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.

SafeRoutes
National Center for Safe Routes to School

Safe Routes to School Data Collection System

Returning Users Log in Here   **New Users Create Account Here**

Welcome to the Safe Routes to School data system.

This system is designed for local, regional, and state agencies to summarize data collected using the standardized Student Travel Tally and Parent Survey questionnaires.

For information on navigating through the system, please see the Navigating the Data System document. If you have any questions, please email data@saferoutesinfo.org, and National Center staff will return your email one business day.

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

Login for Returning Users
Email
Password
Log In
Forgot password?

New Users
First Name
Last Name
Email
Phone
--Select State--
Create a Password
Retype Password
Create Account

Using the Data System

Navigating the Data System_2.0

Frequently Asked Questions

View sample data and reports

Data collection forms

Student Travel Tally

Parent Survey - English

Parent Survey - Spanish

Parent Survey - Other Languages

2. Click the *My Reports* tab on the blue header. This will open a new page that lists the types of reports.
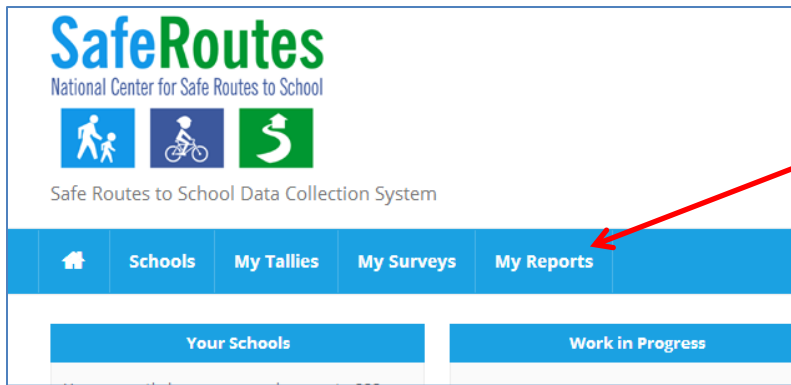
Click here for reports.

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.

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?"

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.

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. If you do not see your school, please send an email to data@virginiasrts.org.
   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 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*, S*eason 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. If there are schools missing, please send an email to data@virginiasrts.org.

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
Keister 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.

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.