Create a QuickData form and report

QuickData Wizard is a tool for making online forms.

Log-in

1) Log-in to the Quick Data Wizard using your Campus Connect username and password.
2) You need to create a group before creating a form. In the main menu, **click New Group.**
3) A window will appear. Name your group.
4) Click **New Form**. Another window will appear. Name your form.
5) Select **Yes, I would like to use the QuickData Wizard!** and click **OK**.

Create a form

1) You will be directed to the **Form Properties** page.
2) Follow the directions on the page. A graphic example is provided under most of the sections. Sections with a red asterisk (*) are required information. Click **Next.**
3) Add an Item. Choose your question type or a special item. A graphic example is provided for each choice. Click **Next**.

4) **Choose a question type:** Question types include: Multiple Choice, Multiple Answer, and Open-Ended Question. To use a Likert Scale, use the special item feature. You will be directed to the selected question type page. Follow the directions on the page.

NOTE: Each question type page has a **Question Identifier** field. The identifier distinguishes the questions in your QuickData report. The questions will not be in the same order as you put them. It is highly recommendable that you differentiate each question. The identifier must begin with a letter, no spaces and only use alpha-numeric characters. You may use underscore.

Example: Q1_course

4) **Choose a special item:** There are four special features to choose from: Likert Scale, Consent Form, Section Header/Instructions, and Page Break. You will be directed to the selected special item page. Follow the directions on the page. Examples are given to assist you.

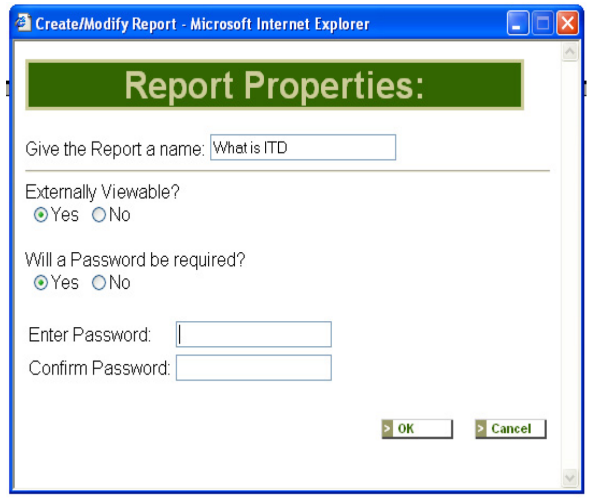
a) **Likert Scale:** for this page, you will need to enter the scale value, the rating scale, and the scale label.
b) **Consent Form:** for this page, you will need to supply the form with a consent form statement and a consent question. You will have to choose options in the consent form options and the participant information.
c) **Section Header/Instructions:** for this page, you will need to supply the heading text. The Instruction text is optional.
d) **Page Break:** for this page, you will have to decide where you want the page break to go in your questionnaire. You can also reorder or remove form items.

6) **Step 4:** You will be directed to this step every time you finished creating a question. This step will inform you how many questions and sections you have created.
7) If you're done with this form, select **I'm Finished with This Form** and click **Next.**
8) You will be directed to the **Preview Form** page. At this point, you can modify and/or reorder the questions.
9) Once you're done, click **Save and Post to Web.**
10) The **Publish Form** page generates the URL of your form. This information can also be e-mailed to you.

Create a report

When participants have filled out the online form, you can collect and download a report of its responses.

1) Go to the main menu and click on the form whose responses you want to get.
2) Go to **Form Data Options → Create New Report**. A **Report Properties** window will appear.



3) Choose whether or not you want the report to be visible online. If you selected yes, it is **recommendable that you provide a password.**
4) Select the columns that you want to appear in your report. If you want all the columns, simply press the  button.

   You can also reorder the column items by using the up and down arrows on the right.
5) Click **OK.**

6) Select the rows you want to sort the data by selecting data. Click **OK**.
7) If your report is external, the next window will generate a web address for the report. If your report is internal, it will appear in your account in **QuickData: Data View.**
8) To download your report, go to **Form Data Options → Download Data**.
9) In the Download Data window, select **Tab-Delimited**. Click **OK**.
10) Save your report in the same format as your spreadsheet or database program. For example, if you selected Microsoft Excel as your program, the filename should have the extension "xl". **Example:** FormA.xl

Edit an existing report

1) Go to the main menu and click on the form that has the report you want to edit.
2) From the drop down menu on top of the right screen, select the report you wish to edit.
3) Click Edit Report (top left). NOTE: If you want to edit only one section, click OK until you've reached the right section.

Hints for Organization

Use the Group structure to organize your forms and data.

Create a Group for each course, or for each quarter or academic year. Or, perhaps creating a Group for a specific project or committee will best suit your needs.

Download data into a spreadsheet or database program to both manipulate and archive your data.

Delete an old Group or Form after data collection is complete and data sets have been downloaded and stored.