

Flashlight

Working With Excel Reports

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

GENERAL INFORMATION

Reports for a survey can be accessed from the survey Reports page (click on the **Report Manager** button on the left, from within a survey). Report options for surveys include, but are not limited to, the following:

- Quick Reports (html)
- Detailed Report (html)
- Standard Excel Report (.xls)
- Custom Excel Report (.xls)
- Download Raw Data (.csv)

In addition to these reports, “user completed” and “response rates” reports are available.

To quickly view responses for a survey, the Quick Report and Detailed Report work well. However, for any type of data analysis, you’ll need to use the **Standard Excel Report**, **Custom Excel Report**, or the raw data.

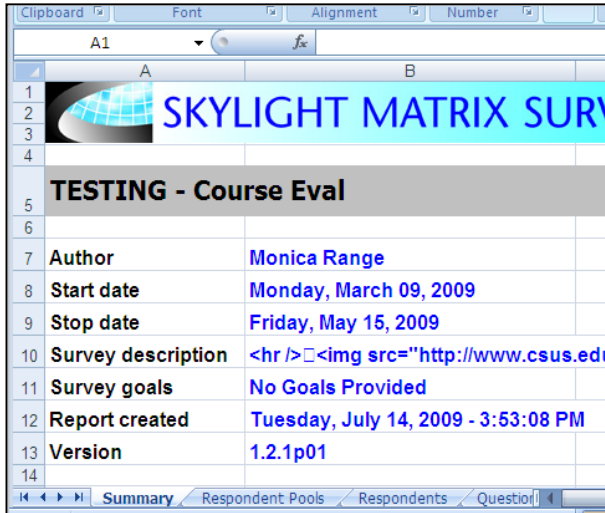
To learn more about the Quick/Detailed Report, see the Skylight/Flashlight help page on [Quick Reports](http://wiki.wsu.edu/skylightwiki/Quick_Report) (http://wiki.wsu.edu/skylightwiki/Quick_Report). Quick Reports offer a brief view of the data for a survey - the URL of which can be shared with others (Flashlight account not required to view). [A sample Quick Report can be viewed here](http://tinyurl.com/nwz2s2) (<http://tinyurl.com/nwz2s2>).

Key Terms

- *Excel Worksheet* (vs. “workbook”): A collection of “cells” on a single sheet. A “workbook” can contain several “worksheets” (similar to a book with several pages).
- *Raw Data*: Survey data that does not exhibit extra formatting or manipulation. This type of data is accepted by most software applications that perform data analysis.
- *Respondent Pool*: A respondent pool is a "container" or pool that you set up to gather the data for your survey. A survey can have multiple respondent pools (such as a survey for a course with several sections). More information can be found on the Skylight/Flashlight Help page for [Respondent Pools](http://wiki.wsu.edu/skylightwiki/Respondent_Pool). (http://wiki.wsu.edu/skylightwiki/Respondent_Pool).

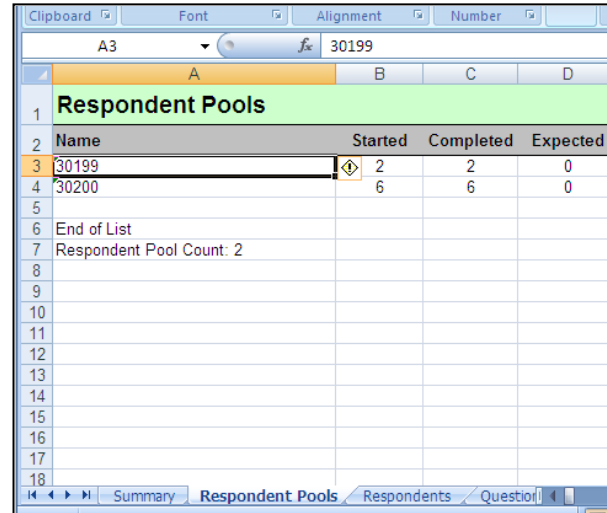
STANDARD EXCEL REPORT

It is recommended that you start with a **Standard Excel Report**. This type of report displays different survey data across several different worksheets (survey title/author, dates, response pools, completion rates, data). Most statistical software packages accept data from Excel.



Field	Value
Author	Monica Range
Start date	Monday, March 09, 2009
Stop date	Friday, May 15, 2009
Survey description	<hr />
Survey goals	No Goals Provided
Report created	Tuesday, July 14, 2009 - 3:53:08 PM
Version	1.2.1p01

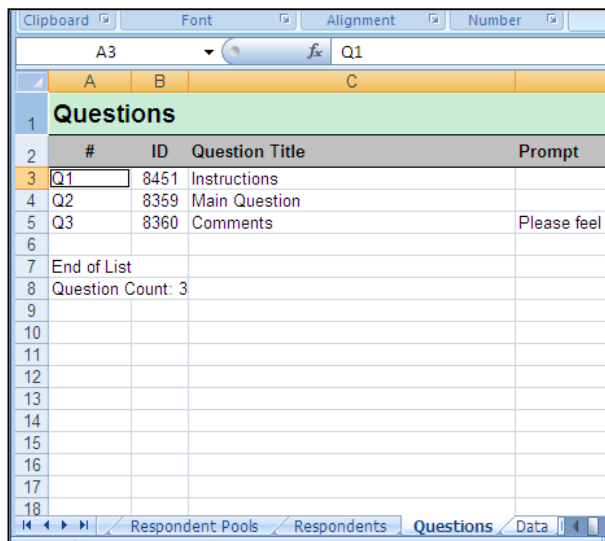
Standard Excel Report – **Summary** worksheet



Name	Started	Completed	Expected
30199	2	2	0
30200	6	6	0

End of List
Respondent Pool Count: 2

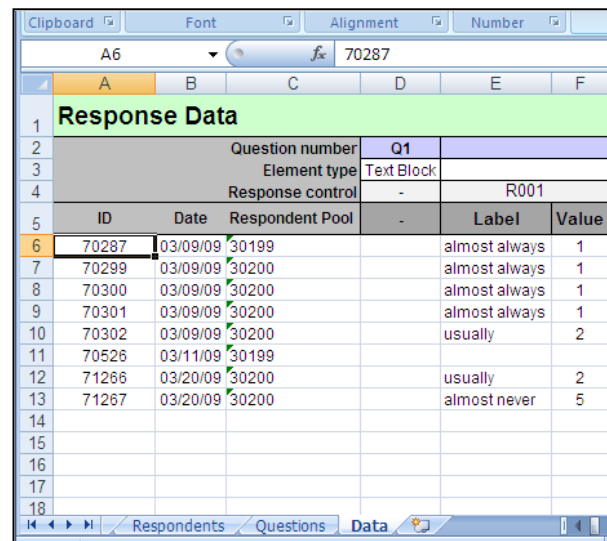
Standard Excel Report – **RespondentPools** worksheet



#	ID	Question Title	Prompt
Q1	8451	Instructions	
Q2	8359	Main Question	
Q3	8360	Comments	Please feel

End of List
Question Count: 3

Standard Excel Report – **Questions** worksheet



ID	Date	Respondent Pool	Label	Value
70287	03/09/09	30199	almost always	1
70299	03/09/09	30200	almost always	1
70300	03/09/09	30200	almost always	1
70301	03/09/09	30200	almost always	1
70302	03/09/09	30200	usually	2
70526	03/11/09	30199		
71266	03/20/09	30200	usually	2
71267	03/20/09	30200	almost never	5

Standard Excel Report – **Data** worksheet

To download a **Standard Excel Report** for your survey,

- step 1.* Log onto [Flashlight 2.0](http://skylight.wsu.edu): <http://skylight.wsu.edu>.
- step 2.* Go into the folder that contains your survey.
- step 3.* Click on the title of your survey.
- step 4.* Click on the **Report Manager** button on the left, below **Respondents List**.
- step 5.* Click one of the **Standard Excel Report** buttons on the right to download a report.
- step 6.* Open the downloaded file in Excel.



TIP: Be aware of the fact that there is a limit to the *size* of the report that can be downloaded as a Standard Excel Report. If the number of question/response points in a survey exceeds an undetermined, large number, you will need to download the raw data instead, which can be formatted in Excel in a similar way to that which is explained in this section.

Standard Excel Report - Formatting the “Data” Worksheet

To start analyzing your report data, start with the **Data** worksheet located in the Standard Excel Report for your survey. Additional formatting can be applied to the Data worksheet with a little help from the **Quick Report** of your survey.

- step 1.* Download the **Standard Excel Report** for your survey.
- step 2.* Go to the **Report Manager** for your survey, within the Flashlight application.
- step 3.* Click on **Quick Report** (with or without text responses). A Quick Report for your survey will open in a new browser window.
- step 4.* Arrange the open Quick Report window so that it takes up about half of your computer screen. If you’re not comfortable with this, you can print out a copy.
- step 5.* Open up the Standard Excel Report for your survey. Arrange the Excel window so that it takes up about half of your computer screen. If you have printed out the Quick Report, this step is not necessary. If you have not printed out the Quick Report, position the Quick Report window and the Excel window side-by-side, so that you can compare screens.
- step 6.* On the **Data** worksheet for your Standard Excel Report, look for the cells that contain **Response controls** (**R001**, **R002**, etc.).
- step 7.* On the Quick Report for your survey, locate the response controls for your questions. These response controls will correspond with the response controls located in the Excel Report (see screenshot below).
- step 8.* In the Quick Report, copy the question text for one of the response controls.
- step 9.* Paste the copied question text into the corresponding response control cell in the Excel Report.

Question number	Element type	Response control	Label	Value	Label	Value	Label	Value
6	30199	R001	almost always	1	usually	2	usually	2
7	30200		almost always	1	usually	2	sometimes	3
8	30200		almost always	1	usually	2	almost always	1
9	30200		almost always	1	usually	2	usually	2
10	30200		usually	2	sometimes	3	sometimes	3
11	30199							
12	30200		usually	2	sometimes	3	sometimes	3
13	30200		almost never	5	almost never	5	usually not	4

Survey **Quick Report**

Standard Excel Report

Clipboard Font Alignment Number Cells Editing										
E4 fx The objectives and goals of this course were clear.										
	A	B	C	D	E	F	G	H	I	
1	Response Data									
2	Question number			Q1						
3	Element type			Text Block						
4	Response control			-			The objectives and goals of this course were clear.		R002	
5	ID	Date	Respondent Pool	-		Label	Value	Label	Value	Label
6	70287	03/09/09	30199			almost always	1	usually	2	usually
7	70299	03/09/09	30200			almost always	1	usually	2	sometimes
8	70300	03/09/09	30200			almost always	1	usually	2	almost always
9	70301	03/09/09	30200			almost always	1	usually	2	usually

step 10. Continue steps 8 and 9 until all question text has been copied over for each response control in the Excel Report.

step 11. If additional formatting is needed for your data, continue to compare the Quick Report for your survey with the Data worksheet in the Standard Excel Report for your survey. Question numbers (Q1, Q2...), Element types, and Label/Values can also be replaced with text from the Quick Report. If you have downloaded the Standard Excel Report *with labels*, question numbers are already replaced with question titles.

step 12. Save your completed report.



TIP: The formatting described above for the **Data** worksheet can be saved and re-used as a template for the **Custom Excel Reports** described at the end of this document. If you plan to use your formatted file in this way, DO NOT add or remove columns or rows on the Data worksheet.

Taking It a Step Further (Data Analysis with Excel)

If you plan to perform further analysis of your data, using Excel capabilities, you can easily use the **Standard Excel Report**. To do this, the best way is to add a new worksheet, and use cell referencing to refer to the data found on the **Data** worksheet.

The work that you'd be putting in at this time can be re-used in the future to download your data using the **Custom Excel Report**. The process described below takes this feature into account.

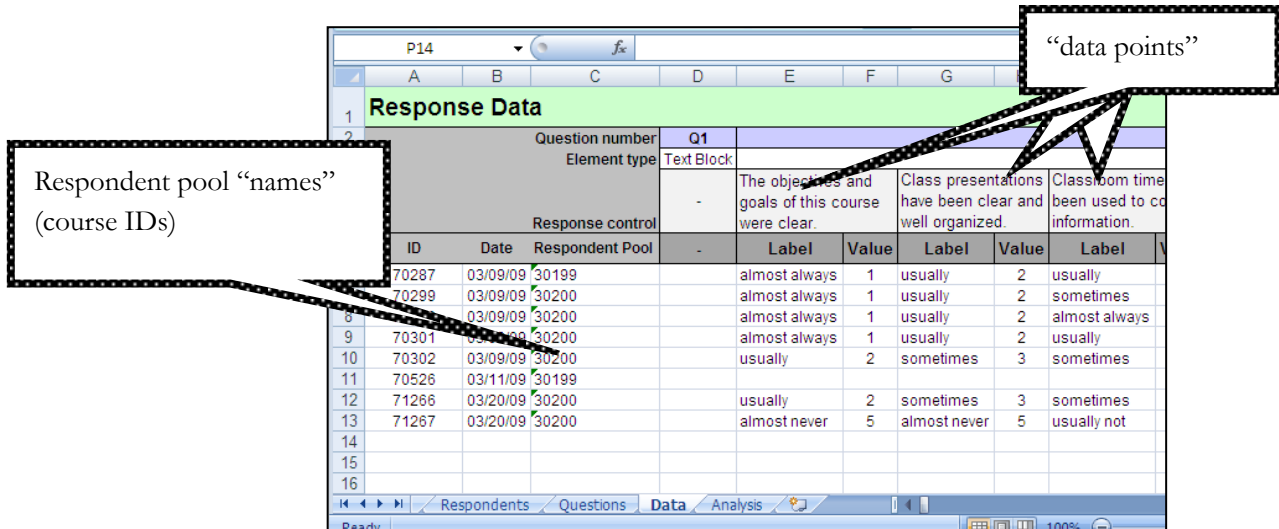
Working With Your Data

Before you begin, *create a new worksheet* in the Standard Excel Report workbook (file) that's called "Analysis" or something else meaningful to you. Additional worksheets can be added as you see fit.

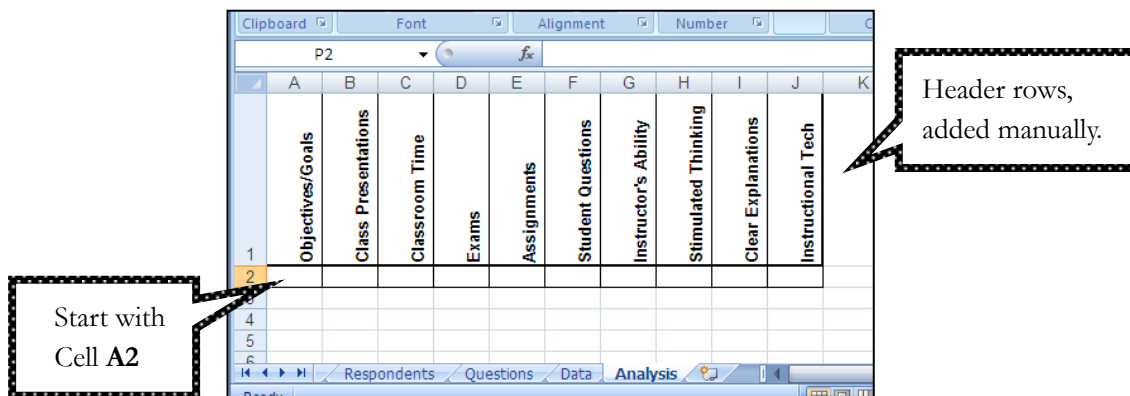
This section describes a few Excel operations that you might need, if you're currently unfamiliar with this aspect of Excel. To describe this to you, we'll use an example of a department (course) evaluation. To collect data for each course in the department, one survey was created,

with a “respondent pool” for each course. Within the Excel report, each survey submission can be found on the **Data** worksheet, one per record [row]. Each respondent pool “name” is the course number for the course being evaluated.

For our data analysis, we need an average for each data point for all courses in this department.

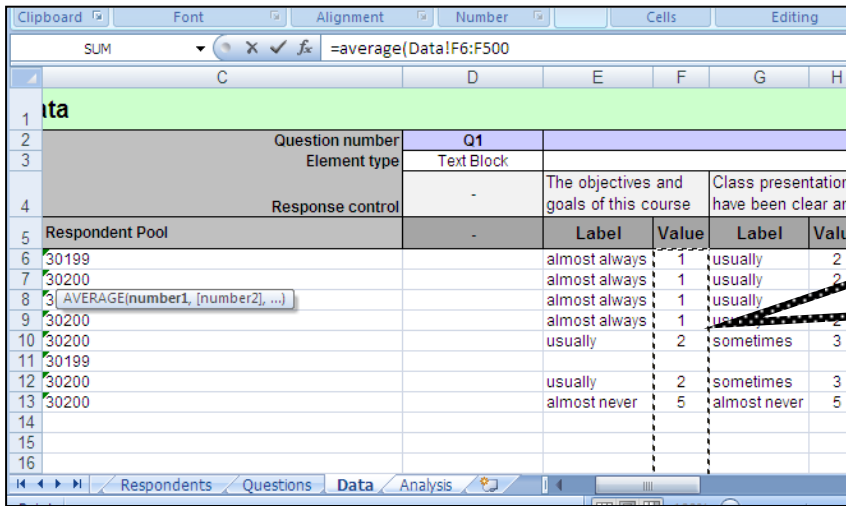


On the **Analysis** worksheet that we’ve created, we’ll create a few header rows to describe our data.



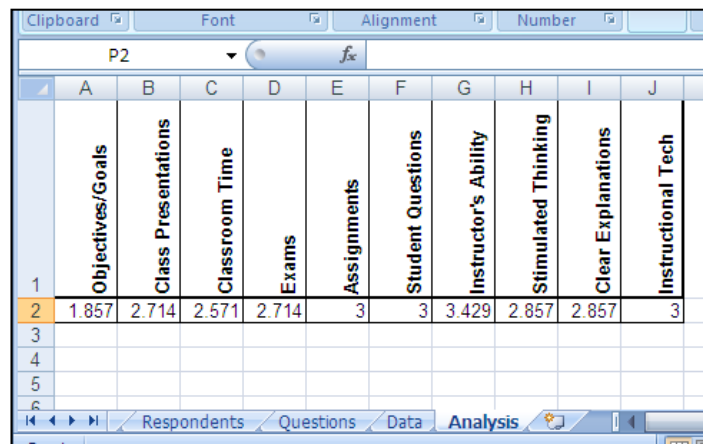
What we want to do now with the data we’ve collected is to calculate the *average* for each data point. For all courses (“respondent pools”), we want the average score for **Objectives/Goals**, for **Class Presentations**, and so forth. To do this, we’ll use a *reference formula* to refer to the data on the **Data** worksheet.

To start, we’ll select cell **A2**. Then we’ll type **=AVERAGE (**. After typing the left parenthesis, click on the **Data** worksheet, then select all of the data (from the *Value* column) for **Objectives/Goals**. Not only will we select all of the data, but we’ll go ahead and select the EMPTY cells below it – through row 500. We’re doing this because we plan to use our completed work as a *template* for future reports – and we’ll never know how many rows of data we might have in a report, in the future. *Templates* are covered in more detail in the next section of this document.



Select the values , plus EMPTY rows below, to average on the **Data** worksheet.

After selecting your data, hit the <Return> button on your keyboard. Excel will fill in the remaining formula needed in order to obtain an average. Back on the **Analysis** worksheet, enter the same formula for the remaining data points.



Completed Analysis worksheet

Our simple example serves to give you a taste of what you can do with the **Standard Excel Report** from Flashlight. Additional data analysis can be performed, using new worksheets and the data on the **Data** worksheet. After completing your analysis, you can **SAVE** your work and re-use it as a **Custom Excel Report** for downloading new report data. This process is described in the next section.



TIP: Additional help for Excel can be found on the [Microsoft Office Excel Help pages](http://office.microsoft.com/en-us/excel/FX100646951033.aspx) (<http://office.microsoft.com/en-us/excel/FX100646951033.aspx>), the [Excel Help Forum](http://www.excelforum.com/) (<http://www.excelforum.com/>), or from a good reference book (like the **Excel 2007 Bible** by John Walkenbach).

CUSTOM EXCEL REPORTS

The work you've done to analyze survey data in Excel can be re-used to generate a new Excel report if you've followed a few simple rules:

- Start by editing the **Standard Excel Report** for your survey.
- Do not add or remove columns on the **Data** worksheet. You can, however, replace the text in rows 1-6 (see pg. 3 for information on formatting the **Data** worksheet).
- Create new worksheets within the Standard Excel Report in which to do your data analysis, if needed.
- Use reference formulas to use data on the Data worksheet.
- After creating your initial report, save a copy to use as a template. Save the copy in Excel 97-2003 Workbook (*.xls) format (no need to save as in the Excel template format).

When you use an existing **Standard Excel Report** to generate a **Custom Excel Report**, Flashlight will replace all of the data on the **Data** worksheet (rows 6 and up). Changes in text to the first 6 rows will be ignored, as will all additional worksheets. Because the data is the only thing that will be replaced, if you've used *reference* formulas in other worksheets, those formulas will not be affected – only the *data* in the cells that you've referenced.

To use the **Custom Excel Report** feature,

- step 1.* Log onto **Flashlight 2.0**: <http://skylight.wsu.edu>.
- step 2.* Go into the folder that contains your survey.
- step 3.* Click on the title of your survey.
- step 4.* Click on the **Report Manager** button on the left, below **Respondents List**.
- step 5.* Click the **Custom Excel Report** button on the right.
- step 6.* Click **Select** or **Choose File**, then locate, on your computer, the Excel file you want to use.
- step 7.* Click **Download**.
- step 8.* Open the downloaded file in Excel

RESOURCES

- [Flashlight @ Sac State](http://www.csus.edu/atcs/tools/flashlight) (<http://www.csus.edu/atcs/tools/flashlight>)
- [The Flashlight Process](http://www.csus.edu/atcs/tools/flashlight/tutorials/flo2_process) (http://www.csus.edu/atcs/tools/flashlight/tutorials/flo2_process).
- [Skylight/Flashlight Wiki](http://wiki.wsu.edu/skylightwiki) (<http://wiki.wsu.edu/skylightwiki>)
- [Flashlight Online @ TLT Group](http://www.tltgroup.org/Flashlight/flashlightonline.htm) (<http://www.tltgroup.org/Flashlight/flashlightonline.htm>)