

NOTE: The Family Survey is suitable for elementary and middle schools (i.e. grades K to 8), not secondary (high) schools. Some high school resources are found at: www.saferoutestoschool.ca under 'Programs'.

The **Canadian STP Facilitator Guide**, found in the School Travel Planning Toolkit at www.saferoutestoschool.ca, describes the option of using an online family survey for your baseline and follow-up data collection. You must contact Green Communities Canada (GCC) (asrts@greencommunitiescanada.org) when you need an online family survey set up for each school. When the online option is used, responses are collected automatically online and, in order to have a full set of data to generate accurate findings, the facilitator must enter any additional hard-copy responses online too.

The email you receive back from GCC will contain two unique links for your school:

- A **Parent Link** to be provided to the school.
- A **Data Entry Link** for entry of hard-copy survey copies. [NOT FOR PARENTS]

Once all the survey responses are entered online through the Parent Link by the parents, and any extra hard-copy surveys are entered online by the facilitator (directions in Section A below), you have a complete data set and the Parent Link can be closed by GCC and the responses downloaded. This data will be sent to you and you'll transfer it to an Excel **Family Survey Data Entry Tool** found in the School Travel Planning Toolkit at www.saferoutestoschool.ca for analysis and to make graphs (described in Section C).

A. Enter hard-copy parent survey responses

You may not have any hard-copy surveys. If you do not, you can skip to section B.

Any hard-copy surveys can be entered by the facilitator either using the Parent Link (as if you are filling out the survey on the parents' behalf) or, through the designated Data Entry Link. The Data Entry Link may be more efficient as it loops through to the beginning after each survey entry.

1. You must enter the survey completely for the data to save. For the **Parent Link** this occurs once you are redirected to the safe-routes-to-school page. For the **Data Entry Link** this is when you arrive at the introduction page again.
2. Once you have entered a survey write two of your initials in the top left corner followed by a dash and either P for Parent Link or D for Data Entry Link. E.g. if John Doe entered the data in the Parent Link it would be "JD-P." This will help you identify surveys you have already entered and help us identify which link the data was entered in if an error occurs.
3. When entering "Today's Date" at the beginning of the survey, enter the date as it appears on the hard copy. If no date is provided by the parent use the date of entry.
4. The online survey has one question that the hard copies do not have. When asked online if the child is usually driven to school select "Yes" if questions 7,8, or 9 are answered; otherwise, this page will be skipped and you will automatically be redirected to question 10.
5. Some of the questions are mandatory in the online survey. If a parent has not responded to one of these questions and you are no longer able to proceed, set this aside until all other surveys have been entered. You will have to enter this manually into the **Family Survey Data Entry Tool** found in the School Travel Planning Toolkit at www.saferoutestoschool.ca.



B. Responses data

After the due date for the online survey has passed and any paper surveys have been added to the online database, contact the GCC representative who provided you with your school's links to:

1. Request the Parent Link be closed. After the Parent Link is closed GCC will send you the responses data as an Excel file.
2. Continue to Section C.

C. Analysis of data: how to create graphs

Graphs are used in presentations to interested stakeholders, and in your School Travel Plan. Using the Excel **Family Survey Data Entry Tool** found in the School Travel Planning Toolkit at www.saferoutestoschool.ca you can automatically generate all graphs; the Excel tool is designed for both the baseline and follow-up data.

Using the Family Survey Data Entry Tool

1. Open this Excel document.
2. Open the Survey Monkey data file (baseline or follow-up) you wish to copy into the **Family Survey Data Entry Tool**.
3. Scroll down on the Survey Monkey file to determine which row is the last row of data. You will use this to select all of the necessary data, for these instructions a ## is used to signify this number.
 - a. For the **Baseline** data select all the cells from J3 to BI##. There are multiple ways to do this; either click and drag from J3 to BI## or use the "Name box" in the top left corner of Excel and simply type: J3:BI##.
 - b. For the **Follow-up** data select all the cells from J3 to BY##.
4. Copy (Use the copy button at the top or Ctrl+C/Command+C)
5. Switch to your Excel **Family Survey Data Entry Tool**.
6. Make sure you have the correct tab for Baseline/Follow-up data selected.
7. Select cell D4.
8. Paste (Use the button at the top; right click the cell and select paste; or Ctrl+V/Command+V)
9. Make sure all the columns match the type of data you just added (e.g. sex is in the correct column.)
10. Save. This may take some time, as the file is quite large.
11. Graphs should automatically be generated from the data you just added in the tabs that say Graph #.
12. To copy the graph into a document or presentation, simply select the graph so a border appears around the chart area, then copy and past it into your destination.