How to get and clean Data

1. (Suggested) With each step create a new file and name it step #, so in case you mess up you can go back. OR at the very least, create a new sheet for each step in the excel workbook
2. Download data export from Qualtrics
    a. Project of Interest – Data & Analysis – Export & Import – Export Data… -
        i. File Format – Excel
        ii. Download All Fields
        iii. Use Choice Text
        iv. Download
3. Clean Data
    a. Delete all Extra Columns
        i. What information is important to the study? What is not?
        ii. More importantly, what is the focus of the analysis?
        iii. (Suggested) Create different tabs or files for different analyses
    b. Delete all incomplete or unusable data
        i. Keep a count of how many participant responses you remove/delete
            1. This has to be reported in any formal analysis
        ii. Participants who didn't complete
        iii. Data that isn't relevant to analysis
        iv. Redundant data
        v. Participants who missed any dummy questions
        vi. (Suggested) Make a list of participant's IDs that have all the information.
        vii. (Suggested) Color code the different experimental groups
    c. Clean up Existing Columns
        i. Make sure we know which questionnaire and which item we are looking at
        ii. The question itself doesn't necessarily matter, but it does matter that we know it's the Xth item of the X questionnaire
            1. AAQII 1 AAQII 2 AAQII 3 etc.
        iii. (Suggested) Freeze the top row(s)
            1. Look for freeze panes under the view tab
    d. Add in columns as needed
        i. (E.g., If there are different types of interventions)
4. Put it in JMP
    a. Copy and paste it into a new data table
        i. Or have excel move it to JMP for you if you have them linked
    b. Making sense of it in JMP by changing the column info
        i. Cols – column info… - will launch a new window
        ii. Name the same as the Excel file or something others can recognize
        iii. Notice and change the data type as needed
            1. Even if the text is numbers, JMP may read it as character and not numeric.
            2. Data type – Numeric
            3. Modeling type – Continuous
                a. (Double check that this is correct for the data)

c. (Suggested) If there is special coding such as with demographic information, click Column Properties and then Notes and put the information as needed.
d. For summary scores and the such, make a new column and make the summary score there
    i. Highlight the column before where you want the new column to be
    ii. Rename the column something obvious so we know what to look at
        1. (Suggested) Survey Name Subscale Name
        2. (Suggested) Use the Note property if you need to make it clearer
    iii. Data type – Numeric
    iv. Modeling type – Continuous
    v. Column Properties – Formula, this will launch a new window.
        1. JMP will do the math for you
            a. Column Properties then Formula
            b. This will launch the Formula maker
            c. The  is insert and the  is delete
            d. Take your time and play with it
        2. Can also use the filter search and find things like Mean
            a. Use Mean not Col Mean
        3. (Suggested) Use Excel to check that your formula is working correctly
e. Check for normality
    i. Analyze – Distribution
    ii. Put the columns/variables of interest in the Y, Columns box
    iii. Hit OK
f. How to make a Journal
    i. With any output, click control+J
    ii. This should make a journal in a new window.
    iii. Any output will be added to this journal
        1. Reopen the correct journal when coming back to the data to continue saving in it.