

Frequently Asked Questions (FAQs) about the Data System

What are tags, and how do I use them?

There are two kinds of tags: (1) School tags and (2) data collection time period tags. They each have a different purpose.

The purpose of **School tags** is to **sub-group Schools within a larger School Group**. For example, if a group contains all the Schools in the Cincinnati School district, a School tag might be “Cincinnati East” to sub-group all of Cincinnati’s eastside Schools. Combined reports for tallies and surveys can be run on Schools with particular School tags. This means that the reports will include only those Schools that have the tag of interest.

The purpose of **data collection time period tags** is to **mark the times during data collection (tallies and/or surveys) when activities are occurring**. Tagging helps keep track of *what happened and when*: For example, if your school collected tallies before, during, and after a sidewalk was constructed, you could run a comparison report to see if the after the sidewalk was built, more students walked or biked to school. The same type of tagging can be used to see how encouragement and enforcement programs impact students’ walking and biking to and from school.

What is “Refine View” and how do I use it?

The “Refine View” panel appears on the right-hand side of pages that have lists of things, like Schools and School groups. “Refine View” allows you to shorten the list that appears on the page by showing only those items that have the attributes you’ve entered. For example, if the list of Schools within your School group shows all the Schools in your county, which includes Schools in three cities, you can enter the city name in “Refine View,” click on the “Refine View” button, and only the Schools in that city will appear on the list. To see all the Schools again, erase the city name and click the “Refine View” button again.

What are the different types of permission levels that people can have?

There are four permission levels—four types of access—that people can have in the data system. The types are “Info Seeker,” “Run Reports,” “Edit Data,” and “Administrator.”

Info Seeker – Information Seekers can search for Schools in the National Center’s database that are already collecting tally and/or survey data. Info Seekers can look at School and School group information (including names and contact information, School funding information, etc.) as well as when the tallies and/or surveys were collected. Info Seekers cannot run reports, edit tally or survey data, or edit Schools’ or School groups’ information.

Run Reports – People with Run Reports access can also run reports for specific Schools and School groups to which they have Run Reports level access. These people can view School groups’ and Schools’ information, Schools’ tally and survey sets, and individual tallies and surveys. They cannot edit School or School group information. People who are granted Run

Reports access for one School will receive Run Reports access for all of the Schools within that School Group.

Edit Data – People with Edit Data access have all of the privileges of users with Run Reports permissions. Plus, they can add and edit data associated with the Schools to which they have Edit Data access. People who are granted Edit Data access for one School will also receive Run Reports access for all other Schools in that School group. People who are granted Edit Data access for a School group will be able to add and edit delete data for all Schools within that group.

Administrator – Administrator access occurs only at the School Group level. These people have all of the privileges of people with School group-level Edit Data permissions. Additionally, Administrators people can grant or deny access to other system users for specific Schools and School groups. School Group Administrators are the “keepers” of all information associated with a School group.

School Group Permissions – School group administrators can grant access to people for all the Schools within a School Group. When a certain level of access is granted for all Schools within a School Group that access applies to all Schools within that School Group not just one specific School. Using School-level permission granting, the School Group administrator can grant someone a higher level of access to a specific School within that same School Group, but not a lower level of access.

Permission access levels are, from high to low: (1) Administrator (**School Group only**); (2) Edit Data; (3) Run Reports, and (4) Info Seeker (also known as **No Access**).

Is my school a good fit for online surveying or tallying?

If the school communicates with parents and teachers primarily through email, electronic newsletters or other digital media, then that school may be a good candidate for using an online Parent Survey or online Travel Tally. If the school primarily sends communications to parents and teachers on paper, then administering the paper copies of the Parent Survey or Travel Tally may be a better choice.

Can I add questions to the Online Parent Survey?

Additional questions cannot be added to the Online Parent Survey.