Data Entry Instructions for ANDE Study

The following data entry guidance is for use with all Class, Staff, and Adult records for those participating in the ANDE study. If you have any questions, contact eData Tech Support.

Class Records

Create a *new* class record for each class using the ANDE curriculum.

Each ANDE Class record start and end dates should align with ANDE curriculum start and end dates as closely as possible.

Class Field Name	Class ANDE label
Name	Add: **ANDE** suffix
Keyword	Add: **ANDE** suffix

Adult Records

For the following fields, use the ANDE label information indicated.

Adult Field Name	Adult ANDE label
Keyword	Add: **ANDE** suffix
Adult-Specific Goals	Add: **ANDE course participant**

Staff Records

For the following fields, use the ANDE label information indicated.

Staff Field Name	Staff ANDE label
Keyword	Add: **ANDE** suffix

Class Attendance Records

- Create attendance records for *each* date of instruction. For example, if an ANDE class meets on February 10, 11, and 12, then there should be three records of attendance (one dated February 10, one February 11, and one February 12).

- Data *entry* does not have to be completed every day, but the data entry into eData deadline is still within two weeks of the class attendance date.

Contact eData Tech Support for guidance on any situations that may conflict with or that are not addressed in the directions above.