

## Tip Sheet on getting Qualtrics Data into Excel and then into SPSS

### Open Qualtrics

> Data and Analysis

> Click Export and Import → Export Data

Options:

- Click CSV as Default (sometimes there are issues with exporting into tSPSS files)
- Download all fields (default)
- Change to: numeric values (*this option tells Qualtrics you want numerical data from scales instead of the words/anchors “strongly agree” “agree” etc. SPSS needs the numbers. Any open ended text data will be downloaded;*)
- Click: Export viewing order data for randomization surveys for RANDOM surveys

> Click download

*CSV (“comma separated values”) file gets downloaded which should be opened in Excel*

### Open Downloaded CSV file in Excel

*Step 1, Save the file*

> File

- Save as – Change name to something unique to you
- Look at dropdown menu for file type. It will indicate it’s a CSV file → change to EXCEL 97-2003 WORKBOOK

> Save to This PC on the Desktop

*Step 2, Clean up the file*

The file from Qualtrics is messy and has lots of information you don’t need. It is easier to edit the file in Excel than SPSS, so create a clean file with Excel before sending to SPSS.

Navigation tips:

- To delete an entire row/column, click on row label or column header, then right click and choose delete. (The delete key on the keyboard will erase the contents, but not the row/column.)
- Click on the upper left corner diagonal to select the whole file.
- Where you see “###” – make those columns wider to see what the info is.

Remove rows/columns you don’t need.

- For example, *columns* with date, time, **IP address**, etc.
- Keep Consent column and all subsequent variables
- If relevant, create column for experimental “Condition”
- Excel file has three header rows, SPSS requires there to be just one.
  - Carefully look at each of 3 header rows. Only one of them has information you need.

Here's how to easily examine rows to see if there are participants you should delete

- Select the entire file
- Data → Sort → My data has headers → Sort by \_\_\_\_\_
  - Sort by consent and delete the rows for those who did not consent to do the study.
  - Sort by age and delete the rows for participants under 18 years
  - Sort by most important variable
    - Examine rows to see how much of the survey your participant's completed.
    - Many participants will skip a question or two – it is okay to keep their data.
    - Some participants will skip an entire section... Is it is data that is crucial to testing your hypotheses? Is the rest of the participant data meaningless without the information they skipped? If yes, then delete these participants, but make a note of how many you are deleting. You need to report this in your write-up (i.e., "X participants were excluded for failing to complete the survey.")
    - Your default position should be to KEEP as much data as possible.

Relabel headers

- Each header will become a variable name in SPSS. SPSS requires variable names with no spaces. Relabel each header accordingly (e.g., Gender, Age, ClassYear)
- Label all items in a single scale sequentially (e.g., Climate1, Climate2, Climate3...)
- Easy shortcut for long scales:
  - Label first 3 items
  - Select all of those 3 items
  - Place the cursor in bottom right corner of selected cells. Move cursor slightly until you see the black plus sign (called a "handle").
  - Click the handle and drag across all columns associated with scale.
  - Excel will automatically relabel the headers sequentially. (e.g., Excel will continue the labeling through Climate4, Climate5, etc.)

**Open SPSS**

> File > Open → Data

- Look for the **location** dropdown menu, change to "Desktop"
- Look for the **file type** dropdown menu, change "Files of Type" to "Show me all files" or "Excel"
- Click on your file, select yes and all default options.