Step	Action
1	Open your Survey Data Entry spreadsheet.
2	Click on the right tab at the bottom of the spreadsheet for the data you are entering.
	1. Stud Base = Student Baseline Surveys
	3. Teach Base = Teacher Baseline Surveys
	5. Stud Interim = Student Interim Surveys
	7. Teach Interim = Teacher Interim Surveys
	9. Stud Post-Int = Student Post-Intervention Surveys
	11. Teach Post = Teacher Post-Intervention Surveys
3	Fill in school column. In the respondent column, you will need to assign and record a unique code for each survey. This code should follow the same format for each survey from that school and progress in a numerical order (see example below). This code needs to be written on the survey afterwards, see point 8.
	Example: Manurewa School Student Baseline, survey 1 in the pile = MANSB1, survey 2 in the pile = MANSB2, etc.
4	To begin entering survey results, open the Code instructions for the relevant survey type by clicking on the tab at the bottom of the spreadsheet. These codes simply let you know what number (or 'Code') to enter for each survey response in the column that corresponds to each question.
	Example: MANSB1 responds with 'Agree' to question 1A. Enter 2 in the column for Q 1A (Column C on the tab 1. Stud Base)
	2. Codes - S Base = Codes for Student Baseline Surveys
	4. Codes - T Base = Codes for Teacher Baseline Surveys
	6. Codes - S Interim = Codes for Student Interim Surveys
	8. Codes - T Interim = Codes for Teacher Interim Surveys
	10. Codes - S Post-Int = Codes for Student Post-Intervention Surveys
	12. Codes - T Post-Int = Codes for Teacher Post-Intervention Surveys
5	For questions where respondents can tick multiple answers, enough columns are provided to enter all responses. In many cases this will mean that some columns are left blank. Do not worry about this, this is meant to happen! When you move on to the next question, ensure that you move on to the appropriate column to enter the data. Different colours are used to represent the different questions and to help avoid confusion.
6	If an answer is given to the 'Other' option for a question or any other written/comment survey field, firstly add the code for 'Other' into the question answer column, and then move on to the grey 'Other' column to add the code for their written answer. Before doing so, check the Code tab for your survey type to see if this answer, or something similar, has previously been coded, go back to the survey data entry tab and put the code/number for this into the Other column for that question. If it is a new 'Other' answer not currently in the Code list, assign it the next sequential number and add it to the relevant Code tab.
	Example 1: MANSB1 responds with 'Give it to a teacher' to question 2A. Enter '5' for 'Other' in the column for Q 2A (Column H on the tab 1. Stud Base). On tab '2. Codes - S Base', a similar answer "Pick it up and give it to my teacher' already exists with the code number '1'. Enter '1' into the 'Other' column for Q 2A (Column M on the tab 1. Stud Base)
	Example 2: MANSB1 responds with 'Feed it to the birds' to question 2A. Enter '5' for 'Other' in the column for Q 2A (Column H on the tab 1. Stud Base). On tab '2. Codes - S Base', no similar answer has already been coded, so enter a new code on this spreadsheet: 2 'Feed it to the birds' and enter '2' into the 'Other' column for Q 2A (Column M on the tab 1. Stud Base)
7	Once each survey has been entered into the spreadsheet, write the code from the respondent cell in pen onto the top right hand corner of the front cover of the paper survey. It is vital for our survey methodology that this is done correctly.
8	Do not throw away / dispose of surveys! Return to Sustainable Coastlines staff (in prepaid envelope if provided) for safe storage. Keep each school group separated by putting in a folder or envelopes with the school's name clearly labelled on the front.