



Pennsylvania  
Department of Education

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# Pennsylvania Information Management System

## PATI Survey Data Entry Tool User Manual

### LEA Survey

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## Introduction

Every year the Pennsylvania Department of Education (PDE) gathers technology-related data through a variety of surveys that comprise the Pennsylvania Technology Inventory (PATI). PATI is used for required federal and state technology reporting, as well as, providing data for LEAs as they plan for the strategic use of local technology resources.

Starting for 2011-12, the PATI Survey response data will be collected in the Pennsylvania Information Management System (PIMS). PDE realizes that unlike most data submitted to PIMS, responses to the PATI Survey are most likely not stored in an LEA's student information system, and in fact may not be stored in a database at all. For this reason PDE provides the PATI Survey Data Entry Tool to provide an easy-to-use tool to complete the survey and save the data in PIMS format.

## PATI Survey Data Entry Important Notes

Important notes about using the PATI Survey Data Entry Tool:

- The PATI Survey Data Entry Tool is comprised of multiple sheets or tabs within a single Microsoft Excel workbook. The workbook is provided in .XLS (Excel 97-2003) format and is compatible with all recent versions of Excel for both Mac and Windows.
- The first sheet in the workbook (Definitions) is a list of definitions for terms used in the survey such as ISP, WAN and several others. The second sheet (AnswerForm) is where a user will enter the appropriate answers to the questions that are relevant to LEAs (School Districts, Charter Schools and Career Technical Centers). The last sheet (SURVEY\_PARTCPNT\_RESPONSE) is created by the tool based on the answers entered in the AnswerForm sheet. This last sheet formats the responses into the format required for the PIMS Survey Participant Response Template.
- Each of the Excel sheets are "locked" to preserve the formatting. The only editable cells in the worksheets are the response entry boxes in the AnswerForm sheet. This guards against the inadvertent deletion or addition of questions, columns or other formatting changes that would make the format inconsistent with PIMS.
- To submit a completed survey file to PIMS, the user will save the template formatted sheet (SURVEY\_PARTCPNT\_RESPONSE) in comma separated value format (CSV). **If changes/corrections are required after saving as CSV it is imperative that these corrections are made within the AnswerForm sheet in the Excel version of the file, not the CSV version.** After the corrections are completed the Excel file will then need to be saved as CSV again for re-submission to PIMS. If corrections are made to the CSV all formatting and validations applied to the sample files will be lost.

## Instructions

The PATI Survey Data Entry Tool is comprised of multiple sheets or tabs within a single Microsoft Excel workbook. Open the Excel file and select the AnswerForm sheet by clicking on the second sheet at the bottom of the screen. To begin the survey, enter the Administrative Unit Number (AUN) for your LEA in the cell labeled District Code and verify that the correct School Year is selected in the drop down box.

PATI Survey for LEAs			
Excel Data Entry Tool v3.1			
<b>District Code (AUN):</b>	123456789		
<b>School Year:</b>	2012-2013		
Question ID	Question	Response Selection	Free Form Response
<b>Section 1 – LEA-Based WAN Transport Questions</b>			
10	Does the LEA have an LEA Based Wide Area Network (WAN) where you are able to share one Internet connection with All your schools within your LEA? An LEA-Based WAN is defined as a building-to-building network that connects buildings within YOUR LEA (district, CTC, or charter school).	3 - No (My LEA is a single entity containing ONLY one school)	
20	How many schools within your LEA have a direct connection to the Internet through an Internet Service Provider (ISP) that is independent of an LEA Based WAN?	98 - Not Applicable (All schools within my LEA receive Internet through LEA-Based WAN)	
30	Where is the LEA Head End connection (Hub site) of the WAN located?	99 - Other	asdf
40	Who is the primary Transport Access provider to your LEA-Based WAN?		
50	What is the primary Transport type to the LEA Head End? <b>NOTE:</b> "Public" means that the connection is leased from a telecommunications provider; "Private" means the LEA owns the connection.	<div style="border: 1px solid black; padding: 2px;">                     1- Comcast                      2- D&amp;E Communications                      3- DQE Communications                      4- Fmhurg                      5- Level 3                      6- Prolog                      7- Qwest                      8- Sting Communications                 </div>	
60	What is the Transport capacity to the LEA Head End?		
70	What is your estimated monthly pre-E-rate cost for this transport to the LEA Head End?		
80	What protocol does your WAN primarily utilize?		

Figure 1: AnswerForm Sheet

The relevant survey questions for Intermediate Units are pre-populated with drop down boxes to select a response from the list of valid selections specified in the PIMS User Manual. Please note the drop down boxes are scrollable, if you do not see the appropriate answer be sure to scroll all the way to the bottom of the list to view all of the potential answers. There is also space provided to enter free form responses where applicable.



**Figure 2: Conditional Formatting Example**

The AnswerForm sheet includes formatting to indicate where responses are required; any cell shaded green requires a response. All of the questions require a response in the Response Selection column. Free form responses should only be entered when the drop down response selected is 99. When 99 is selected the corresponding cell in the Free Form Response column will turn green, otherwise it will remain gray. If free form text is entered for any other selection other than 99 the cell will appear highlighted in red to indicate an error. When entering a free form response, please do not insert commas into your free form response answers. Commas will result in errors when the final file is uploaded to PIMS.

After entering the answers to the survey within the AnswerForm sheet, the relevant data is populated on the third sheet (SURVEY\_PARTCPNT\_RESPONSE) and formatted in PIMS Survey Participant Response Template format.

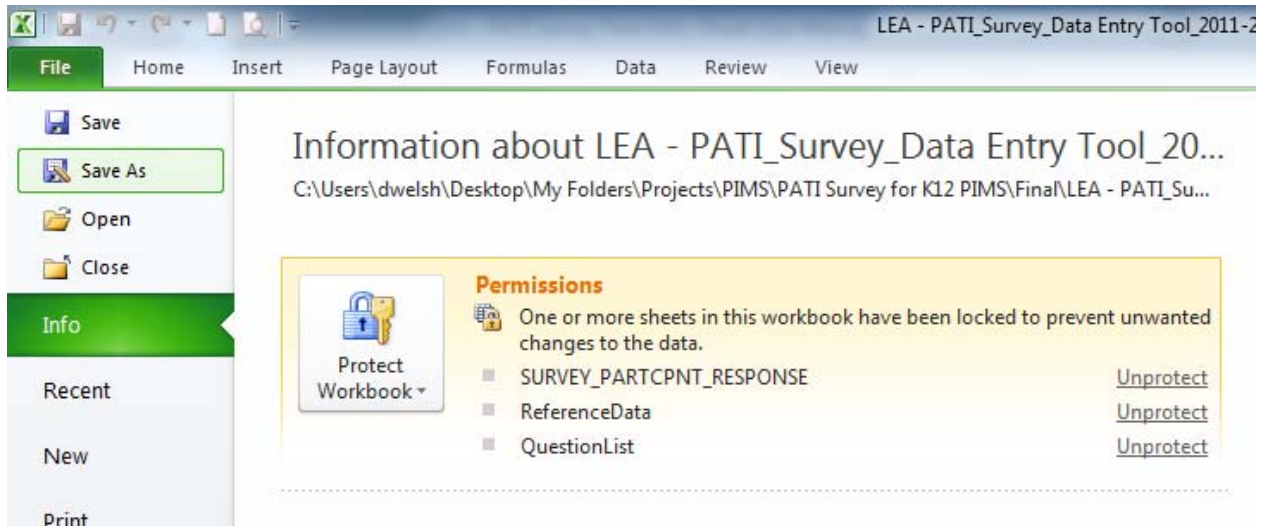
	A	B	C	D	E	F	G	H
1	DISTRICT CODE	SURVEY_NAME	SURVEY ADMINISTRATION	PARTICIPANT ID	SURVEY QUESTION ID	SURVEY CHOICE VALUE	FREE FORM RESPONSE TEXT	
2	123456789	PAT_LEA	2013-06-30	123456789	10	3		
3	123456789	PAT_LEA	2013-06-30	123456789	20	98		
4	123456789	PAT_LEA	2013-06-30	123456789	30	99	asdf	
5	123456789	PAT_LEA	2013-06-30	123456789	40			
6	123456789	PAT_LEA	2013-06-30	123456789	50			
7	123456789	PAT_LEA	2013-06-30	123456789	60			
8	123456789	PAT_LEA	2013-06-30	123456789	70			
9	123456789	PAT_LEA	2013-06-30	123456789	80			
10	123456789	PAT_LEA	2013-06-30	123456789	90			
11	123456789	PAT_LEA	2013-06-30	123456789	100			
12	123456789	PAT_LEA	2013-06-30	123456789	110			
13	123456789	PAT_LEA	2013-06-30	123456789	120			
14	123456789	PAT_LEA	2013-06-30	123456789	130			
15	123456789	PAT_LEA	2013-06-30	123456789	140			
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**Figure 3: SURVEY\_PARTCPNT\_RESPONSE Sheet**

To create a file that can be submitted to PIMS, select the SURVEY\_PARTCPNT\_RESPONSE sheet by clicking the tab at the bottom of the screen. This is required in order for Excel to save data from the appropriate sheet.

Follow the instructions below. Note that depending on the version of Excel you are using your screen may appear different than the screenshots below, but the labels and commands (File, Save As...) will be the same.

1. Click FILE
2. SAVE AS

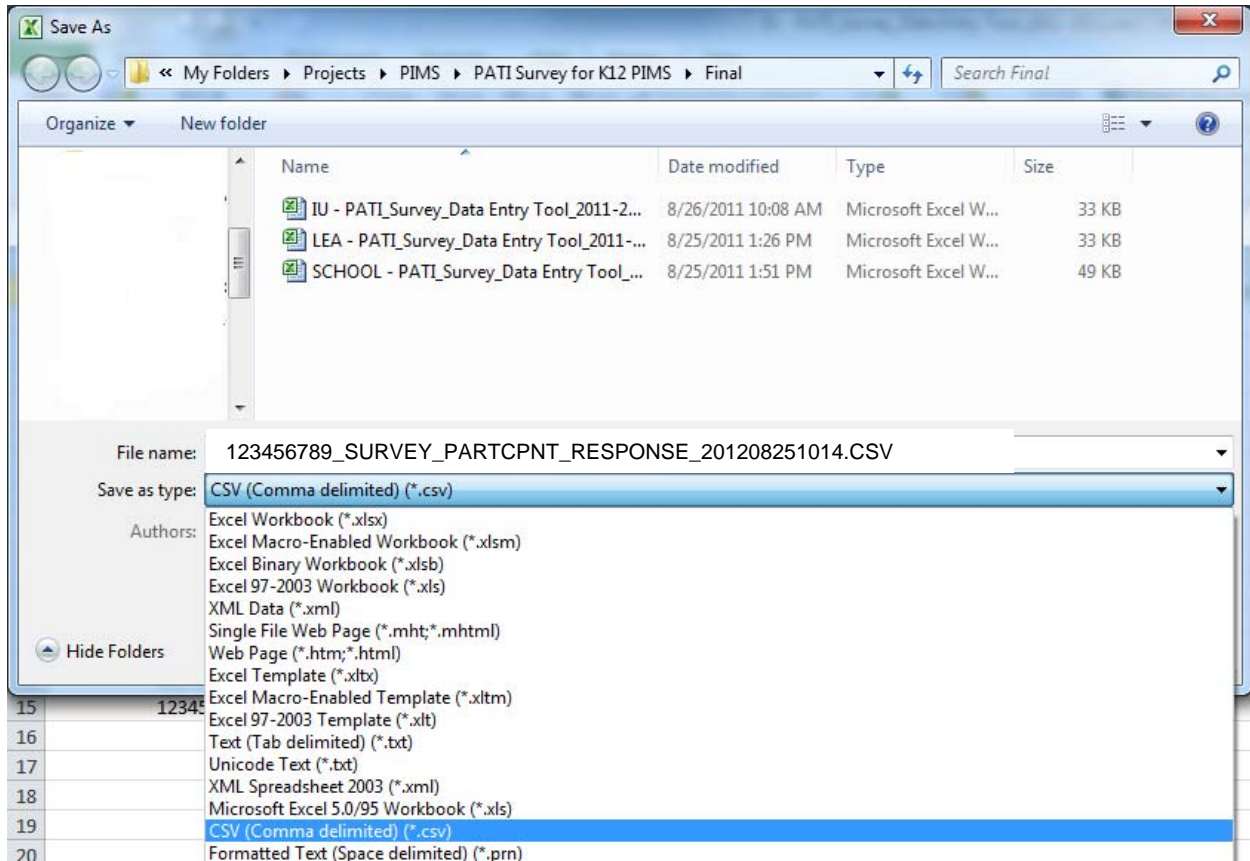


**Figure 4: Saving the Survey Results as a CSV – part 1**

The file naming convention is specified in the user manual. It includes:

- District Code = 9-digit Administrative Unit Number
- Target Table (located on template)
  - Example: "SURVEY\_PARTCPNT\_RESPONSE"
- Date/Time Stamp (YYYYMMDDhhmm)
  - Example: "201208251014"
- File Type
  - As shown in Figure 4 - Select "CSV (Comma delimited) (\*.csv)"

Please note that both the LEA and the School Surveys are submitted within the same template in PIMS. When saving these files LEAs will need to give these files different names by varying the date and/or time in the file name.



**Figure 5: Saving the Survey Results as a CSV – part 2**

**IMPORTANT:** If you open the CSV file after saving it, Excel will automatically reformat the plain-text data for fields that contain dates and codes that contain leading zeros to Excel's default formats that PIMS will not accept. As described earlier, any changes to the data should be made in the Excel version of the file and then the SURVEY\_PARTCPNT\_RESPONSE sheet should be re-saved as a CSV.

**Please note that the CSV file will include a header row. When the PIMS Administrator uploads this file to PIMS he or she will need to check the checkbox next to "File/All files within Zip file contain headers".**