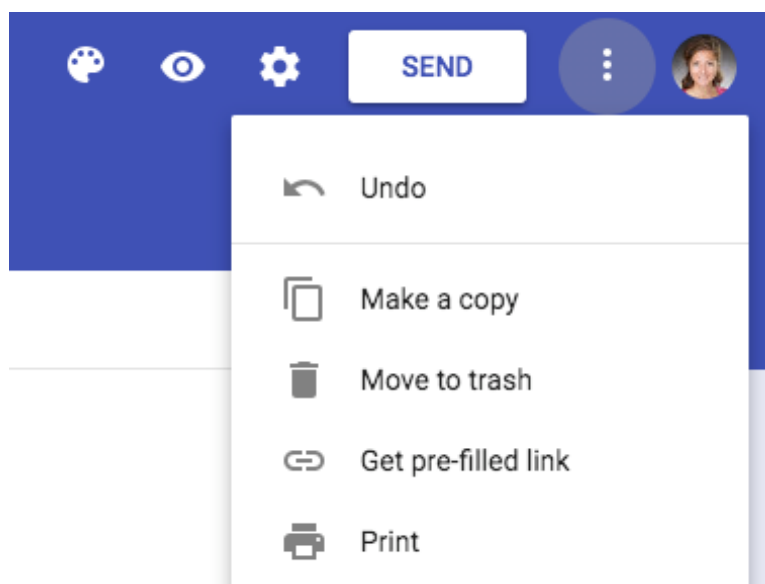


AQWA Data Entry & Scoring Instructions

1. Open the Data Entry Form link: <https://docs.google.com/forms/d/1bAhLq4TRpOptPHj-zsIJ7gap8mtCtCeacw4FTs1Pvdl/edit>. Make a copy of the Form by clicking the 3 dots on the top right corner of the original form. Select "Make a Copy." A new copy will appear; change the title of the form to the school code. Make a separate copy of the form for each school.



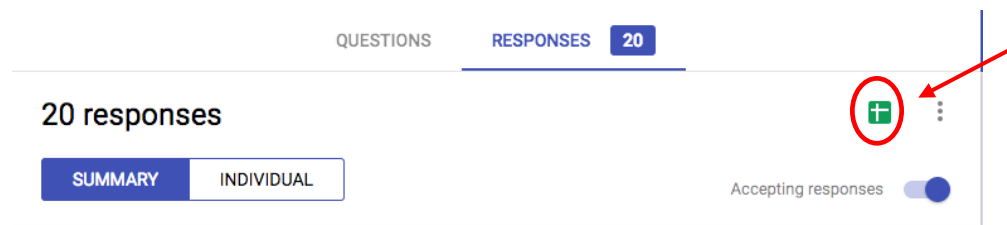
2. **IMPORTANT: do not add any questions to the Data Entry Form or change the text of the response options.** Adding questions will skew the location of form responses in the spreadsheet and the existing formulas will not recognize the correct information. The formulas are also designed to recognize the current response options – changing any response options within the Data Entry Form will also cause the existing formulas to not recognize the correct information. Anyone with the link can edit the Data Entry Form, so you have the ability to edit these things: please be careful not to make accidental changes.
3. Click the Preview icon (eye shape) to view the form and enter responses. The form can also be sent to others for them to record responses by clicking SEND and entering their email addresses.



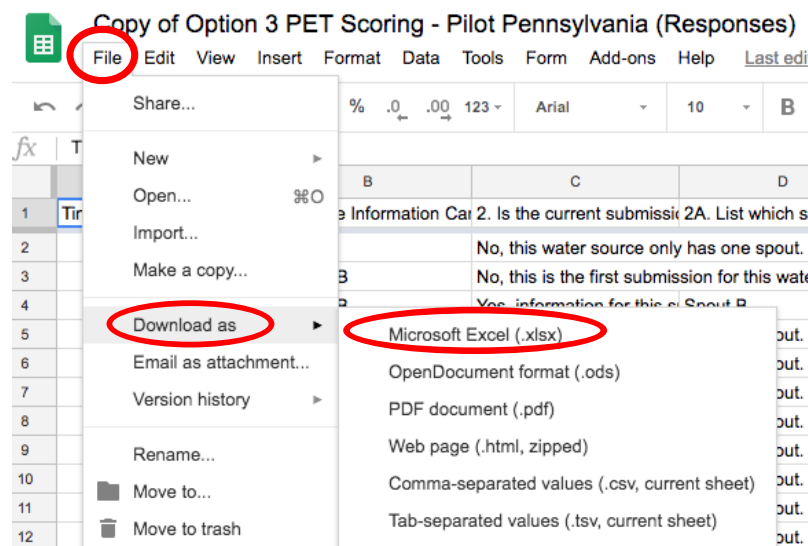
4. Follow the steps and questions in the form to document each water source and spout. Each water source will be documented once. For water sources that have more than

one spout, Spout A will be documented in the initial submission for the water source, along with the overall water source information. To document Spout B, Spout C, etc., you will enter additional forms, but the form is designed so that you don't have to repeat questions that pertain to the water source.

- Once each of your water sources and spouts have been submitted using the Data Entry Form, click on "Responses." Click on the green Google Sheets icon to export the responses to a Google Sheet. Thus, all your data are now collected into one Google Sheet.
- Check each response in the Google Sheet to ensure that it is complete. If any are incomplete, go back to the Data Entry Form and re-document that source/spout with complete information. Export the responses again. Be sure to delete the incomplete entry from the Google Sheet before proceeding.

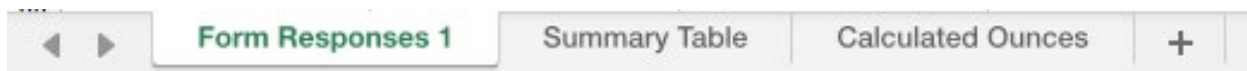


- Export this Google Sheet as an Excel file by clicking "File" in the upper left-hand corner, hovering over "Download as..." and clicking "Microsoft Excel (.xlsx)." This creates *your* responses workbook, which is separate from our workbook of formulas provided to you.



- Highlight each of the rows in your responses workbook that have information in them. It is important to only highlight these rows, rather than the entire sheet. Right click, select Copy.

9. Return to the AQWA Scoring Formula Workbook. Click on the “Form Responses 1” tab and place your cursor in cell A1 of the sheet. Right click, select Paste.



- The formulas in the “Summary Table” tab have been designed to recognize survey responses in certain rows and columns. Pasting your data anywhere other than cell A1 will not allow the formulas to recognize the appropriate information.
 - Once your responses have been pasted into the “Form Responses 1” tab, your summary statistics should automatically fill in the “Summary Table” tab.
10. It is wise to double check that the formulas have populated the cells correctly by manually/visually counting up a few items and making sure the sum in the table matches.
11. Populate the cells in the “Calculated Ounces” tab designated for cup dimensions.
- Cup height and width need to be manually transferred from the “Form Responses 1” tab to the “Calculated Ounces” tab.
12. Populate the cells in the “Summary Table” tab requiring to be filled manually
- The cells highlighted red (specified below) need to be filled in by you – these are the only cells in the table that will not be automatically filled in with a formula. You will need to visually/manually tabulate this handful of items in your “Form Responses 1” tab.
 - i. If “other” was chosen and filled in for
 1. Water source location (column K in “Form Responses 1”)
 2. Objects obstructing water source (column M)
 3. Type of spout being documented (shows up in two spots – column E and column X)
 4. Unclean characteristics present at a given spout (shows up in two spots – column G and column Z)

The research to develop AQWA was supported by a grant from Healthy Eating Research, a national program of the Robert Wood Johnson Foundation. Toolkit development was funded by the WK Kellogg Foundation.

