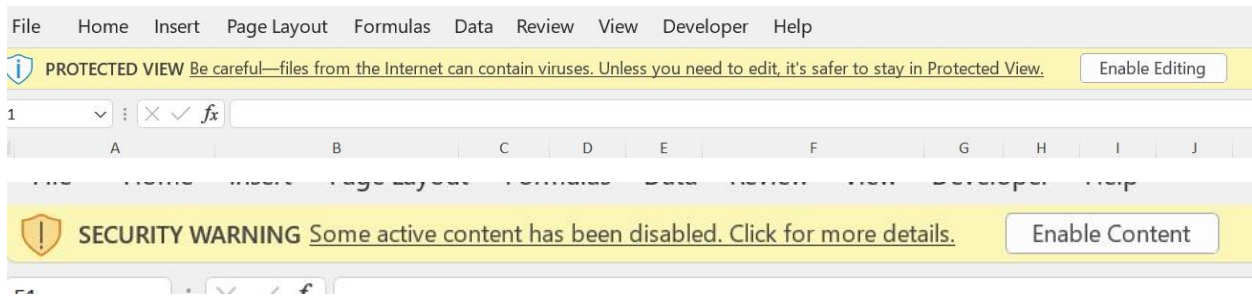


# CYCLE Data Reporting Spreadsheet User Guide

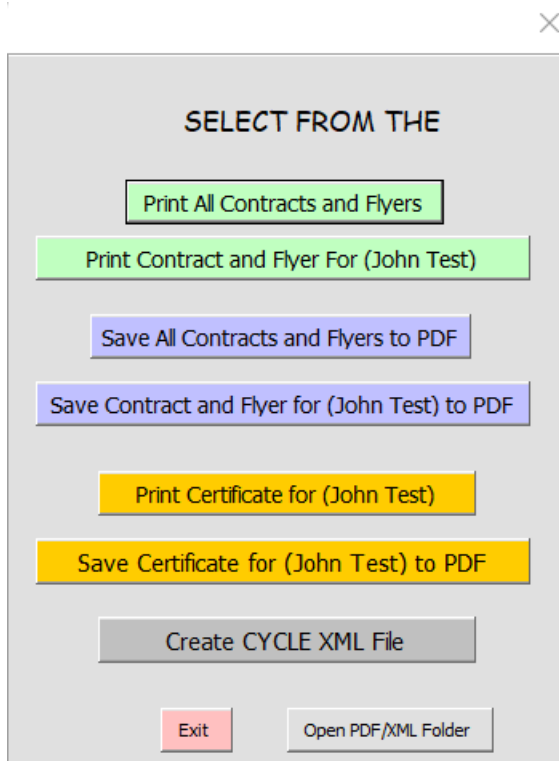
We at CYCLE are constantly trying to improve our service to all participating schools in our bicycle campaign. An area identified was the extra effort it took to fulfill our data reporting requirements. Hence, we have created the CYCLE Data Reporting spreadsheet to aid you in your implementation and to also to make reporting data back to us more privacy compliant {FERPA}.

## First Things To Do!!!

Create a new folder and drop the file we send you into it. When you open the Excel spreadsheet, you will need to press the 'Enable Editing' and 'Enable Content' buttons for the spreadsheet to work correctly.



Select the 'Students' tab at and then double-click on any cell of the sample data 'Glenn'. If you see the following pop-up menu, then you are good to go.



If you don't see the menu, it may be due to your computing environment stripping the macros from your spreadsheet. In those cases, you will need to do some extra work. You either provide us an alternate email address outside of your school environment or work with your IT department to see if they will let the spreadsheet pass with the macros. Frankly, sending it to an alternate email address usually is the easier of the two options.

Once you have determined that the macros are working, you can start using the spreadsheet.

## Summary Sheet

To determine if you are using the most recent version of our spreadsheet, go to the 'Summary' sheet and you should see a version 2.0. or greater. If no version is indicated, you have an outdated version and should stop using it.

8		
9	Version	2.0
0	Step 1	Upda

Features:

1. Individualized output of student contracts and refrigerator flyers.
  - a. Output can be direct to a printer or to a PDF file.
2. We have English{EN}, Spanish{SP} and Special Needs{SN} versions of contracts and flyers.
3. A button to create a FERPA compliant XML file.
4. Auto determines if a student earned a bike.
5. A Certificate can be printed for each student that has successfully completed their goals. This is optional and we recommend that you create your own certificates.

On the *Summary* sheet you will also find information particular to your school.

This shows information that we use for the contracts and flyers. If it isn't correct, then let us know.

The 'CYCLE Est Delivery Date' is a tentative date that we plan to deliver your bicycles. This date is used by the Contracts and Flyers as the time frame that a student needs to have reached their goal.

	A	B
District		Magic ISD
School Name		Glenn Elementary
School Phone #		(555) 555-0540
CYCLE Est Delivery Date		5/15/2022
CYCLE School ID		MAGGLE
Campaign Yr		2021

DO NOT CHANGE THE CYCLE SCHOOL ID, as it is a unique id used to manage the data coming from all schools. This data will be used to determine our operations & logistics coordination as well as do some statistical analysis to model our effectiveness.

## Stage-1: Fill Columns on Students Sheet

The following image is of all columns on the 'Students' sheet.

Teacher			Student										Reading Scores			Special Needs				
First Name	Last Name	Title (Mr or Ms)	First Name	Last Name	Special Needs (Y,N)	Gender (M,F)	Starting Reading Score	Goal Reading Score	Final Reading Score	Conduct (E, S, N, U)	Bike Earned (Y, N)	Contract Type (EN,SP,SN)	Contract Signed (Y,N)	BOY	MOY	EOY	CYCLE ID	Special Needs Goals Line 1	Special Needs Goals Line 2	Special Needs Goals Line 3
Theo	Seuss	Dr	Christian	Potter	Y	M	1	1	1	S	Y	SN	N	100	200	300		Sight read 10 letters		
Theo	Seuss	Dr	Aaliyah	Carter	N	F	AA	C	D	S	Y	SP	Y							
Theo	Seuss	Dr	Lucas	James	N	M	B	E	D	S	N	EN	N							
May	Fairweather	Ms	Mimi	D'Ore	N	F	B	E	E	N	N	EN								
May	Fairweather	Ms	June	Gable	N	F	C	B				SP								
May	Fairweather	Ms	July	Fair	N	M	B					SP								

Details on columns A through M.

Teacher			Student												Print Contract?
First Name	Last Name	Title (Mr or Ms)	First Name	Last Name	Special Needs (Y,N)	Gender (M,F)	Starting Reading Score	Goal Reading Score	Final Reading Score	Conduct (E, S, N, U)	Bike Earned (Y, N)	Contract Type (EN,SP,SN)			
Theo	Seuss	Dr	Christian	Potter	Y	M	1	1	1	S	Y	SN			
Theo	Seuss	Dr	Aaliyah	Carter	N	F	AA	C	D	S	Y	SP			
Theo	Seuss	Dr	Lucas	James	N	M	B	E	D	S	N	EN			
May	Fairweather	Ms	Mimi	D'Ore	N	F	B	E	E	N	N	EN			
May	Fairweather	Ms	June	Gable	N	F	C	B				SP			
May	Fairweather	Ms	July	Fair	N	M	B					SP			

We hope that filling in the details under columns A through I is intuitive and easy for you. Our assumption has been that you will be able to pull this data from your student tracking systems and can cut and paste the data on to the spreadsheet.

**NOTE:** There must be an associated teacher with each student otherwise the contracts/flyers will be missing information and will not read correctly.

Of importance is your identification of contract type in column 'M', be it English{EN}, Spanish{SP} or for Special Needs{SN}.

For special needs, go to columns S, T and U to type in up to three lines of goals for Special Needs students.

Special Needs Goals Line 1	Special Needs Goals Line 2	Special Needs Goals Line 3
Sight read 10 letters		

Setting student goals are under the Teacher's purview. It is up to the teacher to determine the appropriate level of the goal, something attainable but a bit of a reach. It is CYCLE's intent that you use the reward of a bicycle to encourage/motivate the student to seek their highest level of literacy possible.

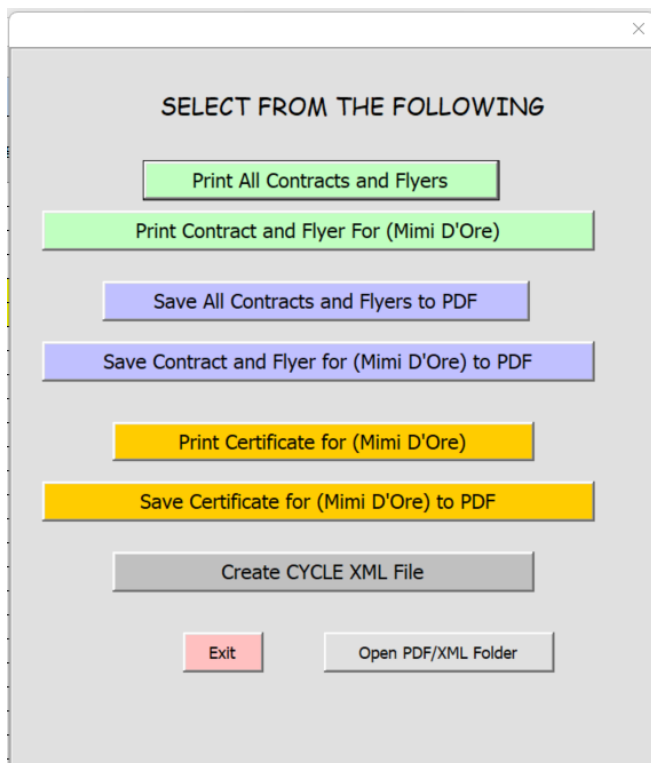
### Important SPECIAL NEEDS Note:

We recommend that for Starting and Goal numbers you use the number 1. If the student achieves their goal simply put a 1 in the Final Reading Score. If they don't make their goal, then use a 0.

How to use the CYCLE Data Reporting spreadsheet

## How to Print Contracts and other stuff

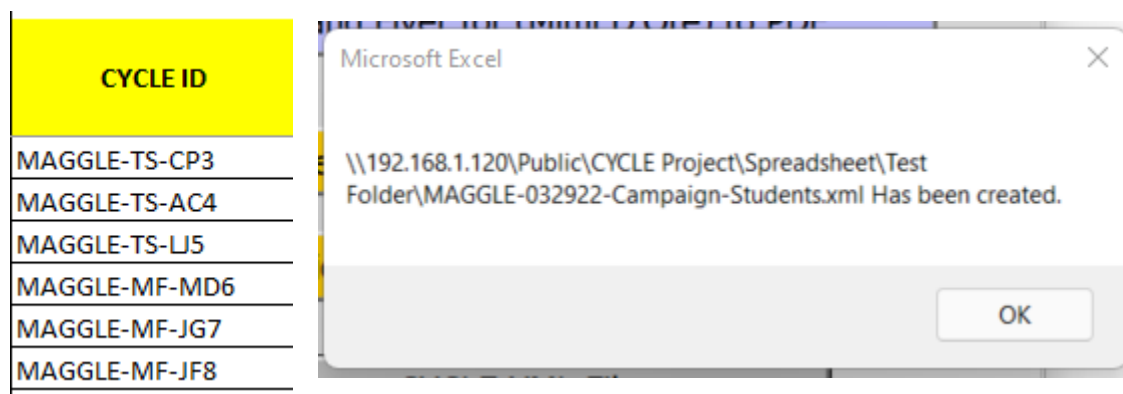
By double clicking on any row that has student data, you will see the following popup:



As you can see, there are multiple things available to you. You can print contracts and flyers for all students or only for the student of the row you double clicked on.

We believe that there may be environments where our macros may not be allowed to run. In those cases, you can take the spreadsheet and run it in an environment that allows macros, create the PDFs, then send them to your work environment to be printed there.

Of importance is the data you will be sending to us. Clicking on the "Create CYCLE XML File" will create a file that is sanitized of teacher and student names. Our macro will create a pseudo id and put the id under the CYCLE ID column.



Basically, it is in the format of School Id, initials of teachers and students and a numeric identifier. When done, a popup will display the name of the created file. This is the file that you will need to send us. By clicking on the "Open PDF/XML Folder" you will see the folder of the XML file.

The following is a sample of the data you will be sending us.

```
<dataroot xmlns:od="urn:schemas-microsoft-com:officedata">
  <Campaign-Students>
    <CYCLE_x0020_School_x0020_ID>MAGGLE</CYCLE_x0020_School_x0020_ID>
    <Campaign_x0020_Yr>2021</Campaign_x0020_Yr>
    <Record_x0020_Date>3/29/2022</Record_x0020_Date>
    <CYCLE_x0020_ID>MAGGLE-TS-CP3</CYCLE_x0020_ID>
    <Special_x0020_Needs>y</Special_x0020_Needs>
    <Gender>M</Gender>
    <Starting_x0020_Reading_x0020_Score>1</Starting_x0020_Reading_x0020_Score>
    <Goal_x0020_Reading_x0020_Score>1</Goal_x0020_Reading_x0020_Score>
    <Final_x0020_Reading_x0020_Score>1</Final_x0020_Reading_x0020_Score>
    <Conduct>S</Conduct>
    <Bike_x0020_Earned>Y</Bike_x0020_Earned>
    <Contract_x0020_Type>SN</Contract_x0020_Type>
    <Contract_x0020_Signed>Y</Contract_x0020_Signed>
    <BOY>100</BOY>
    <MOY>200</MOY>
    <EOY>300</EOY>
    <SNline1>Sight read 10 letters</SNline1>
    <SNline2/>
    <SNline3/>
  </Campaign-Students>
</dataroot>
```

## Stage-2: Fill Columns Final Score and Conduct

Stage-2 data is where we expect you to provide us data of a student’s final score and conduct. When you fill in the data, column “Bike Earned” will automatically change to Y or N. For students that are ‘N’, the columns J and K will turn red to indicate what determined the N value.

Hopefully you have filled in the Contract Signed column to let us know if a contract was signed or not.

Double click on any student, create the XML file. If you click on the ‘Open PDF/XML Folder’ button, you should see a file that has ‘XML-Students-Report’ in the title. Send this file to [schools@cyclehouston.org](mailto:schools@cyclehouston.org)

## Stage-EOY: Fill Columns BOY, MOY and EOY

At the end of your school year, Fill in the columns BOY, MOY and EOY, create the XML file and send it to us. You will also need to fill in our EOY questionnaire: <https://cyclehouston.org/cycle-school-feedback/>

Reading Scores		
BOY	MOY	EOY
J	L	N

You are done for the campaign year. To participate in the following school year’s campaign, you will need to submit a questionnaire ( <https://cyclehouston.wpengine.com/cycle-wheel-deal-questionnaire/> ) at the beginning of August.

## Conclusion

Hopefully, the CYCLE Data Reporting spreadsheet will help you quickly and easily implement your Earn-A-Bike program. We’ve tried to keep this guide as short as we know that educators are very busy people. Because of its brevity, we are sure you will have any questions. So send your questions to [schools@cyclehouston.org](mailto:schools@cyclehouston.org) and someone will get back to you as soon as possible.

How to use the CYCLE Data Reporting spreadsheet