



National Safe Routes to School Program Tracking System

Welcome to the National Center for Safe Routes to School's online tracking system for local SRTS programs. This system provides a simple way for users to enter and view data from their local Safe Routes to Schools programs, including school(s) in the program and data collected using the standardized Student Travel Tally and Parent Survey questionnaires.

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

Login in for Returning Users

Goes to Dashboard.

New Users

Goes to New User Welcome Screen.

Tutorials for Using the System

['How-to' video tutorials](#)
for using this data system.

[General Instructions](#)
for using this data system.

[Instructions on how to mail data](#) to
the National Center for processing.
Data processing usually takes 4 to
6 weeks.

[Instructions for using
the Online Parent Survey.](#)
See box on page 2 of instructions.

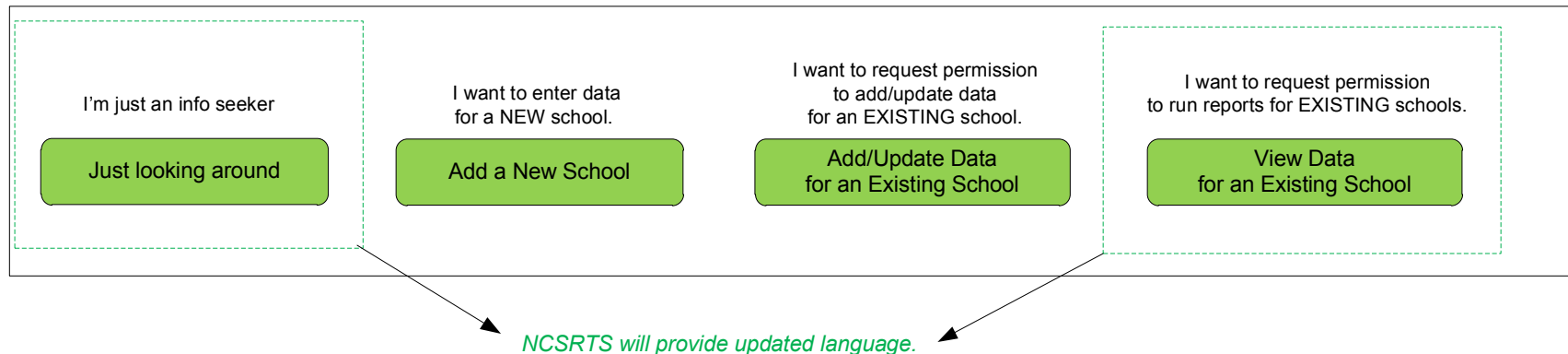
New User Welcome Screen



National Safe Routes to School Program Tracking System

Introductory welcome new user text here: dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet

All four buttons go to the same page (page 13A), but with different intro text displayed.



Dashboard



National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

[\(?\) HELP](#)

Your Schools

You currently have access to 21 schools.

List 10 recently added or edited schools, with a link to view all schools.

View All link will go to My Schools Listing.

Work in Progress

Each item listed below will be linked to a Add Survey or Add Tally screen.

List Surveys & Tallies added that have been marked as work in progress.

List time periods that do not have tallies and surveys.

Each item listed above will be linked to a Add Survey or Tally Time Period.

Alerts

1/5/2013 - Harry Smith has requested access to School XYZ. [View](#)

You have schools that have not submitted surveys in more than 9 months. [View](#)

You have schools that have not submitted tallies in more than 9 months. [View](#)



National Safe Routes to School Program Tracking System

[State Projects](#)[Schools](#)[My Tallies](#)[My Surveys](#)[My Reports](#)[Manage Users](#)[\(?\) HELP](#)

Participation

There are 100 schools participating in the SRTS program in your state.

There are 30 users participating in schools within your state


Alerts

1/5/2013 - Harry Smith has requested access to School XYZ. [View](#)


You have schools that have not submitted surveys in more than 9 months. [View](#)

You have schools that have not submitted tallies in more than 9 months. [View](#)


A: Dashboard – For Info Seekers with pending Run Report permissionWelcome, Pam Barth! [My Account](#) | [Log Out](#)

		National Safe Routes to School Program Tracking System	
Schools	(?) HELP		
<div><div>Alerts</div><div><i>1/5/2013 – You requested permission to Run Report for <u>X.school</u>. Your request is currently pending.</i></div></div>			


B: Dashboard – For Info Seekers with pending Edit Data permissionWelcome, Pam Barth! [My Account](#) | [Log Out](#)

		National Safe Routes to School Program Tracking System	
Schools	Tallies	Surveys	(?) HELP
<div><div>Alerts</div><div><i>1/5/2013 – You requested permission to Edit Data for <u>X.school</u>. Your request is currently pending.</i></div></div>			


Navigation for info seekers -- Can view groups, schools, set level tally and surveys, funding. Cannot run reports

 National Safe Routes to School Program Tracking System	
Schools	(?) HELP
Search Schools	<i>Go to page 13A. Intro text on that page will change depending on which of these two links are selected.</i>
Add New School	
<p><i>Intro text needed. NCSRTS will provide.</i></p>	

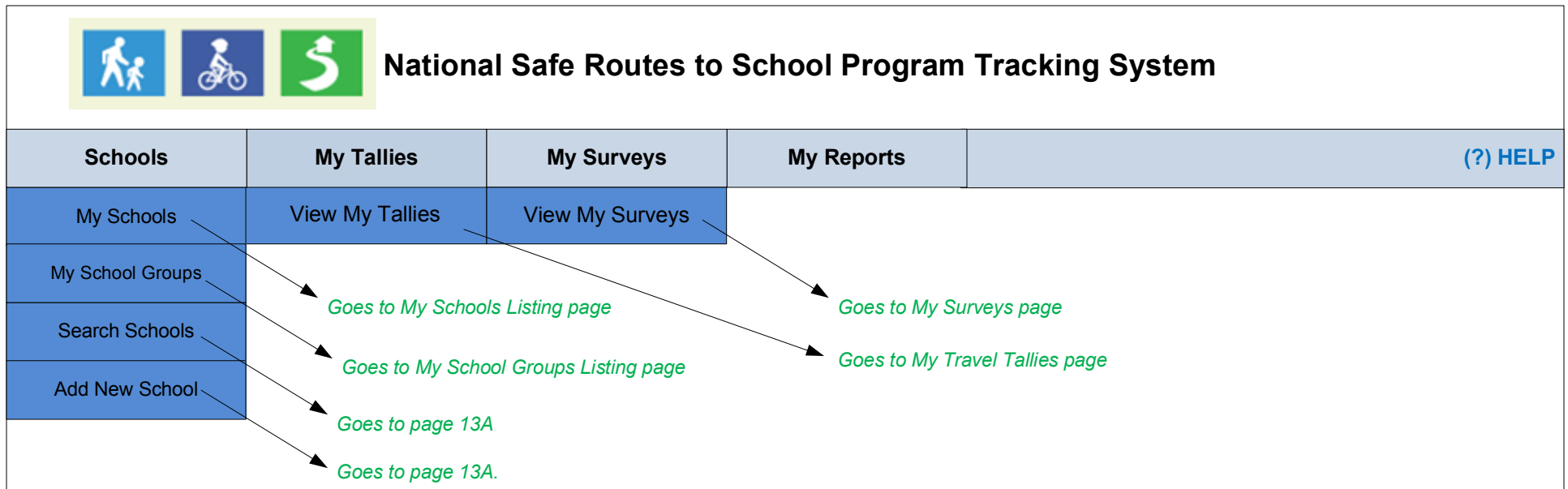
A: Navigation for New Users with Pending Run Report Access -- User has info seeker access but has requested Run Report access to certain schools. User will NOT be allowed to add surveys and tallies.

 National Safe Routes to School Program Tracking System	
Schools	(?) HELP
Search Schools	} <i>Go to page 13A.</i>
Add New School	

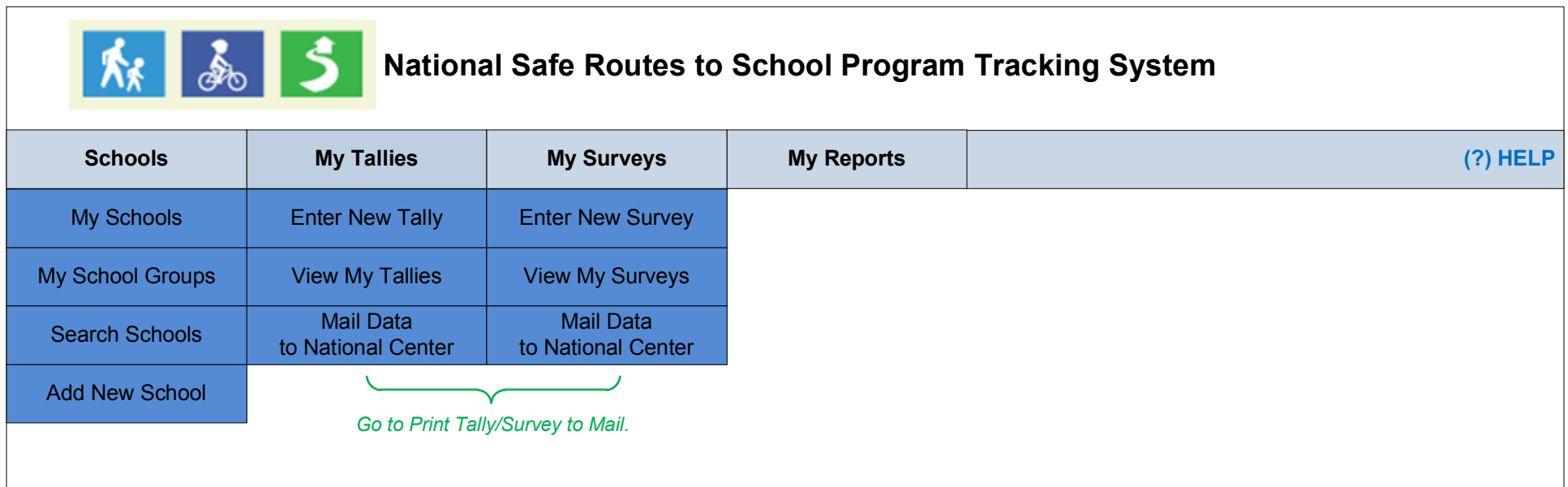
B: Navigation for New Users with Pending Edit Data Access -- User has info seeker access but has requested Edit Data access to certain schools. User will be allowed to add surveys and tallies.

 National Safe Routes to School Program Tracking System			
Schools	Tallies	Surveys	(?) HELP
Search Schools	Enter New Tally	Enter New Survey	
Add New School	<i>Goes to page 24.</i>	<i>Goes to page 27.</i>	


A: Navigation for View Only (can run reports) access -- For the schools that user has this access, user can view group info, school info, funding, tally and survey sets and details, and run reports.




B: Navigation for Edit Data access -- For the schools that user has this access, user can EDIT group info, school info, funding, tally and survey sets and details, and run reports. Cannot touch permissions.



A: Navigation for Admin access -- For the schools/groups that user has this access, user can EDIT group info, school info, funding, tally and survey sets and details, run reports, and grant/deny permissions.

 National Safe Routes to School Program Tracking System					
Schools	My Tallies	My Surveys	My Reports	Manage Users	(?) HELP
My Schools	Enter New Tally	Enter New Survey		View and Grant Permissions	<i>Goes to View and Grant Permissions</i>
My School Groups	View My Tallies	View My Surveys		Add User	<i>Goes to Find User</i>
Search Schools	Mail Data to National Center	Mail Data to National Center			
Add New School					

B: Navigation for State Coordinator access -- Users with this access has administrator access to all schools and groups within their state. For the schools/groups that user has this access, user can EDIT group info, school info, funding, tally and survey sets and details, run reports, grant/deny permissions, and view and add state projects.

 National Safe Routes to School Program Tracking System						
State Projects	Schools	My Tallies	My Surveys	My Reports	Manage Users	(?) HELP
View Existing Projects	My Schools	Enter New Tally	Enter New Survey		View/Grant School Permissions	
Add New Project	My School Groups	View Existing Tally	View Existing Survey		View/Grant School Group Permissions	
	Search Schools	Mail Data to National Center	Mail Data to National Center		Add User	
	Add New School					



National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

(?) [HELP](#)

My School(s)

Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet.

[Add New School](#)

Click on colu

School Name	School Group	City	Last Updated	Access Level	
Apple River Middle School	Group1	Apple River	06/02/10	Edit Level Permissions	Funding
Christian Fellowship	Group1	Chicago	02/10/12	Edit Level Permissions	Funding
Cissna Park	Group2	Cissna Park	06/02/10	Edit Level Permissions	Funding
Warren Elementary	Group3	Warren	06/02/10	Edit Level Permissions	Funding
Zion Lutheran	Group3	Litchfield	06/02/10	Edit Level Permissions	Funding

Goes to page 22.

Refine Your View

Search

Access Level

- ☐ Edit Data
- ☐ Run Reports
- ☐ Administrator

Tags

[Refine View](#)

Clicking on Schools from the main nav will take user to a page that lists ALL the schools that the user has access to. Unlike the current system that only shows the schools a user has access to for the selected program.

School names will be links that takes user to the school information page.

My School Groups Listing



National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

(?) [HELP](#)

My School Group(s)

The following is a list of all the School Groups to which you have access.
To add a school group, select "Add New School Group" if this option is available.

[Add New School Group](#)

Click on column

School Group	City	Last Updated	Access Level
Group1	Apple River	06/02/10	Edit Level Permissions
Group1	Chicago	02/10/12	Edit Level Permissions
Group2	Cissna Park	06/02/10	Edit Level Permissions
Group3	Warren	06/02/10	Edit Level Permissions
Group3	Litchfield	06/02/10	Edit Level Permissions

School Group names will be links that take user to the school group information page.

Refine Your View

Search

School

School Group

School District

State ▼

City

Zip Code

Access Level

☐ Edit Data☐ Run Reports☐ Administrator

Tags

Tag1 ▲

Tag2

Tag3

Etc. ▼

Refine View

School Group Details



National Safe Routes to School Program Tracking System

[Schools](#)[My Tallies](#)[My Surveys](#)[My Reports](#)[\(?\) HELP](#)

School Group Information – Parent Program 061511

Group Name: Parent Program 061511a

Lead Organization: Frias Organization

Organization Type: Local/Regional Government Agency

City: Chapel Hill

State: North Carolina

Zip Code: 12345

Contact First Name: First Parent Program 061511a

Contact Last Name: Frias

Contact Role: Consultant

Contact Phone: 1231231234

Contact Email: jennifer@modernsignal.com

Tags: Tag1, Tag 10, Tag 11, Tag 40

[Next >](#)*Takes user to the school listing for this group.*

A: Search Large DB of Schools

Search for a School

Intro text will be added to this page. Text will depend on whether user arrived here by Search School or Add School from the dropdown navigation.

School:

School Group:

School District:

State: ▼

City:

Zip Code:

[Show Schools](#)

State will default to users state in their account information.

If user arrived at this page by selecting Add School (or via p2/New User Welcome Screen, <Add a New School> button), then user goes to 13B if search was not successful. User goes to page 14/Select a School to Add if search is successful.

If user arrived at this page by selecting Search Schools (or via p2/New User Welcome Screen, <Add/Update Data for an Existing School> & <View Data for an Existing School> buttons), user will be taken to page 20 if search is successful and 13B if search is not successful.

If an admin user arrived at this page to give a user additional access to schools, then user goes to page 13B if search was not successful. Admin user goes to page 36.

B: Search Large DB of Schools – Yield Zero Results

Search for a School

School:

School Group:

School District:

State: ▼

City:

Zip Code:

[Show Schools](#)

No results found. Please try again or [Add New School](#). *Goes to page 17.*

Dashboard – State Coordinators



National Safe Routes to School Program Tracking System

State Projects

Schools

My Tallies

My Surveys

My Reports

Manage Users

[\(?\) HELP](#)

Select a School to Add

Showing 25 of xxx [Next >>](#)Don't see your school? [Add New School](#) *Goes to Add School page.*

School Name	School Group	School District	Address	City	Zip Code	Select All Unselect All
Apple River Middle School	Group1	District 1	Address 1	Apple River	12312	<input type="checkbox"/>
Christian Fellowship		District 1	Address 2	Chicago	12312	<input type="checkbox"/>
Cissna Park		District 2	Address 3	Cissna Park	12345	<input type="checkbox"/>
Warren Elementary		District 2	Address 4	Warren	12356	<input type="checkbox"/>
Zion Lutheran		District 1	Address 5	Litchfield	12356	<input type="checkbox"/>
School 1	Group 2	District 2	Address 3	Apple River	12345	<input type="checkbox"/>
School 2		District 2	Address 4	Chicago	12356	<input type="checkbox"/>
School 3		District 1	Address 5	Cissna Park	12356	<input type="checkbox"/>

[Back](#)[Add School\(s\)](#)*If only 1 school is selected and that school is not already part of a school group, then user goes to page 16/Add School.**If school is already part of a group, go to p15/Some Selected Schools Already in the System.**If more than 1 school is selected, user goes to Add School Group.*

Refine Your View

[Refine View](#)

**National Safe Routes to School Program Tracking System**[Schools](#)[My Tallies](#)[My Surveys](#)[My Reports](#)[\(?\) HELP](#)**Some selected schools already in the system**

The following schools that you selected are already in the system and associated with a school group. You will not be able to add them into the system twice. Do you want to continue with the other schools you selected to add?

School Name	School Group	School District	Address	City	Zip Code
Apple River Middle School	Group1	District 1	Address 1	Apple River	12312
Christian Fellowship	Group 2	District 1	Address 2	Chicago	12312

[Back](#)[Continue](#)[Goes to page 19.](#)

Add School Selected from Large DB of Schools

Welcome, Pam Barth! [My Account](#) | [Log Out](#)

National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

[\(?\) HELP](#)

Add School

School Name:

School Name: School 1

City: Chapel Hill

State: North Carolina

Zip: 12345

School Contact First Name: School Contact Last Name: School Contact Email: School Contact Phone:

Fields will pre-populate based on data entered on page 1 if new user or based on existing users account information.

Which Grades are Targeted:

☐

Kindergarten

☐

5

☐

10

☐

1

☐

6

☐

11

☐

2

☐

7

☐

12

☐

3

☐

8

☐

4

☐

9

Data will be added into the involvement table.

Tags: [Create Tag](#)

*Tags can be created at the state level by state coordinators – tags accessible to all groups and schools within that state.
Tags can be created at the school group level by group contacts – tags accessible to schools within that group.*

List will be arranged in alpha order and allows for multi-select

Next*Goes to page 19.*

[Add New School – Not already in Large DB](#)Welcome, Pam Barth! [My Account](#) | [Log Out](#)

National Safe Routes to School Program Tracking System

[Schools](#)[My Tallies](#)[My Surveys](#)[My Reports](#)[\(?\) HELP](#)

Add New School

School Name: City: State: Zip: School Contact First Name: School Contact Last Name: School Contact Email: School Contact Phone:

Fields will pre-populate based on data entered on page 1 if new user or based on existing users account information.

Which Grades are Targeted:

☐ Kindergarten☐ 5☐ 10

Data will be added into the involvement table.

☐ 1☐ 6☐ 11☐ 2☐ 7☐ 12☐ 3☐ 8☐ 4☐ 9Tags: [Create Tag](#)

*Tags can be created at the state level by state coordinators – tags accessible to all groups and schools within that state.
Tags can be created at the school group level by group contacts – tags accessible to schools within that group.*

Tags:

Tag1

Tag2

Tag3

Etc.

List will be arranged in alpha order and allows for multi-select

Todd -- Lets assume this list will become pretty big, would you be able to program it so that if a user types in the letter S, the list will jump to the first S word?

Next*Goes to page 19.*

[View School Screen](#)Welcome, Pam Barth! [My Account](#) | [Log Out](#)

National Safe Routes to School Program Tracking System

[Schools](#)[My Tallies](#)[My Surveys](#)[My Reports](#)[\(?\) HELP](#)

School Information

School Name: City: State: Zip: School Contact First Name: School Contact Last Name: School Contact Email: School Contact Phone:

Fields will pre-populate based on data entered on page 1 if new user or based on existing users account information.

Which Grades are Targeted:

☒ Kindergarten☐ 5☐ 10☒ 1☐ 6☐ 11☐ 2☐ 7☐ 12☒ 3☐ 8☐ 4☐ 9

Data will be added into the involvement table.

Tags:

Tag1

Tag2

Tag3

Etc.

List will be arranged in alpha order and allows for multi-select

[Done](#)

Depending on how the user arrived on to this page, the next button should take them back to previous page.



National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

(?) [HELP](#)

Add School Group

All schools need to be affiliated with a group. Please select an existing school group or create a new one below for School xx.

School Group:

User can select from existing groups or choose "add new group."
If this option is selected, then the additional fields below would appear.

New School Group Name: Group Contact First Name: Group Contact Last Name: Group Contact Email: Group Contact City: Group Contact State: Group Contact Zip:

Fields will pre-populate based on data entered on page 1 if
new user or based on existing users account information.

[Previous](#)[Next](#)

Goes to page 21.

If email is changed from what is prepopulated (using logged in users email), then system will generate an email to new email. Email will inform user that an account has been created for them. Include u/p and a link to log into the system.

If the changed-to email address already exists in the system (user already has an account), then system will search by email address first creating multiple login accounts for the same user with different passwords.

Email text would change depending on scenario.

Search School Results



National Safe Routes to School Program Tracking System

[\(?\) HELP](#)

Search School Results

Intro language will be modified if user arrives here from pg 13 and has selected an existing school.

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

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 submit data to the National Center for processing.

School Name	School Group	City			Request Additional Access
Apple River Middle School	Group1	Apple River	Tally Set	Survey Set	<input type="radio"/> Edit Data <input type="radio"/> Run Report Only
Christian Fellowship	Group1	Chicago	Tally Set	Survey Set	<input type="radio"/> Edit Data <input type="radio"/> Run Report Only
Cissna Park	Group2	Cissna Park	Tally Set	Survey Set	<input type="radio"/> Edit Data <input type="radio"/> Run Report Only
Warren Elementary	Group3	Warren	Tally Set	Survey Set	<input type="radio"/> Edit Data <input type="radio"/> Run Report Only
Zion Lutheran	Group3	Litchfield	Tally Set	Survey Set	<input type="radio"/> Edit Data <input type="radio"/> Run Report Only

Request Permission *Goes to dashboard showing Alert box -- pgs 3, 5 a/b depending on existing access.*

Clear Screen

Cancel *Goes back to user's main menu area (pages 5, 6 a/b, 7 a/b, 8 a/b, 9a depending on existing and requested access)*

Refine Your View

Search

 ▼

Access Level

- ☐ Edit Only
- ☐ View Only
- ☐ Admin

Tags

Refine View



National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

(?) [HELP](#)

Add School Funding

Explanatory text at the top will be conditional & will depend on whether there are other schools in the group or not.

School:

*User can select from existing school's funding or choose "add new funding."
If this option is selected, then the additional fields below would appear.*

*The month and year when the program data you are providing was current:

Is this program currently part of either a state or federally funded SRTS Program?

*Amount of State or Federal funding awarded: ☐ Not Applicable

Does this program receive other SRTS funding from different sources? (mark each box that applies)

- ☐ Federal/State ex. CMAQ, TE Funds
- ☐ Local Government
- ☐ Non-Profits/Foundations
- ☐ For-Profit Business/Organization
- ☐ Other
- ☐ Don't Know

Is this program applying for either State or Federal SRTS funds?

Does this program collect additional SRTS-related data? (for research or evaluation purposes beyond the Student Travel Tallies and/or Parent Surveys)

All "program" references will be changed to "school".

[Previous](#)[Submit](#)*Goes to My Schools page.*



National Safe Routes to School Program Tracking System

[Schools](#)[My Tallies](#)[My Surveys](#)[My Reports](#)[\(?\) HELP](#)

Funding History – Parent Program 061511

[Add New Funding](#)

Edit and View Only links will navigate to p21/Add School Funding. The fields will be populated and will be editable or not, depending on which link the user selected/has permission to select.

ID #	Date Current			
1425	January 2009	Edit	Delete	View Only
1389	March 2008	Edit	Delete	View Only

[Done](#)

Goes to page 10.



National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

(?) [HELP](#)

My Travel Tallies

[Add New Tally or Time Period](#)

Note that Add Tally has been remove as a column in the table and moved to above the table. Only Edit Level and above would see this link.

School Name	School Group	City	Date Collected	# of Tallies	Tally Detail
Child School 061511a	Group1	Chapel Hill	January 2010	0	View/Edit Download Data
Child School 061511a	Group3	Chapel Hill	January 2010	2	View/Edit Download Data
Child School 061511a	Group3	Chapel Hill	January 2011	0	View/Edit Download Data

Schools names will be links to School Detail page.

Group column added to tally listings page.

Refine Your View

Search

Access Level

- ☐ Edit Data
- ☐ Run Reports
- ☐ Administrator

Tags

Tag1
Tag2
Tag3
Etc.

[Refine View](#)

Add Tally Time Period

Welcome, Pam Barth! [My Account](#) | [Log Out](#)

National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

[\(?\) HELP](#)

Add New Travel Tally – Time Period

School:

User can select from existing schools or choose "add new school."
If this option is selected, user will be taken to Add School page.

Time Period:

User can select from existing time periods or choose "add new time period."
If this option is selected, then the additional fields below would appear.

*What month and year was the majority of the
Student Travel Tally forms collected?

Approximate Percentage of Students
in Grades Targeted by SRTS:

Options will be: 0-25%, 26-50%, 51-75%,
76-100%, Not Applicable, Don't Know

How many students attend this school?

If school was pulled from the large DB of schools, then this info can
be auto-populated but editable. This field is no longer required.

Notes:

Tags: [Create Tag](#)

Tags can be created at the state level by state coordinators – tags accessible to all groups and schools within that state.
Tags can be created at the school group level by group contacts – tags accessible to schools within that group.

Tag1	▲
Tag2	
Tag3	
Etc.	▼

Note the addition of tags to this screen.

Next >

Goes to next page.

[Add Tally](#)Welcome, Pam Barth! [My Account](#) | [Log Out](#)

National Safe Routes to School Program Tracking System

[Schools](#)[My Tallies](#)[My Surveys](#)[My Reports](#)[\(?\) HELP](#)

Add New Travel Tally

Tally Set for: School 1 - January 2012

*Tally Version: 3-day

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.
☐ PreK ☐ Kindergarten ☐ 1 ☐ 2 ☐ 3
☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8
☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ Unknown
Number of Students
Enrolled in Class: *Monday's Date
(Week count was conducted):

Tally form will be programed to auto-save every 5 minutes. Until the tally form is submitted, data saved in progress will not be included in the reports.

	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:	--- Select ---	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday PM:	--- Select ---	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday AM:	--- Select ---	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday PM:	--- Select ---	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Finish*Goes to page 23.***Save and Enter Another Tally***Saves and tally form becomes blank, ready for another tally entry.***Cancel***Goes to page 23.*



National Safe Routes to School Program Tracking System

[Schools](#)[My Tallies](#)[My Surveys](#)[My Reports](#)[\(?\) HELP](#)

My Parent Surveys

[Add New Survey or Time Period](#)

School Name	School Group	City	Date Collected	# of Surveys	Survey Detail	
Child School 061511a	Group1	Chapel Hill	January 2010	0	View/Edit	Download Data
Child School 061511a	Group3	Chapel Hill	January 2010	2	View/Edit	Download Data
Child School 061511a	Group3	Chapel Hill	January 2011	0	View/Edit	Download Data

Refine Your View

Search

Access Level

☐ Edit Data☐ Run Reports☐ Administrator

Tags

[Refine View](#)



National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

(?) [HELP](#)

Add New Parent Survey – Time Period

School:

User can select from existing schools or choose "add new school."
If this option is selected, user will be taken to Add School page.

Time Period:

User can select from existing time periods or choose "add new time period."
If this option is selected, then the additional fields below would appear.

*What month and year was the majority of the
Parent Survey questionnaires were collected?

How many Parent Surveys were distributed?

No longer a required field.

Approximate Percentage of Students
in Grades Targeted by SRTS:

Options will be: 0-25%, 26-50%, 51-75%,
76-100%, Not Applicable, Don't Know

*How many students attend this school?

If school was pulled from the large DB of schools, then this info can
be auto-populated but editable. This field is no longer required.

Notes:

Tags: [Create Tag](#)

Tags can be created at the state level by state coordinators – tags accessible to all groups and schools within that state.
Tags can be created at the school group level by group contacts – tags accessible to schools within that group.

Note the addition of tags to this screen.

Next >

Goes to next page.

[Add Survey](#)Welcome, Pam Barth! [My Account](#) | [Log Out](#)

National Safe Routes to School Program Tracking System

[Schools](#)[My Tallies](#)[My Surveys](#)[My Reports](#)[\(?\) HELP](#)

Add New Parent Survey

Survey Set for: Child School 061511a - Set ID: 3703 - February 2010

*Survey Version: 2-page

*Language Type: English

What is the grade of the child who brought home this survey?

Is the child who brought home this survey male or female?

How many children do you have in Kindergarten through 8th grade?

Intersection Near Home Street 1:

Intersection Near Home Street 2:

How far does your child live from school?

On most days, how does your child arrive for school?

On most days, how does your child leave from school?

How long does it normally take your child to get to school?

How long does it normally take

MS will number each survey field and shorten the field labels. See Appendix A for our suggestions on how to shorten them. On hover, the full question as it appears on the hard copy version, will appear.

Survey form will be programed to auto-save every 5 minutes. Until the survey form is submitted, data saved in progress will not be included in the reports.

Finish

Goes to page 26.

Save and Enter Another Tally

Saves and tally form becomes blank, ready for another tally entry.

Cancel

Goes to page 26.

Print Tally/Survey to Mail



National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

(?) HELP

Print Travel Tally and Parent Survey Data Collection History

When mailing the hard copies of your Travel Tallies and/or Parent Surveys to the National Center for processing, you must complete and print one cover sheet per Travel Tally set record and/or one cover sheet per Parent Survey set record. A set record is the group of the same questionnaire type (Tallies or Surveys) for one school at one time period.

This page allows you to automatically create and print the appropriate cover sheet.

- Create new data set time periods by clicking on "Add New Time Period" under the Travel Tally and Parent Survey sections below.
- Return to this page by clicking the "Save & Print to Mail Tallies/Surveys" button after you have entered your Tally/Survey data set time period information.
- In the "Print to Mail" column, check the box(es) next to the Tally or Survey time period(s) for which you would like to print a cover sheet.
- Click "Print Selected Records to Mail" button at the bottom of the page.

The cover sheet(s) that are generated can be printed and will provide instructions for mailing the data to the National Center.

Travel Tally

Click on column headers to sort

Print to Mail	School Name	School Group	City	Date Collected	# of Tallies	Program Status
<input type="checkbox"/>	Child School 061511a	Group1	Chapel Hill	January 2010	0	Before Program
<input type="checkbox"/>	Child School 061511a	Group1	Chapel Hill	January 2010	2	Other
<input type="checkbox"/>	Child School 061511a	Group2	Chapel Hill	January 2011	0	Before Program

Columns for both tables will default sort by Data Collected in descending order and then by school name in descending order.

Parent Survey

Click on column headers to sort

Print to Mail	School Name	School Group	City	Date or Time Period Collected	# of Surveys	Program Status
<input type="checkbox"/>	Child School 061511a	Group1	Chapel Hill	February 2010	16	Other

Only list schools to which user has at least Edit level or higher access.

Print

Refine Your View

Search

School

School Group

School District

State ▼

City

Zip Code

Tags

Tag1
Tag2
Tag3
Etc.

Refine View



National Safe Routes to School Program Tracking System

State Projects

Schools

My Tallies

My Surveys

My Reports

Manage Users

(?) HELP

View and Approve Permissions to School Groups

You have administrative level access to the following school groups. As an administrator, you can view the users that have permission to access these school groups and modify their access level below.

[Link goes to page 32.](#)

Add a User to one of your School Groups.

Edit Access Level Options: Admin, Edit, and No Access

Click on column headers to sort

First	Last	Email	View User Information	Access Status	Access Level	Edit Access Level	School Group
1 izzy child first	1 izzy child last	1izzychild@email.com	View User	Approved	View Limited	<input type="text" value="View Limited"/>	Group 1
Pat	Sample	sample@saferoutesinfo.org	View User	Approved	View Limited	<input type="text" value="View Limited"/>	Group 2

[Update Program Permission](#)[Reset Program Permission](#)

Refine Your View

Search

[Go](#)

Approval Status

- ☐ Pending
- ☒ Approved

Access Level

- ☐ Edit Data
- ☐ Administrator



National Safe Routes to School Program Tracking System

State Projects

Schools

My Tallies

My Surveys

My Reports

Manage Users

(?) HELP

View and Approve Permissions to Schools

You have administrative level access to the following schools. As an administrator, you can view the users that have permission to access these schools and modify their access level below.

[Link goes to page 32.](#)

Add a User to one of your schools.

Edit Access Level Options: Edit, Run Report, and No Access

Click on column headers to sort

First	Last	Email	View User Information	Access Status	Access Level	Edit Access Level	School
1 izzy child first	1 izzy child last	1izzychild@email.com	View User	Approved	Edit Level Permissions	Edit Level Permissions ▼	Sample Elementary
Pat	Sample	sample@saferoutesinfo.org	View User	Approved	Edit Level Permissions	Edit Level Permissions ▼	Sample Elementary

Update School Permission

Reset School Permission

Refine Your View

Search

Go

Approval Status

- ☐ Pending
- ☒ Approved

Access Level

- ☐ Edit Data
- ☐ Administrator

[Find User](#)

National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

Manage Users

[\(?\) HELP](#)**Find a User**

Before adding a new user, see if the user is already on file. Search for an existing user by using one or more of the search fields below. If you are not sure if the person has a user account, search by state only.

First Name: Last Name: Email: Phone: State: ▼*Goes to page 33 if results found. If results not found, then red text below would appear.*

No results found. Please try again or [Add New User](#). *Goes to page 34.*

Select User

Welcome, Pam Barth! [My Account](#) | [Log Out](#)

National Safe Routes to School Program Tracking System

Schools	My Tallies	My Surveys	My Reports	Manage Users	(?) HELP
---------	------------	------------	------------	--------------	--------------------------

Select a User

The following users meet your search criteria.

Don't see a user on the list? [Add new user](#) to a school.

Click on column headers to sort

First	Last	Email	Phone	State	
Eleanor	Frias	eleanor@modernsignal.com	2341231234	NC	Select
Janey	Frias	janey@modernsignal.com	1231231234	NC	Select
Jen	Frias	jenfrias@modernsignal.com	2023651684	NC	Select
jen	frias	jenjenfrias@Yahoo.com	2022929292	NC	Select
jenny	frias	jenfrias@modernsignal.com	2022022020	NC	Select
Jen Test	Frias Test	jennifercfrias@gmail.com	1231231234	NC	Select
Jennifer Test	Frias Test	jenniferfrias@modernsignal.com	1231231234	NC	Select
Jen009011	Frias009011	izzy@modernsignal.com	1231231234	NC	Select
Jen083111	Frias083111	jf@modernsignal.com	1231231234	NC	Select
Jen1	frias1	friastesting1@modernsignal.com	2022022022	NC	Select
jen2	frias2	friastesting2@modernsignal.com	2022022022	NC	Select

Select link goes to page 35.

[Back](#)

Goes to page 32.

[Add New User](#)

National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

Manage Users

[\(?\) HELP](#)**Add New User**

Create an account for a new user by completing and submitting the information below.

*First Name: *Last Name: *Email: *Phone: *State: Do you want to
give this user
access to a School
Group or select
schools?*Options: School Group; Select Schools***Submit***Goes to page 36.*

[View User Account](#)Welcome, Pam Barth! [My Account](#) | [Log Out](#)

National Safe Routes to School Program Tracking System

[Schools](#)[My Tallies](#)[My Surveys](#)[My Reports](#)[Manage Users](#)[\(?\) HELP](#)**View Account**

Confirm this is the correct user and click on Next to select the schools to which you would like user to have access.

First Name: Eleanor

Last Name: Frias

Email: eleanor@modernsignal.com

Phone: 2341231234

State: North Carolina

School and Group Permissions

School Access:	Child School 061511a	Edit Level Permissions	Approved
	Clarkdale Jerome Elementary	Edit Level Permissions	Approved
	North Adams Elementary	Edit Level Permissions	Approved
	Ortega Middle Schools	Edit Level Permissions	Approved
	Trinity Oaks Elementary	View Level Only	Approved

Group Access:	Adams County/Ohio Valley Schools	View Limited	Approved
	Alamosa Schools	View Limited	Approved
	All Children's Hospital	View Limited	Approved
	City of Douglas	View Limited	Approved
	Parent Program 061511a	View Limited	Approved
	Town of Clarkdale	View Limited	Approved

Next/Done

If the user arrived here by clicking on "My Account", the button would read, "Done" and user will go to their Dashboard.

If admin user arrived here from page 33, then button would read, "Next" and user would go to page 36.

Select Schools and Permission Level

Welcome, Pam Barth! [My Account](#) | [Log Out](#)

National Safe Routes to School Program Tracking System

State Projects

Schools

My Tallies

My Surveys

My Reports

Manage Users

[\(?\) HELP](#)

Select Schools and Permission Level

You have added/selected the following user to whom you would like to give school access. Please select the school(s).

First Name: Eleanor

Last Name: Frias

Email: eleanor@modernsignal.com

Phone: 2341231234

State: North Carolina

School Name	School Group	School District	Address	City	Zip Code	Select All Unselect All
Apple River Middle School	Group1	District 1	Address 1	Apple River	12312	<input type="checkbox"/>
Christian Fellowship	Group1	District 1	Address 2	Chicago	12312	<input type="checkbox"/>
Cissna Park	Group1	District 2	Address 3	Cissna Park	12345	<input type="checkbox"/>
Warren Elementary	Group3	District 2	Address 4	Warren	12356	<input type="checkbox"/>
Zion Lutheran	Group 2	District 1	Address 5	Litchfield	12356	<input type="checkbox"/>
School 1	Group 2	District 2	Address 3	Apple River	12345	<input type="checkbox"/>
School 2	Group 2	District 2	Address 4	Chicago	12356	<input type="checkbox"/>
School 3	Group 3	District 1	Address 5	Cissna Park	12356	<input type="checkbox"/>

Back

Specify
Permissions

Goes to page 31. On this page, only new user and selected schools will be listed in the table.

Refine Your View

School

School Group

School District

State ▼

City

Zip Code

Refine View

Select School Groups and Permission Level

Welcome, Pam Barth! [My Account](#) | [Log Out](#)

National Safe Routes to School Program Tracking System

State Projects

Schools

My Tallies

My Surveys

My Reports

Manage Users

(?) HELP

Select School Groups and Permission Level

You have added/selected the following user to whom you would like to give school group access. Please select the school groups.

First Name: Eleanor

Last Name: Frias

Email: eleanor@modernsignal.com

Phone: 2341231234

State: North Carolina

School Group	School District	Address	City	Zip Code	Select All Unselect All
Group1	District 1	Address 1	Apple River	12312	<input type="checkbox"/>
Group3	District 1	Address 2	Chicago	12312	<input type="checkbox"/>
Group7	District 2	Address 3	Cissna Park	12345	<input type="checkbox"/>
Group8	District 2	Address 4	Warren	12356	<input type="checkbox"/>
Group 2	District 1	Address 5	Litchfield	12356	<input type="checkbox"/>

Back

Specify
Permissions

Goes to page 30. On this page, only new user and selected school groups will be listed in the table.

Refine Your View

School

School Group

School District

State ▼

City

Zip Code

Refine View

A: Create Tag

Welcome, Pam Barth! [My Account](#) | [Log Out](#)

National Safe Routes to School Program Tracking System

Schools

My Tallies

My Surveys

My Reports

Manage Users

[\(?\) HELP](#)

Create Tag

Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus.

Tag: [Goes back to previous screen.](#)[Back](#)[Submit](#)[Goes to window below.](#)

B: PopUp Window – Doublecheck tag before submission

Are you sure you want to add <tag name here>?

[Goes back to above screen.](#)[No](#)[Yes](#)[Goes back to previous screen
with tag added to drop down
and already selected.](#)