



Sip Smart!™ Ontario - Guidelines for Using the Drink Diary Calculator

Purpose: The Sip Smart!™ Ontario Drink Diary Report is used to help you calculate the drink data from your class. After each lesson you can see what kinds of drink choices your class is making as a whole in order to discuss with them how their choices change as they learn more about healthy drink choices.

Notes re: Sugar and Caffeine Amounts

The Heart and Stroke Foundation recommends that in both adults and children, intake of free sugars not exceed 10% of total energy (calories).¹ Based on this, Sip Smart!™ Ontario uses a maximum daily amount of no more than 10 tsp (50 mL) of free sugar for children ages 7 – 13 years.

Some drinks contain both naturally occurring and added sugars. The amounts listed in the Drink Diary reflect both the total teaspoons of sugar and the free sugars in these beverages.

To determine the amounts of sugar and caffeine that are used in the *Drink Diary Calculator*, a Registered Dietitian reviewed several sources, including beverage company nutrition information on the Internet, and checked labels of drinks in local supermarkets. Drinks were then grouped into like categories and sizes, and the average sugar and caffeine amounts were calculated.

Drink Diary Tutorial

This tutorial will explain how to fill in the given spreadsheet. See the bottom of this document for “troubleshooting” tips.

Using the Drink Diary Excel® Spreadsheet:

1. Download the Excel Spreadsheet from www.brightbites.ca and save a copy on your computer.
2. Open the file and click the **DD1** (Drink Diary Day 1) tab in the bottom left corner, if it is not already selected. Note that this sheet has also been copied for additional days – see tabs DD2 and DD3.
3. At the top of the spreadsheet fill in your school, your name (Teacher), the grade(s) of your class, the date of this Drink Diary, and the number of students in who will be entered in this Drink Diary. This information is used in the calculations.

¹ Heart and Stroke Foundation of Canada Position Statement. Sugar, Heart Disease and Stroke. Available at http://www.heartandstroke.com/site/c.ikiQLcMWJtE/b.9201361/k.47CB/Sugar_heart_disease_and_stroke.htm

Filling in the spreadsheet once your students have completed their Drink Diary sheets:

1. Click the **DD1** tab in the bottom left corner to input data from Day 1.
2. Using the first student's Drink Diary Tracking Sheet, fill in the information in the column labelled **S1** (Student 1).
3. Write in the number of beverages the student reported having, noting the size they marked on their sheet. Example: If Student 1 drank three 500 ml glasses of water, enter **3** in cell C9, under the **S1** heading, beside **M (500ml)**.
4. Continue filling in the different beverages that S1 drank. Enter the beverages exactly how the student wrote them. For example, if the student wrote that they had two 250 ml glasses of water, do not mark down that they drank one 500 ml glass of water.
5. Using Student 2's Drink Diary sheet, fill in the column for S2 (Student 2).
6. Continue until every student Drink Diary sheet has been entered into the spreadsheet.
7. For Drink Diary Day 2 and Day 3 data, use the DD2 and DD3 tabs respectively, and repeat steps 1 through 6 above.

The spreadsheet will automatically calculate totals for you:

- Column AG displays the number of each type of drink that was consumed by the students in your class.
- Column AJ displays the total teaspoons of sugar consumed by your class for each beverage type.
- Cell AJ88 displays the total teaspoons of sugar consumed from drinks in one day by the students in your class.
- Other totals are also calculated and listed on the spreadsheet under the Results section. Each day displays only the totals for that day. The following results are calculated:
 - Water intake (blue box)
 - Milk intake (white box)
 - Pop intake (pink box)
 - Caffeine intake (light orange box)
 - A comparison of total free sugar intake to the recommended amount (grey box)
 - Total sugar intake (red box)
 - Sugar intake from "Every Day", "Sometimes" and "Avoid" drinks (green box)
 - Sugar intake from 100% juice (yellow box)
 - Sugar intake from pop (orange box)
 - Sugar intake from plain vs. flavoured milks (purple box)

The spreadsheet is designed to print only the results on letter size paper (8.5" x 11"). Click File then Print – in Microsoft Excel 2010 you should see a print preview so you can double check that just the results will be printed. If you want to print the whole spreadsheet you'll have to change the print area settings.

Troubleshooting:

If the spreadsheet is not working as expected, here are a few things to try:

1. For basic Excel instructions, go to: <http://office.microsoft.com/en-us/excel/FX100646951033.aspx>
2. If cells are not visible on the screen:
 - a. Note that there are scroll bars along the right and bottom of the spreadsheet.
 - b. Rows or columns may be hidden, click in the top left of the spreadsheet, where the row and column headings intersect, to select the entire sheet: Then right-click anywhere on the column or row headings and select “Unhide”.

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