

Downloading your Data into SPSS for Qualtrics:

1. First, you need to ensure you have labelled each question correctly - the name of each question will download directly into SPSS and appear as the variable name for that specific question:

The screenshot shows the Qualtrics survey editor interface. The 'Demographics' section is expanded, showing three questions: Q2 (Age), Q3 (Gender), and Q4 (Which type of media do you use most often?). Each question ID is circled in red. Red arrows point from these circles to example variable names in boxes: 'E.g., Age' for Q2, 'E.g., Gender' for Q3, and 'E.g., Media_Usage' for Q4.

E.g., Age

E.g., Gender

E.g., Media_Usage

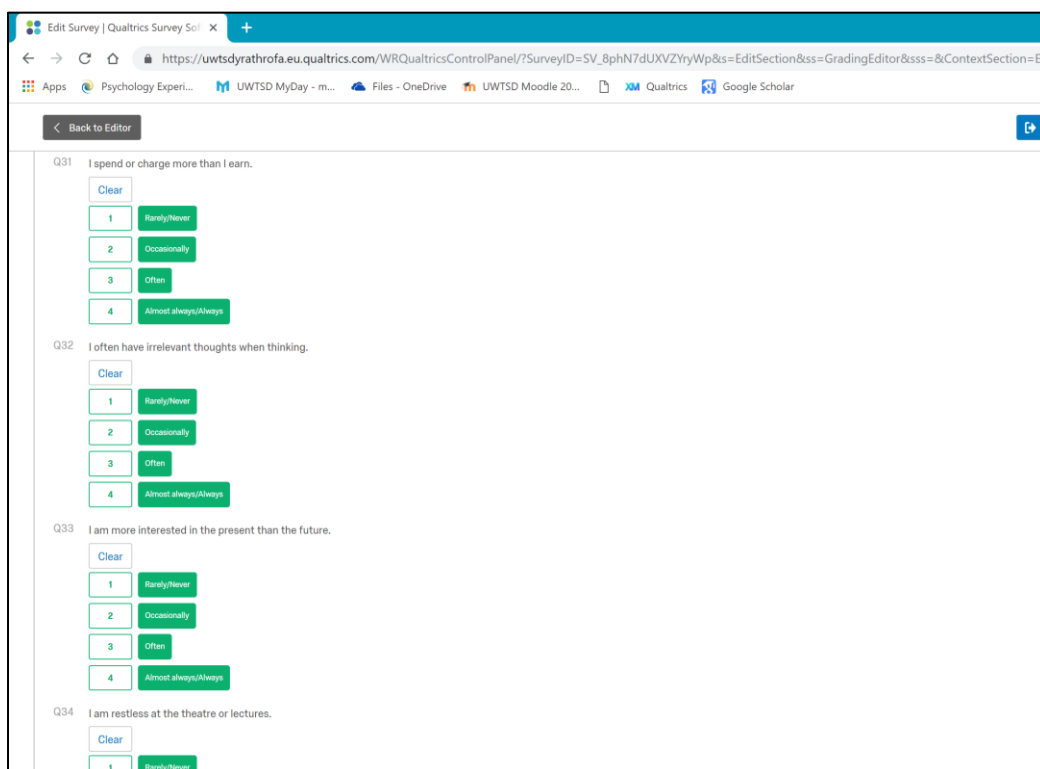
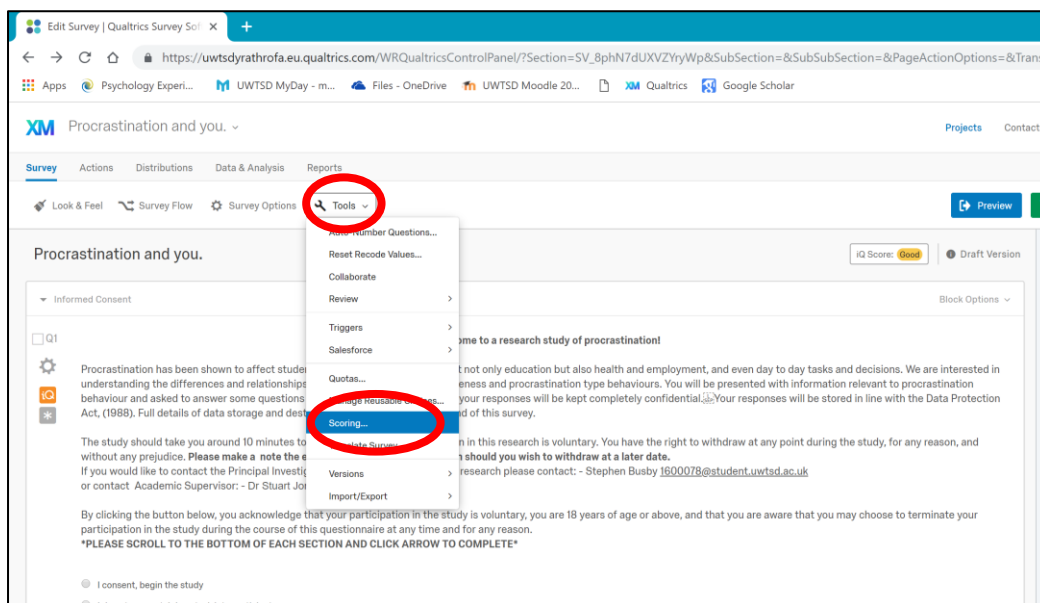
- If you are using multiple questionnaires you will want to label each question in accordance with which questionnaire it came from:

The screenshot shows the Qualtrics survey editor interface. The 'Impulsiveness' section is expanded, showing question Q6. Q6 is circled in red. A red arrow points from this circle to an example variable name in a box: 'E.g., Impulsiveness_Q1'.

E.g., Impulsiveness_Q1

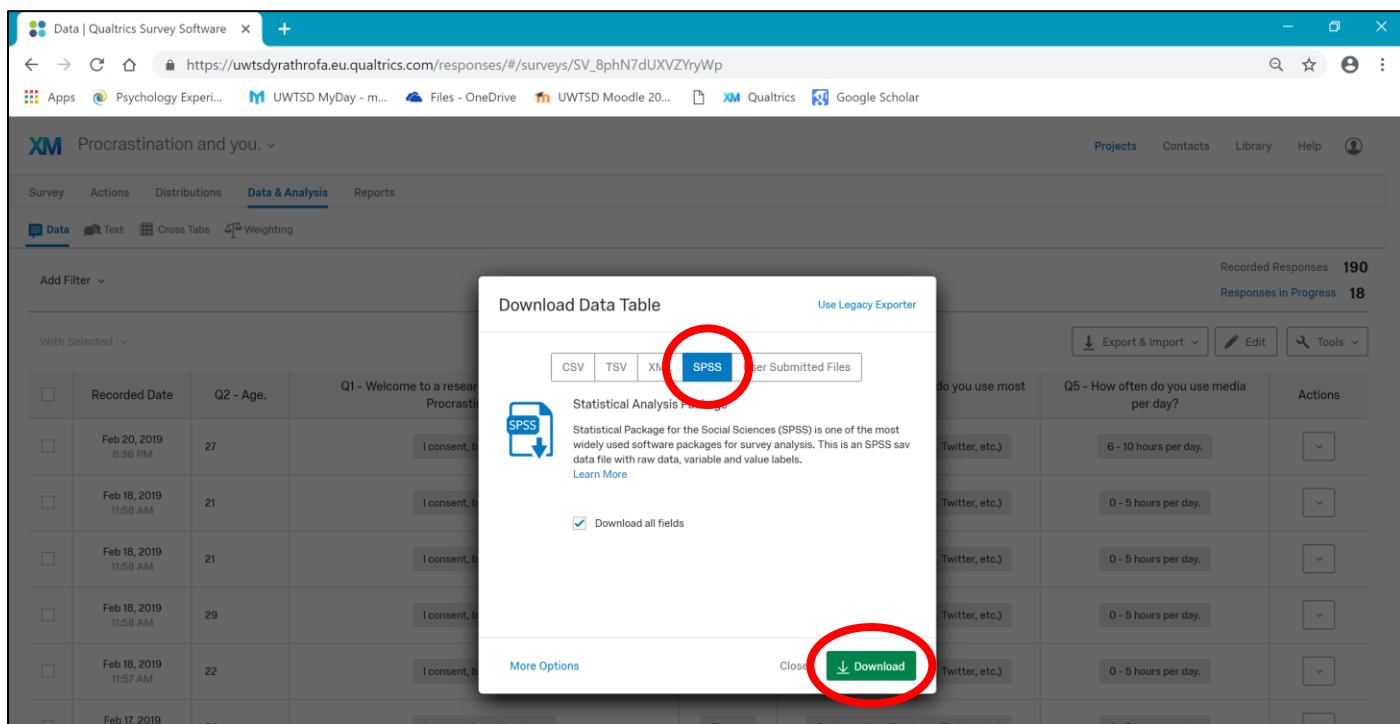
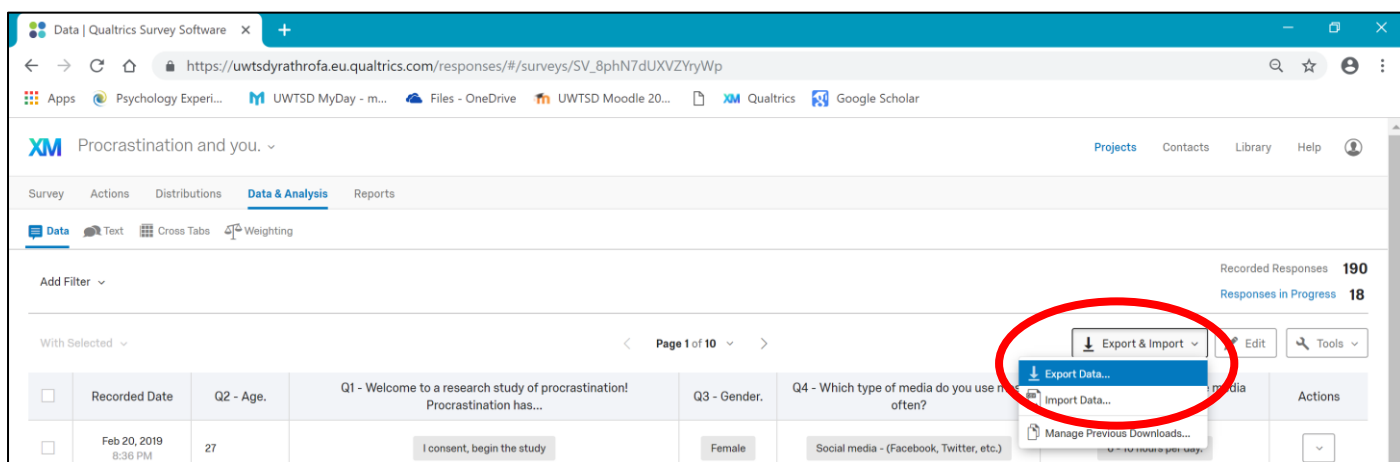
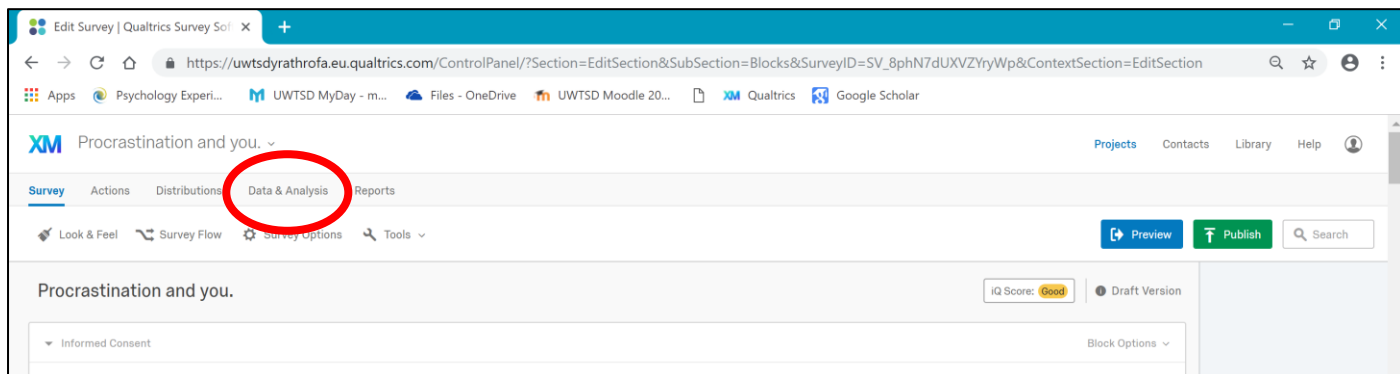
Please Note: The labels must be compatible with the SPSS variable name format.

2. Next, you need to make sure you have scored your data into the numerical values:



- The scoring will depend upon the values of each question in your Likert scale.
- Make sure you put your raw data here – you can reverse code any questions in SPSS once your data has been downloaded.

3. Now, download your data into SPSS:



4. Once your data has been downloaded, there is a lot you can delete before you start your analysis:

The screenshot shows the IBM SPSS Statistics Data Editor window. The dataset is named "Procrastination+and+you_March+4,+2019_13.50 (1).sav [DataSet1]". The variable list at the top includes: Age, Gender, Media_Usage1, Media_Usage2, Q1, Q2, Q3, Q4, Q5, Q6, Q7, Q8, Q9, Q10, Q11, Q12, Q13, Q14, Q15, Q16, Q17, Q18, Q19, Q20, Q21, Q22, Q23, Q24, Q25, Q26, Q27, Q28. The data grid shows 28 rows of data. A red box highlights the first 28 columns, which are irrelevant for analysis. A red diagonal line is drawn across the data rows, indicating that this data should be deleted.

You can delete any irrelevant data which has downloaded from Qualtrics (either up to demographics or the Q1 of your first questionnaire).

5. Finally, check the values have downloaded correctly in accordance to your Likert scale:

The screenshot shows the IBM SPSS Statistics Data Editor window in Variable View. The 'Values' column is highlighted with a red circle. A dialog box for 'Value Labels' is open, showing the mapping of numerical values to text labels for the Likert scale. The dialog box has a 'Value' field and a 'Label' field. The 'Value' field contains '1' and the 'Label' field contains 'Rarely/Never'. The 'Value' field contains '2' and the 'Label' field contains 'Occasionally'. The 'Value' field contains '3' and the 'Label' field contains 'Often'. The 'Value' field contains '4' and the 'Label' field contains 'Almost always/Always'. The dialog box has 'Add', 'Change', and 'Remove' buttons. The 'OK', 'Cancel', and 'Help' buttons are at the bottom.

Your data is now ready for analysis – good luck ☺