Single Session Parenting Programs

DAISEY Environment Data Section

1   **Create an Environment Profile**

TIP: Choose a name for your environment that will be easy to distinguish from other sessions.

2   Enter **Program Forms**

Enter one form for every parent that completed a Participant Information Form / Satisfaction Survey.

OPTIONAL IMPORT INSTRUCTIONS

Some organizations may wish to import parent data for large group sessions. Follow these steps:

1. Locate or Create the Environment Profile and copy the Environment ID.

2. In the Data Management—Import section, download the data template for the specific form that you are importing.

3. Complete each applicable column of the template beginning with pasting the Environment ID into all rows needed on the template.

4. Complete the rest of the data template.

5. Save the template and close.

6. In the Import section, select Import and then select the form you are importing.

7. Upload template and select Import.

8. Click Confirm. Your data will now appear as individually entered forms in the environment selected.

We recommend that you watch this video before importing data for the first time: https://wprs.daiseysolutions.org/articles/importing-environment-activities/

Questions? E-mail us at daisey.wprs@ku.edu