



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](https://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 you 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.

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 used for local, regional, and state 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](#)



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.”

View Existing Tally

Enter New Tally

Alerts

Click here.

There are 1977 schools participating in the SRTS program in your state.

There are 124 users participating in schools within your state.

1. You requested access to Run Reports for Kindezi School school. Your request is currently pending.

2. You requested access to Run Reports for Mountain View Elementary School school. Your request is currently pending.

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.

Add New Travel Tally - Time Period

Indicate the school. → *School: --Select School--
[Add School](#)

*Time Period: --Select Time Period-- [Add Time Period](#)

Tags: [Create Tag](#)

- ADA improvements - install or improve
- Alexandria Public Schools
- Arlington Middle Schools (not TJ)
- Arlington Public Schools

[Finish](#) [Save and Enter Tallies](#) [Cancel](#)



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.



Add New Travel Tally - Time Period

*School: [Add School](#)

*Time Period: [Add Time Period](#) **Click "Add Time Period"**

Tags: [Create Tag](#)

- ADA improvements - install or improve
- Alexandria Public Schools
- Arlington Middle Schools (not TJ)
- Arlington Public Schools



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.



Add New Travel Tally - Time Period

*School: [Add School](#)

*Time Period: [Add Time Period](#)

*What month and year were most of these Student Travel Tally forms collected?

Use these buttons to set the time period

Percentage of Students reached by SRTS activities:

How many students attend this school?

Notes:

Notice: In order to create an online Travel Tally form you must enter a URL Activation Start Date and a URL Activation End Date. If these dates are entered you will receive an email containing a link to the Travel Tally form.

URL Activation Start Date:

URL Activation End Date:

Tags: [Create Tag](#)

Alexandria Public Schools
Arlington Middle Schools (not TJ)
Arlington Public Schools

Select your school division tag from this dropdown or add it





- 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.

State Projects Schools My Tallies My Surveys My Reports Manage Users (?) Help

Add New Travel Tally - Time Period

*School:
 [Add School](#)

*Time Period: [Add Time Period](#)

*What month and year were most of these Student Travel Tally forms collected?

Percentage of Students reached by SRTS activities:

How many students attend this school?

Notes:

Notice: In order to create an online Travel Tally form you must enter a URL Activation Start Date and a URL Activation End Date. If these dates are entered you will receive an email containing a link to the Travel Tally form.

URL Activation Start Date:

URL Activation End Date: **Enter URL activation start and end date**

Tags: [Create Tag](#)

- ADA improvements - install or improve
- Alexandria Public Schools
- Arlington Middle Schools (not TJ)
- Arlington Public Schools



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 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”

The screenshot shows the Saferoutesdata.org web application interface. The top navigation bar is blue and contains the following items: a home icon, 'State Projects', 'Schools', 'My Tallies', 'My Surveys', 'My Reports', 'Manage Users', and '(?) Help'. The 'My Tallies' dropdown menu is open, showing 'View Existing Tally' and 'Enter New Tally'. A red arrow points to 'View Existing Tally' with the text 'Click here.' Below the navigation bar, there are three panels: 'Participation' (showing 1977 schools and 124 users), 'Alerts' (showing two pending requests for access to Run Reports for Kindezi School and Mountain View Elementary School), and 'Enter New Tally'.



- 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.

🏠
State Projects
Schools
My Tallies
My Surveys
My Reports
Manage Users
(?) Help

My Travel Tallies

[Add New Time Period](#)

Find the appropriate school and time period and click the “View/Edit” link on the same row.

School Name	School Group	City	Date Collected	# of Tallies	Tally Detail	
Abingdon Elementary School	Virginia Schools	Arlington	September 2013	22	View/Edit	Export Data
Abingdon Elementary School	Virginia Schools	Arlington	September 2014	27	View/Edit	Export Data
Abingdon Elementary School	Virginia Schools	Arlington	October 2014	22	View/Edit	Export Data
Abingdon Elementary School	Virginia Schools	Arlington	September 2015	27	View/Edit	Export Data
Abingdon Elementary School	Virginia Schools	Arlington	October 2016	26	View/Edit	Export Data
Academy for Discovery at Lakewood	Virginia Schools	Norfolk	October 2016	3	View/Edit	Export Data

Refine Your View

Search

State ▼

City

Zip Code

Access Level

View Only

View/Edit

Set Tags

ADA Improvements - in ▲

Alexandria City Public S

Alexandria Public Scho

Arlington Middle Scho

▼

Refine View



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.



Student Travel Tally History

This is the history of the **TEST SCHOOL, September 2016**.

[Add another tally to the set below](#)



Click here.

Displaying 0 questionnaires in this set.

Tally ID	Class ID/Teacher Name	Status	
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Done



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:

*Teacher Name/Class ID:

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

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

Number of Students Enrolled in Class:

*Monday's Date (Week count was conducted):

	Weather	# Students	Walk	Bike	School Bus	Family Vehicle (only children in your family)	Carpool (children from other families)	Transit (city bus, subway, etc.)	Other (skateboard, scooter, inline skates, etc.)
Tuesday AM:	<input type="text" value="--- Select ---"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Tuesday PM:	<input type="text" value="--- Select ---"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Wednesday AM:	<input type="text" value="--- Select ---"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Wednesday PM:	<input type="text" value="--- Select ---"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Thursday AM:	<input type="text" value="--- Select ---"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Thursday PM:	<input type="text" value="--- Select ---"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Please list any disruptions to these counts or any unusual travel conditions to/from school on the days of the tally:

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).