 2 Date* is the more recent date.

Click here to run report

- b. Choose the school for which you want to make a report.
- c. Choose the two time periods for comparison. Be sure that Time 1 is before Time 2.
- d. If the school does not show up, then the school has not submitted tallies for 2 or more time periods and you won't be able to run the report
- e. Click *Run Report*
- f. The report will open in a new window. Print the report as a PDF if you want a copy of it.

If you have any additional questions when trying to run tally and survey reports, please contact a [Local Technical Assistance Coordinator](#) or call the Toll-Free Virginia SRTS hotline at 1-855-601-7787.