Directions for Setting up Student Travel Tallies on saferoutesdata.org
This document provides instructions for setting up Student Travel Tallies on the Safe Routes to School Data Collection System (saferoutesdata.org). A Student Travel Tally is a quick, in-class survey that provides valuable information on student travel patterns. Saferoutesdata.org is a website designed to help local Safe Routes to School programs collect and analyze Student Travel Tallies.

There are two possible ways for teachers to record Student Travel Tallies: 1) teachers can record Student Travel Tally data using an online form or 2) teachers can record Student Travel Tally data using a paper form. Data recorded using the online form is automatically uploaded to saferoutesdata.org, which saves time. However, the online form requires teachers to have an Internet-connected computer, tablet, or smart phone. The paper form does not require teacher access to computing technology or the Internet, but results recorded using paper forms must be typed into saferoutesdata.org to generate summary reports that enable you to analyze the data.

The Student Travel Tally recording method you choose affects which sections in this document you should read through.

- If you have decided to use the online form, please review:
  - Section 1: Log in to saferoutesdata.org
  - Section 2: Set up the Student Travel Tally
  - Section 5: Frequently Asked Questions

- If you have decided to use the paper form, please review:
  - Section 1: Log in to saferoutesdata.org
  - Section 2: Set up the Student Travel Tally
  - Section 3: Navigate to the Student Travel Tally Data Entry Page (Paper Form Only)
  - Section 4: Enter the Data (Paper Form Only)
  - Section 5: Frequently Asked Questions

Regardless of which Student Travel Tally recording method you choose, we recommend reviewing Learn it. Do it. Live it!: Student Travel Tally for guidance on Student Travel Tally pre-planning and communications, and Directions for Running Reports on saferoutesdata.org for guidance on how to generate summary reports.
Section 1: Log in to saferoutesdata.org

1. Go to saferoutesdata.org and enter your email and password in the “Login for Returning Users” column.
2. If this is your first time, create a new account by entering your name, contact information, and password in the “New Users” column.
Section 2: Set Up the Student Travel Tally

1. Once you have logged in, click the “My Tallies” tab in the blue header bar and select “Enter New Tally.”

2. Indicate the school where the Student Travel Tally will be conducted. In most cases, the school will appear in the dropdown menu. If you do not see your school or need to request access to a school, please send an email to data@virginiasrts.org.
3. Click “Add Time Period.” This will bring up a form that enables you to enter details related to the new Student Travel Tally, including the month and year during which the tally will be collected.
4. Select the month and year during which the tallies will be collected using the buttons provided, and select your school division tag below or add it. The other fields are not required, but may be helpful to you when you analyze your data.

See Step 5 on the next page if you want to create links to an online survey form teachers can use to record the tallies. Otherwise, click “Finish” or “Save and Enter Tallies” at the bottom of the page, depending on whether you are ready to start entering tallies.
5. If teachers at your school have access to internet connected computers, tablets, or smart phones, you may want to ask them to record the tallies using the online form. This saves you from having to type the data into saferoutesdata.org later on, since tallies entered in the online form are automatically uploaded.

To generate a link to the online form, enter a URL Activation Start Date and URL Activation End Date. These dates determine the specific days during which the link can be used to record Student Travel Tally data, e.g., if a teacher attempts to use the link after the URL Activation End Date, they will get a message saying that the survey has closed. The URL Activation Start Date and URL Activation End Date should be within the month and year you specified in the Add Time Period fields further up on the form.

Once the URL Activation Start Data and End Date have been entered, click the “Finish” button at the bottom of the page. The link will be emailed to the address linked to your account.
Section 3: Navigate to the Student Travel Tally Data Entry Page (Paper Form Only)
If you clicked “Save and Enter Tallies” at the bottom of the “Add New Tally – Time Period” page you will be taken directly to a page where you can enter begin entering Student Travel Tally data. For instructions on what to do next, go to Enter the Data (Paper Form Only) below.

Please note: If you set up the Student Travel Tally previously (i.e., before you were ready to enter tallies) and are now ready to enter data, you will need to login in to saferoutesdata.org and navigate to the form.

1. The process of logging in to saferoutesdata.org is covered under Log in to saferoutesdata.org above.
2. Once you have logged in, click the “My Tallies” tab in the blue header bar and select “View Existing Tally”
3. Find the appropriate school and “date collected” on the “My Travel Tallies” page and click the “View/Edit” link in the same row. The “date collected” corresponds to the month and day you specified when you set up the tally.
4. On the “Student Travel Tally History” page click on the “Add another tally to the set below” link. This will take you to “Add Travel Tally” form, where you will type the data in classroom by classroom. See [Enter the Data (Paper Form Only)] for instructions.
Section 4: Enter the Data (Paper Form Only)

1. Enter the information for a single classroom on the “Add Travel Tally” form.
2. If you have more classrooms to enter, click the green “Save and Enter Another Tally” button. The data page will refresh.
3. Repeat until all classrooms have been entered and hit “Finish.”

Add Travel Tally

Tally Set for: Test School 4 - October 2017
*Tally Version: [Input field]
*Teacher Name/Class ID: [Input field]

*Grade: Note: if classroom has two grades, select the highest grade in the room. If the classroom has three grades, select the middle grade.

- [ ] PreK
- [ ] Kindergarten
- [ ] 1
- [ ] 2
- [ ] 3
- [ ] 4
- [ ] 5
- [ ] 6
- [ ] 7
- [ ] 8
- [ ] 9
- [ ] 10
- [ ] Unknown

Number of Students Enrolled in Class: [Input field]

*Monday’s Date (Week count was conducted): [Input field]

Click here to enter data for another classroom.
Section 5: Frequently Asked Questions

What should I do if the tallies were recorded on a Monday or a Friday?
Many schools are only able to take student travel tallies on Mondays or Fridays. In these cases, it is recommended that the first tally taken is added to the Tuesday row and the second tally taken is added to the Wednesday row, regardless of the actual tally days. Be sure to make a note of the date change in the space provided for any disruptions or unusual travel conditions.

What is a school group?
School groups are used to classify schools together so that aggregate reports for school divisions and all of Virginia can be generated. As part of the Virginia Safe Routes to School Program, all schools are added to the Virginia Schools school group. If you are approved for Edit Data access, you will be able to view school travel 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@virginiasrts.org

What is a tag?
A tag is 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 school division (e.g. Rocky Gap Elementary School is in the Virginia Schools school group, but is tagged as being a Bland County School).