

Steps To Prepare EvaSys Data For Analysis

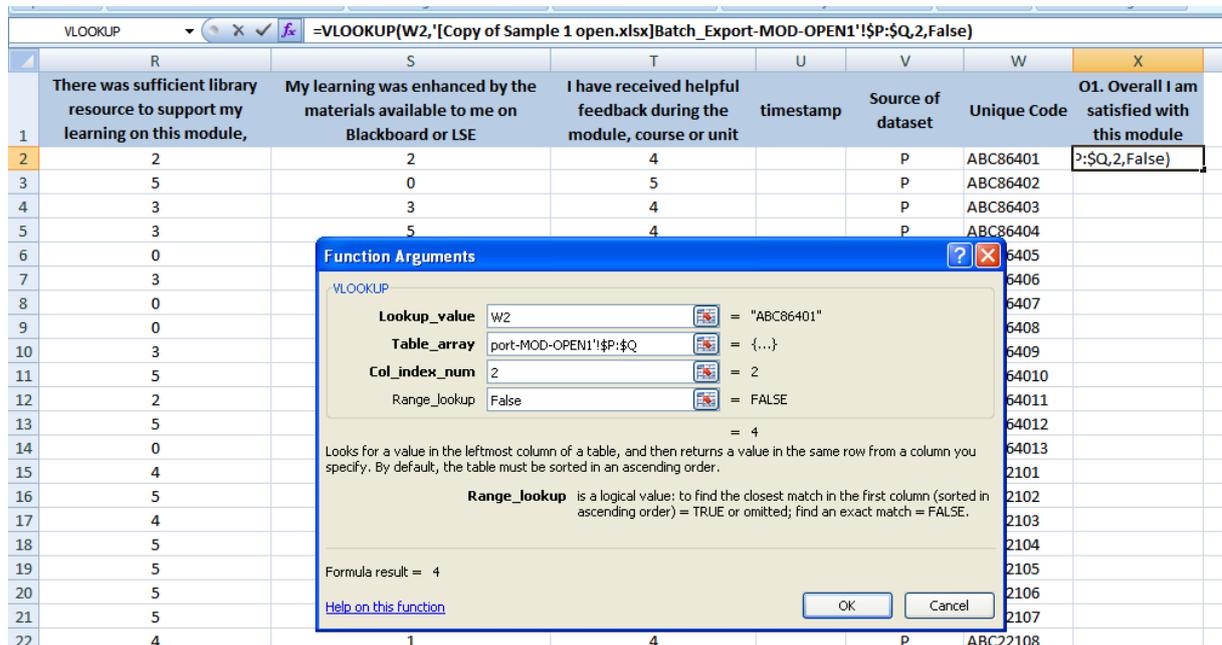
1. Open the file containing the 'Core' question, data Set.
2. Increase the height of row 1 (x4) & switch on the 'Wrap Text' property for row 1.
3. Reduce the column widths, of all of the 'Question' columns & enter an Abbreviation e.g. C1, C2 etc at the beginning of each of the questions.
4. In the first empty column, at the end of the data, build your 'Unique Code'. This is done by using the '**CONCATENATE**' function, to join together, the 'Module Code' column & The 'Sheet' column. It should look similar to 'Column W' (below).

	R	S	T	U	V	W
1	C3. There was sufficient library resource to support my learning on this module,	C4. My learning was enhanced by the materials available to me on Blackboard or LSE	C5. I have received helpful feedback during the module, course or unit	timestamp	Source of dataset	Unique Code
2	2	2	4		P	ABC86401
3	5	0	5		P	ABC86402
4	3	3	4		P	ABC86403
5	3	5	4		P	ABC86404
6	0	0	5		P	ABC86405
7	3	4	4		P	ABC86406
8	0	0	4		P	ABC86407
9	0	0	4		P	ABC86408
10	3	3	5		P	ABC86409
11	5	5	5		P	ABC864010
12	2		3		P	ABC864011
13	5	3	5		P	ABC864012
14	0	0	5		P	ABC864013
15	4	2	3		P	ABC22101
16	5	0	5		P	ABC22102
17	4	1	4		P	ABC22103
18	5	5	5		P	ABC22104
19	5	3	5		P	ABC22105
20	5	0	5		P	ABC22106
21	5	5	5		P	ABC22107
22	4	1	4		P	ABC22108
23	2	2	4		P	ABC22109
24	E	4	4		P	ABC221010

5. This will act as the 'Unique Code' to perform the '**VLOOKUP**' later.
6. Then open the next file e.g. 'Open' or 'Seminar' questions.
7. Increase the height of row 1 (x4) & switch on the 'Wrap Text' property for row 1.
8. Reduce the column widths of all of the 'Question' columns. Enter an Abbreviation e.g. O1, O2 etc at the beginning of each of the questions.
9. Insert a new column, to the left of the first 'Question Column' & label this 'Unique Code'.
10. Build your 'Unique Code'. This is done using the '**CONCATENATE**' function, to join together, the 'Module Code' column & The 'Sheet' column.

	M	N	O	P	Q	R
1	Questionnaire Name	Lecturer Name	Sheet	Unique Code	O1. Overall I am satisfied with this module	What are the best features of this module?
2	Open Questions		1	ABC86401	4	Text In Here
3	Open Questions		2	ABC86402	5	More Text In Here
4	Open Questions		3	ABC86403	5	Module Comment
5	Open Questions		4	ABC86404	5	More Module Comments
6	Open Questions		5	ABC86405	4	Text In Here
7	Open Questions		6	ABC86406	2	More Text In Here
8	Open Questions		7	ABC86407	4	Module Comment
9	Open Questions		8	ABC86408	4	More Module Comments
10	Open Questions		9	ABC86409	5	Text In Here
11	Open Questions		10	ABC864010	5	More Text In Here
12	Open Questions		11	ABC864011	4	Module Comment
13	Open Questions		12	ABC864012	5	More Module Comments
14	Open Questions		13	ABC864013	5	Text In Here
15	Open Questions		1	ABC22101	4	More Text In Here
16	Open Questions		2	ABC22102	4	Module Comment
17	Open Questions		3	ABC22103	2	Text In Here
18	Open Questions		4	ABC22104		More Text In Here

11. Copy the 'Questions' heading(s) / title(s) & switch back into the 'Core' file & (in row 1), in the next empty column, paste the 'Question' heading(s) / title(s)'.
12. Build the '**VLOOKUP**' formula, to link the Questions / Answers, from the 'Open' file / sheet, into the 'Core' file / sheet. Use the 'Unique Code' as the 'Look up Value' (key).

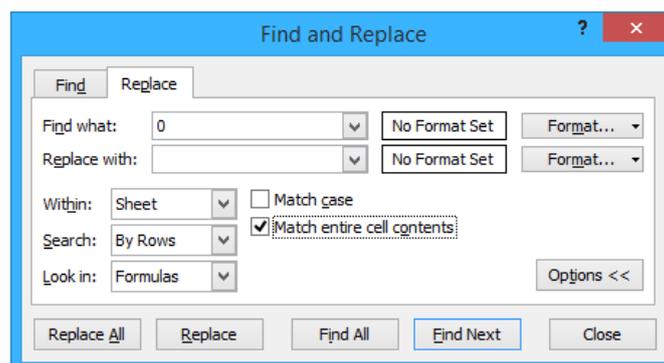


13. Repeat for all of the files / sheets, you want to summarise the Questions / Answers.

To Remove 'Zeros' & '#N/A' From The Data

You will need to remove any 'Zeros' (and '#N/A' data), prior to the analysis of the data or it will reduce the overall 'Average' scores.

1. Create a copy of the 'Core' sheet (where all of the data is now stored / displayed), by clicking on the 'Sheet' tab, holding down the 'CTRL' key & dragging to the right of the 'Sheet' tab.
2. This will create a direct copy of the sheet. You will then need to Copy & Paste, the 'values' of the Question data, so that it is no longer linked to the data, but will simply be displaying the results.
3. Highlight all of the cells containing the 'Questions / Answer' data & click 'Copy'.
4. Leave this area selected & click the drop down arrow, on the 'Paste Icon', & select 'Paste Values'.
5. Then select (highlight) the cells that contain the numeric data & select the 'Find & Replace' icon.
6. Type '0' in 'Find What', click the 'Options' button & select 'Match entire cell contents'.
7. Then click 'Replace All' (to remove the zeros). Repeat this process, to remove any '#N/A' data entries, in your data.



8. You are now ready to analyse your data, using a Pivot Table (from the 'Insert' tab).