FAMILY SURVEY DATA ENTRY TOOL MANUAL

For use with STP Toolkit 2016

SCHOOL TRAVEL PLANNING

INSTRUCTION MANUAL FOR EXCEL PACKAGE:
FAMILY SURVEY DATA ENTRY TOOL 2012

For School Travel Planning 2016

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INTRODUCTION

This guide mainly provides basic instructions on how to work with and interpret the Excel spreadsheet, *Family Survey Data Entry Tool 2012*. It is developed for the Family Survey 2012 version.

Disclaimer: this guide applies to Microsoft Office Excel 2003. For other versions of Excel, the procedures will be similar, but not identical.

Starting the File

In order to run the file, make sure your computer system has the Microsoft Office Excel program installed.

To open the file, just double-click on the icon from its location and this will automatically open the Excel program.
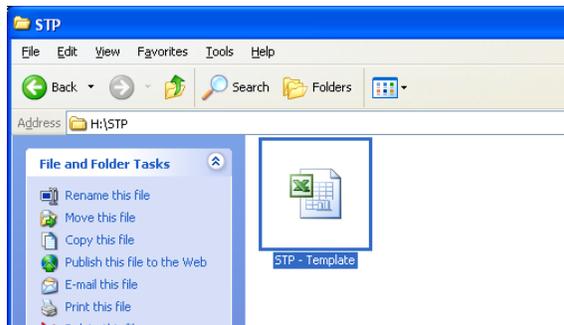
When the file has opened, you should obtain the following window and it is ready for data entry:
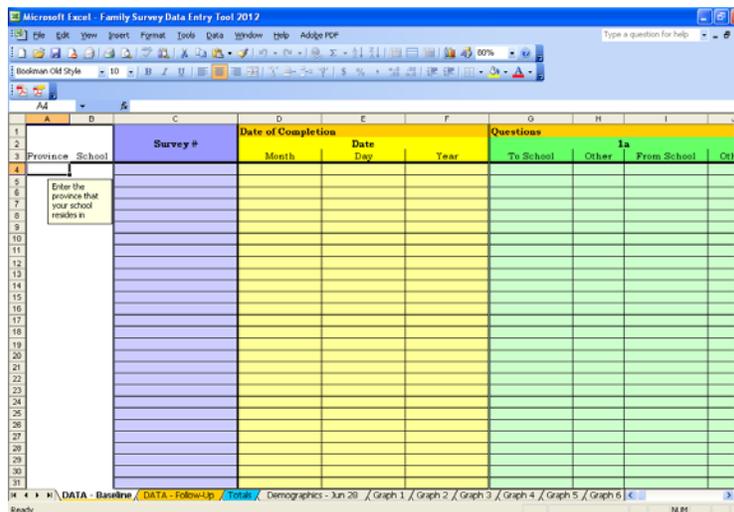
If you do not, click on the **DATA – Baseline** worksheet tab at the bottom left hand corner. Also, make sure your mouse is scrolled all the way to the top for the vertical scroll bar (on the right of the screen) and all the way to the left for the horizontal scroll bar (at the bottom right of the screen).

If you cannot see the **DATA – Baseline** worksheet tab, make sure that the tab scroll bar (at the bottom left of the screen, see below) is scrolled all the way to the left. **DATA – Baseline** is the first worksheet in this spreadsheet.

The highlighted button will bring you to the far left worksheet: Data - Baseline
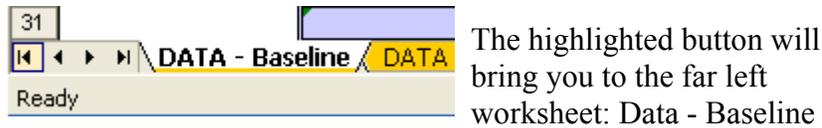
Note: the above is for data entry for the *baseline* survey. If data is to be entered for the *follow-up* survey, please select the **DATA – Follow-up** worksheet tab (immediately to the right of the **DATA – Baseline** worksheet tab).

DATA ENTRY - BASELINE

Before We Begin…

Before data entry can happen, make sure you are inputting data into the right place. Check that the **DATA – Baseline** worksheet tab is selected and open. It is the first worksheet of this spreadsheet and it can be found by scrolling the tab scroll bar all the way to the left.

Then you want to start at the very top, cell **A4**. The cursor should be at this cell of this worksheet by default. However, if it is not, cell **A4** can be activated by simply clicking on it. If you cannot locate cell **A4**, please make sure your mouse is scrolled all the way to the top for the vertical scroll bar (on the right of the screen) and all the way to the left for the horizontal scroll bar (at the bottom of the screen).

For the cells with a drop-down list, you may input the data in two ways: either by choosing an option from the drop-down list or entering the data manually. Choose the method that is the easiest for you. After a selection has been made for the first time in a given column, you can just type out the first few letters of the response, and Excel will be able to fill in the rest.

For example, if you were to input "public transit" as a travel mode, for the first time entry, you may make a selection with the drop-down list (see left image). The second time you need to input "public transit" you only need to type in "p" and Excel will be able to predict the rest of your texts (see right image) and from there, simply press the ENTER key.

Important: If you choose to manually input the data, make sure that there are **no** spelling errors or abbreviations used and that each entry is typed as exactly as how it should appear. If there are any errors, the entries will not be appropriately recognized by hidden formulas and the totals will be miscalculated

Important: If a space on the survey is left blank **do not enter anything** unless explicitly told otherwise (e.g. if entering date). Some of the formulas used to make the graphs simply count how many entries are in a given column. Entering "N/A" or "0" will cause miscalculations.

Province – Column A

Begin with cell **A4** and enter the province that your school resides in.

This does not have to be done for every entry – every school should have its own data entry file.

School – Column B

After filling out the Province, you can proceed on the next cell, **B4,** by simply clicking on it with your mouse or with the right arrow key. For this cell, you will enter the school name or the school ID, depending on your preference. Again, you do not need to enter the school name/ID for every entry.

With the Province and School labelled, the data entry process will take place by going across the row.

Survey Number – Column C

Do not type anything into column C. Entries now number themselves as soon as the month of the survey is entered into column D.

Date – Columns D-F

Enter all data as **a number** in the correct column (Month/Day/Year). It is important to enter the date for each completed survey. Use the date the parent fills in at the top of the paper survey. If they have forgotten to enter a date, use today's date (the day you are entering the data).

Question 1a – How does your child usually get to and from school? – Columns G-J

For columns **G** and **I** (to school and from school, respectively), you may choose the appropriate response from the drop-down list by clicking on the arrow (see red arrow on the next page). An alternative way is to manually type in the response.
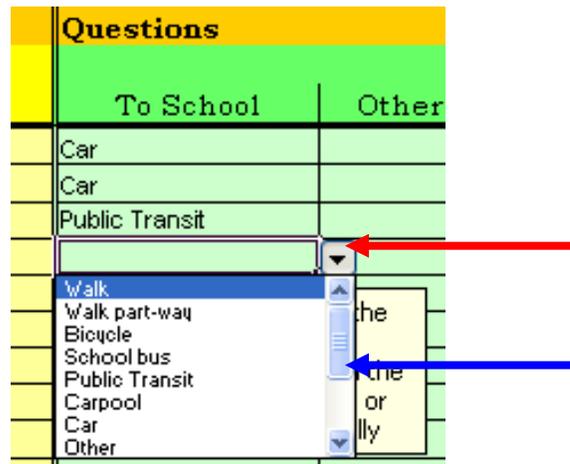
Note: the responses: "walk part-way," "public transit," "car," "carpool," and "other" are also listed at the bottom as: "walk part-way (at least one entire block)," "public transit (bus, subway, streetcar)," "car (just your family)," "carpool (2 or more families)," and "other (explain)". This is to maintain compatibility with the online version of the survey. The formula sheets score these the same. When entering the data by hand it will be easier to use the simplified version. If you cannot see an option use the scroll bar indicated by the blue arrow above.

For columns **H** and **J** (Others), just type in manually the explanations for the "other" entries, if any.

Question 1b – If your child takes the school bus or public transit, how many minutes does he/she walk each day? – Column K

Enter the data as a number (e.g 20 **not** twenty). If parents give answers in hours convert this to minutes. **Round up** any fractions of minutes to the next whole number (e.g. 3.25 → 4). **Do not** enter the units after the number ("15" **not** "15 mins")

Question 1c – Was the travel FROM school to an after-school program? – Column L

From the drop down menu select either Yes or No. Alternatively you can type this response.

Question 2a – Do you usually accompany your child to school? – Column M

From the drop down menu select either Yes or No. Alternatively you can type this response.

Question 2b – How do you usually feel on the trip to school? – Column N-O

Select the appropriate response: Relaxed, Rushed, Happy, Frustrated, or Other, from the drop-down list or input it manually.

 For columns **O** (Other), type in manually the explanations/descriptions for the "other" entries, if any.

Question 3a – What is the age and sex of the child you are answering this survey for? – Column P-Q

For column **P** enter age as a number. **Round down** any fractions or decimals to the nearest whole number (7½ → 7). You are limited to responses between age 3 and 18 inclusive – if a survey says a larger greater or smaller number do not enter anything in this column.

For column **Q** select either boy or girl, or manually type this in. If a parent has supplied their own answer on the side and not responded to either boy or girl do not enter anything; we are interested in biological sex.

Question 3b – How many of your children attend this school? – Column R

Enter the value as a number. **If the survey says 0 do not enter anything in this column**.

Question 4 – How far away from the school do you live? – Column S

Select the appropriate response (Less than 0.5km, 0.5-1.59km, 1.6-3km, or Over 3km) from the drop-down list.

Question 5 – Show the location of any areas of concern and describe any areas of concern – Columns T-Y

Columns **T**, **V**, and **X** are "Location" columns, used to identify the locations of areas of concern. For these columns, just manually type in the location as indicated by the nearest intersection.

For the Descriptions (columns **U**, **V**, and **Y**), briefly describe what is unsafe in the identified area.

Question 6 – Our neighbourhood is safe for children to walk to and from school – Column Z

Simply select the appropriate response (Strongly Agree, Agree, Disagree, or Strongly Disagree, from the drop-down list).

You may also enter the data manually here – typing the responses in caps is not required but all spelling must be correct.

Placeholder Question – Is your child usually driven? – Column AA

This question **does not appear on the paper survey** but remains as empty column to maintain compatibility with the online survey.

You do not need to fill in this column.

Question 7 – If your child is usually driven to/from school, what are the main reasons why? – Column AB-AH

For this question when a reason has been checked off, you just manually type in a "1" under the appropriate columns from **AB** to **AG.** For the "Other" column (**AH**) simply type in a summary of what the parent has explained; **if there is no explanation** simply **type "1"** in the column to show that "other" was selected.

For example, if a survey has the following response:

> 7. What are the main reasons your child is **usually** driven to/from school?
>   (Choose <u>up to three</u>).
>   ☑ Distance from home too far
>   ☐ Convenience/time pressures
>   ☐ Traffic danger
>   ☐ Personal safety issues
>   ☑ I'm on my way somewhere else
>   ☐ Weather
>   ☑ Other (explain) __<u>I am not comfortable with my child walking to school</u>

Then the data entry on the worksheet would look as follows:

7						
Distance	venience/1	Traffic	Safety	En Route	Weather	Other
1				1		Not comfortab

Question 8 – I would allow my child to walk to school if… - Column AI-AN

For this question when a reason has been checked off, you just manually type in a "1" under columns **AI** to **AM**. For the "Other" column (**AH**) simply type in a summary of what the parent has explained; **if there is no explanation** simply **type "1"** in the column.

Question 9 – I would allow my child to cycle to school if… - Column AO - AV

For this question when a reason has been checked off, you just manually type in a "1" under columns **AO** to **AU**. For the "Other" column (**AV**) simply type in a summary of what the parent has explained; **if there is no explanation** simply **type "1"** in the column.

Question 10a & b – What feeling do you (CHILD) have most of the time when you are travelling to school and from school? – Columns AW – AX

Just select the appropriate response (Relaxed, or Rushed, Happy, or Tired) from the drop-down list. Column **AW** is for the trip *to* school; **AX** is for travelling *from* school.

You may also enter the data manually here. When entering data manually please ensure that there are no errors, which will result in miscalculations (see *Important*, under the subsection 'Before We Begin…').

Question 11 – Further comments - Column AY

Type any further comments that the parents may have.

Question 12 – Do you support ongoing School Travel Planning efforts... – Column AZ

From the drop down menu select either Yes or No. Alternatively you can type this response

Question 13 – Contact Information – Columns BA-BC

Enter the contact information for interested parents under column with their name in column **BA,** **t**elephone number in **BB,** and/or email in **BC**. If any of this is missing simply leave it blank.

DATA ENTRY – FOLLOW-UP

<u>Before We Begin…</u>

Check that you are using the correct data entry sheet for the school you are about to enter data for. You can check by going to **the DATA – Baseline** worksheet tab and looking in cell **B4**.

Before data entry can happen, make sure you are inputting data into the right place. Check that the **DATA –Follow-up** worksheet tab is selected and open. It is the second worksheet of this spreadsheet and it can be found by scrolling the horizontal scroll bar to the left. Switch to the **DATA – Follow-up** worksheet by clicking on the **DATA – Follow-up** tab on the bottom.

Then you want to start at the very top, cell **A4**. The cursor should be at this cell of this worksheet by default. However, if it is not, cell **A4** can be activated by simply clicking on it. If you cannot locate cell **A4**, please make sure your mouse is scrolled all the way to the top for the vertical scroll bar (on the right of the screen) and all the way to the left for the horizontal scroll bar (at the bottom of the screen).

For the cells with a drop-down list, you may input the data in two ways: either by choosing an option from the drop-down list or entering the data manually. Choose the method that is the easiest for you. After a selection has been made for the first time in a given column, you can just type out the first few letters of the response, and Excel will be able to fill in the rest.

For example, if you were to input "public transit" as a travel mode, for the first time entry, you may make a selection with the drop-down list (see left image). The second time you need to input "public transit," you only need to type in "p" and Excel will be able to predict the rest of your texts (see right image) and from there, simply press the ENTER key.

Important: If you choose to manually input the data, make sure that there are **no** spelling errors or abbreviations used and that each entry is typed as exactly as how it should appear. If there are any errors, the entries will not be appropriately recognized by hidden formulas and the totals will be miscalculated

Important: If a space on the survey is left blank **do not enter anything** unless explicitly told otherwise (e.g. if entering date). Some of the formulas used to make the graphs simply count how many entries are in a given column. Entering "N/A" or "0" will cause miscalculations.

Province – Column A

Begin with cell **A4** and "Enter the province that your school resides in".

This does not have to be done for every entry. Every school should have its own data entry file.

School – Column B

After filling out the Province, you can proceed on the next cell, **B4,** by simply clicking on it with your mouse or with the right arrow key. For this cell, you will enter the school name or the school ID, depending on your preference. Again, you do not need to enter the school name/ID for every entry.

With the Province and School labelled, the data entry process will take place by going across the row.

Survey Number – Column C

Do not type anything into column **C**. Surveys now number themselves as soon as the month of the survey is entered in column **D**

Date – Columns D-F

Enter all data as **a number** in the correct column (Month/Day/Year). It is important to enter the date for each completed survey. Use the date the parent fills in at the top of the paper survey. If they have forgotten to enter a date, use today's date (the day you are entering the data).

Question 1 – Did you complete the first Family Transportation Survey? – Column G

From the drop-down list, choose the appropriate answer (Yes, No, or Not sure). Leave blank if they did not respond.

Question 2a – How does your child usually get to and from school? – Columns H - K

For columns **H** and **J** (to school and from school, respectively), you may choose the appropriate response from the drop-down list by clicking on the arrow (see red arrow below). An alternative way is to manually type in the response.
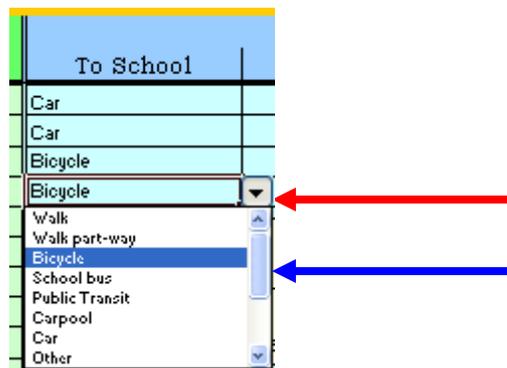
Note: the responses: "walk part-way," "public transit," "car," "carpool," and "other" are also listed at the bottom as: "walk part-way (at least one entire block)," "public transit (bus, subway, streetcar," "car (just your family)," "carpool (2 or more families)," and "other (explain)". This is to maintain compatibility with the online version of the survey. The formula sheets score these the same. When entering the data by hand it will be easier to use the simplified version. If you cannot see an option use the scroll bar indicated by the blue arrow above.

For columns **I** and **K** (Others), type in manually the explanations for the "Other" entries, if any.

Question 2b – If your child takes the school bus or public transit, how many minutes does he/she walk each day? – Column L

Enter the data as a number (e.g 20 **not** twenty). If parents give answers in hours convert this to minutes. **Round up** any fractions of minutes to the next whole number (e.g. 3.25 → 4). **Do not** enter the units after the number ("15" **not** "15 mins")

Question 2c – Was the travel FROM school to an after-school program? – Column M

From the drop down menu select either Yes or No. Alternatively you can type this response.

Question 3a – Do you usually accompany your child to school? – Column N

From the drop down menu select either Yes or No. Alternatively you can type this response.

Question 3b – How do you usually feel on the trip to school? – Column O-P

For column **O**, select the appropriate response: Relaxed, Rushed, Tired, Frustrated, or Other, from the drop-down list or input it manually.

 For columns **P** (Other), type in manually the descriptions for the "other" entries, if any

Question 4a – What is the age and sex of the child you are answering this survey for? – Column Q-R

For column **Q** enter age as a number. **Round down** any fractions or decimals to the nearest whole number ($7\frac{1}{2} \rightarrow 7$). You are limited to responses between age 3 and 18 inclusive – if a survey has a larger or smaller number do not enter anything in this column.

For column **R** select either boy or girl, or manually type this in. If a parent has supplied their own answer on the side and not responded to either boy or girl do not enter anything; we are interested in biological sex.

Question 4b – How many of your children attend this school? – Column S

Enter the value as a number. **If the survey says 0 do not enter anything in this column**.

Question 5 – How far away from the school do you live? – Column T

For column **T**, just select the appropriate response (Less than 0.5km, 0.5-1.59km, 1.6-3km, or Over 3km) from the drop-down list.

Question 6 – Our neighbourhood is safe for children to walk to and from school – Column U

Simply select the appropriate response (Strongly Agree, Agree, Disagree, or Strongly Disagree) from the drop-down list.

You may also enter the data manually here – typing the responses in caps is not required but all spelling must be correct.

<u>Placeholder Question – Is your child usually driven? – Column AA</u>

This question **does not appear on the paper survey** but remains as empty column to maintain compatibility with the online survey.

You do not need to fill in this column.

Question 7 – If your child is usually driven to/from school, what are the main reasons why? – Columns W - AC

For this question when a reason has been checked off, you just manually type in a "1" under the appropriate columns from **W** to **AB**. For the "Other" column (**AC**) simply type in a summary of what the parent has explained; **if there is no explanation** simply **type "1"** in the column to show that "other" was selected.

See Question 7 in the section on data entry for Baseline surveys for an example.

Question 8 – I would allow my child to walk to school if… – Columns AD - AI

For this question when a reason has been checked off, you just manually type in a "1" under the appropriate columns from **AD** to **AH.** For the "Other" column (**AI**) simply type in a summary of what the parent has explained; **if there is no explanation** simply **type "1"** in the column.

Question 9 – I would allow my child to cycle to school if… – Columns AJ - AQ

For this question when a reason has been checked off, you just manually type in a "1" under columns **AJ** to **AP**. For the "Other" column (**AQ**) simply type in a summary of what the parent has explained; **if there is no explanation** simply **type "1"** in the column.

Question 10a & b – What feeling do you (CHILD) have most of the time when you are travelling to school and from school? – Column AR - AS

Just select the appropriate response (Relaxed, Rushed, Happy, or Tired) from the drop-down list. Column **AR** is for the trip *to* school; **AS** is for travelling *from* school.

You may also enter the data manually here. When entering data manually please ensure that there are no errors, which will result in miscalculations (see *Important*, under the subsection 'Before We Begin…').

Question 11a – In what ways have your family's school travel habits changed for the TRIP TO SCHOOL, since the School Travel Planning project began? – Columns AT - AU

Under column **AT**, choose the appropriate response from the drop-down list whether there has been less driving, not changed, or more driving.

You will also notice an option for "less driving (e.g. more carpooling…)" this is equivalent to the "less driving" option but is necessary to maintain compatibility with the online version of the survey. Just use the simple "less driving" option when entering hand completed surveys.

You may also enter the data manually here. When entering data manually please ensure that there are no errors, which will result in miscalculations (see *Important*, under the subsection 'Before We Begin…').

Enter any comments that the parents may have under column **AU**.

Question 11b – If you are driving less for TRIPS TO SCHOOL, what are you/your child doing more of? – Column AV-AY

For this question when a reason has been checked off, you just manually type in a "1" under the appropriate columns from **AV** to **AX**. For the "Other" column (**AY**) simply type in a summary of what the parent has explained; **if there is no explanation** simply **type "1"** in the column to show that "other" was selected.

Question 12a – In what ways have your family's school travel habits changed for the TRIP FROM SCHOOL since the School Travel Planning Pilot Project began? – Columns AZ - BA

Under column **AZ**, choose the appropriate response from the drop-down list whether there has been less driving, not changed, or more driving.

You will also notice an option for "less driving (e.g. more carpooling…)" this is equivalent to the "less driving" option but is necessary to maintain compatibility with the online version of the survey. Just use the simple "less driving" option when entering hand completed surveys.

You may also enter the data manually here. When entering data manually please ensure that there are no errors, which will result in miscalculations (see *Important*, under the subsection 'Before We Begin…').

Enter any comments that the parents may have under column **BA**.

Question 12b – If you are driving less for TRIPS FROM SCHOOL, what are you/your child doing more of? – Columns BB-BE

For this question when a reason has been checked off, you just manually type in a "1" under the appropriate columns from **BB** to **BD**. For the "Other" column (**BE**) simply type in a summary of what the parent has explained; **if there is no explanation** simply **type "1"** in the column to show that "other" was selected.

Question 13 – Has the volume of vehicle traffic outside this school changed since the School Travel Planning Pilot Project began? – Columns BF-BG

Under column **BF**, choose the appropriate response from the drop-down list whether traffic has decreased, not changed, or increased.

You may also enter the data manually here. When entering data manually please ensure that there are no errors, which will result in miscalculations (see *Important*, under the subsection 'Before We Begin…').

Enter any comments that the parents may have under column **BG**.

Question 14 – Which school travel program activities do you feel have been most effective for your family? – Columns BH-BO

Manually type a "1" when an activity has been checked off from columns **BH** to **BN**. For the "Other" column (**BO**) simply type in a summary of what the parent has explained; **if there is no explanation** simply **type "1"** in the column to show that "other" was selected.

Question 15 – Any further comments about your child's journey to and from school? – Column BP

Enter any further comments that the parents may have under column **BP**.

<u>Question 16 – Do you support ongoing School Travel Planning efforts to make the school area safer, healthier and better connected to community, by focusing on ways to reduce the number of children arriving at school by car? – Column BQ</u>

From the drop down menu select either Yes or No. Alternatively you can type this response

<u>Question 17 – Contact Information – Columns BR-BT</u>

Enter the contact information for interested parents with their name in column **BR, t**elephone number in **BS,** and/or email in **BT**. If any of this is missing simply leave it blank.

OTHER WORKSHEETS AND GRAPHS

Totals

The **Totals** worksheet can be accessed by clicking on the "**Totals**" tab on the bottom of the spreadsheet.

It consists of tables of totals for each question and they are expressed as frequencies and percentages.

Demographics

This worksheet outlines some figures that may be of interest to some people. It provides baseline and follow-up values for:
  i.   Average number of children per household attending school
  ii.   Average age of eldest children attending school
  iii.   Number of boys in sample attending school
  iv.   Number of girls in sample attending school
  v.   Average number of drivable vehicles per household

Graph 1

Graph 1 shows children's modes of transportation *to* school at baseline and at follow-up. (Graph 1 corresponds to Question 1a in the Baseline Family Survey and Question 2a in the Follow-up Family Survey).

Graph 2

Graph 2 shows children's modes of transportation *from* school at baseline and at follow-up. (Graph 2 corresponds to Question 1a in the Baseline Family Survey and Question 2a in the Follow-up Family Survey).

Graph 3

The bars on Graph 3 show the average number of minutes students walk to get to the public transit or school bus, if they use either of these methods to get to school. The lines show what percentage of students who answered this question, and the change from baseline to follow up. (I.e. one can see if average number of minutes has increased, as well if more students are walking to the bus/public transit after the travel plan has been enacted)

(Graph 3 corresponds to Question 1b in the Baseline Family Survey and Question 2b in the Follow-up Family Survey).

Graph 4

Graph 4 shows the proportion of students who travel to an after school program from school.
(Graph 4 corresponds to question 1c in the Baseline Family Survey and Question 2c in the Follow-up Family Survey).

Graph 5

Graph 5 shows the percentage of parents who accompany their child to school.
(Graph 5 corresponds to Question 2a in the Baseline Family Survey and Question 3a in the Follow-up Family Survey).

Graph 6

Graph 6 shows how the adult that usually travels with the child to school feels at baseline and at follow-up.
(Graph 6 corresponds to Question 2b in the Baseline Family Survey and Question 3b in the Follow-up Family Survey).

Graph 7

Graph 7 shows the age distribution of the children who have been surveyed that attend the school at baseline and follow-up.
(Graph 7 corresponds to Question 3 in the Baseline Family Survey and Question 4 in the Follow-up Family Survey).

Graph 8

Graph 8 shows the gender distribution of the children who have been surveyed that attend the school at baseline and follow-up.
(Graph 8 corresponds to Question 3 in the Baseline Family Survey and Question 4 in the Follow-up Family Survey).

Graph 9

Graph 9 shows the living distance from school of families surveyed at baseline and follow-up. (Graph 9 corresponds to Question 4 in the Baseline Family Survey and Question 5 in the Follow-up Family Survey).

Graph 10

Graph 10 addresses whether or not parents find their neighbourhood to be safe for their children to walk to and from school. This graph is used to contrast the responses at baseline and at follow-up.
(Graph 10 corresponds to Question 6 in both surveys).

Graph 11

Graph 11 shows the main reasons why children are usually driven to/from school at baseline and at follow-up.
(Graph 11 corresponds to Question 7 in both surveys).

Graph 12

Graph 12 looks at conditions that can be addressed and changed in order for parents to allow their children to walk to school.
(Graph 12 corresponds to Question 8 in both surveys).

Graph 13

Graph 13 looks at conditions that can be addressed and changed in order for parents to allow their children to cycle to school.
(Graph 13 corresponds to Question 9 in both surveys).

Graph 14

Graph 14 shows what feelings the children have most of the time when they are travelling *to* school at baseline and at follow-up.
(Graph 14 corresponds to Question 10a in both surveys).

Graph 15

Graph 15 shows what feelings the children have most of the time when they are travelling *from* school at baseline and at follow-up.
(Graph 15 corresponds to Question 10b in both surveys).

Graph 16

Graph 16 demonstrates in a pie chart the percentages of parents who have completed the Family Transportation Survey before against those who have not and those who are unsure.
(Graph 16 corresponds to Question 1 in the Follow-up survey *only*).

Graph 17

Graph 17 demonstrates how families' school travel habits have changed for the trips *to* school since the School Travel Planning Pilot Project began. It looks at whether the project resulted in less driving, no change, or more driving.
(Graph 17 corresponds to Question 11a in the Follow-up survey *only*).

Graph 18

Graph 18 looks at the new modes of transportation that parents/children have undertaken if they are driving less for trips *to* school.
(Graph 18 corresponds to Question 11b in the Follow-up survey *only*).

Graph 19

Graph 19 demonstrates how families' school travel habits have changed for the trips *from* school since the School Travel Planning Pilot Project began. It looks at whether the project resulted in less driving, no change, or more driving.
(Graph 19 corresponds to Question 12a in the Follow-up survey *only*).

Graph 20

Graph 20 looks at the new modes of transportation that parents/children have undertaken since they are driving less for trips *from* school.
(Graph 20 corresponds to Question 12b in the Follow-up survey *only*).

Graph 21

Graph 21 shows changes to the volume of vehicle traffic outside the school since the School Travel Planning Pilot Project began. It looks at whether or not the project resulted in a decrease, no change, or an increase in traffic.
(Graph 21 corresponds to Question 13 in the Follow-up survey *only*).

Graph 22

Graph 22 is a bar graph showing what parents have found to be the most effective activities for the school travel program.
(Graph 22 corresponds to Question 14 in the Follow-up survey *only*).

Graph 23

Graph 23 shows the percentage of parents that would be supportive and those that would not be supportive of ongoing efforts to make the school area safer, healthier, and more community-oriented through the continuation of the School Travel Planning program. It contrasts the baseline and follow-up measures.
(Graph 23 corresponds to Question 12 in the Baseline survey and Question 16 in the Follow-up survey).

How to Copy a Graph into Word/PowerPoint

1) Select the tab of the graph you wish to copy

nographics \ **Graph 1** / Graph 2

2) Scroll over a white part of the graph until it says "Chart Area"
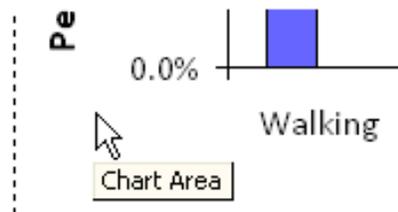
3) Left click to select the area. The dashed border around the graph will change style, and black boxes will appear at the corners and sides of the box.

4) Left click the copy button in the toolbar.
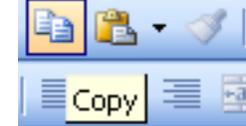
5) Select the paste button in the location you wish to display the graph (PowerPoint/Word/etc.)

FAQ

🚲 **I have entered the data, but under the 'Totals' and/or 'Demographics' worksheet, all I see are "#REF!" instead of where the calculations should be. As a result, none of the graphs are graphed.**

This is a referring error. All the calculations of the 'Totals' worksheet use formulas that have references in the data worksheets, namely 'DATA – Baseline' or 'DATA – Follow-up'. When this happens, Excel somehow did not download properly. This can be fixed by downloading the Excel STP spreadsheet again from the Green Communities Canada website. With the new spreadsheet, click on the 'Totals' and 'Demographics' worksheets first to make sure they do not say "#REF!" (#DIV/0 is okay – it is because nothing has been entered and the divisor is 0). If everything looks fine then you can start entering the data or copying and pasting from the document in which you already did the data entry for.

Note: If you are copying and pasting, make sure you select the Paste Option that pops-up when you paste something. From the drop-down list select 'Match Destination Formatting.'

🚲 **For some graphs, the values and the words overlay each other. How do I see them?**

These are set on default. To move the values and words, first the sheet needs to be unprotected. From the Menu Bar, select **TOOLS > PROTECTION > UNPROTECT SHEET**. Click on whatever you want to move and move it with your mouse.

🚲 **What if they didn't answer a question, do we have to put "n/a" or something?**

You *must* leave it blank

🚲 **What if we didn't ask one of the questions, do we have to enter "n/a" in the tool?**

You *must* leave it blank

🚲 **How do I freeze or unfreeze panes?**

Since the default setting for the template is with the panes frozen, you must first unfreeze them.

1. Click on '**DATA – Baseline**' worksheet
2. Under the MENU BAR, click on **WINDOW → UNFREEZE PANES**

3. Select the cell or column or row where you want the panes to freeze
4. Click on **WINDOW → FREEZE PANES**

   How do we add a column?

There should be no need to do this.

But to add a column, you click on the column to the right where you want the new one to be inserted and go to **INSERT → COLUMNS**

   How do we add rows?

You only need to add rows if you receive more than 1000 surveys. When you add a new row you need to make sure that the formatting is the same in all the new rows. Additionally you will need to add new rows to the hidden worksheets at the back of the workbook with the correct calculations.

NOTES AND POINTERS

🚲   If you need a quick refresher/reminder on what to do for a cell during data entry, just click on the first entry of that column, i.e. row 4, and an instruction will pop-up.

🚲   All the worksheets are 'protected.' That is to say, content and format on protected worksheets cannot be altered. To unprotect a worksheet in order to make changes, simply click on **TOOLS** under the Menu Bar, and then **PROTECTION > UNPROTECT SHEET.**
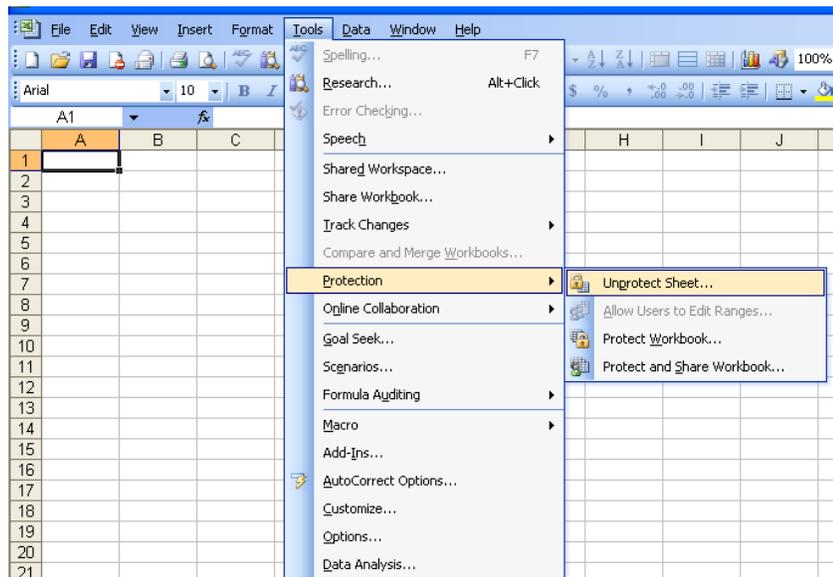
🚲   In the event of an error that is not related to data entry, such as dragging the content and formatting of one cell to another location, simply press **UNDO.**

🚲   A good practice is to periodically save your work, for instance, at an interval of every five minutes.