

Barcode Generator Instruction Guide

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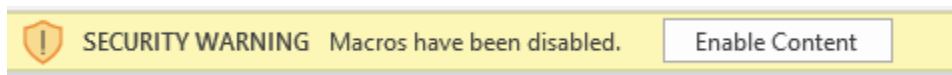
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Using the Barcode Generator

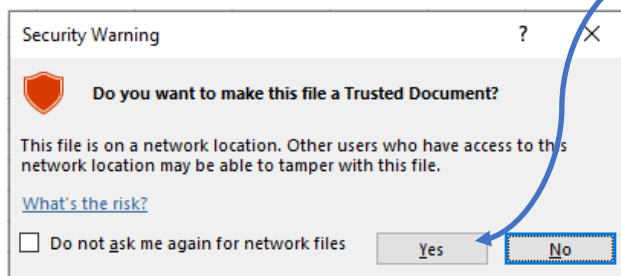
All MFF SNAP-Ed Scantron® surveys require barcode labels. Each unique combination of intervention, setting, number of supplementals, and group requires a specific barcode for the surveys that are administered. The Barcode Generator was developed to help you generate the correct barcode(s) for your program. Follow the instructions below to use the Barcode Generator and create/print your barcode labels.

Creating Barcodes

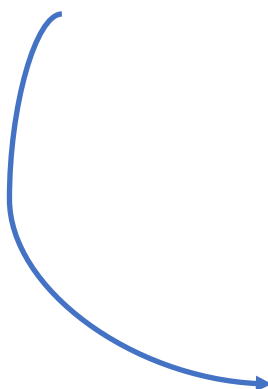
1. Save the macro-enabled excel file titled “BarcodeGenerator.xlsm” to a location on your computer. Because you will use this file to create all barcodes for your program, you should save it to a location you will remember so you can open it and use it throughout the program year.
2. Open the file. If you see a security warning message such as the one below, click the “Enable Content” button to enable the macros within the file. **IMPORTANT: if you do not enable macros, the buttons in the file will not work.**



3. You may see a security warning window such as the one below. Click “Yes” to make the file a trusted document.



4. When the file opens, the screen below will appear. Note the instructions in the white box at the bottom of the screen.



Barcode Generator

Select intervention:

Select setting:

Enter # of supplementals:

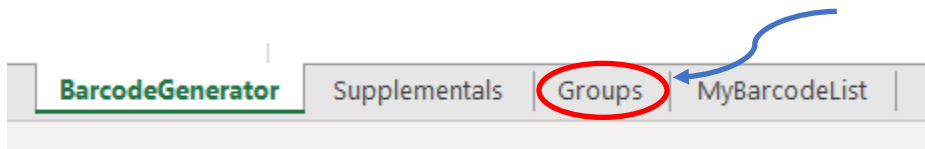
Select group:

Barcode:

Each unique combination of intervention, setting, number of supplementals, and group requires a specific barcode for surveys that are administered. This tool will help you generate and collect all of your program's barcodes. To use it, follow the steps below.

- 1) **Important:** If you want to track data by "group" (i.e., specific site, school, grade, classroom, etc.), you will need to first enter all groups in the "Groups" tab below. To do this, click the "Groups" tab and enter each group into the yellow highlighted rows. This will populate the "Select group" dropdown menu above. If you do not wish to track surveys by group, you can skip this step.
- 2) Select the core direct education intervention that will be used from the "Select intervention" dropdown menu above.
- 3) Select the setting in which the intervention will be delivered from the "Select setting" dropdown menu above.
- 4) Using only the supplementals listed in the "Supplementals" tab below, enter the number of supplementals that will be used with the intervention and group. Enter a "0" if no supplementals will be used.
- 5) Select the group from the "Select group" dropdown menu above.
- 6) When you are finished making selections, characters will appear in the "Barcode" box. This is the text that would be used for the barcode label.
- 7) Click the "Save Barcode to List" button to copy the barcode with the selected items to the "MyBarcodeList" tab below. You can use this tab to keep track of all barcodes for your program.

5. If you want to add a “group” indicator to your barcode label to designate a specific site, school, grade level, classroom, etc., you will need to first enter all of your groups. To do this, click the “Groups” tab.
- NOTE:** Using the group tab is **not** required. You can use it if it would be helpful to see a group designation in your barcode labels.



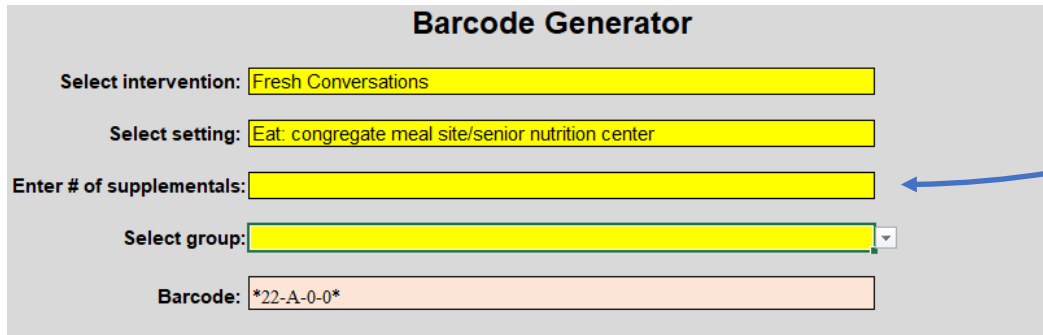
6. Enter your groups into the yellow highlighted cells. Here two groups have been entered as examples.

	A	B
1	Group name (Enter the name of each group in the yellow section below)	ID
2		
3	Example: Brick Elementary - 3rd grade - Claussen	1
4	Example: United Community Center; series 1	2
5		3
6		4
7		5
8		6
9		7

7. Once you have all of your groups entered, return to the “BarcodeGenerator” tab, and select your intervention from the ‘Select intervention’ dropdown menu.

8. Select the setting in which the intervention will be delivered from the “Select setting” dropdown menu.

10. Only values 0 – 10 are allowable entries for the number of supplementals. Enter “0” if no supplementals would be used.



Barcode Generator

Select intervention: Fresh Conversations

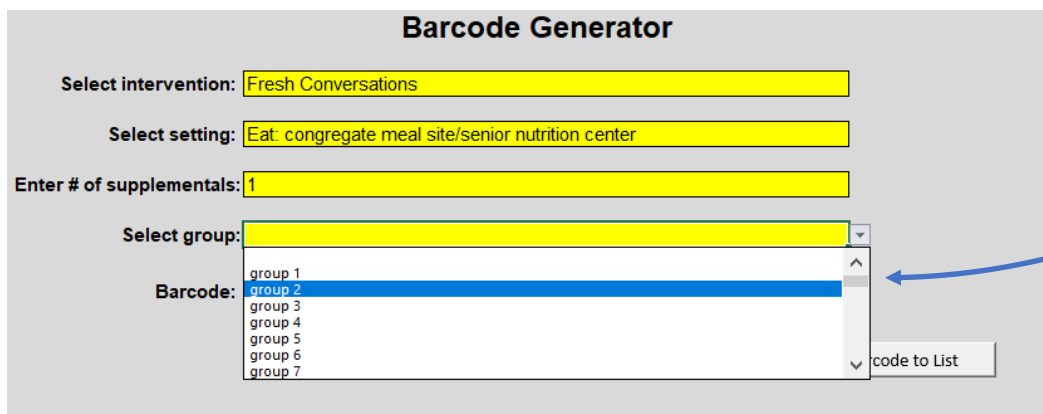
Select setting: Eat: congregate meal site/senior nutrition center

Enter # of supplementals:

Select group:

Barcode: *22-A-0-0*

11. Finally, select the group from the “Select group” dropdown menu. Remember: this displays the list of groups you entered in the “Groups” tab. If you did not enter any groups, the dropdown menu will be empty.



Barcode Generator

Select intervention: Fresh Conversations

Select setting: Eat: congregate meal site/senior nutrition center

Enter # of supplementals: 1

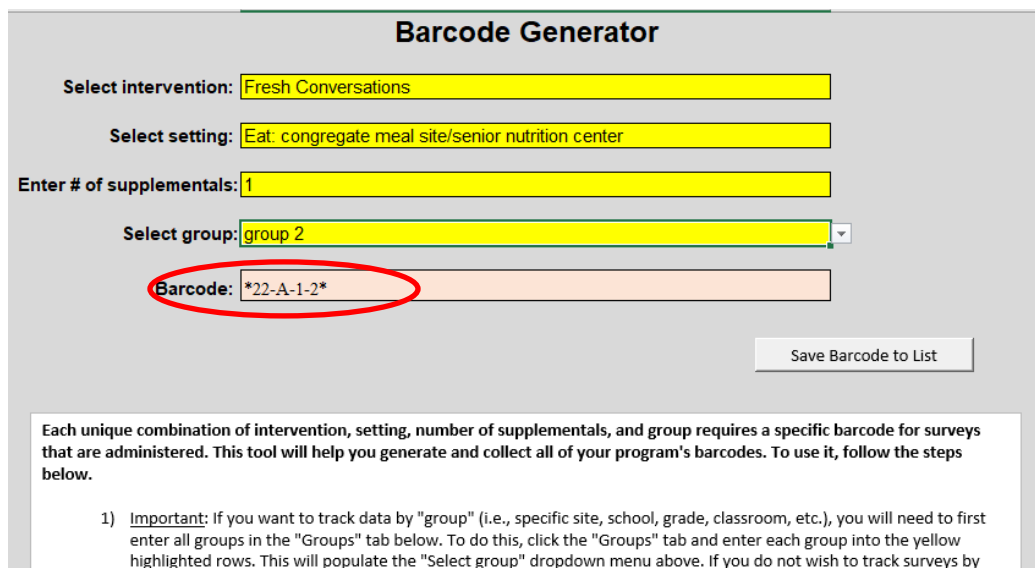
Select group:

Barcode:

- group 1
- group 2
- group 3
- group 4
- group 5
- group 6
- group 7

code to List

12. The Barcode field should now have a code in it which is based on the selected and entered information.



Barcode Generator

Select intervention: Fresh Conversations

Select setting: Eat: congregate meal site/senior nutrition center

Enter # of supplementals: 1

Select group: group 2

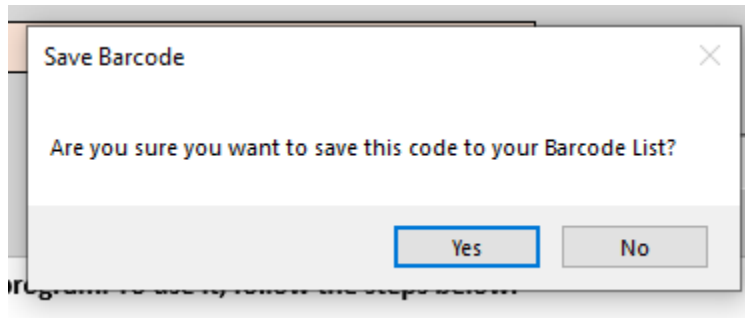
Barcode: *22-A-1-2*

Save Barcode to List

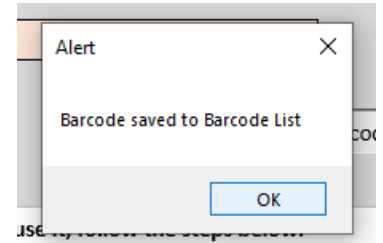
Each unique combination of intervention, setting, number of supplementals, and group requires a specific barcode for surveys that are administered. This tool will help you generate and collect all of your program's barcodes. To use it, follow the steps below.

- 1) **Important:** If you want to track data by "group" (i.e., specific site, school, grade, classroom, etc.), you will need to first enter all groups in the "Groups" tab below. To do this, click the "Groups" tab and enter each group into the yellow highlighted rows. This will populate the "Select group" dropdown menu above. If you do not wish to track surveys by

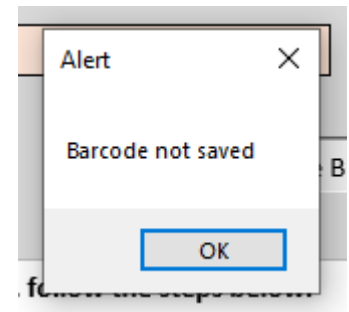
13. To save this code with the selected options, click the “Save Barcode to List” button. You’ll see a message window asking if you are sure you want to save the code to your barcode list. Click **Yes** to save the code to the list or click **No** to cancel.



If you click **Yes**, you will see an alert window letting you know the barcode has been saved to the barcode list.



If you click **No**, the alert will let you know it has not been saved.



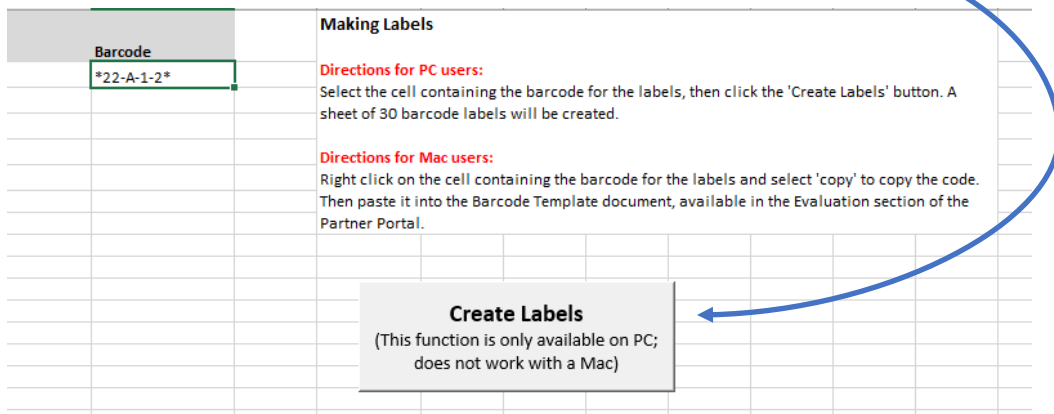
14. When you save a barcode, you will see it in the “MyBarcode List” tab. Saving the barcode to your barcode list will also save the file so that the next time you open it, any previously saved barcodes will appear in the “MyBarcode List” tab.

Intervention	Setting	# of supplementals	Group	Barcode
Fresh Conversations	Eat: congregate meal site/senior nutrition center	1	group 2	*22-A-1-2*

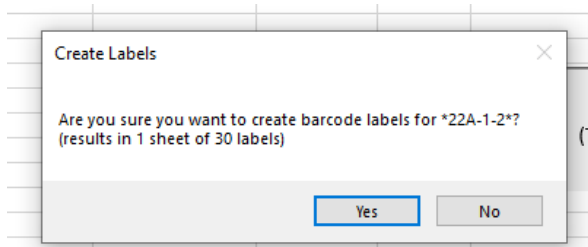
Making and Printing Labels

PC Users

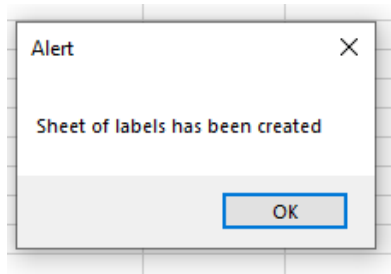
1. If you are on a PC computer and would like to make labels for a barcode, select the cell containing the barcode for the labels and then click the **Create Labels** button.



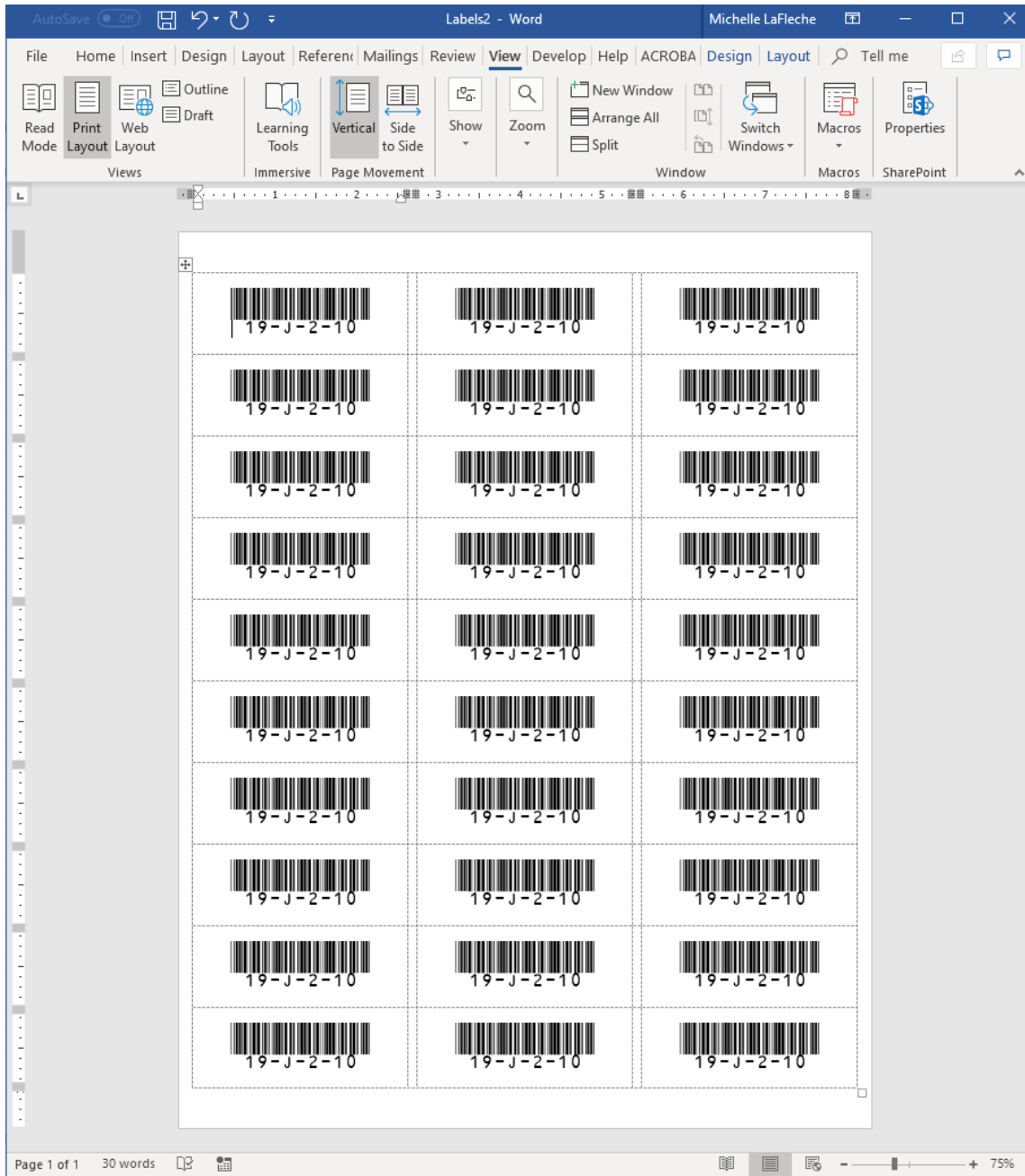
2. A window will appear asking you to confirm you would like labels created for the selected barcode. Click **Yes** to create the labels. Click **No** to cancel.



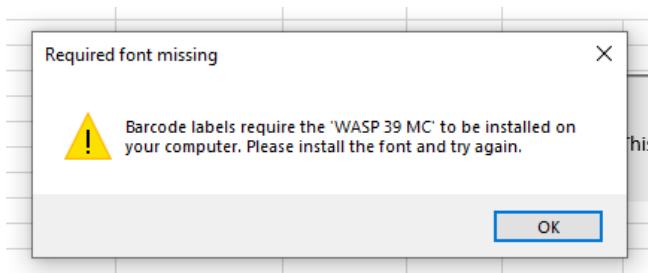
3. If you click **Yes**, you will see an alert window letting you know a sheet of 30 labels has been created.



The Word document containing the labels should be open on your computer.



Note: If your computer does not have the WASP 39 MC font installed, you will see the “Required font missing” window below. The font is available for download in the Evaluation section of the SNAP-Ed Partner Portal.



4. **IMPORTANT:** Before printing your labels, email the label page document (Word) to Michelle LaFleche for testing on the Scantron® scanner. (mlafleche@michiganfitness.org). Please allow a few days for labels to be tested.
5. When printing the labels, use labels that measure 1" x 2⁵/₈". Avery 5960 labels, with 30 labels per page, work well.

Mac Users

Because of macro limitations in Excel for Macintosh computers, the **Create Labels** button does not function when using a Mac. In this case, you will need to use the "Barcode Template" document to copy and paste your barcodes into. The "Barcode Template" document is available for download in the Evaluation section of the SNAP-Ed Partner Portal.

Follow the steps below to create a sheet of barcodes labels on a Mac.

1. Copy the barcode for your labels by going to the "MyBarcode List" tab and clicking on the cell that contains the barcode. Then right click with your mouse and select "Copy."
2. Open the "Barcode Template" document and click in the first cell of the table. Right click with your mouse and select "Paste" to paste the code. Continue pasting the code into the remaining cells of the document.

Note: Check to make sure the font size is '28'.

IMPORTANT: You will need the WASP MC 39 font on your computer to create the barcode. If you do not have the font installed, you can download it from the Evaluation section of the SNAP-Ed Partner Portal.

3. **IMPORTANT:** Before printing your labels, email the label page document (Word) to Michelle LaFleche for testing on the Scantron® scanner. (mlafleche@michiganfitness.org). Please allow a few days for labels to be tested.
4. When printing the labels, use labels that measure 1" x 2⁵/₈". Avery 5960 labels, with 30 labels per page, work well.

Appendix –Supplementals

When including the number of supplementals being used with the specific intervention, setting, and group, only consider the following items. They represent the most commonly cited supplementals from Project Summaries.

- Approved USDA materials and messaging (e.g., MyPlate, 10 Tips, etc.)
- Community Connections
- Extender Lessons for 'Linking Lessons - School'
- FitBits (if used without complete PE-Nut intervention)
- Health Through Literacy Bags (if used without complete PE-Nut intervention)
- Michigan Harvest of the Month (MiHOTM)
- PE-Nut: Daily Announcements (if used without complete PE-Nut intervention)
- Rec-Connect Physical Activity Demo (if used without complete Rec-Connect intervention)
- 5-2-1-0