



If you want a quick glance of your results, go onto the "View Results" tab then click "View Reports".



Next, click on the Initial Report hyperlink. This will take you to a screen where you can click through your responses.

Show Filters. Drill Down. Report Options 👻 Add a Filter to This Report. You will see some 1. I consent to take part in this survey 2. Please fill in the information below descriptive statistics Next Page 📫 3. Have you ever read the information presented in the Psychology Corridor notice boards? Add Table 1. I consent to take part in this surve related to each Please select the items you have read: # A question. For Out of the items you have read, which has been the most useful? 1 <u>Yes</u> 97% 2 No 3% 6. Please rate how useful you found the \$(q://QID7/ChoiceGroup/Sel-(Out of 10 stars) example, you can Total 100% 7. Would you like to offer some ideas for improvements? view how many Statistic Min Value Max Value Please write your ideas for improvements: males/females have 1.03 Mean 9. Please rate how useful you will find the following Variance 0.03 information if presented on the Psychology Corridor Notice boards. Standard Deviation 0.17 currently taken your Total Responses 68 Please rate whether you think each item will influence the community feel of the psychology department. survey. Reports are a quick way to see a Please rate whether you think the notice boards (as an information source) are afforting at computer the Next Page 📫 brief summary of

your results.

For more advanced analysis, you may want to export your results to Microsoft Excel or SPSS. To do this, you want to stay on the **"View Results"** tab and select the **"Download Data"** icon.

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Scroll down the screen until you see a list of format types:

Format:											
	CSV										
≊ a,	is is a Comma Separated Values format of the raw data that can be easily imported into Excel, Access, or other programs. Each value in the response is separated by a comma, and each response is parated by a newline character.										
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	is is a fixed-field-length format. A separate data map file specifies data offsets for various columns. Download Data Map Only Winload Options Options										

To download a Microsoft Excel file, click the blue text underneath the heading **CSV.** The downloaded spreadsheet will contain the raw data, including individual participant responses.



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Exporting to SPSS



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Once exported, you will probably have to make some adjustments to your SPSS file, notably in the "variable view". For example, check that the "variable type" is correct for each variable. E.g. If you ask a question on age, make sure the variable type is numerical and not string. You may also need to edit a variable's "width" and "measure".

In the "data view", you will also be presented with a lot of 'junk'. For example, a variable expressing the date a participant took the survey (though this might be of interest to you) will be on your file. Identify what is necessary for your analysis and remove variables accordingly.

Finally, your variables will be named after their question number (you can click back on your questionnaire to see what number relates to what question!). For some questions, (i.e. that are in a matrix style format), SPSS will create a different variable per response, named something like Q1_1. This simply means *question 1, part 1.*

For any other queries, feel free to email the technicians at psychtech@lincoln.ac.uk