

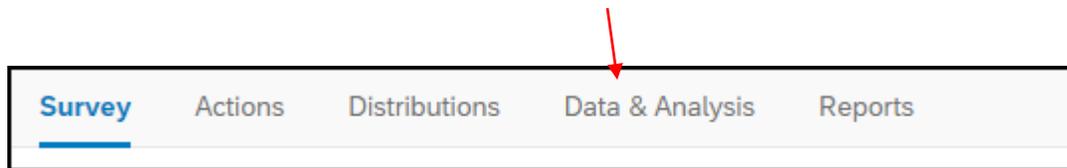
# QUALTRICS DATA & ANALYSIS

## April 2020

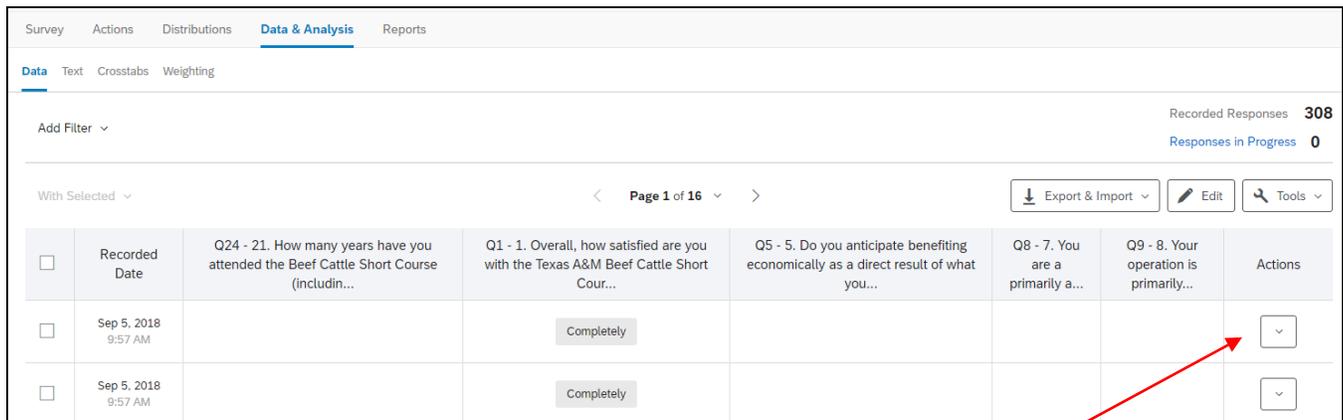
This document shows what you can do using the “Data & Analysis” menu within an individual survey project. Typically, a survey owner would use this menu option after data collection for two tasks: 1) to delete any test responses in the database after the formal launch of the activated survey (although this should be done before data collection) and 2) export the survey data to another file format for further analysis using another tool like SPSS, SAS, etc.

### Data & Analysis Interface

- After logging into Qualtrics and getting to the main dashboard. Click on the survey you want to work with. Then you will see “Data & Analysis” as a menu choice at the top. Click on it.



- This provides a record-by-record listing of every response to the survey in chronological order as shown below.



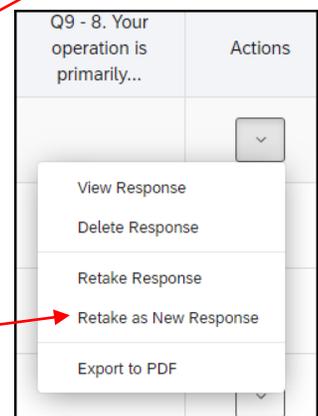
The screenshot shows the 'Data & Analysis' interface. At the top, there are tabs for Survey, Actions, Distributions, Data & Analysis (selected), and Reports. Below the tabs, there are options for 'Data', 'Text', 'Crosstabs', and 'Weighting'. On the right, it shows 'Recorded Responses 308' and 'Responses in Progress 0'. There is an 'Add Filter' dropdown and a 'With Selected' dropdown. The main area is a table with columns for 'Recorded Date', question text, and 'Actions'. Two rows are visible, both with a 'Recorded Date' of 'Sep 5, 2018 9:57 AM' and a 'Completely' status. A red arrow points from the 'Actions' column of the second row to a zoomed-in view of the actions menu.

<input type="checkbox"/>	Recorded Date	Q24 - 21. How many years have you attended the Beef Cattle Short Course (includin...	Q1 - 1. Overall, how satisfied are you with the Texas A&M Beef Cattle Short Cour...	Q5 - 5. Do you anticipate benefiting economically as a direct result of what you...	Q8 - 7. You are a primarily a...	Q9 - 8. Your operation is primarily...	Actions
<input type="checkbox"/>	Sep 5, 2018 9:57 AM		Completely				<input type="button" value="v"/>
<input type="checkbox"/>	Sep 5, 2018 9:57 AM		Completely				<input type="button" value="v"/>

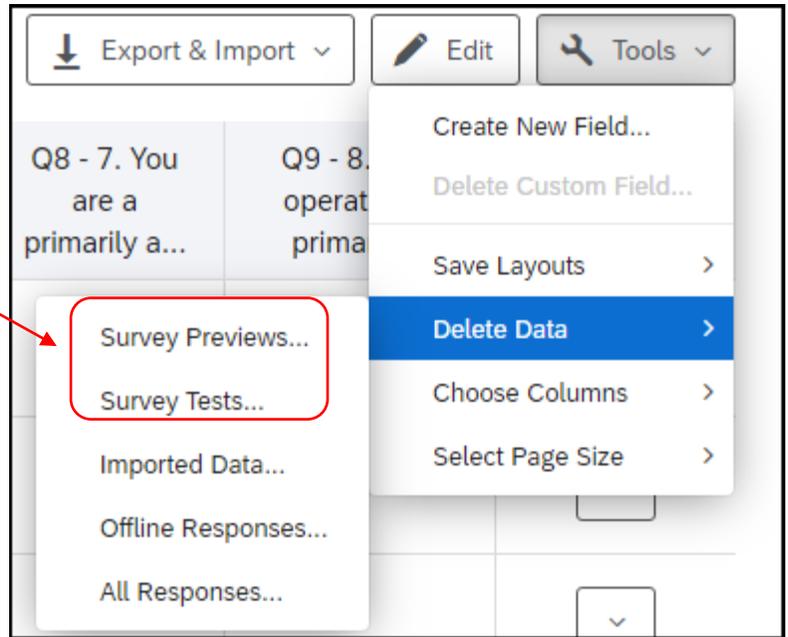
- Now you are able to work with each response individually. Click on the down arrow for a particular response to take any of the actions shown on the right.

### Delete Test Responses

- One action is to delete any test responses taken before the launch of the survey. These should be at the top of the listing – before any real responders completed the survey. You can also do this before the launch of the survey rather than after the fact.



You can also delete any “Survey Previews” and “Survey Test” by going to Tools and Delete Data (as shown to the right).



- If you want to view the responses to the survey for any particular individual, click on “View Response.” Here is an example:

Recorded Sep 5, 2018 9:57 AM Duration 00:01:36

**Q1. 1. Overall, how satisfied are you with the Texas A&M Beef Cattle Short Course (BCSC)?**

Not at all      Slightly      Somewhat      Mostly      Completely

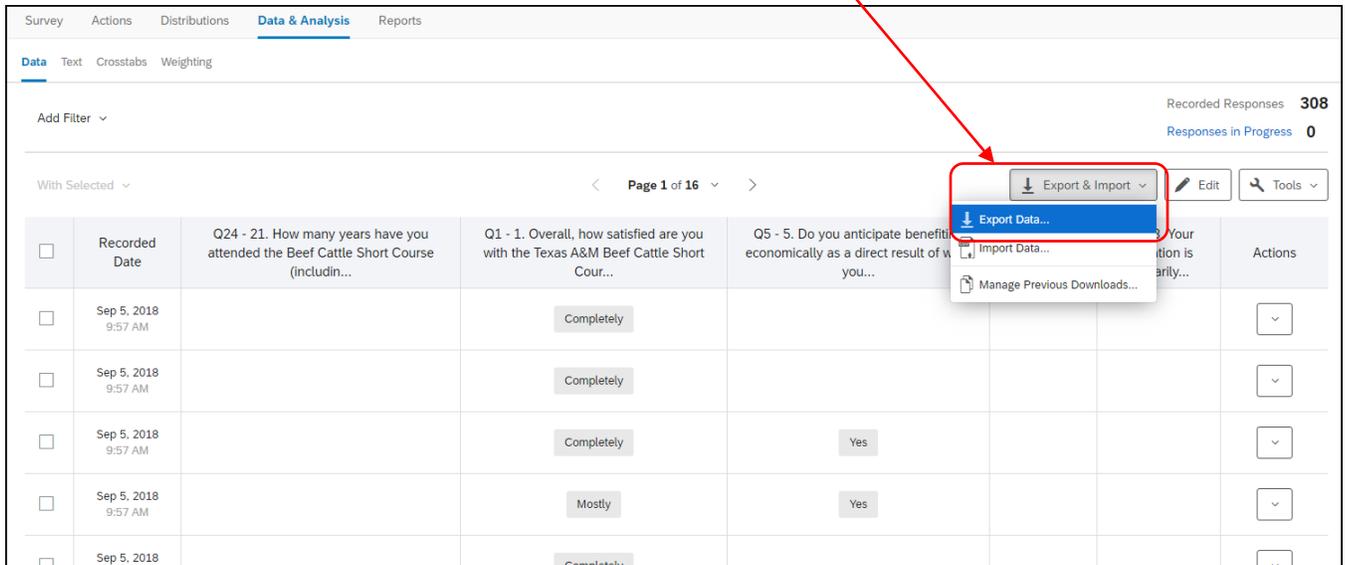
**Q2. 2. How satisfied are you with the following aspects of the BCSC?**

	Not at all	Slightly	Somewhat	Mostly	Completely
Information being what you expected to receive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Accuracy of information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Information being easy to understand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Relevance of the examples used	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

1 of 308      < >      Close

## Export Data

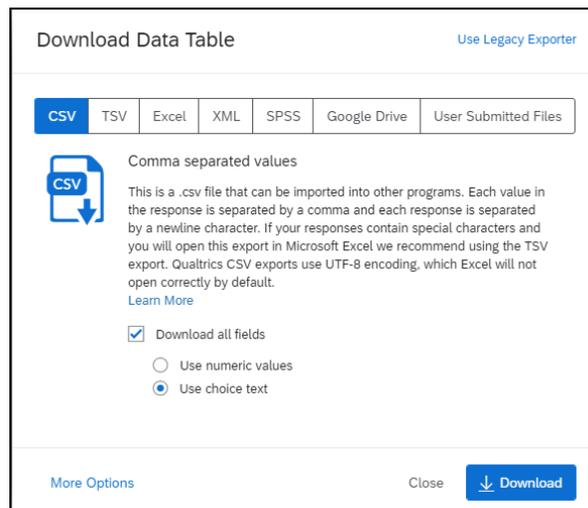
- To export the survey data, click on “Export & Import” as shown below.



The screenshot shows the 'Data & Analysis' section of a survey tool. The 'Export & Import' dropdown menu is open, highlighting the 'Export Data...' option. A red arrow points from the text above to this menu. The background shows a table of survey responses with columns for 'Recorded Date', question text, and response options.

Recorded Date	Q24 - 21. How many years have you attended the Beef Cattle Short Course (includin...	Q1 - 1. Overall, how satisfied are you with the Texas A&M Beef Cattle Short Cour...	Q5 - 5. Do you anticipate benefit economically as a direct result of w you...	Actions
Sep 5, 2018 9:57 AM		Completely		
Sep 5, 2018 9:57 AM		Completely		
Sep 5, 2018 9:57 AM		Completely	Yes	
Sep 5, 2018 9:57 AM		Mostly	Yes	
Sep 5, 2018		Completely		

- You have several options for export. The three most commonly used is CSV, Excel, and SPSS as shown below. The exported file will do to your “Downloads” folder.



The 'Download Data Table' dialog box shows various export options. The 'CSV' option is selected. The dialog includes a description of CSV files and options to download all fields or use numeric values/choice text.

**Download Data Table** [Use Legacy Exporter](#)

CSV  TSV  Excel  XML  SPSS  Google Drive  User Submitted Files

 **Comma separated values**

This is a .csv file that can be imported into other programs. Each value in the response is separated by a comma and each response is separated by a newline character. If your responses contain special characters and you will open this export in Microsoft Excel we recommend using the TSV export. Qualtrics CSV exports use UTF-8 encoding, which Excel will not open correctly by default. [Learn More](#)

Download all fields

Use numeric values

Use choice text

[More Options](#) Close [Download](#)