

## Texas A&M Direct Data Entry Steps

### *Creating Room Codes*

- 1) Fill out room code request form & email form to LOA.
- 2) LOA creates room code and room code information is recorded in county excel document.
- 3) LOA responds to request email with room code to educator.
- 4) Educator emails participants with room link and class information a week prior to class beginning.
- 5) Educator & LOA communicate on who has completed the entry survey prior to the first class beginning.
- 6) Repeat steps 1-5 for exit room codes (remember to request a week ahead of the final session).

### *Processing Adults*

LOAs should wait to process adults until after the first class has been completed and attendance has been verified by the educator. This will be a learning process and will require trial and error to find what works best for your county!

After completing your first group using Direct Data Entry – please reach out to the State Office (email Michael Laguros) with your feedback, roadblocks, constructive criticism, and anything we can do to help streamline the process.