Contents

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**.

> (!) Make sure that the link starts with https not 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.

Step 3: Fill in survey creation form

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.

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.
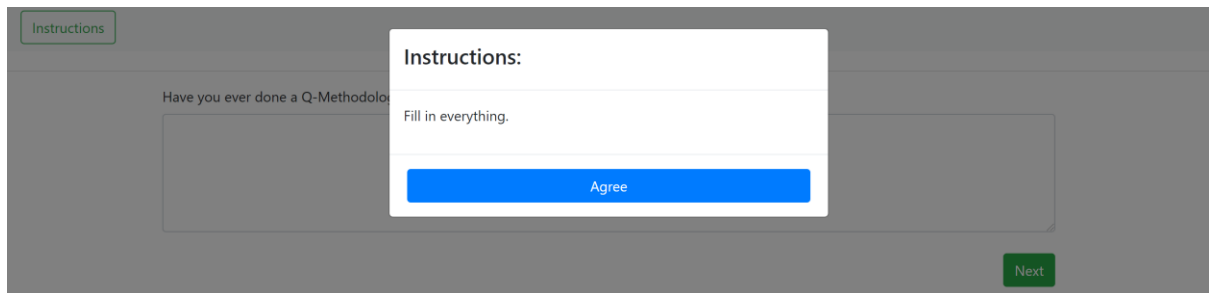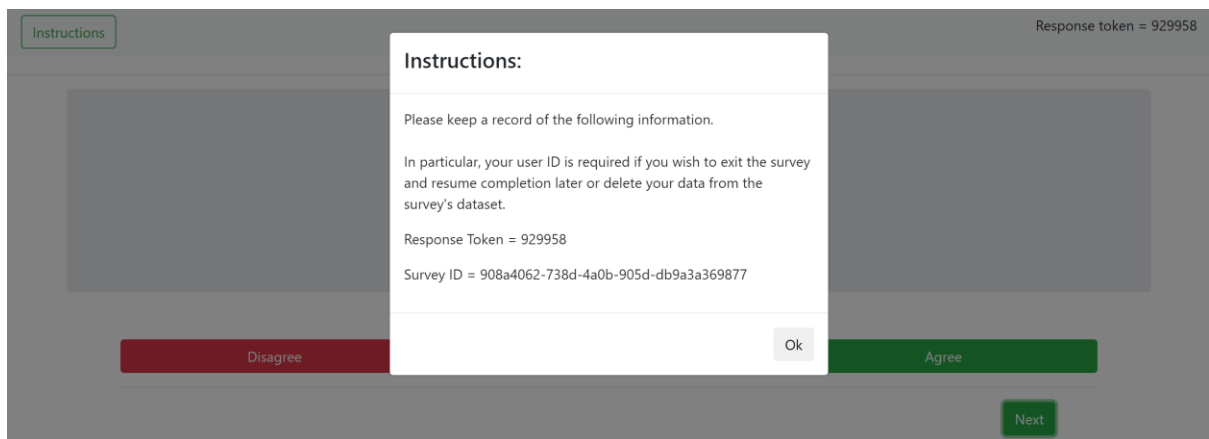
Instructions

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.

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

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

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

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 | 1 |

| -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

| 3 |

Remove Row

| 1 |

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.

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

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

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

Registration Questions

Questions to the participant before the survey starts.

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

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:

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.

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.

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

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

> **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**.

Response preview:

Bulk download preview:

Deleting a survey

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

Once a survey is deleted, it cannot be retrieved.
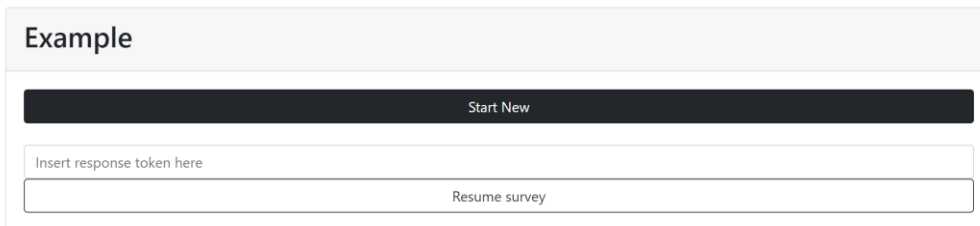
Participants

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.
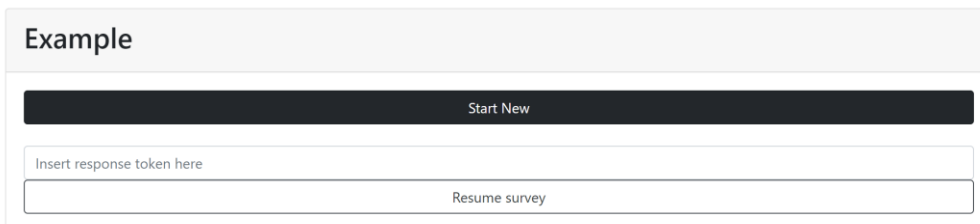
> (!) Make sure that the link starts with https not http

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**.

Step 3: Read the instructions

Once you have read the instructions, click on agree.

Step 4: Fill in the form and click on Next

Step 5: Save response token

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

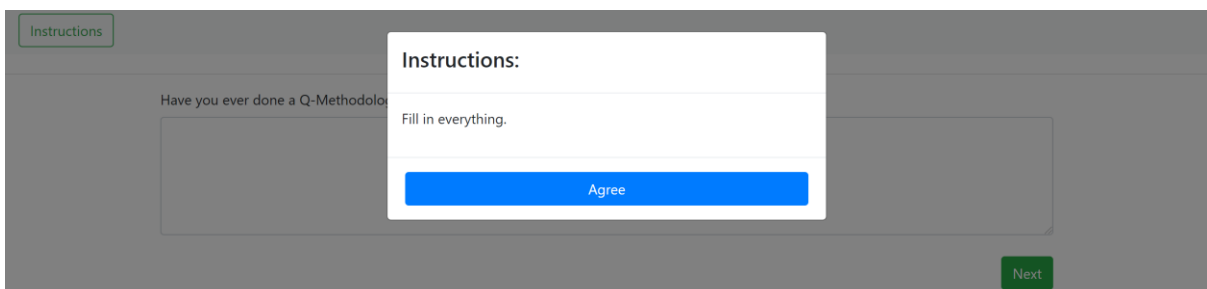You will be given a series of statements. Use your mouse to click and drag the statements into one of the three groups **Agree, Neutral** or **Disagree.** You can also click on one of the **Agree, Neutral** or **Disagree** boxes to sort the current statement into that group.

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

I like watermelons

< 1/1 >

Disagree	Neutral	Agree
	I like apples	I like grapes
	I like bananas	

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.

-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

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.**