

Questions, Tables, and Figures **QTAFI**

A tool for the development
of questionnaires, data entry and data analysis


Version 4.1 (16.12.2003)

Manual of **online.QTAFI** for Administrators of Online Questionnaires

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The program was developed 2003 in a joint project of the Centre of Research on Higher Education and Work of the University Kassel and the Internationale Weiterbildung und Entwicklung gGmbH (InWent).

	
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This manual is mainly a copy of the online documentation of the online.QTAFI.

Links to the online documentation:

<http://www.hochschulforschung.uni-kassel.de/project/help.php> and

<http://php.uni-kassel.de/hrz/db4/extern/db03a/project/help.php>

Languages:

At present the documentation is available in English and German. The Spanish language version will be available soon.

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What is online.QTAFI?

What is online.QTAFI able to do?

Online.QTAFI is a databank supported by web-use for simple building administration, and analysis of an online survey.

Online.QTAFI offers the following possibilities:

- **Simple building**

- Online form
 - Codebook for offline work
 - Question database

- **Filter**

- User-friendly questionnaire by means of filter command

- **Survey**

- Closed (with PIN) or open survey possible

- **Analysis**

- Frequency (including open questions)
 - Crosstab
 - Bar chart
 - Recoding of values (RECODE)
 - Building of new variables (COMPUTE)

- **Data**








- Download of Data in different formats
 - Downloaded data ready to use by SPSS including VARIABLE LABELS, VALUE LABELS and MISSING VALUES
 - Upload of data is possible

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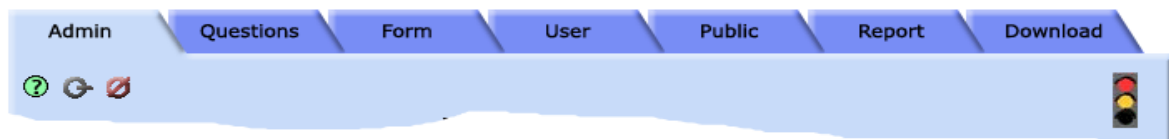
Location site: **Administration > Main Menu >**

Main Menu




The management of the online survey breaks down into seven screens. The sequence of events is set up according to the chronological order of the survey.

1. **Project** settings 
2. **Question** production 
3. **Form** production 
4. **User** production 
5. **Survey** publisher 
6. **Report** production 
7. **Download** of data 




The change between screens occurs when you click on the appropriate index tabs.



The symbols appear in the top left corner of all the screens:

-  Help with current context
-  Log off as administrator
-  Close the current context

Furthermore, traffic light symbols are in the top right corner, which show your current status.

-  Current events cannot be carried out; the prerequisite for it failed or it refuses operate (for example, changing the question when the project is online).
-  Willing to carryout the current event
-  Processes have been successfully closed

Also see: **Codebook**
advanced options



Running a Survey

From the following link you can take part in a survey.../**project/index.php**.

index.php lists all running surveys (projects) and allows to select on.

To manage your survey you login with .../**project/admin.php**.

Here you can learn more about existing surveys.

Also see: **Administration**


















Location site : **Running a survey**>**Projects**>

Projects

Online.QTAFI can manage various projects. Every project can assume one of the following states:

- Under construction - the survey is, at the moment, being arranged and the questionnaire cannot be filled out.
- Questionnaire online - the questionnaire can be filled out.
- Analysis online - the questionnaire cannot be filled out anymore, consider instead a short standard analysis.
- System project - the project is a **system project**.

The following projects are available at the moment:

super	 questionnaire online	system project
global	 under construction	system project
statistic	 under construction	system project
Test	 analysis online	
FilterDemo	 under construction	
TRACER_UGM	 under construction	
adamczak	 under construction	
Absolv	 under construction	
LULUSAN_UGM	 under construction	
Bhina_Test	 under construction	
Ahmed	 under construction	
GK_StatFB04	 under construction	
evaluation_fb15	 under construction	system project
Cheers2000	 under construction	system project
vici	 under construction	

Also see **Start**

Administration



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Location site : [Running a survey](#) > [Projects](#) > [super](#) >

Project: super

URL:...[project/? super](#)

Responsible for the project:

Name: Martin Guist
E-mail: guist@student.uni-kassel.de
Adresse: WZ1

Status: QUESTIONNAIRE
Start date: 2003-09-01
End date: 2004-12-31

Description:

super-project
Manages all other projects

Also see: [Projects](#)
[Contact](#)



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Location site : [Running a survey](#) > [Type of questions](#) >

Type of questions

Every question falls into a category type. This decides how the question will be formulated and how it should be analyzed. Headings and other elements are similar in meaning but are not questions. They will be handled as questions and will also be characterized. The following is the selection of types:

- **CV** (categorical variable)
- **CV-Option**
- **MD** (multiple reply)
- **OR** (ordinal variable)
- **ME** (metric variable)
- **TE** (text variable)
- **Headline**
- **RE** (remark)
- **SRC**

The following will explain the question type in detail with diagrams, codebooks and analysis'. The examples can be imported to Analysis from the link **global-project**.

Also see: **Administration**



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Location site: [Running a survey](#) > [Type of questions](#) > [CV](#) >

Type of questions CV

This type of question allows an answer from one of the following possibilities.

Diagram

A Categorical (nominal) variable - CV

A1 AWhich has been your (main) field of study?

Business administration

Civil engineering

Mechanical engineering

Chemistry

Codebook

H1	A	Categorical (nominal) variable - CV
QU	1	Which has been your (main) field of study?
VN	Variable name	Variable label
CV	A1	Field of study
VV	Value/codes	Value label
CC		1 Business administration
CC		2 Civil engineering
CC		3 Mechanical engineering
CC		4 Chemistry
CC		9 No answer
OT	Other information	Text
SU	Subject	Field of Study
IN	Indications	Here is an incomplete list stated.
CH	Check	Missing values should not be allowed. Try to get the information!
MV	Missing value	8,9
QF	Questionnaire	
DA	Data analysis	Break

Analysis

The summary of the percentage will be returned after every answer.
This question is available as an example at **global-project**.

Also see: **CV-Option**

Type of questions
Question Editor



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Location site: **Running a survey > Type of questions > CV-Option >**

Type of Question CV-Option

This question type corresponds with the **CV** question type, but show a drop down list of possible answers.

→ Should be used with long lists of answers.

Diagram

In which city do you live?	
City:	<input type="text" value="none"/>

Codebook

QU	CVOption	In which city do you live?
VN	Variable name	Variable label
CV->option	city	City
VV	Value/codes	Value label
CC	1	Hamburg
CC	2	Berlin
CC	3	Cologne
CC	4	Kassel
CC	5	Bremen
CC	6	Munich
CC	7	Vienna
CC	8	Zurich
CC	9	Missing
SU	Subject	
IN	Indications	CVOption_demo
CH	Check	
MV	Missing value	9
QL	Questionnaire	Items=100;Columns=1;
DA	Data analysis	

Analysis

The summary of the percentage will be returned with every answer.

This question is available as an example at **global-project**.

Also see: **CV**

Type of question

Question Editor



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Location site: [Running a survey](#) > [Type of questions](#) > [MD](#) >

Types of Question MD

The answer to this question can only be answered using yes or no - more entries are possible.

Diagram

Codebook

H1	C	Multiple reply - dichotomy - variables - MD
----	----------	--

QU	1	Why did you <i>not</i> try to get a job for the time after graduation? Multiple reply possible
VN	Variable name	Variable label
MD	C1_1	I continued to study
MD	C1_2	I started a professional training
MD	C1_3	I continued a job I had already before graduation
MD	C1_5	I got the job without searching
MD	C1_6	I started self-employment activities
MD	C1_7	Other
VV	Values/codes	Value label
CC		1 Yes
CC		2 No
CC		8 Not applicable, job search period stated
CC		9 No answer
OT	Other information	Text
SU	Subject	Reasons for not Looking for a Job
IN	indications	This question will be joined with the next to allow the user to enter text in a text box for the specific reasons.
CH	Check	
MV	Missing value	8,9
QF	Questionnaire	Continue

DA	Data analysis	
----	---------------	--

Analysis

For every answer there will be a percentage given as often as it is checked.

This question is available as an example at **global-project**.

Also see: **Type of question**
Question Editor



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Location site: **Betrieb > Type of questions > OR >**

Type of Question OR

Here there is a scale given so the answer can be assessed.

Diagram

B Ordinal scale variables - OR ?					
B1 How do you rate the study provision and study conditions you experienced in the course of study that you graduated from in 1994 or 1995? ?					
	1 very good	2	3	4	5 very bad
	1	2	3	4	5
Assistance/advice for your final examination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity of out of class contacts with teaching staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic advice offered	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Variety of courses offered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Design of degree program	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing/grading system	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity to choose courses and areas of specialisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical emphasis of teaching and learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chances to participate in research projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research emphasis of teaching and learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provision of work placements and other work experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity of out-of-class contacts with teaching staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts with fellow students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chance for students to have an impact on university policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment and stocking of libraries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply of teaching material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of technical equipment (e.g. PC, measuring instruments, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Codebook

H1	B	Ordinal scale variables - OR
QU	1	How do you rate the study provision and study conditions you experienced in the course of study that you graduated from in 1994 or 1995?
VN	Variable name	Variable label
OR	B1_01	Assistance/advice for your final examination
OR	B1_02	Opportunity of out of class contacts with teaching staff
OR	B1_03	Academic advice offered
OR	B1_04	Variety of courses offered
OR	B1_05	Design of degree program
OR	B1_06	Testing/grading system
OR	B1_07	Opportunity to choose courses and areas of specialisation
OR	B1_08	Practical emphasis of teaching and learning
OR	B1_09	Teaching quality
OR	B1_10	Chances to participate in research projects
OR	B1_11	Research emphasis of teaching and learning
OR	B1_12	Provision of work placements and other work experience
OR	B1_13	Opportunity of out-of-class contacts with teaching staff
OR	B1_14	Contacts with fellow students
OR	B1_15	Chance for students to have an impact on university policies
OR	B1_16	Equipment and stocking of libraries
OR	B1_17	Supply of teaching material
OR	B1_18	Quality of technical equipment (e.g. PC, measuring instruments, etc.)
VV	Value/codes	Value label
CC	1	1 very good
CC	2	2
CC	3	3
CC	4	4
CC	5	5 very bad
CC	9	No answer
OT	Other information	Text
SU	Subject	Assessment of Study Provisions and Study Conditions
IN	Indications	
CH	Check	
MV	Missing value	9
QF	Questionnaire	
DA	Data analysis	

Analysis

For every answer with a checked box, an average will be calculated.

This question is available as an example at **global-project**.

Also see: **Type of Question**
Question Editor



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Location site: [Running a survey](#) > [Type of questions](#) > [ME](#) >

Type of Question ME

This type of question allows numerical input. The length of the input box can be dictated by the variable length.

Diagram

Codebook

H1	D	Metric variables (open question) - ME
QU	1	How many months were you looking for a first job after graduation?
VN	Variable name	Variable label
ME	D1	Duration of job search
VV	Values/codes	Value label
CC	999	No answer
OT	Other information	Text
SU	Subject	Duration of Job Search
IN	Indications	
CH	Check	
MV	Missing value	999
QF	Questionnaire	
DA	Data analysis	

Analysis

The averages of the individual entries will be calculated.

This question is available as an example at [global-project](#).

Also see: [Type of Question](#)
[Question Editor](#)



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Type of Question TE

This question type requires text input. The Variable can handle unlimited characters.

Diagram

Codebook

H1	E	Text variables (open question) - TE
QU	1	Which has been the strengths of your course of study taking into account your professional experiences?
VN	Variable name	Variable label
TE	T1_TEXT	Strengths of your course of study (please specify)
CC	none	None
VV	Value/codes	Value label
OT	Other information	Text
SU	Subject	Strengths of the Course of Study
IN	Indications	
CH	Check	
MV	Missing value	KA
QF	Questionnaire	
DA	Data analysis	

Analysis

The frequencies with the percentage of the answer will be calculated.

The individual answers will be able to be retrieved.

This question is available as an example at **global-project**.

Also see: **Type of Question**
Question Editor



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Type of Question Headline

This question type enables you to place the heading. It cannot transfer any variables.

Diagram

The text of the question will be placed as the heading of the actual style.

Codebook

H1	Headline	Type of Question Demo
----	-----------------	------------------------------

Analysis

This type will not be evaluated..

This question is available as an example at **global-project**.

Also see: **Type of Question**
Question Editor



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Location site: [Running a survey](#) > [Type of questions](#) > [RE](#) >

Type of Question RE

This type allows commentary to be received in the foreword and afterward of each questionnaire. The text of the question will be formatted like the heading. This question cannot transfer any variables.

Diagram

Demo

The question types are listed here as demos.

Codebook

QU	RE	Demo
VN	Variable name	Variable label
RE	Remark	The question types are listed here as demos:
VV	Value/codes	Value label
SU	Subject	RE_demo
IN	Indications	
CH	Check	
MV	Missing value	
QL	Questionnaire	Items=100;Columns=1;
DA	Data analysis	

Analysis

This question will not be evaluated.

This question is available as an example at **global-project**.

Also see: [Type of Question](#)
[Question Editor](#)



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Type of Question SRC

This type is for mixed data types. The variables can receive infinite characters.

Diagram

This question type must be separately formatted. If the formatting does not exist, the question will not be diagramed. More about this under **Source Mode**.

Codebook

QU	SRC	Question Text
VN	Variable name	Variable label
SRC	V1	Variable 1
SRC	V2	Variable 2
SRC	V3	Variable 3
SRC	V4	Variable 4
VV	Value/codes	Value label
CC	9	Missing
SU	Subject	SRC_demo
IN	Indications	
CH	Check	
MV	Missing value	9
QL	Questionnaire	Items=100;Columns=1;Sourcemode;
DA	Data analysis	
CODE	HTML- Code	<pre><table width="100%" class="qubody" cellpadding=0 cellspacing=0> <tr> <td> </td> </tr> </table></pre>

Analysis

The question will not be evaluated.

Also see: **Type of Questions**

Question Editor

Source Mode



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Location site: **Administration** >

Administration

If you want to complete a survey, please go to **this link**.

For the administration of an online survey, the project must be registered in **super-project**. If there is no project registered, please record your contact with **super-administrator**. Otherwise the data project name, login name, and password will not exist. With this data you have entrance to the online management at:
.../project/admin.php.

The management of the online survey will be explained on the following screen.

If there are any problems concerning the administration, please make contact with **super-administrator**

Also see: **Running a survey**
Main Menu



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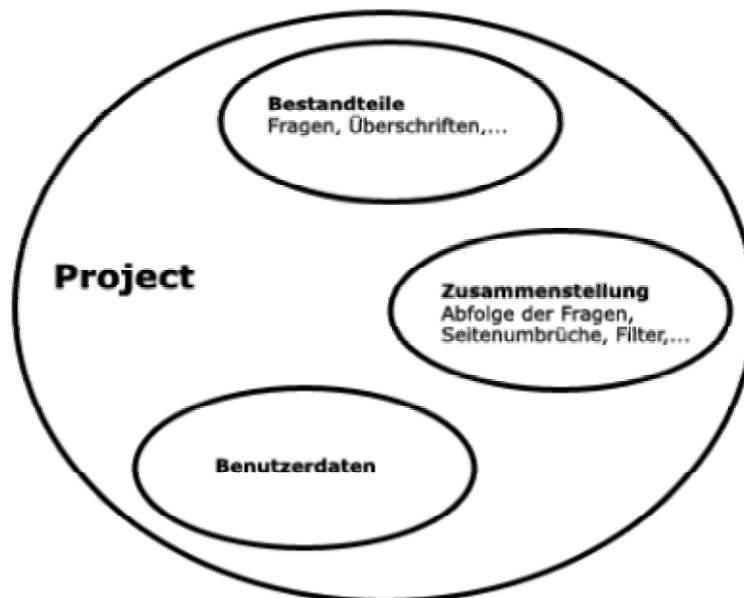
Start|Summary|Impressum

Location site:**Administration>Assembly>**

Database Conception of online.QTAFI

Online.QTAFI is placed together as a project that manages the setup and the individual survey. A project consists of three tables, in general, that are created in the databank.

- The `_quest` Table for the project part as a question, heading, foreword, Here the variables and the missing values will be listed. Every component must have a question type assigned.
- The `_form` Table for the compilation of the components. Here is where the data flow, filter, page break and stop point will be arranged.
- The `_user` Table for the storage of data that is arranged in the compilation. This table has necessary variables that describe the `_form` table.



It will differentiate between **system projects** and non-system projects. Three system projects control the management of the online.QTAFI. All three of the system projects are available in the codebook.

- The **super-project** for the management of all projects and their administration
- The **global-project** for the integrated questions, which are available from other projects.
- The **statistic-project** for general records of access and errors.

In particular the super-project must be set up before the project can be applied, and for all three system projects to be available.

Also see: **System projects**
super-project



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