

Using the MyTravel Online Calculator and Database

To Access the MyTravel Database, you must be a registered user of the HASTE website. You can register by clicking on the [login/register](#) link on the HASTE home page. Once you've registered with HASTE, fill out the online [sign up form](#) for the MyTravel Database. The administrator will notify you by email once you have been registered on the database – from that point on, *as long as you are logged into the HASTE website*, you can access the database by using the start button on the [appropriate page](#).

Class Set Up

Give each of your classes or groups a name which will appear in the left textbox once you click the **Update** button. Also assign a unique code to each of your classes or groups. Students will need this code to enter their calculator info into the correct grouping within the database. The database is now ready to start receiving students' MyTravel calculations.

Guiding Students Through MyTravel

(Note: make sure Adobe Flash is installed on the computers. It is required to run the calculator.)

The MyTravel online emissions calculator can be launched from the [home page](#) of the HASTE website. Ask your students to look for the **Quick Links** area on the right hand side of the home page.

MyTravel is very easy to use, with information and simple instructions provided by “the Professor” at each step. Take a practice run through the calculator to familiarize yourself with the tool.

Using MyTravel, students assess the impacts of how they get to and from school: 5 trips to school and 5 trips back home. They then enter their plan: what are they going to change or do differently to reduce their transportation emissions to and from school?

MyTravel Results

When a student completes the calculation, they have the option to **Print** and **Pledge**:

- Printing their results lets students keep their plan and show it to their parents or guardians
- Pledging their result will send it to the MyTravel database. They will be asked to enter:
 - The class code you create when you set up the class in the database.
 - A username – they can enter any name they want, and it will be attached to their result.

Approving Pledges

Enter the database and click on **Review Posted Data**. Remember to log in to the HASTE site before entering the database. If you've forgotten your username and/or password, check the email you received confirming your registration or request a new password through the site.

Select a classroom and click on the **Retrieve** button in the top right corner. A list of students' data pending approval will appear. Use the up/down arrow buttons in the left top corner to scroll through the student list.

Review emissions data to ensure it is valid and select **Approve** or **Decline** in the left hand column. Then press the **Submit** button in the top right corner to enter data.

Data Reports

Once you've submitted the students results, you can generate various forms of data reports such as graphs or data spreadsheets which allow your students to graph the results for their class.

Check the **Display Student Username** box if you want names to appear on the reports.