

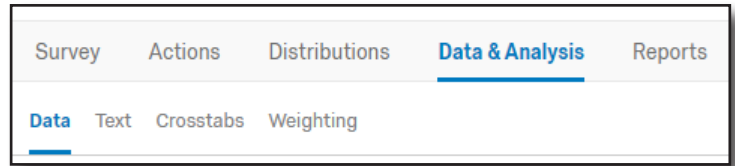
Qualtrics - analysing results data

Data & Analysis

To see individual responses click on **Data & Analysis**.

Under the **Data** tab all the completed responses will be listed but not all answers will be displayed across the screen.

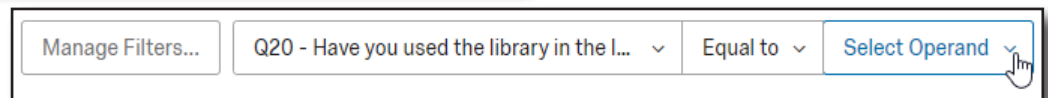
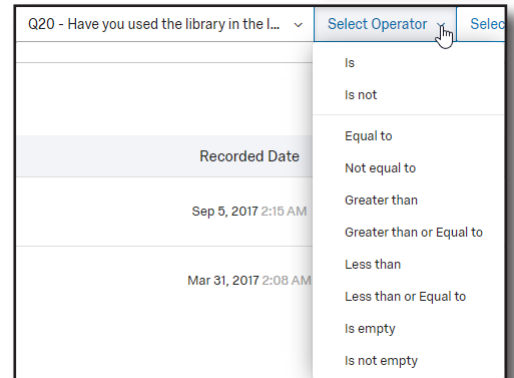
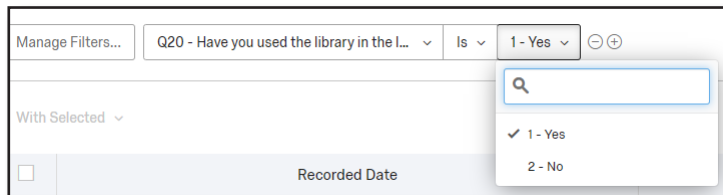
To display other answers to questions hover over heading row and click on the Green Add sign to choose from a list of questions.



Filtering

Responses can be filtered to display certain answers to questions by clicking on **Add Filter**.

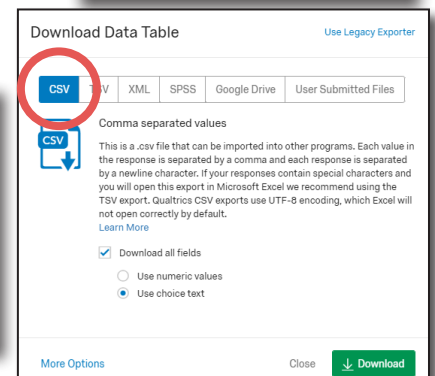
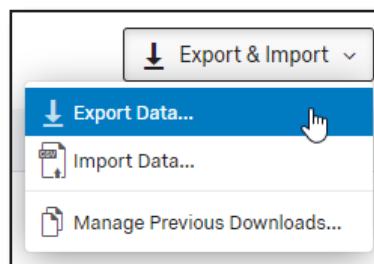
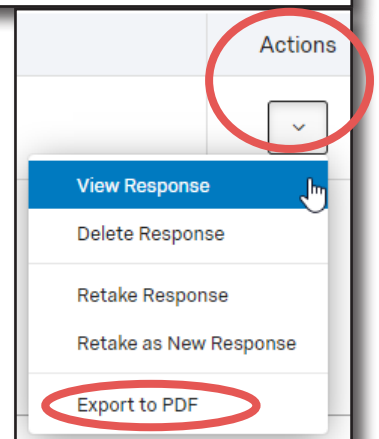
Select a question and choose an **operator**, such as **equal to** and select answer in **operand** field.



Downloading

On the same line as the candidate's response, use the **action** menu on the right hand side to view, delete, retake, retake as new and export response. **Export to PDF** will save a file copy.

The whole data-set can be exported to other formats, such as **Excel** or **SPSS** if required, however the reporting tools in Qualtrics should be ample, see over the page.



Reports

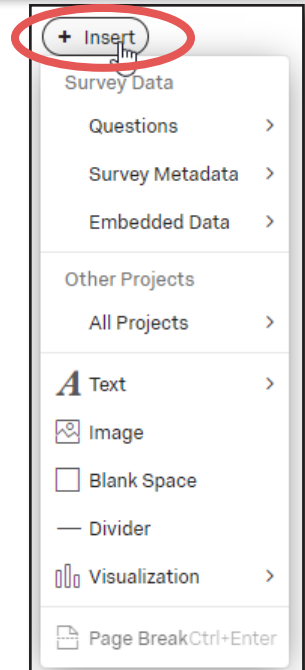
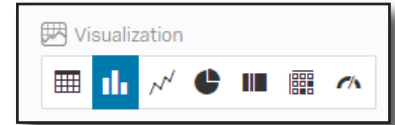
To see visualisations of your results quickly click on **Reports > Results**, the default reports display results of questions with options for visualisations.

To change the visualisation of the results click on the default result e.g. bar chart to display the options pane on the right hand side. Choices include table, bar chart, line chart, pie chart, breakdown bar, statistics table and gauge chart.

The default metrics can be amended to display Mean, Min, Max, Count, Sum and Percentage.

Reports can be created from scratch by clicking on **Report > Reports**.

Click on **insert** to add specific questions, survey metadata, text, images and visualisation.



Exporting or Share reports

Each question has **Page Options** to export results for an individual question as a PDF Document, Word Document, PowerPoint Slides or CSV Excel file. This will enable you to add the visualisation to essays or dissertations.

Click on **Share Report** to download the full data-set as a PDF Document, Word Document, PowerPoint Slides, CSV Excel file or raw data.

