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Q-Methodology

Manual for Q-Methodology Application

What is Q-Methodology?

Q-Methodology is an application used for Q-Sorts to aid in Q-Methodology research in the field of social sciences and psychology.

Requirements

Users will require a PC with an internet connection and a browser from one of the following:

- Chrome
- Firefox
- Edge



The application may run into user interface issues on mobile devices.
We recommend using the application on a computer.

Admins

A tutorial for admins on how to use the Q-Methodology Application

Creating a new survey

Step 1: Login

Visit <https://q-methodology.herokuapp.com> and type in your username and password. Click **login**.


Q-Methodology

Sign In

Username

Password

☐ Remember Me

 Make sure that the link starts with [https](https://) not [http](http://)

Step 2: Create new survey

Once logged in, you will be directed to the **View Surveys** page. Click on **Create Survey** at the top in the navigation bar.

Q-Methodology

View Surveys

Create Survey

Logout

Surveys Created

#	Created By	Survey Name	# Responses	Link	Edit Survey	Delete Survey	Published?
908a4062-738d-4a0b-905d-db9a3a369877	TU	Example	4	Link	Edit Survey	Delete Survey	×

Step 3: Fill in survey creation form

[Q-Methodology](#) [View Surveys](#) [Create Survey](#) [Logout](#)

Create New Survey:

Survey Title:

Example

Survey Published?

☐ True ☒ False

Instructions

[Start](#) [ID Information](#) [Part 1](#) [Part 2](#) [Part 3](#) [Part 4](#)

START

Fill in everything.

Range

-1

1

Columns per row

3

Remove Row

1

Remove Row

Add Row

Survey Title

The name of the survey being created. The participant will only see the survey ID, not the title. This is just for admin use so that surveys can be identified easily.

Create New Survey:

Survey Title:

Example

Survey Published

Allows the admin to choose whether they want the survey to be published (can be edited later through the **Edit Survey** button in the **View Surveys** page. Instructions are in another section in this manual. Check contents page.). The survey can only be accessed by those with the link to the survey.

Survey Published?

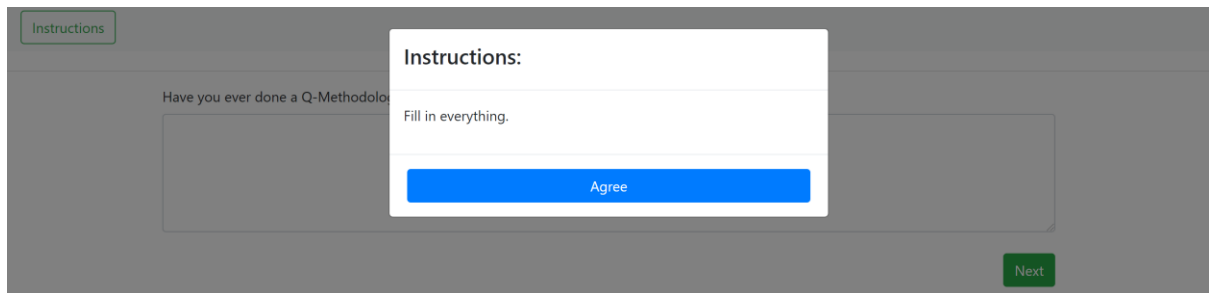
☐ True ☒ False

Instructions

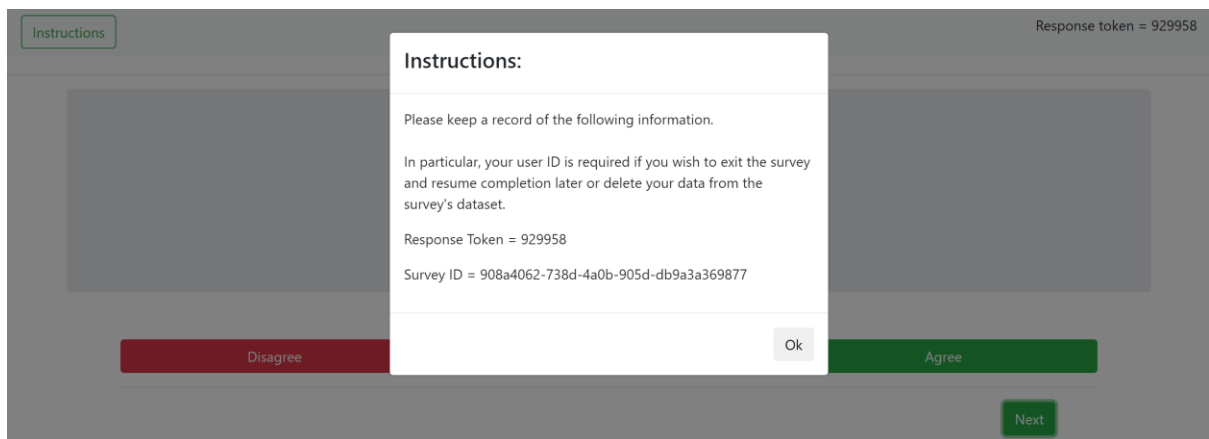
Represents the flash messages that will be generated on each page of the survey.



- a. The **start** instruction will be seen at the very beginning of the survey. This is designed to be the instruction box which lists requirements and legal information which the admin accounts wish to pass to survey takers.



- b. The **ID Information** instruction will be added in addition to the flash message which automatically will provide the user their user id and response id. The system automatically generates user and survey id for the survey participant. Admin accounts can add extra statements if they wish to.



- c. **Part 1** instructions should detail how the first page of questions are to be completed. These are designed to be preliminary questions before the sorting begins.

The screenshot shows a modal window titled 'Instructions:' with the following text: 'Please answer the following questions.' and 'Press the 'Next' button after you have filled in ALL the questions.' There is an 'Ok' button at the bottom right of the modal. In the background, a question is partially visible: 'Have you ever done a Q-Methodology...'. A 'Next' button is also visible in the bottom right corner of the background interface.

- d. **Part 2** instructions should explain how to complete the first drag sort into the three criteria (traditionally agree, neutral and disagree).

The screenshot shows a modal window titled 'Instructions:' with the following text: 'You will now see a list of statements. Please read all the statements then sort each into one of the three criteria given.' and 'Use the arrow buttons below the statement card to scroll through the statements.' and 'You may drag and drop the statements or click on the group to insert the selected statement into the group.' There is an 'Ok' button at the bottom right of the modal. In the background, a statement card is visible with 'Disagree' and 'Agree' buttons. A 'Next' button is also visible in the bottom right corner of the background interface. The text 'Response token = 481710' is visible in the top right corner.

- e. **Part 3** instructions detail how to complete the grid sort.

The screenshot shows a modal window titled 'Instructions:' with the following text: 'You will now see the statements again, sorted according to your previous step.' and 'Sort each statement into an empty spot on the grid. Only one statement may occupy a single spot on the grid.' and 'Statements sorted into the same column will have the same value indicated above the column. The order within a column does not matter.' There is an 'Ok' button at the bottom right of the modal. In the background, a grid sort interface is visible with columns labeled '-1' and '1'. There are 'Disagree' and 'Agree' buttons. A 'Next' button is also visible in the bottom right corner of the background interface. The text 'Response token = 452463' is visible in the top right corner.

f. **Part 4** instructions explain how to complete the post survey questions.

Instructions

Response token = 481710

Instructions:

Please answer the following questions regarding your response in the previous sort.

Ok

The statements you sorted to the left

I like watermelons

Why do you disagree with these?

The statements you sorted to the very right

I like grapes

Why do you agree with these?

Submit

Grid generation

This application allows the admin accounts to create a grid of their own choice; however, the following constraints will apply:



1. The number of **columns** in each column must be **odd**.
2. The **range** between maximum and minimum which will be displayed at the top of the grid must also be **odd**.

Range defines the maximum and minimum value that will be displayed at the top of the grid.

Range

-1

0

1

To generate the above grid above, the admin user had given the inputs -1 and 1.

According to the second constraint, the range must be odd. (-1, 0, 1) creates a range of 3, therefore this input was accepted.

If the inputted values were -1 and 2, the range would be even, (-1,0,1,2) creates a range of 4. The system does not cater for this.

Columns

Columns per row

Remove Row

Remove Row

Add Row

-1

0

1

To create the above grid, the admin user inserted 3 into the space provides, clicked add row and then inserted 1 into the new input space generated.

Please ensure that the number of columns generated per row is **odd**.

Generate Table

Previews how the grid looks like. To ensure that the inputs you have given for the table are correct, click this button to display the table.

Table generated from given values

Generate Table

Total boxes in grid = 4

If the **ranges** input is incorrect, the following error message will be shown.

Table generated from given values

Generate Table

QMethodology table with even number of columns cannot be generated. Please change range input so that the length of the range between maximum and minimum values are odd.

If the **columns per row** input was incorrect, the following error messages will be shown.

Table generated from given values

Generate Table

Your number of columns cannot exceed the inputted range and cannot be negative or zero.

Table generated from given values

Generate Table

QMethodology table can only be generated of rows with odd number of columns. Please change column inputs so that each row has an odd number of columns.

For safe practice, we recommend always generating the grid before submitting the form.

Registration Questions

Questions to the participant before the survey starts.

Registration Questions:

To create a multiple choice question, enter each option on a new line after the question.

Have you ever done a Q-methodology survey before?

Remove Question

Add Question

These are the preliminary questions before the sort. Each input box represents one question. To add a multiple-choice question, enter each possible option after the question on a new line. Do not skip lines in between.

Statements

These are the statements that will be sorted by the user. Each statement will represent a new line in the input text box above. To assist you, we have added a statement counter on the top right corner.

Statements
Please input all statements here separated each by a new line. It may be easier to write all the statements in a separate document before copy and pasting here.

Number of statements: 4

I like apples
I like bananas
I like grapes
I like watermelons

Sorting criteria

These are the headings for the initial sort into the three categories. The colours will follow how it is represented on the page.

Sorting Criteria

Disagree

Neutral

Agree

Questionnaire

Questionnaire

Leave the fields blank if you do not wish to ask on their Q-sort. Additional short answer questions can be made by clicking 'Add Question'

Why do you disagree with these?

Why do you agree with these?

Add Question

Submit

The two given inputs are the questions to be asked in relation to the statement sorted into the minimum value and maximum value for the grid. You can also add another question by clicking the **Add Question** button.

On the page, this question along with the statements sorted will be displayed as follows:

Instructions

Response token = 239727

The statements you sorted to the very left

I like bananas

Why do you disagree with these?

Tastes funny.

The statements you sorted to the very right

I like grapes

Why do you agree with these?

I love grapes!

Submit

Submit survey

Click on **Submit** to submit the survey. This can be edited later by clicking on **View Surveys** and **Edit Survey**.

Your new survey can be viewed by clicking the **View Surveys** button in the navigation bar at the top of the page.

Surveys Created

#	Created By	Survey Name	# Responses	Link	Edit Survey	Delete Survey	Published?
908a4062-738d-4a0b-905d-db9a3a369877	TU	Example	4	Link	Edit Survey	Delete Survey	×

Sending survey links to participants

1. Once logged in, navigate to **View Surveys** in the navigation bar
2. On the desired survey, click on **Link**. This link can be sent to survey participants.

Q-Methodology View Surveys Create Survey

Logout

Surveys Created

#	Created By	Survey Name	# Responses	Link	Edit Survey	Delete Survey	Published?
908a4062-738d-4a0b-905d-db9a3a369877	TU	Example	4	Link	Edit Survey	Delete Survey	×

Retrieving survey results

You can download a PDF and an Excel file.

- 1. Navigate to **View Surveys** in the navigation bar
- 2. Click on the **survey name** of the desired survey

Q-Methodology

View Surveys

Create Survey

Logout

Surveys Created

#	Created By	Survey Name	# Responses	Link	Edit Survey	Delete Survey	Published?
908a4062-738d-4a0b-905d-db9a3a369877	TU	Example	4	Link	<button>Edit Survey</button>	<button>Delete Survey</button>	×

3. To download a PDF file, click on the link under **Survey ID**. Click **Print Response** at the bottom of the page.

User Results for Example

Bulk Download

Survey ID	Response ID	Export	Time Spent	Delete
908a4062-738d-4a0b-905d-db9a3a369877	645348	Response incomplete	None	Delete Response
908a4062-738d-4a0b-905d-db9a3a369877	596035	Response incomplete	None	Delete Response
908a4062-738d-4a0b-905d-db9a3a369877	491411	Download Response	0:00:31	Delete Response
908a4062-738d-4a0b-905d-db9a3a369877	239727	Download Response	0:11:22	Delete Response

Statement - ID List

Statement	ID
I like apples	1
I like bananas	2
I like grapes	3
I like watermelons	4

-1	0	1
one	TWO	THREE
	HIDE DN	FOUR

Post Sort Questions

Question choice of least positive statement

Question :BAD

Answer: freger

Question choice of most positive statement

Question :GOOD

Answer: gregre

Time Spent

0:00:13

Time Start

2021-10-17 06:37:01.022110

Time End

2021-10-17 06:37:04.235143

Print Response



Time start and **time end** are in UTC to accommodate for different time zones.



Due to coding restraints, the **time start** and **time end** only refer to the duration in the **last section** of the survey (Questions about why the statements are sorted to the left and right).

4. To download an Excel file, click **Download Response**. To automatically download all completed surveys, click on **Bulk Download**.

User Results for Example

Bulk Download

Survey ID	Response ID	Export	Time Spent	Delete
908a4062-738d-4a0b-905d-db9a3a369877	645348	Response incomplete	None	Delete Response
908a4062-738d-4a0b-905d-db9a3a369877	596035	Response incomplete	None	Delete Response
908a4062-738d-4a0b-905d-db9a3a369877	491411	Download Response	0:00:31	Delete Response
908a4062-738d-4a0b-905d-db9a3a369877	239727	Download Response	0:11:22	Delete Response

Statement - ID List

Statement	ID
I like apples	1
I like bananas	2
I like grapes	3
I like watermelons	4

Response preview:

	A	B	C	D	E
1					
2					
3					
4					
5		Value	Statement ID		
6		-1	4		
7		0	1		
8		0	2		
9		1	3		
10					
11					
12					

Bulk download preview:

	A	B	C	D
1				
2				
3				
4				
5		Value	Response IDs	
6			491411	239727
7		-1	4	2
8		0	1	4
9		0	2	1
10		1	3	3

Deleting a survey

- 1. Navigate to **View Surveys** in the navigation bar
- 2. Click on **Delete Survey** to delete the survey.

Q-Methodology


View Surveys

Create Survey

Logout

Surveys Created

#	Created By	Survey Name	# Responses	Link	Edit Survey	Delete Survey	Published?
908a4062-738d-4a0b-905d-db9a3a369877	TU	Example	4	Link	Edit Survey	Delete Survey	×

 Once a survey is deleted, it cannot be retrieved.

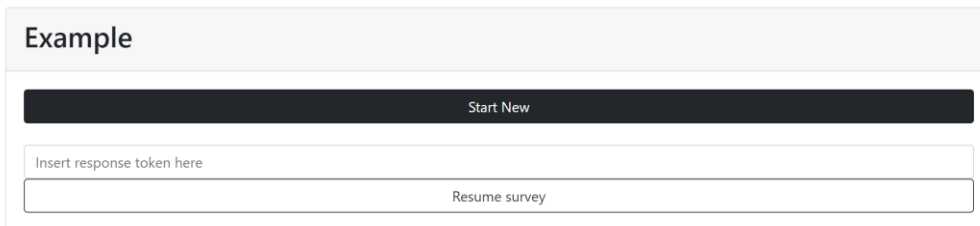
Participants

A tutorial for participants on how to use the Q-Methodology application

Step 1: Click on the link

When clicked, you will be directed to the starting page.

Example



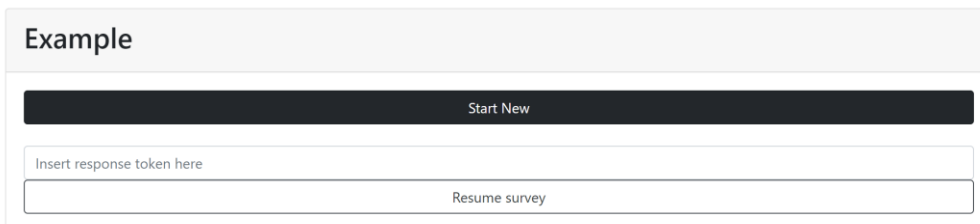
Make sure that the link starts with [https](#) not [http](#)

Step 2: Click on start survey

Click on **Start New** if it is your first time doing the survey, Otherwise, type in your **unique response token** and click **Resume survey**.

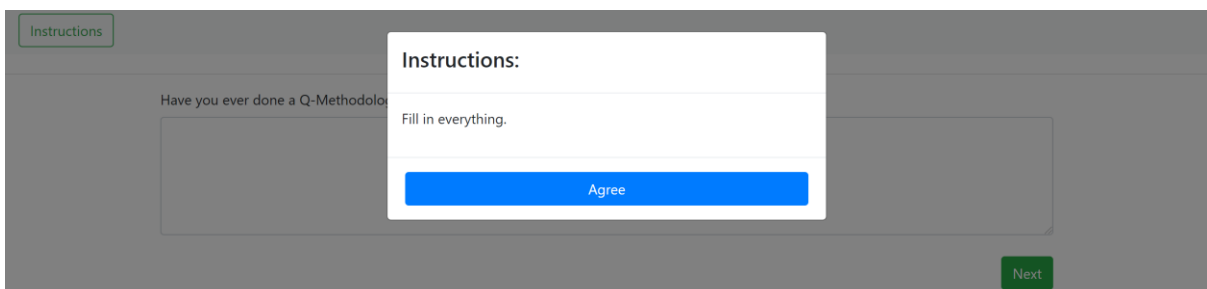


Example



Step 3: Read the instructions

Once you have read the instructions, click on agree.



Step 4: Fill in the form and click on Next

Instructions

Have you ever done a Q-Methodology survey before?

No.

Next

Step 5: Save response token

Instructions

Response token = 929958

Instructions:

Please keep a record of the following information.

In particular, your user ID is required if you wish to exit the survey and resume completion later or delete your data from the survey's dataset.

Response Token = 929958

Survey ID = 908a4062-738d-4a0b-905d-db9a3a369877

Disagree

Ok

Agree

Next

Copy and paste your response token somewhere.



Your response token is used for continuing an incomplete survey.

In case you forget to record your response token, it can be found in the **top right hand corner** throughout the survey.

Step 6: Drag and drop statements into groups

You will be given a series of statements. Use your mouse to click and drag the statements into one of the three groups **Agree**, **Neutral** or **Disagree**. You can also click on one of the **Agree**, **Neutral** or **Disagree** boxes to sort the current statement into that group.

Drag the sorted statements to another column to move them to another column.

Instructions

Response token = 239727

I like watermelons

< 1/1 >

Disagree

Neutral

Agree

I like apples

I like bananas

I like grapes

Next

Once completed, click on **Next** in the bottom right corner



Instructions can be found by clicking on the **instructions** button on the top left

Step 7: Drag and drop statements into grid

1. Only one statement may occupy a single spot on the grid. Statements sorted into the same column will have the same value indicated above the column. The order within a column does not matter.
2. Rearrange statements by dragging to swap positions.
3. Click on **Next** once completed.

Instructions

Response token = 929958

-1

0

1

I like bananas

I like apples

I like grapes

I like watermelons

Disagree

Neutral

Agree

Next

Step 8: Fill in questionnaire and click on submit

[Instructions](#)Response token = 239727

The statements you sorted to the very left

I like bananas

Why do you disagree with these?

Tastes funny.

The statements you sorted to the very right

I like grapes

Why do you agree with these?

I love grapes!

Submit

Survey completion

Upon completion, the following message will appear at the **top of the page**:

127.0.0.1:5000 says

Your response has been submitted!

OK

Click **Ok**.