Directions for Running Reports on saferoutesdata.org

1. Go to saferoutesdata.org and enter you email and password in the “Login for Returning Users” column. If this is your first time, create a new account by entering your name, contact information, and password in the “New Users” column.
2. Click the *My Reports* tab on the blue header. This will open a new page that lists the types of reports.

![Click here for reports.](image-url)
3. 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.

![Safe Routes to School report section](image)

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Click the blue *Create Report* link for the appropriate report.
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?”

www.virginiadot.org/saferoutes
4. 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.
   
   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. If you do not see your school, please send an email to data@virginiasrts.org.
   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 school 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).
5. 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.
   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. If there are schools missing, please send an email to data@virginiasrts.org.

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.
6. 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
   
   b. Choose the school for which you want to make a report. 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. If you believe your school has submitted tallies for 2 or more time periods and you do not see your school, please send an email to data@virginiasrts.org.
   
   c. Choose the two time periods for comparison. Be sure that Time 1 is before Time 2.
   
   d. Click Run Report.
   
   e. 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.