



Pennsylvania  
Department of Education

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# Pennsylvania Information Management System

## PATI Survey Data Entry Tool User Manual

### School Survey

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**Table of Contents**

- 1. Introduction..... 2
- 2. PATI Survey Data Entry Important Notes ..... 2
- 3. Instructions ..... 3

## 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 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 common IT equipment, such as high, low and mid-capacity computers, handheld devices, etc. The definition sheet is followed by three sheets (Section1-2, Section3, and Section4-5-6) where users will enter the appropriate answers to the survey questions that are relevant to schools. The last sheet (SURVEY\_PARTCPNT\_RESPONSE) is created by the tool based on the answers entered in the three answer sheets. This last sheet formats the responses into the format required for the PIMS Survey Participant Response Template.
- **The PATI Survey Data Entry Tool for schools can only be used for one school at a time. If users are responding to the survey on behalf of multiple schools they will need to save separate copies of the file, one for each school.**
- 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 answer form sheets. 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 answer form sheets 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.

- Certain questions in the school survey (e.g., 40, 90, 140) are locked and will be pre-populated based on the answers to other questions. For example question 40 asks for the total number of classrooms in the school; this will always be the sum of the next two questions that ask for the number of classrooms based on their level of Internet access. An Excel formula will calculate the sum of the responses to questions 70 and 80 and enter that value as the answer to question 40. Questions 90 and 140 follow similar formats.

## 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 Section1-2 sheet by clicking on the appropriate sheet at the bottom of the screen. To begin the survey, enter the Administrative Unit Number (AUN) for your LEA and Participant ID (School code) in the appropriate boxes and verify that the correct School Year is selected in the drop down box.

PATI Survey for Schools			
Excel Data Entry Tool v3.1			
<b>District Code (AUN):</b>	123456789		
<b>Participant ID (School Code):</b>	1234		
<b>School Year:</b>	2012-2013		
Question ID	Question	Response Selection	Free Form Response
Section 1 – School Infrastructure			
10	What is the maximum Wired Local Area Network (LAN) capacity at this school?	1 - 10/100 MB Ethernet (Switched, Shared, None)	
20	What is the maximum Wireless Local Area Network (LAN) capacity at this school?	99 - Not Applicable (no wireless)	
30	What level of access is your Wireless Local Area Network (LAN) capacity at this school?		
Section 2 – Room and Lab Counts			
40	What is the total number of classrooms in the school? A classroom is defined as a room that is used for instructional purposes. <b>Note:</b> The value of this field is prepopulated based on the sum of questions 70 & 80.	<div style="border: 1px solid black; padding: 2px;">                     1 - Building-wide                      2 - Limited service within building                      3 - Campus-wide                      4 - Limited service within campus                      5 - Planned, will be installed within 2 years                      6 - Not planned at this time                      98 - Not Applicable (no wireless)                      99 - Free form                 </div>	0
50	((Question ID) Not Used This Year)		
60	((Question ID) Not Used This Year)		
70	What is the number of classrooms with either wired or wireless Internet access in the school?	99 - Free form	0
80	What is the number of classrooms with no Internet access in the school?	99 - Free form	0
90	What is the total number of stationary computer labs in the school? A stationary computer lab is defined as a room/Lab that is used for general computer use (NOT course specific). <b>Note:</b> The value of this field is prepopulated based on the sum of questions 120		

**Figure 1: Section1-2 Response Sheet**

The relevant survey questions for schools are pre-populated on the sheet 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.

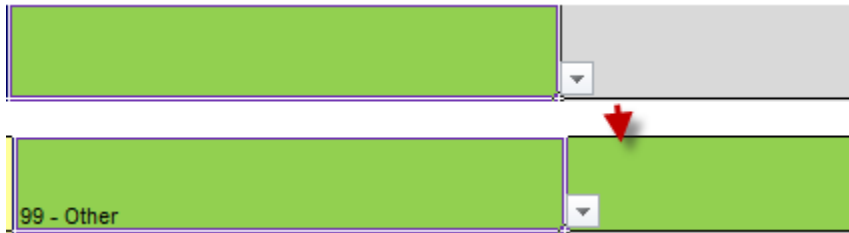


Figure 2: Conditional Formatting Example

Similar to the LEA survey, all three of the answer form sheets (Section1-2, Section3, and Section 4-5-6) include formatting to indicate where responses are required; any cell shaded green requires a response. In some cases a response is required in the Response Selection column. In other cases, a response is only required in the Free Form Response column. In some cases responses are required in both columns (when selecting 99 in the Response Selection column). For a few questions (e.g. 40, 90 and 140) no response is required at all. These cells will remain gray; they are calculated based on the responses to other questions in the same sheet.

Please note: 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.

In Section 3, some questions are formatted into tables to simplify data entry for the numerical questions on the survey. Only the numerical cells in each table are editable, all other cells are locked to preserve the formulas and functionality of the workbook.

The key to using this tool is to remember that any cell shaded in green requires a response.

PATI Survey for Schools				
Excel Data Entry Tool v3.1				
Section 3 – Computer and Device Counts for Instructional Use				
Computer Counts				
Within your classrooms, stationary computer labs, mobile computer labs, and library/media centers, identify the number of high, mid, and low capacity computers. In addition classify the computers based on their Internet connection.				
<b>Classrooms</b>				
	<b>ID #</b>	<b>Internet Access</b>	<b>ID #</b>	<b>No Internet Access</b>
High Capacity Computers	200	0	230	0
Mid Capacity Computers	210	0	240	0
Low Capacity Computers	220	0	250	0
<b>Stationary Computer Labs</b>				
	<b>ID #</b>	<b>Internet Access</b>	<b>ID #</b>	<b>No Internet Access</b>
High Capacity Computers	260	0	290	0
Mid Capacity Computers	270	0	300	0
Low Capacity Computers	280	0	310	0
<b>Mobile Computer Labs</b>				
	<b>ID #</b>	<b>Internet Access</b>	<b>ID #</b>	<b>No Internet Access</b>
High Capacity Computers	320	0	350	0
Mid Capacity Computers	330	0	360	0
Low Capacity Computers	340	0	370	0

Figure 3: Section3 Response Sheet

After completing all six sections of the survey (across the three answer sheets in Excel), the relevant data is populated on the last sheet (SURVEY\_PARTCPNT\_RESPONSE) and formatted in PIMS Survey Participant Response Template format.

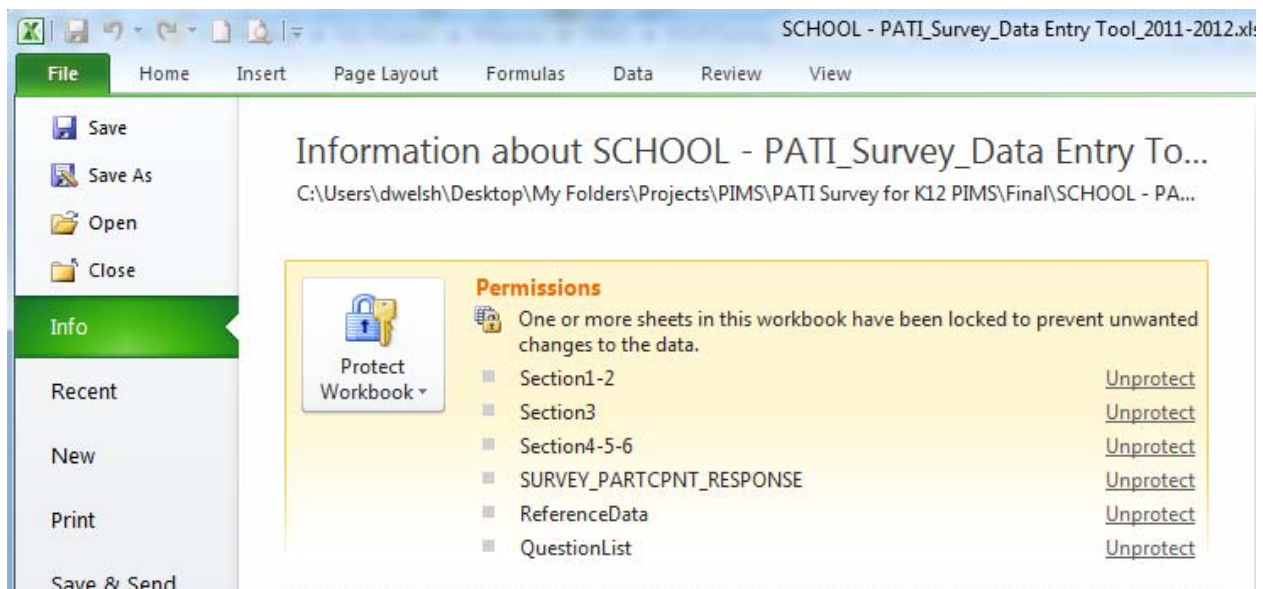
	A	B	C	D	E	F	H
1	DISTRICT CODE	SURVEY_NAME	SURVEY ADMINISTRATION	PARTICIPANT ID	SURVEY QUESTION ID	SURVEY CHOICE VALUE	FREE FORM RESPONSE TEXT
2	123456789	PATI_SCHOOL	2013-06-30	1234	10	1	
3	123456789	PATI_SCHOOL	2013-06-30	1234	20	98	
4	123456789	PATI_SCHOOL	2013-06-30	1234	30	2	
5	123456789	PATI_SCHOOL	2013-06-30	1234	40	99	0
6	123456789	PATI_SCHOOL	2013-06-30	1234	70	99	0
7	123456789	PATI_SCHOOL	2013-06-30	1234	80	99	0
8	123456789	PATI_SCHOOL	2013-06-30	1234	90	99	0
9	123456789	PATI_SCHOOL	2013-06-30	1234	120	99	0
10	123456789	PATI_SCHOOL	2013-06-30	1234	130	99	0
11	123456789	PATI_SCHOOL	2013-06-30	1234	140	99	0
12	123456789	PATI_SCHOOL	2013-06-30	1234	170	99	0
13	123456789	PATI_SCHOOL	2013-06-30	1234	180	99	0
14	123456789	PATI_SCHOOL	2013-06-30	1234	190	99	0
15	123456789	PATI_SCHOOL	2013-06-30	1234	200	99	0
16	123456789	PATI_SCHOOL	2013-06-30	1234	210	99	0
17	123456789	PATI_SCHOOL	2013-06-30	1234	220	99	0
18	123456789	PATI_SCHOOL	2013-06-30	1234	230	99	0
19	123456789	PATI_SCHOOL	2013-06-30	1234	240	99	0
20	123456789	PATI_SCHOOL	2013-06-30	1234	250	99	0

Figure 4: 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 below instructions. 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. Click SAVE AS

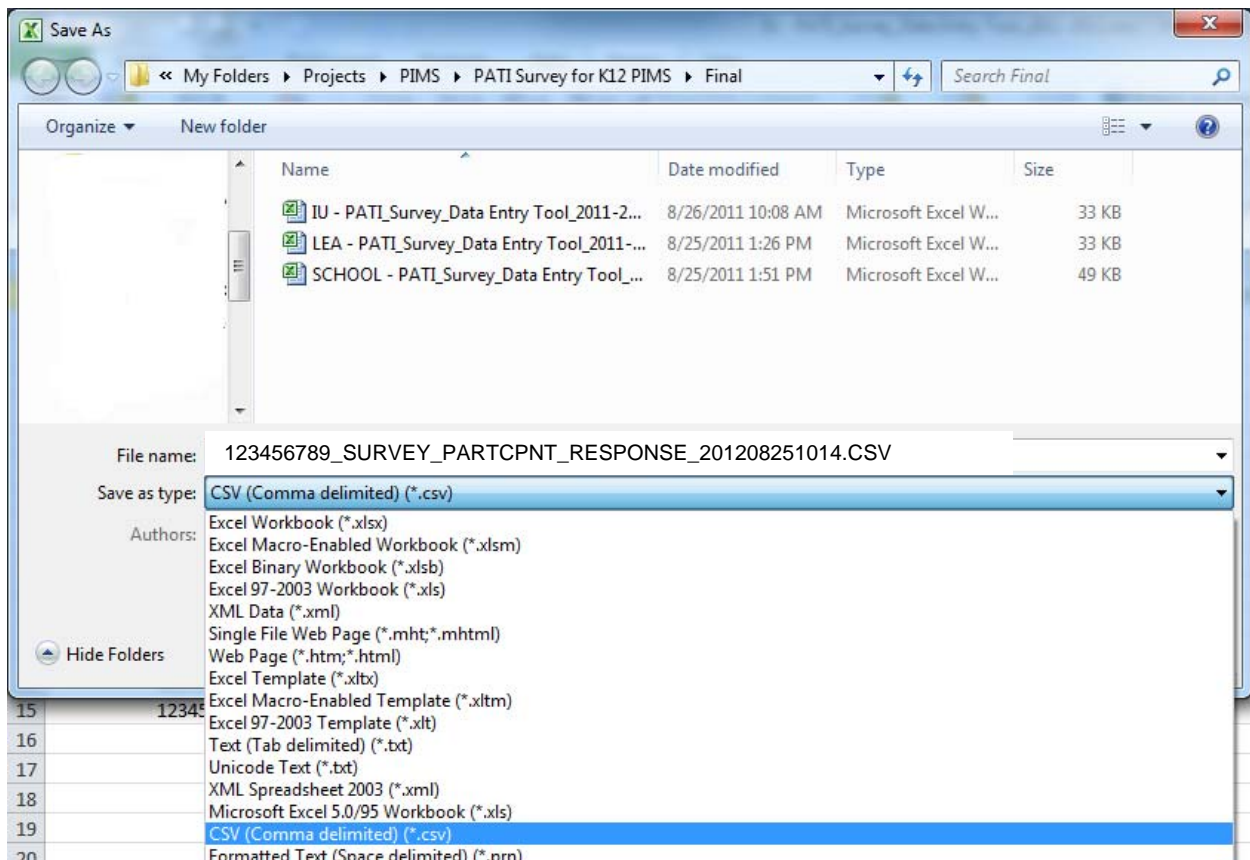


**Figure 5: Saving the Survey Results as a CSV – part 1**

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 5 - 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 6: 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".**