



## Healthy Futures Database Instructions

The Excel database, **HFStudDatabase** is to be used for your record keeping. It is meant to be a tool which can help you monitor your student's physical activity and nutrition. This information can be used in individual teacher/student conferences to encourage, recognize and reward activity goals and healthy habits.

The database has these basic fields or columns to record your students' log participation:

**First Name**

**Last Name**

**School**

**Teacher** (your last name only)

**Logs 1-8** (yes, I really needed all 8 last year!)

Once you enter a student's name, school and teacher, then you put **1** in each column for a completed log. This number is needed so that I can use a formula at the end of the year to tally each student's full participation in Healthy Futures logs and events. Please do not use: x, \*, bullets or check marks or total the logs yourself by adding the second log to the first and putting a 2 in the Log#2 field. A simple **1** in each field is all that is needed.

Excel has a memory function to help you with repeated entries such as school and teacher. You will find that as you retype i.e.: **Alpenglow** multiple times, each following time you type a capital **A** in that column the full name pops up automatically. Also, for fields such as school and teacher which are the same for each of you, the copy and paste functions under the edit bar across the top work really well. \*After entering your data, please save your database and rename it to include your school name (i.e. AlpenglowDB, KlattDB, O'MalleyDB, etc). It is important to have a distinct name for each school's data.

Several times a year you will be asked to send your database to me for an update to my records. **Also, for those of you keeping your own database, we request that you turn in your student's completed logs when each set of incentives is delivered.**

Please contact Rebecca Reichlin by email or phone. You may request a visit locally to get you started or to answer any questions.

Thanks for your awesome work!

**Contact:**

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