

Sociogram 5.5

This document contains instructions how to use the Sociogram 5.5 program.

Krimar, informacijske storitve

and

Mikro Graf Art d.o.o.

Ljubljana, 2022

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2 Introduction

Sociometry is a method for measuring social relationships within a group. Such measurement is particularly helpful in communities such as classes in primary and secondary schools, and it is an indispensable tool for coaches leading sports teams.

Sociometry can be used to measure the social characteristics of a team, cohesion between individuals, to determine how popular they are in the group or perhaps excluded from it and lonely, to what degree they do not get along with other group members, whether they like their company or not, and how much the group appreciates their opinion.

A sociometric test helps assess a group's social structure and a sociogram is the graphic representation of the test, which precisely reveals the social structures within the group and the position of each individual. In addition to the sociogram, testing also indicates the sociometric status of each individual and the cohesion index for the whole group.

3 Program description

The Sociogram 5.5 program is an update to the successful 4.01 version from the 1990s. The new Sociogram is developed on the latest platforms with additional functionalities. Our aim is to make your work simple and automatic. Our goal and motto: **"A sociogram in 10 minutes"**.

Sociogram 5.5 is the joint product of two organizations, Krimar, informacijske storitve, and Mikro Graf Art d.o.o., and was created in autumn 2014 (version 5.0).

4 Hardware requirements

To use the program you need a personal computer. Sociogram will work with operating systems Microsoft Windows XP, Vista, 7, 8, 10 or newer. Linux and Mac OS X (Intel) systems are also supported. Using the program requires no additional hardware.

If the Adobe Acrobat program or the Java runtime environment are not already installed on your computer, all the required installations will be made while you set up Sociogram.

Activating the program **also requires an Internet connection!**

In case you haven't purchased the program yet, you can use it in DEMO mode, which does not allow you to enter or remove any respondents. Once you have a license code, you can use it to activate the program during startup to unlock its full functionality.

5 Program installation

5.1 Installation in Windows

Start the setup by running the **Sociogram_Setup.exe** installation program, which you have downloaded online or received by post after completing your product purchase.

Click on the Next button and wait for the Wizard to finish the installation. It is also recommended to agree with the installation of Adobe Reader if not installed already.

5.2 Installation in Mac OS X

Open the Sociogram.dmg installation pack, which you have downloaded online or received by post.

Drag the Sociogram icon into a folder for applications and start it from there.

5.3 Installation in Linux

The **Sociogram.sh** startup script was prepared to run the application in Linux environments. It will work perfectly only if the Java runtime environment and the PDF default document viewer are installed on the system beforehand.

If you don't have advanced skills in using Linux environments, your administrator should help you install the program.

6 Program protection

Each Sociogram 5.5 program you purchase is protected with a serial number. The serial number uniquely matches the name of the organization that ordered the program and this name cannot be changed at a later time.

Each purchased serial number allows you to activate i.e. install the program 3 times.

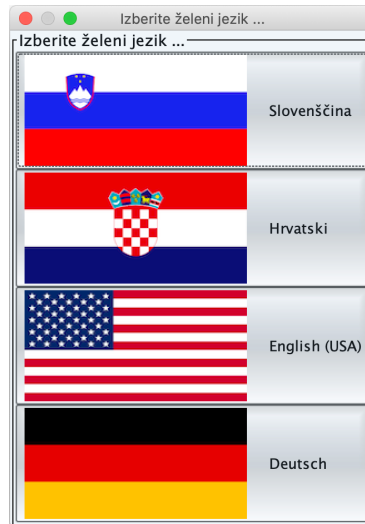
It is prohibited to use the program for any purposes outside your organization or institute, change program listings, change installation files or perform any actions inconsistent with normal software use. Any established breach will be dealt with by the District Court in Ljubljana.

7 Using the program

Once installed, start the program by double-clicking its shortcut.

7.1 Selecting language settings

Sociogram 5.5 is available in three languages: Slovene, Croatian and English. During the first startup, select your default language. You can change it later in the program settings.



7.2 Selecting the type of use

Sociogram 5.5 is designed for use in several modes. The following types of use are supported:

- Schools: primary and secondary schools, other educational institutions
- Associations, work groups, etc.: leisure groups and loosely organized groups of people.
- Companies, teams, etc.: business settings

During the first startup, select your preferred mode of use. You can change it later in the program settings.



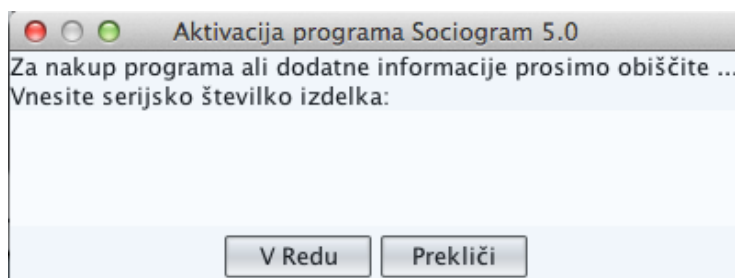
7.3 Program activation

If you have not bought the program yet, it will ask you during startup whether you want to activate it (**IMPORTANT: for successful activation you must be connected to the Internet!**). A selection box will appear:



In case you select the free trial version, the program will start in DEMO mode where you cannot add or remove your own respondents.

Until you register the program as required (orders can be placed at the website <http://krimar.si/sociogram>, this box will always appear during program startup. If you select the Registration option, the following box will pop up:

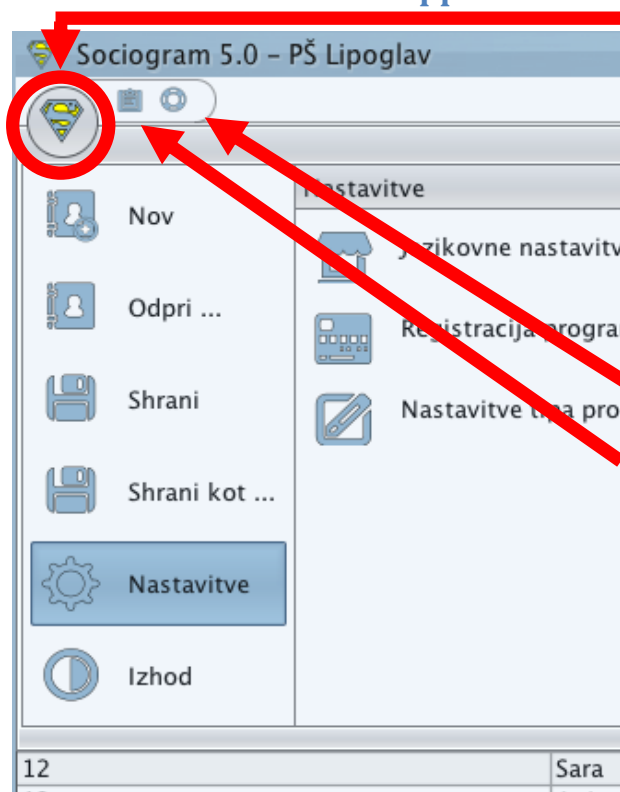


You should enter the product serial number into the input field and press the OK button. When typing, be mindful of capital and lower-case letters as well as hyphens. Don't press the Enter key or Space Bar.

If successfully activated, you can start using the program, and if not, a box will appear saying you entered the wrong serial number.

CAUTION: If not requested otherwise when purchased, Sociogram 5.5 can only be installed 3 times!

7.4 Application Management button



In the top left-hand corner you will find the Application button for access to the main menu, where you can create a new sociogram, open a saved one, save the current one or leave the program.

There are two smaller buttons next to the Management button – **Info** and **Help**.

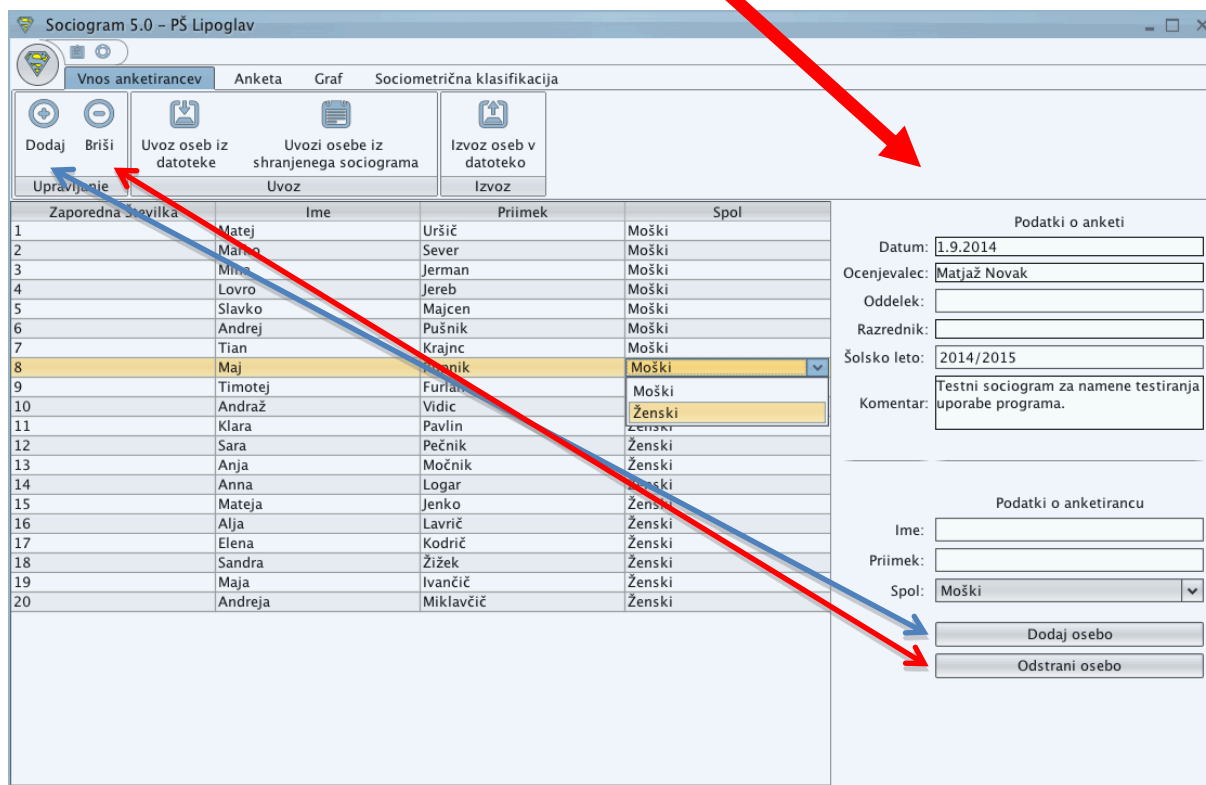
Clicking on **Help** will open a document with the help you are currently reading.

Clicking on **Info** will open a window with basic information about the program.

7.5 Entering respondents

This window is the entry point to the program. This is where you can enter all the respondents included in the survey. The number of respondents you enter will correspond to the number of survey sheets later printed out by the program.

For each sociogram, you can enter additional data (e.g. class teacher, academic year), which depend on the selected mode of Sociogram use.



Zaporedna številka	Ime	Priimek	Spol
1	Matej	Uršič	Moški
2	Marina	Sever	Moški
3	Mina	Jerman	Moški
4	Lovro	Jereb	Moški
5	Slavko	Majcen	Moški
6	Andrej	Pušnik	Moški
7	Tian	Krajnc	Moški
8	Maj	Kranjč	Moški
9	Timotej	Furlan	Moški
10	Andraž	Vidic	Ženski
11	Klara	Pavlin	Ženski
12	Sara	Pečnik	Ženski
13	Anja	Močnik	Ženski
14	Anna	Logar	Ženski
15	Mateja	Jenko	Ženski
16	Alja	Lavrič	Ženski
17	Elena	Kodrič	Ženski
18	Sandra	Žižek	Ženski
19	Maja	Ivančič	Ženski
20	Andreja	Miklavčič	Ženski

7.5.1 Adding and deleting persons

To add a person, type their name and surname into the fields located at the bottom right, select their gender and click the **Add person** button. If preferred, you can also use the **Add** button which is located at the top right-hand side under the Management button.

Once added, a person can be deleted by selecting them and clicking the **Remove person** button at the bottom or the **Delete** button at the top left.

Information about added persons can be edited. You can change the name, surname and gender. To do this, double-click the field you want to change/edit.

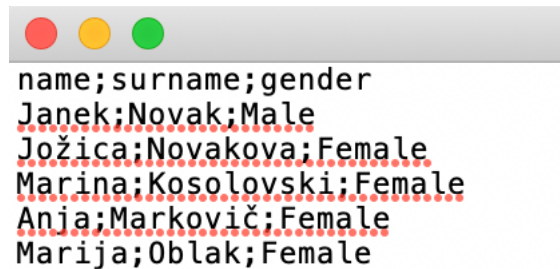
7.5.2 Importing persons from a file

Frequently, we have a pre-existing list of students and such a list can be applied to Sociogram. Sociogram supports CSV and TXT files. In these files, one respondent should be entered in each row, and the order in the first row should indicate the position of name, surname and gender. The file must have these three attributes. It may also have additional attributes, and Sociogram will work out by itself which column corresponds to a respective attribute. The attributes must be separated by a semi-colon (;).

Such a file can be imported e.g. from the Lopolis program (see next section), Microsoft Excel or simply written by yourself in Notepad. Since this is a general type of file, you can prepare the data from various company management programs, programs used in schools etc.

For a clearer explanation, you can watch the video instructions on how to use Sociogram.

An example of a properly structured file, where the gender of respondents can be indicated in the following ways:



```
name;surname;gender
Janek;Novak;Male
Jožica;Novakova;Female
Marina;Kosolovski;Female
Anja;Markovič;Female
Marija;Oblak;Female
```

7.6 Importing students from the Lopolis program

If you have to enter a large number of students manually and they are already listed in the Lopolis system, the easy way is to import the data directly from the system.

You should first export the students from Lopolis into a CSV file and then import the CSV file into Sociogram.

7.6.1 Exporting students from Lopolis

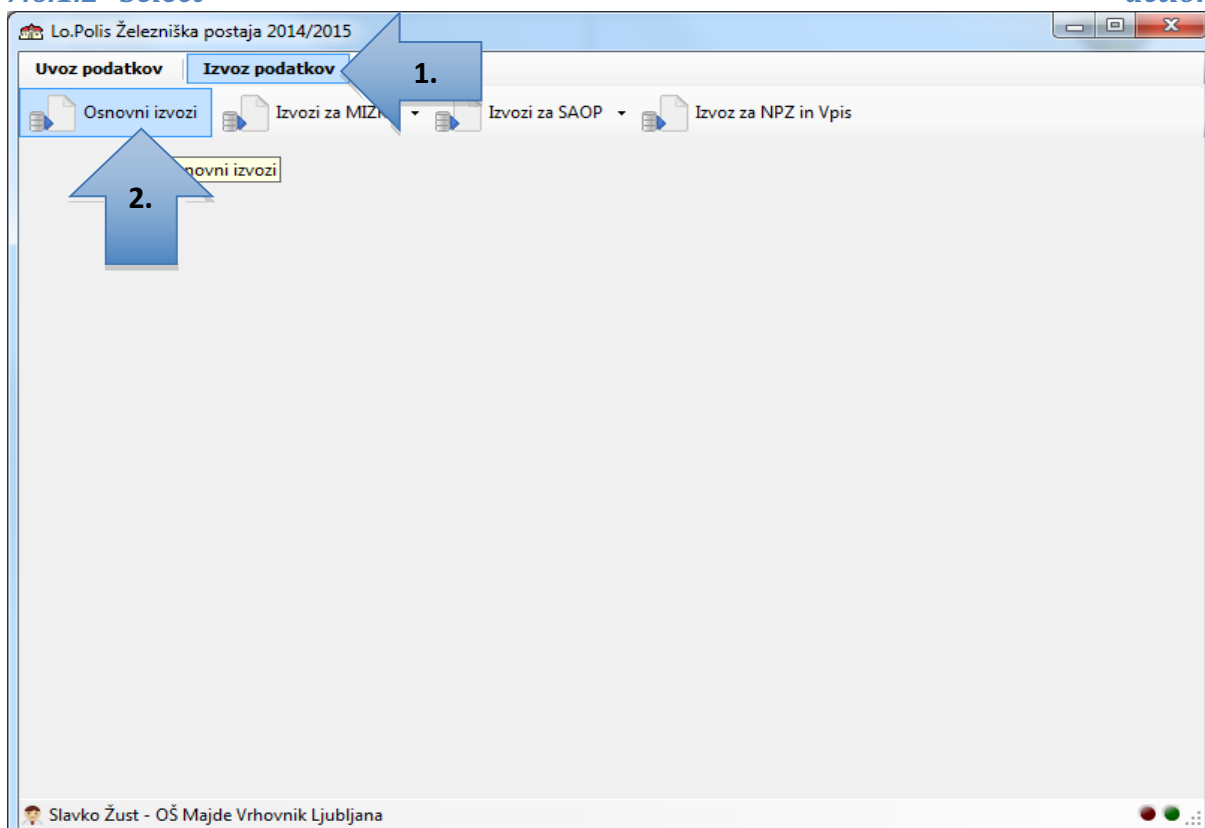
To export student data from the Lopolis program, you need access to the **Railway Station** module. If you haven't got such access rights, ask the school administrator to assign the rights to you or export the data for you.

To export data, follow the steps below:

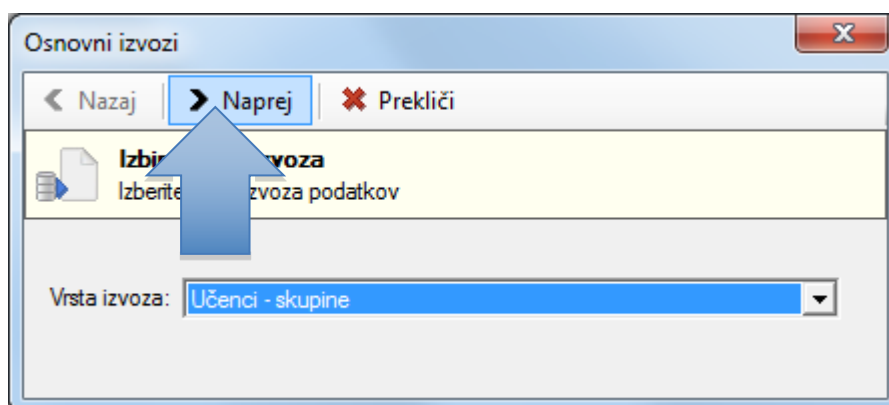
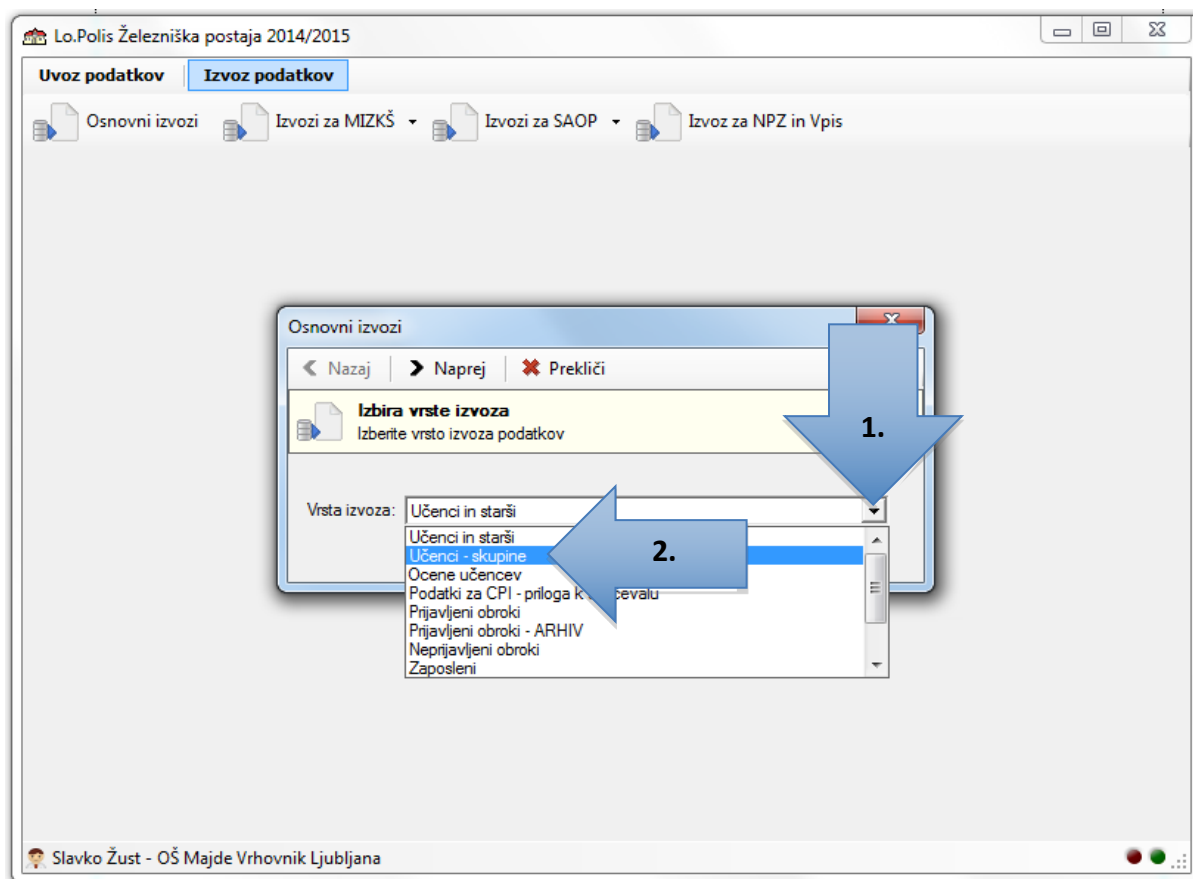
7.6.1.1 Select railway station



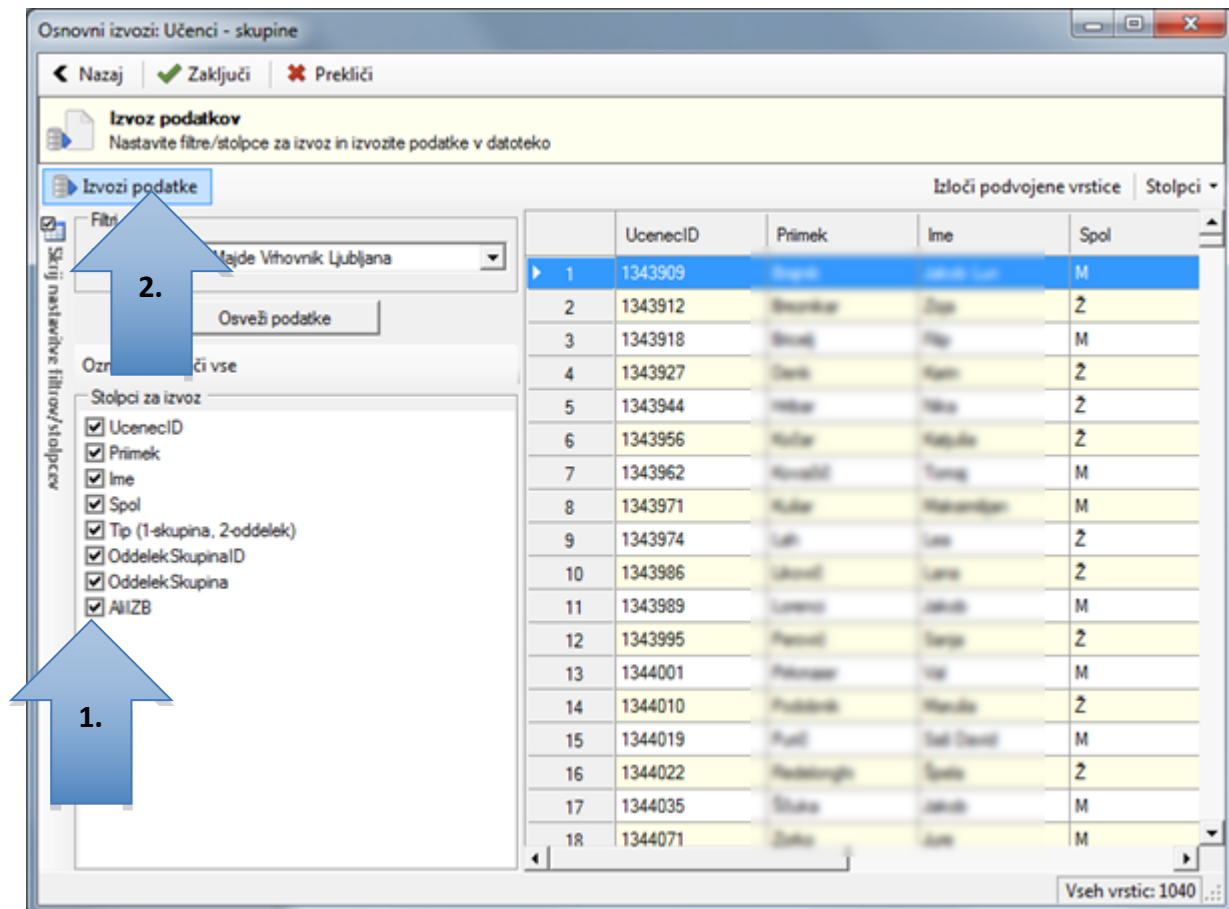
7.6.1.2 Select

action


7.6.1.3 Specify Export content



7.6.1.4 Select all attributes to be exported



Osnovni izvozi: Učenci - skupine

< Nazaj | ✓ Zaključí | ✗ Prekliči

Izvoz podatkov
Nastavite filtre/stolpce za izvoz in izvozite podatke v datoteko

Izvozi podatke

Filtri: Majde Vrhovnik Ljubljana

Osvetli podatke

Oznaki vse

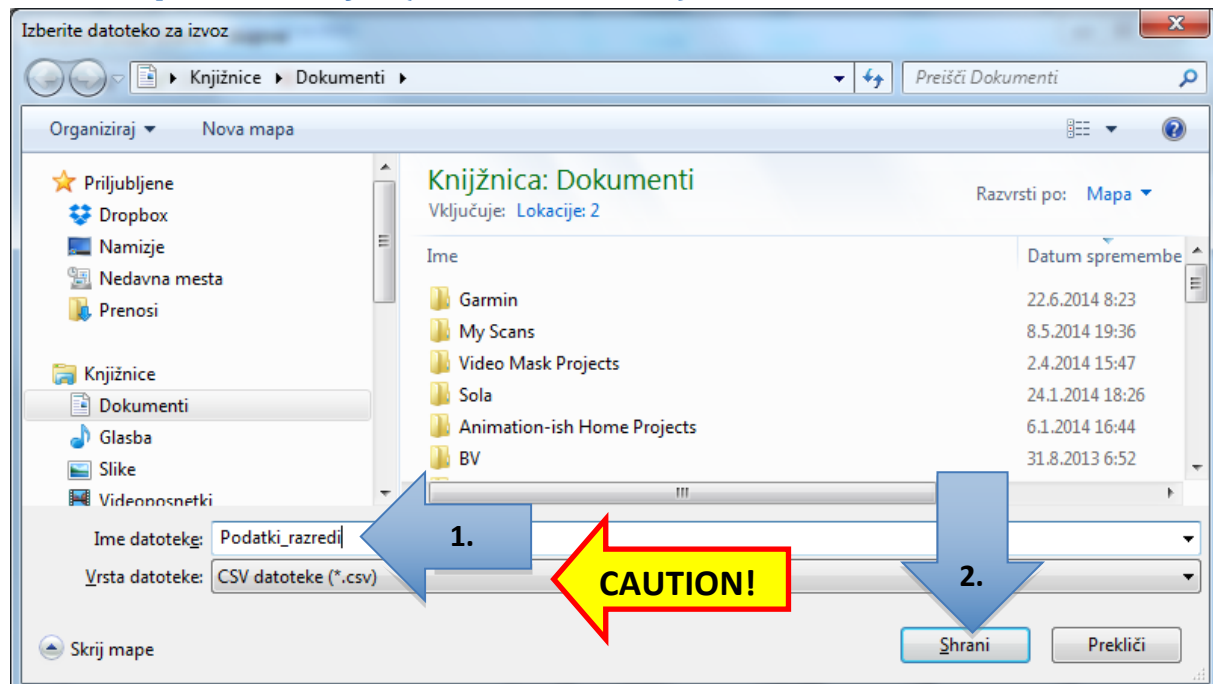
Stolpci za izvoz:

- ☒ UcenecID
- ☒ Priimek
- ☒ Ime
- ☒ Spol
- ☒ Tip (1-skupina, 2-oddelek)
- ☒ OddelekSkupinaID
- ☒ OddelekSkupina
- ☒ ANZB

	UcenecID	Priimek	Ime	Spol
1	1343909	Trupnik	Jakob Luka	M
2	1343912	Besnikar	Žiga	Ž
3	1343918	Besnikar	Žiga	M
4	1343927	Denk	Karin	Ž
5	1343944	Holcar	Nika	Ž
6	1343956	Holcar	Nika	Ž
7	1343962	Holcar	Tomaž	M
8	1343971	Holcar	Nikola	M
9	1343974	Lah	Lara	Ž
10	1343986	Lah	Lara	Ž
11	1343989	Lorenč	Jakob	M
12	1343995	Prešern	Tomaž	Ž
13	1344001	Prešern	Žiga	M
14	1344010	Prešern	Nika	Ž
15	1344019	Prešern	Žiga	M
16	1344022	Prešern	Nika	Ž
17	1344035	Prešern	Jakob	M
18	1344071	Prešern	Lara	M

Vseh vrstic: 1040

7.6.1.5 Export into CSV file (in desired location)



Izberite datoteko za izvoz

Knjižnice Dokumenti

Preišči Dokumenti

Organiziraj Nova mapa

Knjižnica: Dokumenti
Vključuje: Lokacije: 2

Razvrsti po: Mapa

Ime	Datum spremembe
Garmin	22.6.2014 8:23
My Scans	8.5.2014 19:36
Video Mask Projects	2.4.2014 15:47
Sola	24.1.2014 18:26
Animation-ish Home Projects	6.1.2014 16:44
BV	31.8.2013 6:52

Ime datoteke: Podatki_razredi

Vrsta datoteke: CSV datoteke (*.csv)

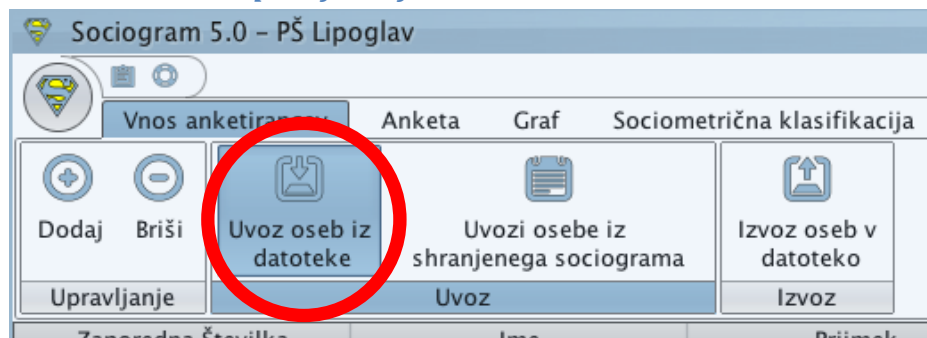
Šrani Prekliči

CAUTION!

7.6.2 Importing the exported file into Sociogram

The file, which was saved in the previous step, must now be imported into Sociogram. If Sociogram is not open yet, run the program and follow the next steps:

7.6.2.1 Click the button *Import from file*



Then select the file you have just exported and the information about the respondents will be imported.

7.7 Importing into Sociogram

7.7.1 Importing students from a saved Sociogram

This feature is useful because relationships between persons in a group tend to change. If measuring relationships between students in a class, the situation at the beginning of the year is bound to change entirely by the end of the year as the students get to know each other better.

This feature can therefore be used to import persons from a previously saved sociogram and include them in new survey.

7.7.2 Exporting persons into a file

Persons already listed in a sociogram can be exported into a CSV or TXT text file structured in the format described above (7.5.2). Such a file can be used in other programs or in Sociogram when so required.

7.8 Printing surveys and entering survey results

The Survey tab contains all the tools that make it easy to select a survey question, print out the surveys and sociometric table, and enter survey results. In addition, you can print an image of the distribution of positive or negative choices or export the input into Microsoft Excel for further processing.

Sociogram 5.0 - PŠ Lipoglav

Vnos anketirancev Anketa Graf Sociometrična klasifikacija

S kom bi najraje sedel pri p... S kom ne bi želel sedeti pri p...

Dodaj pozitivno vprašanje Dodaj negativno vprašanje

Odstrani pozitivno vprašanje Odstrani negativno vprašanje

Dve anketi na stran Štiri ankete na stran Vključi imena Natisni ankete Natisni tabelo

Shrani sliko porazdelitve pozitivnih izbir Shrani sliko porazdelitve negativnih izbir Shrani podatke kot MS Excel dokument

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1 Matej Uršič					1-															
2 Marko Sever	2+				1+					3+										
3 Miha Jerman													1+							
4 Lovro Jereb								2+		1+										
5 Slavko Majcen	3+		2+					3-		2-		1-	1+							
6 Andrej Pušnik					1-															
7 Tjan Krajnc																				
8 Maj Rupnik										1+										
9 Timotej Furlan			1+		2+								3+							
10 Andraž Vidic					1-															
11 Klara Pavlin																				
12 Sara Pečnik	2-		1+	1-		2+			3+	3-										
13 Anja Močnik																				
14 Anna Logar					1+				1-											
15 Mateja Jenko					3-		2-			1-										
16 Alja Lavrič							1-													
17 Elena Kodrič					1-															
18 Sandra Žižek		2+			1-					1+		3+								
19 Maja Ivančič					1-	1+		2-							2+					
20 Andreja Miklavčič		2-	3-		1+					1-										

Število pozitivnih izbir: 2 1 3 0 4 2 0 1 1 4 0 1 3 0 1 0 0 0 0 0 0

Število negativnih izbir: 1 1 1 1 7 0 2 2 1 4 0 1 0 0 0 0 0 0 0 0 0

7.8.1 Survey questions

You can select the survey question to be printed on the survey sheets from two groups, Positive choice and Negative choice.

Use the **add/remove question** buttons to add your own questions or delete existing questions. The list must always contain at least one question, which means you cannot delete a single question. However, you can add as many questions as you like. All the questions will be saved and available the next time you run Sociogram.

7.8.2 Printing

7.8.2.1 Printing surveys

Before printing the survey sheets, you can select from two types of printing – either two or four surveys per one A4 page. If you wish, use the **Include names** button to have the participants' names printed on the survey sheets. After clicking the **Print surveys** button, select the preferred printer and start printing.

7.8.2.2 Printing a table

You can also print out a sociometric table by clicking the **Print table** button. The printed sociometric table will contain the values you have entered.

7.8.3 Entering survey results

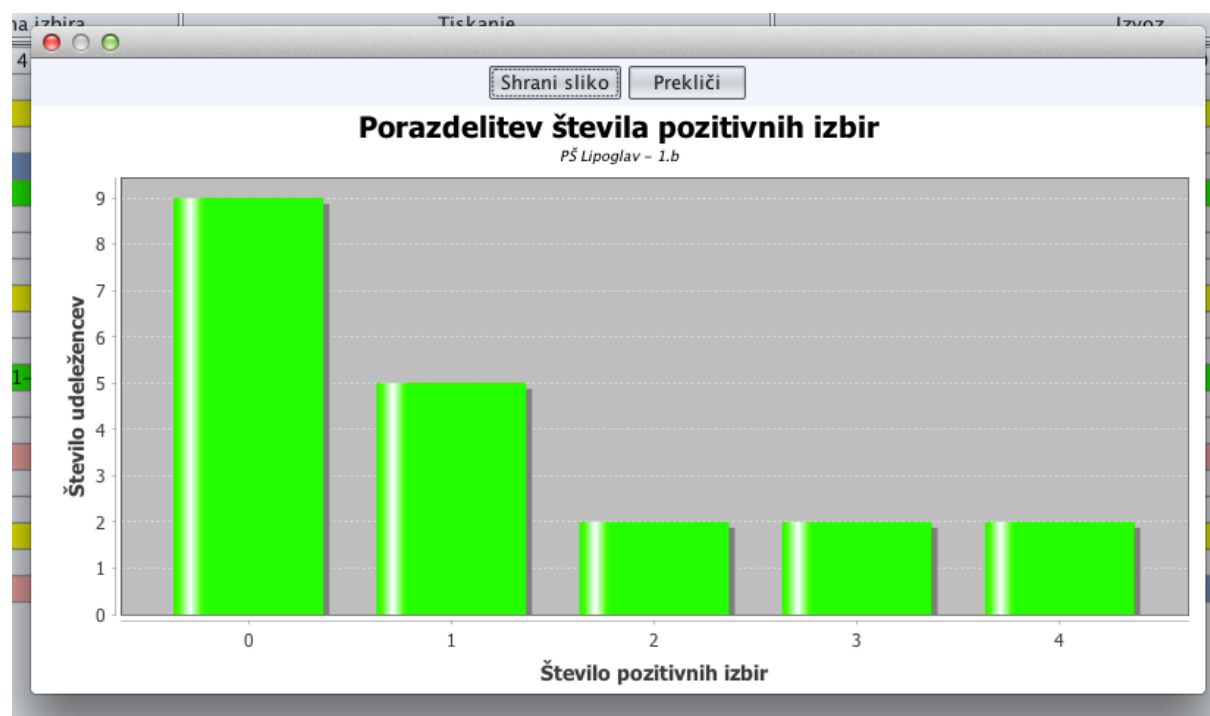
Use the mouse to enter the survey results. Left-click the mouse to check positive choices in the relevant field and right-click for negatives. An incorrectly checked choice can be deleted

by clicking the left button on the mouse again. A row will turn yellow if only all the positive choices are entered, and red if only all the negative choices are entered. Once all the positive and negative choices are entered for a person, the row turns green.

While entering choices, hovering the mouse over an input field will display the names of two persons currently having their choices entered. The current number of positive or negative choices for each respondent is displayed at the bottom of the page.

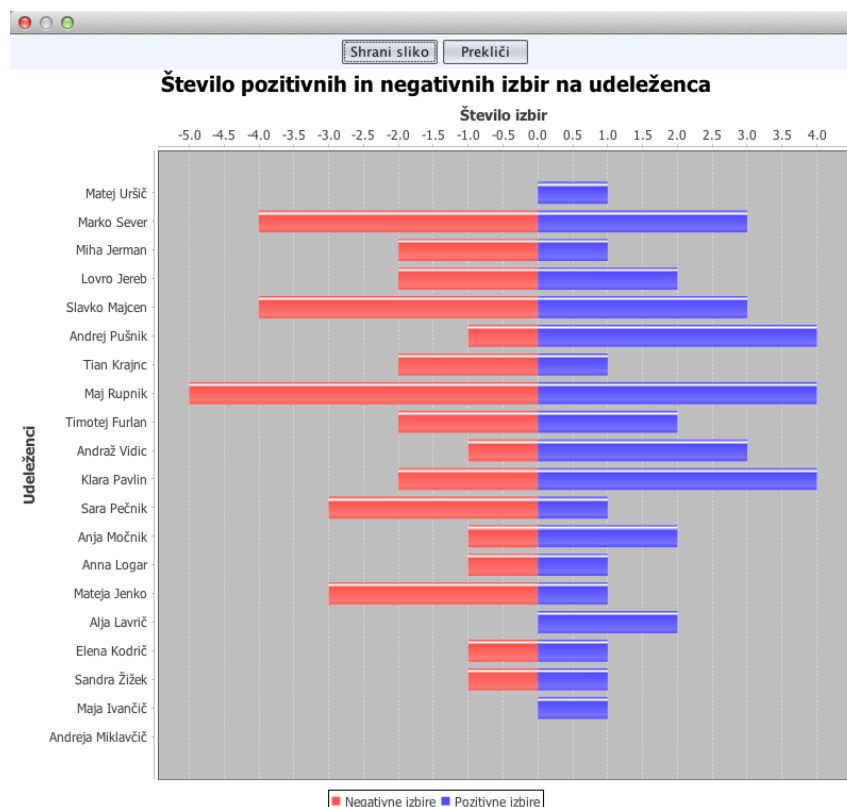
7.8.4 Distribution of positive or negative choices

In the Survey tab, click the button "Save image of positive/negative choice distribution" to display the distribution based on your input. This image can then be saved and used in other programs as part of a report on the completed sociogram.



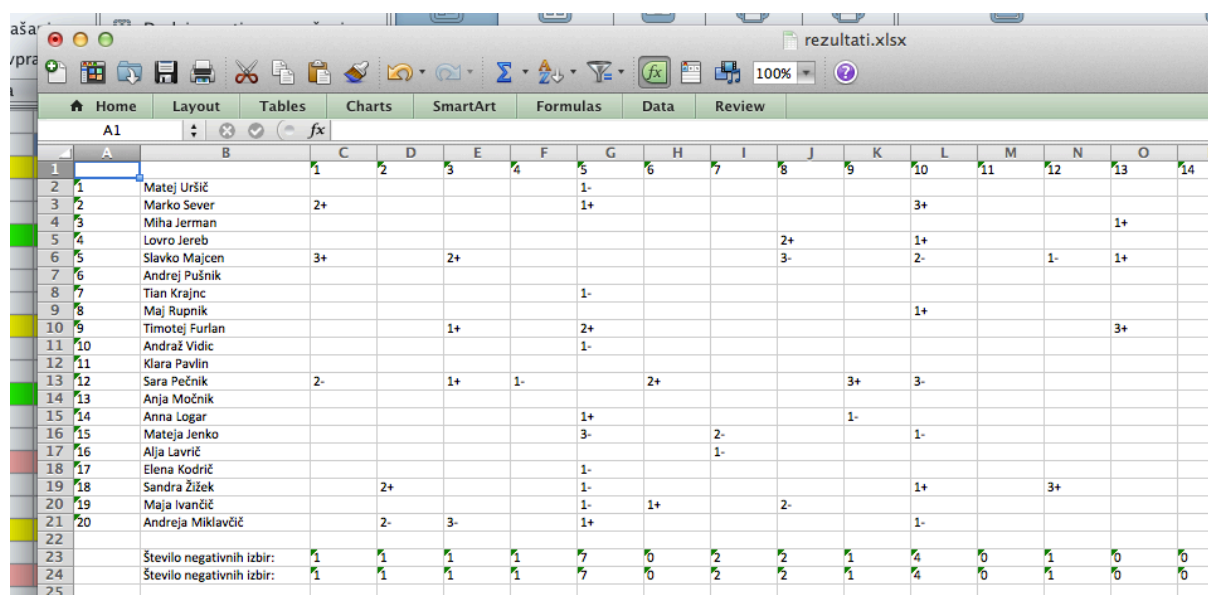
7.9 Visualizing positive and negative choices in the form of a nomogram

In the Survey tab, click the button "Choices by participant" to display the distribution based on your input. This image can then be saved and used in other programs as part of a report on the completed sociogram.



7.10 Exporting survey results into Microsoft Excel

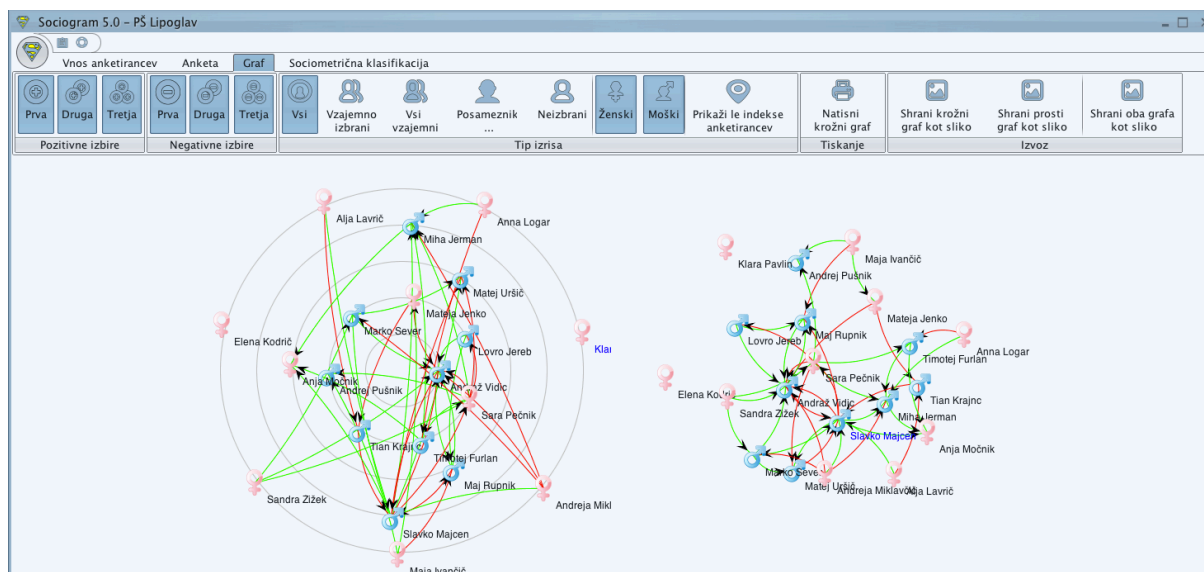
Clicking the far right button in the Survey tab will export all the entered choices and calculated sums of positive and negative choices into a table. The exported data can be used for further processing in other programs.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2	1	Matej Uršič					1-									
3	2	Marko Sever	2+				1+					3+				
4	3	Miha Jerman													1+	
5	4	Lovro Jereb								2+		1+				
6	5	Slavko Majcen	3+		2+					3-		2-		1-	1+	
7	6	Andrej Pušnik														
8	7	Tian Krajnc					1-									
9	8	Maj Rupnik										1+				
10	9	Timotej Furlan			1+		2+								3+	
11	10	Andraž Vidic					1-									
12	11	Klara Pavlin														
13	12	Sara Pečnik	2-		1+	1-		2+			3+	3-				
14	13	Anja Močnik														
15	14	Anna Logar					1+				1-					
16	15	Mateja Jenko					3-			2-		1-				
17	16	Alja Lavrič							1-							
18	17	Elena Kodrič					1-									
19	18	Sandra Žižek		2+			1-					1+		3+		
20	19	Maja Ivančič					1-	1+		2-						
21	20	Andreja Miklavčič		2-	3-		1+					1-				
22																
23		Število negativnih izbir:	1	1	1	1	7	0	2	2	1	4	0	1	0	0
24		Število pozitivnih izbir:	1	1	1	1	7	0	2	2	1	4	0	1	0	0
25																

7.11 Graphic display of sociograms

The **Graph** tab contains a module that will display a sociogram as a graph. Here, various ways of presenting a graph can be selected as well as printed out. Based on the survey results entered under the previous tab, two graphs will appear on this screen. The left shows the respondents relative to the number of positive or negative choices, arranged on concentric circles. The right graph is arranged quite freely. To improve the graphic presentation, respondents can be moved as required on both graphs.



7.11.1.1 Managing the graph

On starting the program, the group of positive and negative choices (top left) is set so as to display all links for all respondents and both sexes. We are usually interested in specific types of links, e.g. the first positive and first negative links. To show them on the graph, exclude the second and third links by clicking the relevant buttons.

To change the type of graph structure, for example to view only mutual choices, individuals or non-selected respondents rather than all of them, click the relevant button. If you press the **Individual** button, the selection box will ask you to choose the individual by selecting her or him from a drop-down list. The graph will only show the links relevant to the selected person.

The **Mutual choices** option displays only the respondents mutually nominated at the same level, whereas the **All mutuals** option displays all mutual choices regardless of the level of selection.

The display can also be changed with regard to gender. To show only female or male respondents, exclude the gender you do not wish to view by clicking the proper button.

If you are happy with the graph and want to print it out or use it in a report, click the "Print graph" button in the Printing section, select the preferred printer and start printing.

7.11.1.2 Saving graphs

Should you want to save one or both graphs as an image, press the relevant button on the right side of the tab. Before saving, you can make further changes to the layout of the respondents on the graph.

7.12 Sociometric classification

Finally, the **Sociometric classification** tab helps you calculate sociometric characteristics, display two-dimensional sociometric classification as a graph, and display sociometric indexes for individuals and the cohesion index for the group. All results can be exported as a pre-prepared report into Microsoft Word or Excel.

Vnos anketirancev

Anketa

Graf

Sociometrična klasifikacija

Vsi

Povprečni

Priljubljeni

Kontroverzni

Prezrti

Zavrjeni

Legenda

Izbira prikaza

Legenda

Shrani sliko sociometrične klasifikacije

Shrani poročilo kot MS Word dokument

Shrani poročilo kot MS Excel dokument

	Ime	Sociometrični indeks	Socialna preferenčnost	Socialni vpliv	Socialni status
Indeksi	Matej Uršič	1	0.45	0.72	Povprečen
	Marko Sever	0.95	-0.28	-0.01	Povprečen
	Miha Jerman	1.11	1.92	2.19	Kontroverzen
	Lovro Jereb	0.89	-1.02	-0.74	Zavrjen
	Slavko Majcen	1.16	-0.62	3.26	Kontroverzen
	Andrej Pušnik	0.95	1.35	-0.18	Priljubljen
Indeks kohezivnosti: 0.07	Tian Krajnc	0.95	-1.92	0.16	Zavrjen
	Maj Rupnik	1.05	-0.45	1.62	Kontroverzen
Indeks skupinske integracije: 0.14	Timotej Furlan	0.95	-0.28	-0.01	Povprečen
	Andraž Vidic	1.26	-0.79	4.9	Kontroverzen
Sociometrična klasifikacija	Klara Pavlin	0.84	-0.11	-1.65	Prezrt
	Sara Pečnik	0.95	-0.28	-0.01	Povprečen
	Anja Močnik	1	2.09	0.55	Priljubljen
	Anna Logar	0.84	-0.11	-1.65	Prezrt
	Mateja Jenko	0.89	0.62	-0.91	Povprečen
	Alja Lavrič	0.84	-0.11	-1.65	Prezrt
	Elena Kodrič	0.84	-0.11	-1.65	Prezrt
	Sandra Žižek	0.84	-0.11	-1.65	Prezrt
	Maja Ivančič	0.84	-0.11	-1.65	Prezrt
	Andreja Miklavčič	0.84	-0.11	-1.65	Prezrt

Clicking the button "Save sociometric classification image" will display an image of two-dimensional sociometric classification which can also be saved.



7.12.1 Exporting into Microsoft Office

The calculated matrices can be exported into the Microsoft Excel program. You can also generate a pre-prepared report in Microsoft Word. This report will contain additional data about your sociogram – the data you entered under the "Enter respondents" tab.

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Sociogram 5.0 - PŠ Lipoglav

Dokument vsebuje rezultate sociograma, ki je bil izveden 1.9.2014 v oddelku 1.b, kateremu razrednik je, Ocenjevalec Matjaž Novak si je pri izpolnjevanju sociograma zabeležil še naslednje ugotovitve: "Testni sociogram za namene testiranja uporabe programa".

Ime	Sociometrični indeks	Socialna preferenčnost	Socialni vpliv	Socialni status
Marko Sever	0.95	-0.28	-0.01	Povprečen
Miha Jerman	1.11	1.92	2.19	Kontroverzen
Lovro Jereb	0.89	-1.02	-0.74	Zavrnen
Slavko Majcen	1.16	-0.62	3.26	Kontroverzen
Andrej Pušnik	0.95	1.35	-0.18	Priljubljen
Tian Krainc	0.95	-1.92	0.16	Zavrnen
Maj Rupnik	1.05	-0.45	1.62	Kontroverzen
Timotej Furlan	0.95	-0.28	-0.01	Povprečen
Andraž Vidic	1.26	-0.79	4.9	Kontroverzen
Klara Pavlin	0.84	-0.11	-1.65	Prezrt
Sara Pečnik	0.95	-0.28	-0.01	Povprečen
Anja Močnik	1	2.09	0.55	Priljubljen
Anna Logar	0.84	-0.11	-1.65	Prezrt
Mateja Jenko	0.89	0.62	-0.91	Povprečen
Alja Lavrič	0.84	-0.11	-1.65	Prezrt
Elena Kodrič	0.84	-0.11	-1.65	Prezrt
Sandra Žižek	0.84	-0.11	-1.65	Prezrt
Maja Ivančič	0.84	-0.11	-1.65	Prezrt
Andreja Mikiavčič	0.84	-0.11	-1.65	Prezrt

8 Further assistance and information

For any assistance, further information or support please contact Mikro Graf Art d.o.o.

Basic company information.

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