Qualtrics Peer Report Survey Manual

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If you need help, please contact UU IT Services (its.ris@uu.nl) or visit Qualtrics Support.

[1] Thanks to Tessa Kaufman, Minke Krijnen en Lydia Laninga-Wijnen for useful suggestions.

1 CONTENTS

2 INTRODUCTION

This guide is intended to set up a Peer Report Survey in Qualtrics. It can be used to create a survey from scratch or by adapting the attached Peer Report Survey Template (which may be easier). The 'Using the Template' section (section 3) explains how the template can be loaded and made ready for use. Section 4 provides an explanation of the components of the Template. The template can also be edited. You can copy and remove questions, except for the ‘Determine respondent's name from reusable choices and authenticator (hidden)’ question (Q1), which is necessary for prohibiting self-nomination and providing good data analysis. This question cannot be *removed or moved*. You *can* remove demographics from or add them to the contact list.

If you want to create your own Peer Reports Survey from scratch (so without using the template), you can refer to Section 5. The fifth section explains how to load your own groups (5.1; e.g., pupils in a school class), how to create peer nomination questions (5.4) and peer rating questions (5.5), and how to filter answer options (5.2, 5.3, and 5.6). Section 5.2 describes how to prevent self-nominations (i.e., exclude the respondent themselves from the list of group members as answer options). Section 5.3 explains how to show only group members with certain demographic characteristics (e.g., a female respondent can only nominate or rate other female classmates). And section 5.6 delineates how to filter answer options based on the answers to earlier questions (e.g., it is possible to first ask to nominate group members and then ask a question about the nominated members only).

The ‘Data Processing’ section (6) describes the data processing of the Peer Report Survey. Finally, the Frequently Asked Questions (7) section addresses common questions.

If you are having trouble working with Qualtrics, refer to [Qualtrics Support](). You can find all questions on Qualtrics and the Survey Builder answered there. If you are having difficulties with the Peer Report Survey specifically, first refer to the Frequently Asked Questions (section 7) and else contact UU IT Services (its.ris@uu.nl).

3 Using the Template

3.1 Downloading the Template

1. Download the package from the UU IT manual website.
2. Unzip the package to a suitable location on your university's computer network.

The package contains several components:

- The latest version of this manual
- The 'Qualtrics Peer Report Survey Template.qsf' file, used to upload the questionnaire template into Qualtrics
- The 'ReusableChoiceListExampleFile.csv' file, used to upload an example list of group members (e.g., pupils in a class) into the template
- The 'ContactListExampleFile.csv' file, used to provide respondents with their own unique passwords needed to fill in the questionnaire. This file also contains a unique (fake) email address per respondent and may contain other custom information such as gender, highest degree, city, language, etc.
- The 'Create Reusable Choices.xlsm' file, used to automatically create or edit a Reusable Choices file based on a Contact List file
- The 'Data Analysis Template.xlsm' file, used to analyse the data once it has been collected

3.2 Importing the Template

1. Log into Qualtrics (for UU users: https://survey.uu.nl/, for users from other institutions: ask your IT service desk) and click *Create new project*
2. Under *Recents*, click *Survey*
3. In the right sidebar pop-up, click *Get started*

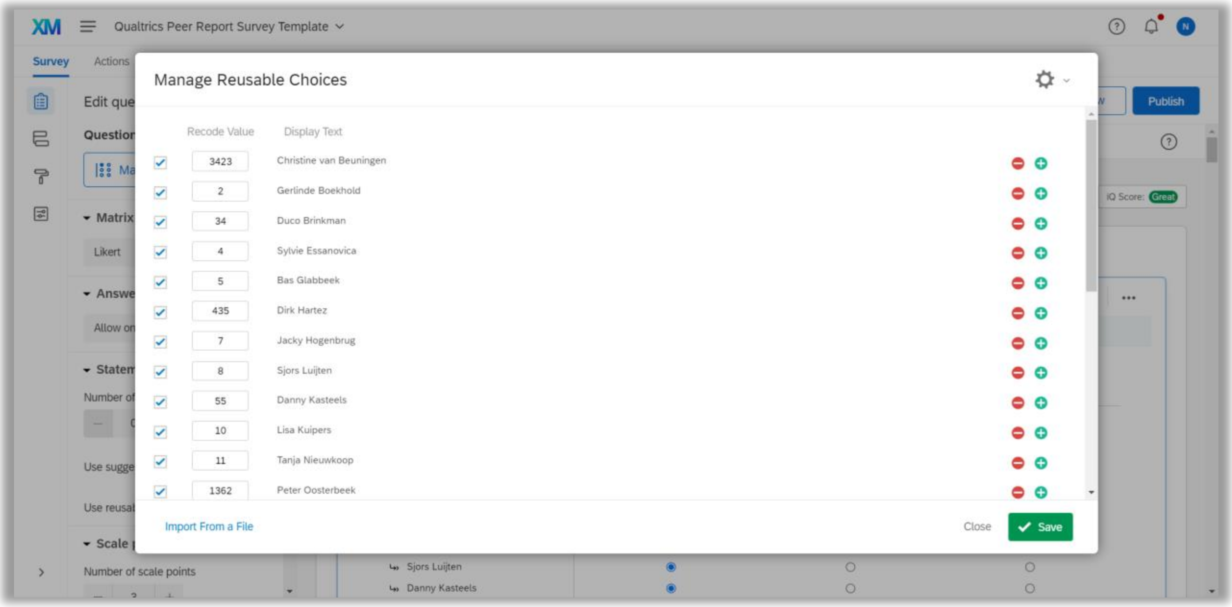
4. You are now on the *Catalog* screen:

5. Under *Name*, fill in a name for your survey
6. Under *How do you want to start your survey?*, select *Import a QSF file*
7. Click *Choose file*
8. Select the 'Qualtrics Peer Report Survey Template.qsf' file you downloaded in 3.1 and click *Open*
9. In the bottom right, click *Create project*. This will load the template into your Qualtrics Library

3.3 PREPARING THE TEMPLATE FOR USE

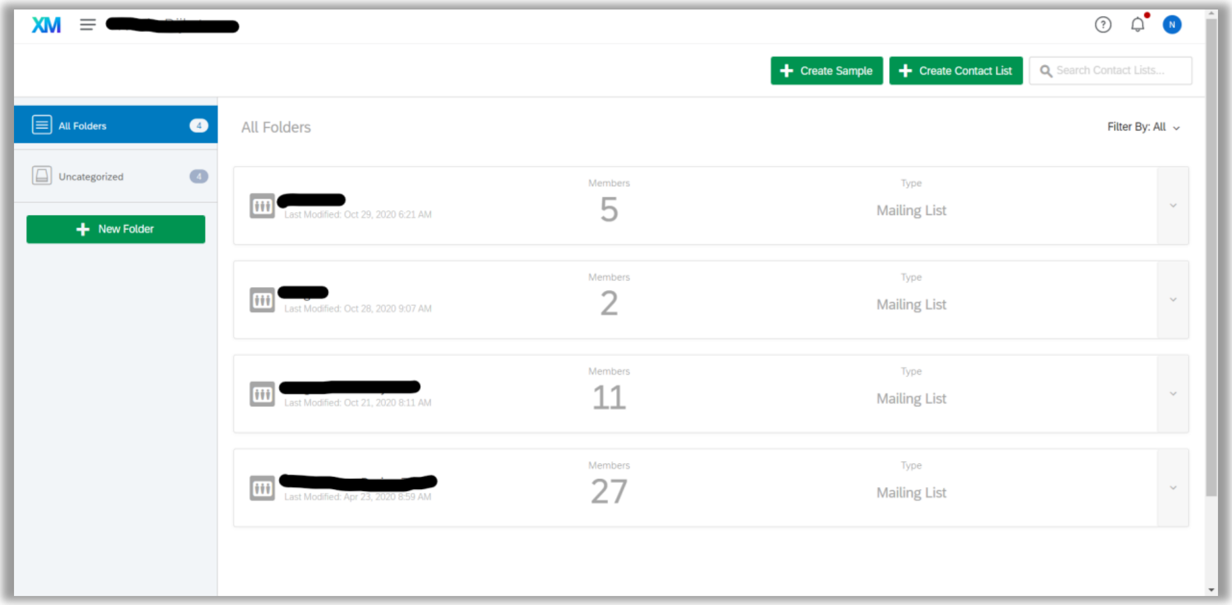
To try out the template, you will need to upload a list of group members that will be used as answer options for the peer report survey. To try this out, you can use the attached example list called "ReusableChoiceListExampleFile.csv" (for your own classes, you can create a new reusable choice list with a different name, as described in section 5.1).

1. In the Qualtrics Survey page, click *Tools*, and then click *Manage Reusable Choices*
2. In the pop-up screen that appears, click *Import From a File*
3. Click *Browse...*
4. Select the attached "ReusableChoiceListExampleFile.csv" file
5. If shown, tick *I understand that importing Reusable Choices from a file will overwrite my existing Reusable Choices*
6. Click *Import*, then *Close*, and then *Save*



In addition to determining the answer options in the survey, Qualtrics needs information about the respondents themselves so that each group member can log in with their own code and Qualtrics knows their demographics. For this, you will need to load in a separate list of the group, called a contact list. To try this out, you can use the attached file called “ContactListExampleFile.csv” (for your own classes, you can create a new contact list with a different name, as described in section 5.1).

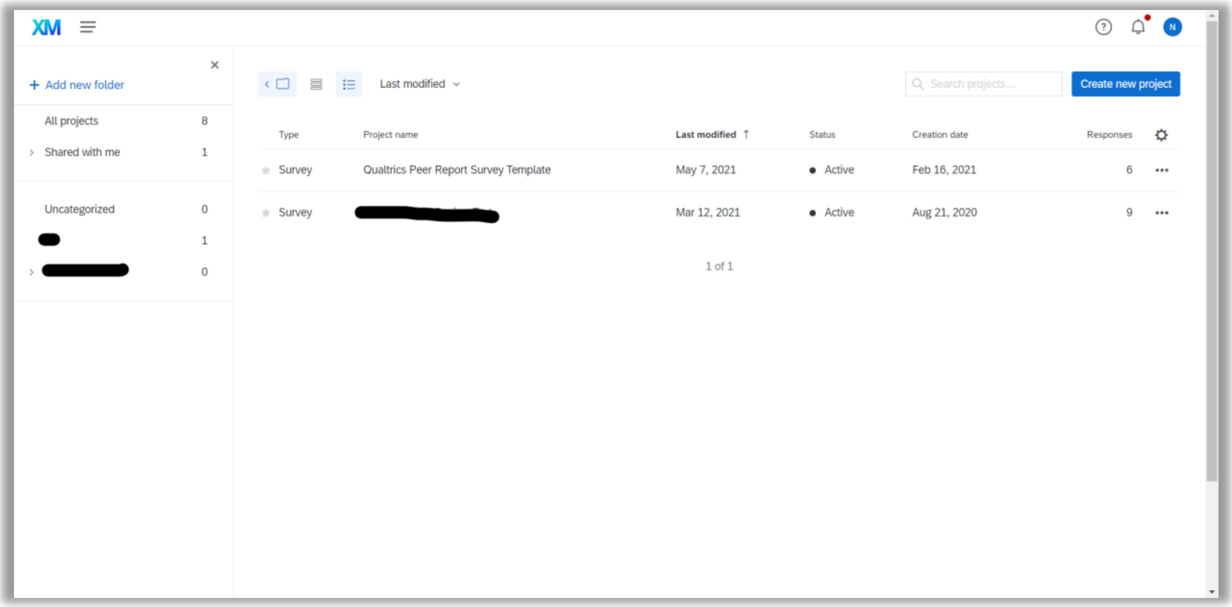
1. Click on the top-left *menu icon* 
2. Click on *Contacts*. This will lead you to the Qualtrics Contacts page:



3. Click *Create Contact List*
4. Type in a name of the group (e.g., of a school class). This will be the name of the contact list in your Qualtrics account
5. Select a folder in your Qualtrics account[2]
6. Click *Next*
7. Make sure that *Import from a File* is selected and click *Browse...*
8. Select the attached “ContactListExampleFile.csv” file or your own Contact list file
9. Click *Add Contacts* (the pop-up only shows the top 5 group members, but all group members will be added).

To let Qualtrics know who the current respondent is, you must set up an authentication step. This authentication allows respondents to log in with their name and a code, corresponding to the *ExternalDataReference* in the just uploaded contact list.

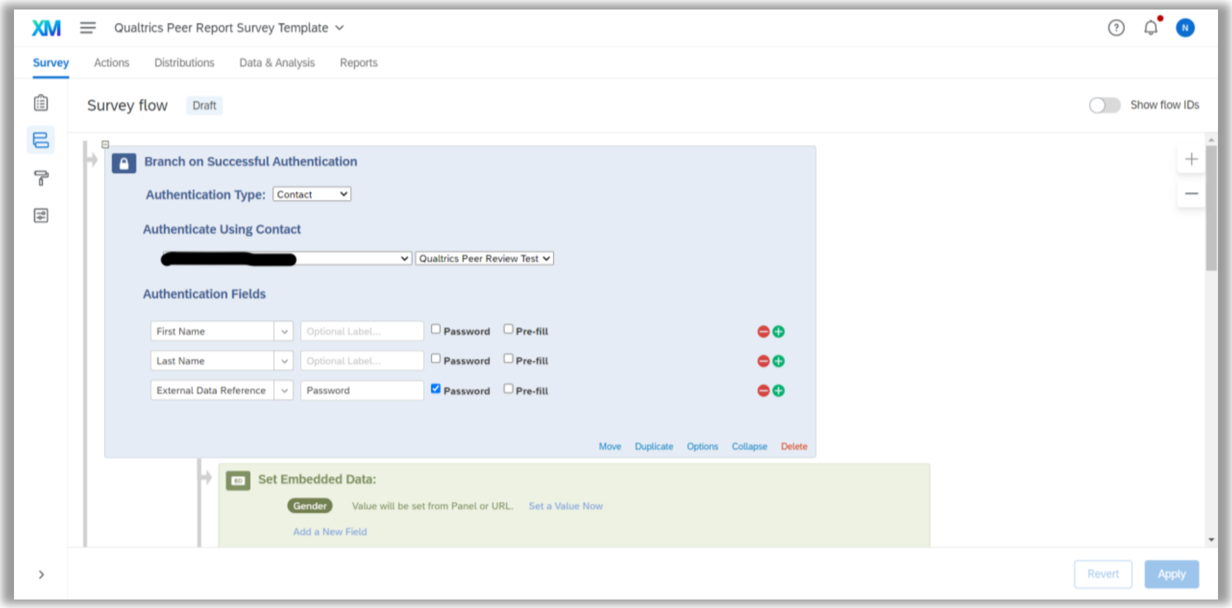
1. Click the top-left *menu icon* and then click *Projects* to return to your projects:



2. Choose the relevant survey by clicking on it

[2] If you have never created a folder in Qualtrics before, Qualtrics will only show you the default folder “uncategorized”. You can just select this option. Alternatively, if you would like to organize your contact lists into folders (for example: one folder per school, each containing separate contact lists per school class), you can follow the steps on Qualtrics Support.

3. Click the *Survey Flow icon*  in the left sidebar
4. Click *Add a New Element Here*
5. Click *Authenticator*
6. In the blue authenticator block, click *Move* and drag the block to the top of the survey flow, like so:

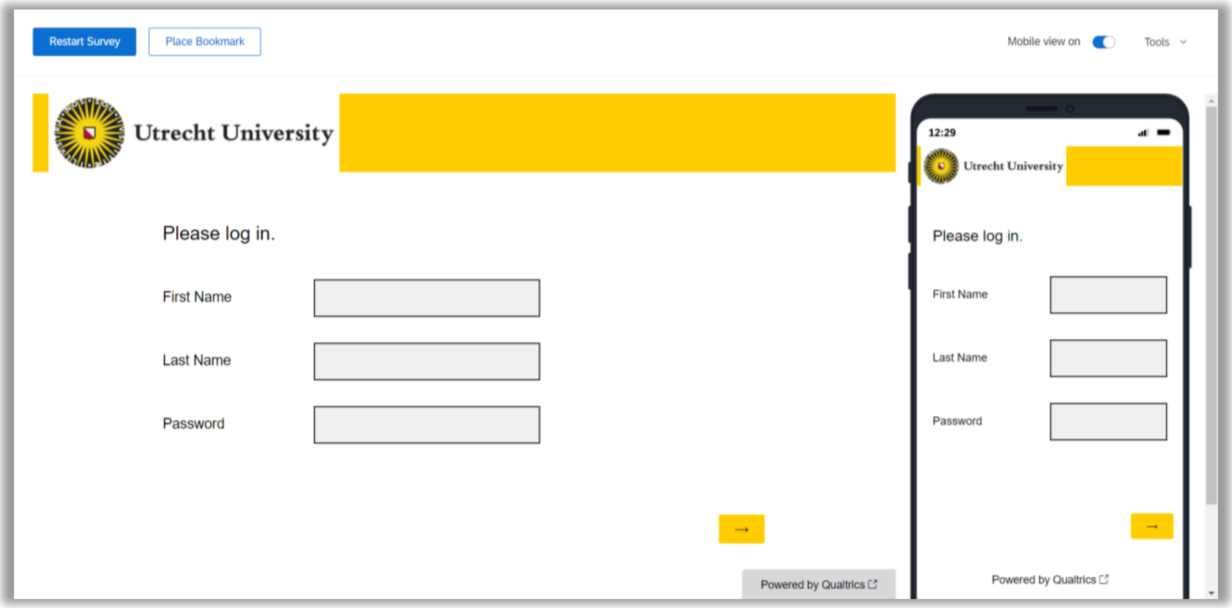


7. In the blue authenticator block, under *Authenticate Using Contact*, select the same Qualtrics folder as in step 5 of the previous steps, in which your Qualtrics contact list has been saved
8. Select the just created Contact list (for an explanation of the elements below the authenticator block, see section 4: Explanation of the Qualtrics Template)
9. Click *Apply* at the bottom right

10. Click the *Builder icon*  in the left sidebar

11. Click *Preview* at the top right to test the survey[3]:

[3] In the preview, you will see both a desktop view and a mobile view. After all, Qualtrics surveys can be answered both on laptops or desktops and on mobile phones. You will notice that the mobile view looks different: for instance, group members in a nomination question will be displayed as dropdowns, preventing the respondent to have an easy overview of previous answers. If you are planning to let respondents only answer on desktop and never on mobile phones, you can turn *Mobile view off* during the preview.



N.B.: When testing the survey: For the authenticator, fill in the first and last name of one of the contacts. As password, fill in the corresponding number mentioned in the "ContactListExampleFile.csv" file in the column "ExternalDataReference".

3.4 Editing the template

It is possible to edit the questions and responses in the template, change the response rules, and change the order of the questions. There is one exception: The questions used to filter based on demographic variables (e.g., to prevent self-nominations or to select peers of a certain gender), must be offered before all other questions. Specifically, the 'Determine respondent's name from reusable choices and authenticator (hidden)' question (Q1) has to be the first question of the survey. In the Template, these questions are in the Demographics block, which is the first block. The Template can be expanded by copying questions or by following the steps in section 5 of the manual. Section 5 is not required when using the template, but it may help you understand the mechanics of the template better.

If you are experiencing any difficulties, you can contact the UU FSW Tech Support (labs.fsw@uu.nl) or check the webpages of Qualtrics Support.

4 EXPLANATION OF THE QUALTRICS TEMPLATE

The attached Qualtrics Survey template consists of several sample questions that can be used to develop your own Peer-reports questionnaire. Below are the different types of questions explained.

1. Authentication
2. Peer nomination question
3. Peer rating question
4. Questions based on earlier peer nominations
5. Questions based on demographics

4.1 AUTHENTICATION

To check their identity, respondents must fill in their name and a unique password when entering the survey. This information is then used to answer the hidden questions for name and other demographics. These demographic questions are subsequently used to enable filtering, for example to prevent self-nomination or to allow for answering questions on classmates of the same gender or age.

4.2 PEER NOMINATION (WHICH CHILDREN IN YOUR CLASS …?)

Q4 in the Template is a peer nomination question. Peer nomination questions use the Matrix Table question type in Qualtrics. In a peer nomination question, respondents nominate the peers for which they think a certain statement holds. Respondents can nominate as many peers as they wish. Nominations are *not* mandatory (i.e., the respondent can answer ‘nobody’ by not nominating any group member). For more information about setting up this question yourself, see Peer Nomination Questions (5.4).

4.3 PEER RATINGS (HOW MUCH DO YOU LIKE …?)

Q5 in the Template is a peer rating question. As with peer nominations, peer rating questions use the Matrix Table question type in Qualtrics. A peer rating question asks respondents to rate each of their group members (e.g., classmates) on a scale in terms of a statement, for example how much they like this person. Rating all group members is mandatory.

4.4 Questions Based on Previous Nominations

Sometimes respondents are asked to first nominate group members and then to rate the nominated members. Q6 and Q7 of the Template deal with such a procedure. The peer nomination (Q6) is first performed. A respondent can nominate as many group members as they want, including none. Next, only a rating for the nominated group members is asked for (Q7). A rating for every nominated member is mandatory.

4.5 Questions based on demographics

The last three example questions of the Template (Q8, Q9, and Q10) filter group members based on demographic variables. In this example gender (male, female, and other). Respondents can choose from only same gender group members (i.e., other gender group members are not listed).

5 Setting up Peer Reports From Scratch

This section describes how instead of using the template, you can set up your own Peer Report Survey from scratch. The template was built following these steps, so if you complete the steps in this section, you can create your own (version of the) template. As mentioned before, this section is not necessary when working with the template: you can simply copy questions in the template and edit them to change the template.

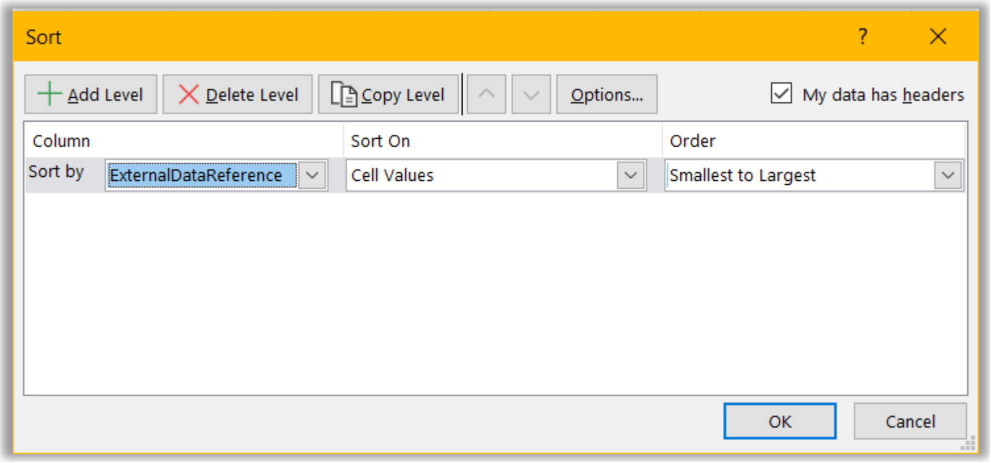
5.1 Creating Answer Options (by Uploading Groups)

To conduct a peer report survey, it is necessary to add the names of the group members (e.g., students in a school class) to Qualtrics so that these will appear as answer options for the questions (cf. 3.3). In order to do so, a list of group members can be uploaded to Qualtrics as *Reusable Choices*. To enable anonymization of the data, a unique ID (recode value) for every member in the group is required. Hence, the ID (recode value) functions as an index key. The ReusableChoiceList file is based on the ContactList file. That is, the names in the ReusableChoiceList file corresponds to the names in the ContactList file, and the IDs (recode values) in the ReusableChoiceList file are identical to the ExternalDataReferences in the ContactList file.[4] A new ReusableChoiceList file can be generated based on a ContactListFile

[4] Qualtrics uses different variable names for ID (recode value) and ExternalDataReference, although they refer to the same number.

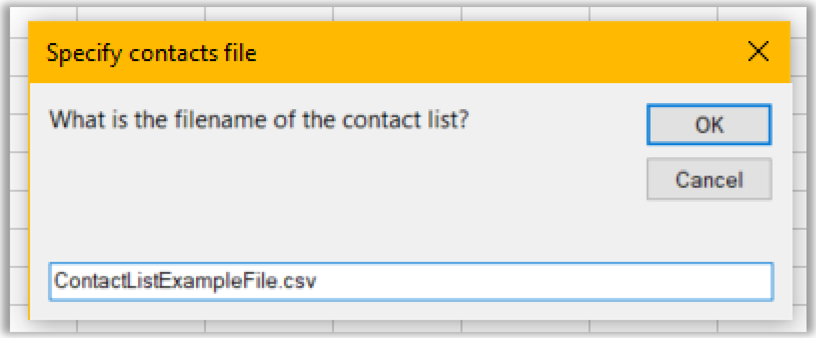
using the file Create Reusable Choices.xlsm. If there are multiple groups (e.g., multiple school classes), you may consider giving each respondent an overall unique ID (recode value) and ExternalDataReference. Note that IDs (recode value) and ExternalDataReferences should be numbers and that these numbers cannot start with a zero (or any non-numeric character).[5]

1. Edit the 'ContactListExampleFile.csv' file[6] by replacing the names, email addresses,[7] ExternalDataReferences (ID's) and other information (e.g., genders). You can also add variables (e.g., Age, Province, Function, Profession, Marital status, etc.)
2. You must now sort the file on the column "ExternalDataReference" (smallest to largest) so that the data analysis will display the group members in the correct order:
   a. Go to the *Data* tab in the ribbon, then click *Sort*
   b. For *Column*, select *ExternalDataReference*. For *Sort On*, select *Cell Values*. For *Order*, select *Smallest to Largest*. Your filter should now look like this:

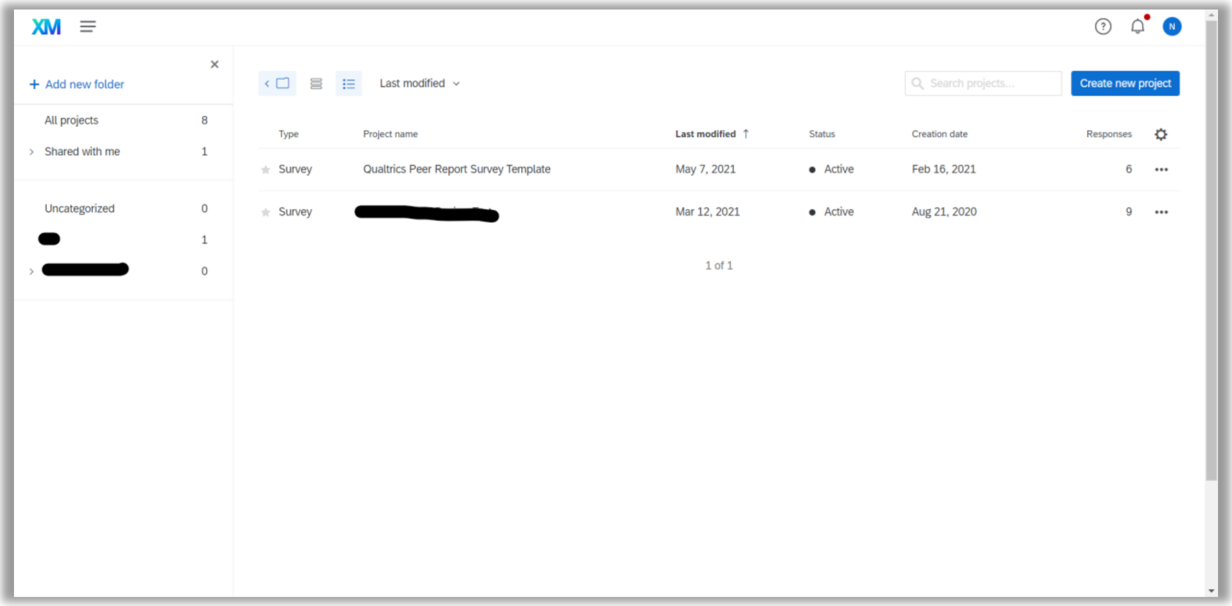


   c. Click *OK*
3. Save (under a different name, e.g. class name)
4. Create a corresponding Reusable Choices file by opening the 'Create Reusable Choices.xlsm' file and clicking on the 'Create Reusable Choices' button[8]
5. In the first dialog box, enter the name of the contact list file as saved in step 3 (make sure to include **.csv**), for example:

[5] E.g., the unique ID (recode value) and ExternalDataReference for the tenth student (10) of the second class (02) of the third school (3) could be '30210'.
[6] If the file does not open properly (for example, all the data is in one column), refer to the FAQ.
[7] If you use fake email addresses, there is no need to replace them. See the FAQ.
[8] The 'Create Reusable Choices.xlsm' file and Contact list saved in step 2 have to be in the same folder for this to work.

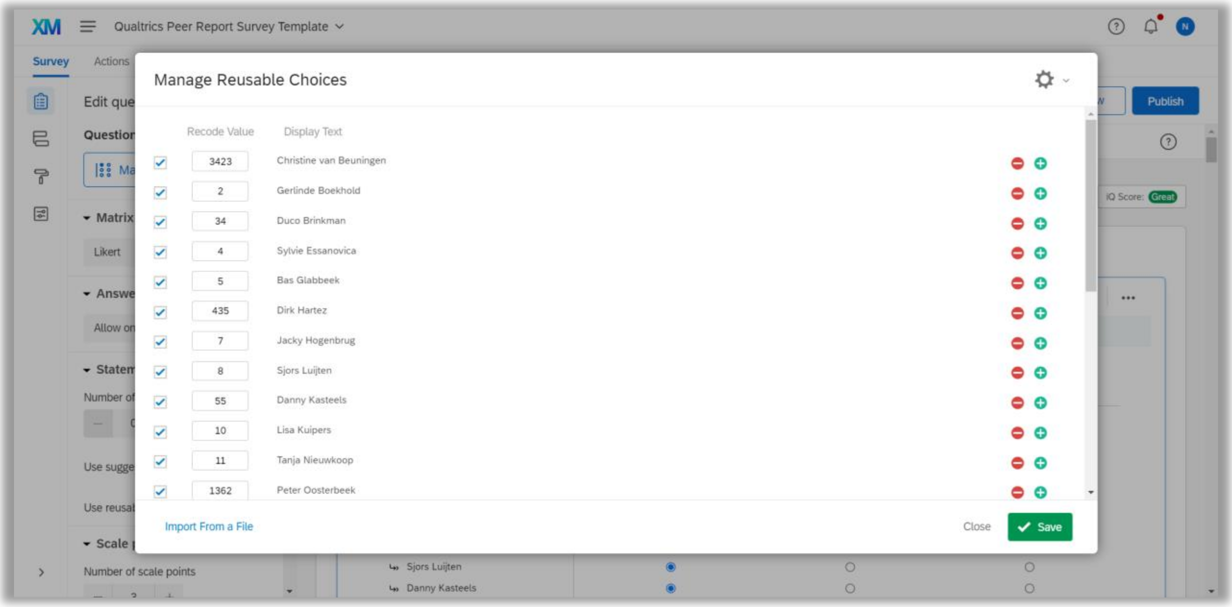


6. In the second dialog box, enter your desired name for the reusable choices file (make sure to include **.csv**)[9]
7. If you are asked whether you want to overwrite the existing file, click "yes"
8. Go to the Qualtrics *Survey* page:



9. Choose the relevant Survey by clicking on it
10. Click *Tools*, and then click *Manage Reusable Choices*

[9] If you have previously created a Reusable Choices file of the Contact list and you want to update it rather than create a new Reusable Choices file, make sure to fill in the name of the existing Reusable Choices file.



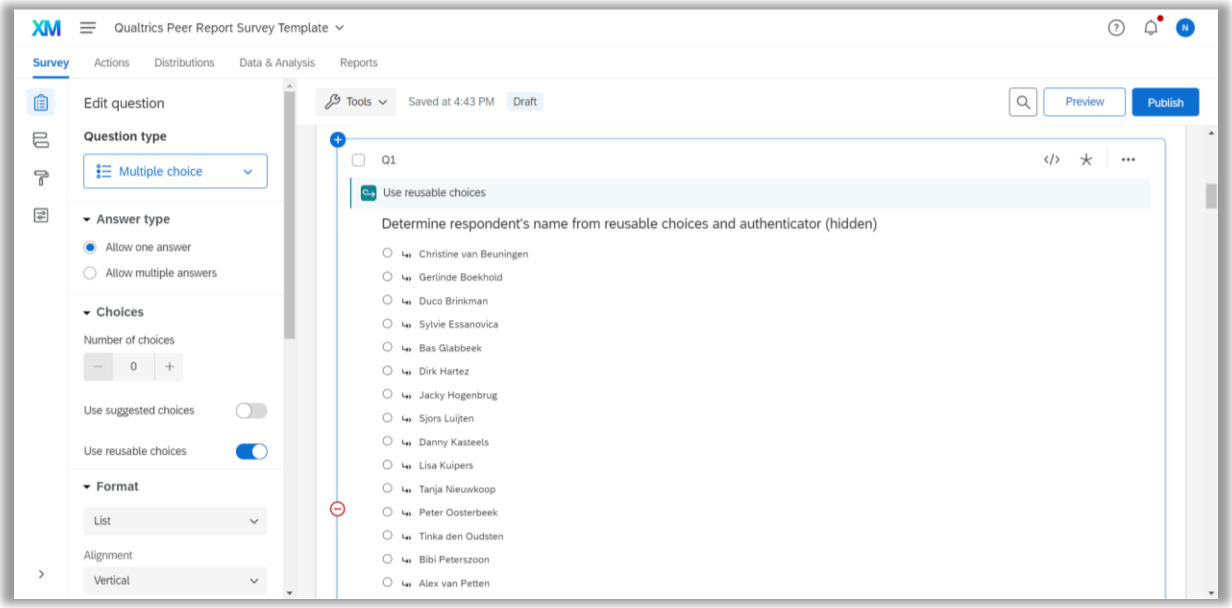
11. Select *Import From a File* in the pop-up screen
12. Click *Browse…* and select the Reusable Choices file you generated at step 7
13. If shown, select *I understand that importing Reusable Choices from a file will overwrite my existing Reusable Choices*
14. Click *Import*, *Close*, and *Save*. Please note that the genders listed are those of the example class of the Template. The actual genders will be added in 5.3

You can now use the reusable choices to add students to questions as answers, depending on the type of question. See the sections 'Peer nomination' and 'Rating'.

5.2 Prevent or Allow Self-nomination

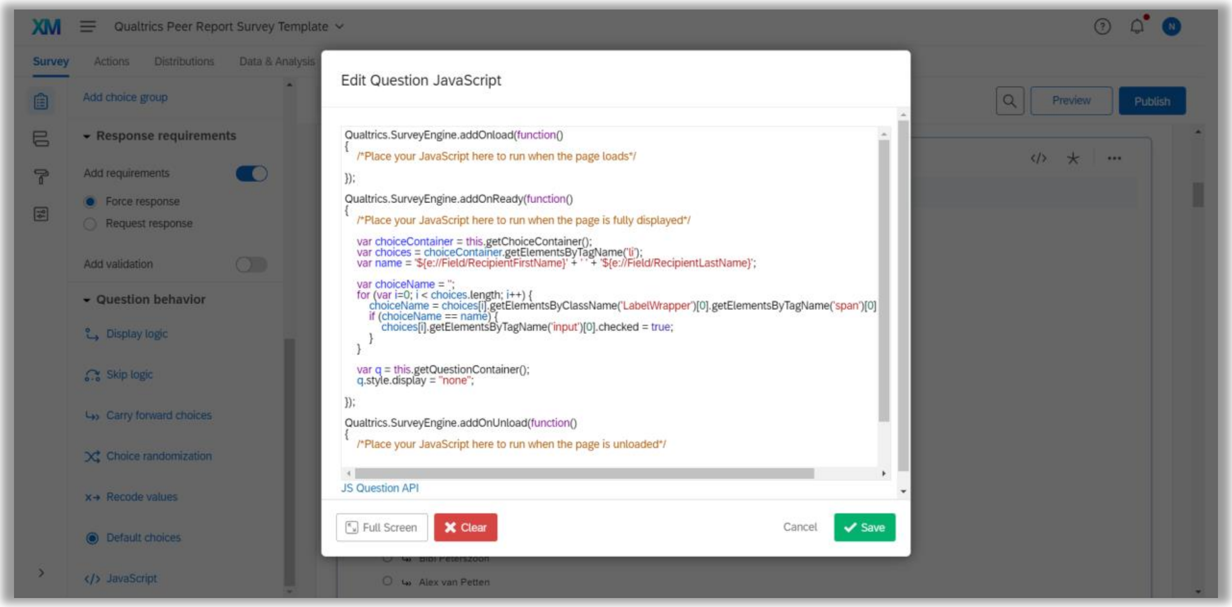
To prevent self-nomination, a question needs to be made filtering out a respondent's name based on the authenticator:

1. Click *Add new question* at the bottom of a block, or click the *plus sign*  at the bottom of a question. NB: This question has to be the first question of the survey in order for the data analysis to work properly.
2. Select *Multiple choice*
3. As question text, type: **Determine respondent's name from reusable choices and authenticator (hidden)** (see Q1 in the Template)
4. Add the answer options by setting *Number of choices* to 0 and selecting *Use Reusable Choices*



5. Click *JavaScript*
6. Replace the code by the following:

```
Qualtrics.SurveyEngine.addOnReady(function() {

var choiceContainer = this.getChoiceContainer();
	var choices = choiceContainer.getElementsByTagName('li');
	var name = '${e://Field/RecipientFirstName}' + ' ' +
'${e://Field/RecipientLastName}';

	var choiceName = '';
	for (var i=0; i < choices.length; i++) {
		choiceName =
	choices[i].getElementsByClassName('LabelWrapper')[0].getElementsByTagN
	ame('span')[0].innerHTML;
		if (choiceName == name) {
			choices[i].getElementsByTagName('input')[0].checked = true;
		}
	}

	var q = this.getQuestionContainer();
q.style.display = "none";

});
```



After the respondent logged in using the authenticator, their name can be filtered out of any of the following questions by selecting the ‘Determine respondent's name from reusable choices and authenticator (hidden)’ question from *Filter Reusable Choices* combined with *Hide* and *Selected Choices* (see 5.4 Peer Nomination Questions)

In order to allow self-nomination: simply do not use *Filter Reusable Choices* based on the ‘Determine respondent's name from reusable choices and authenticator (hidden)’ question.

5.3 Filter options on demographics

You can also create questions that depicts different answer options depending on the respondents’ and their group members’ demographics. Depending on the gender of the respondent, for example, respondents will see a nomination question for they can only nominate group members of the same gender.

5.3.1 Determine demographics of the respondent based on authentication

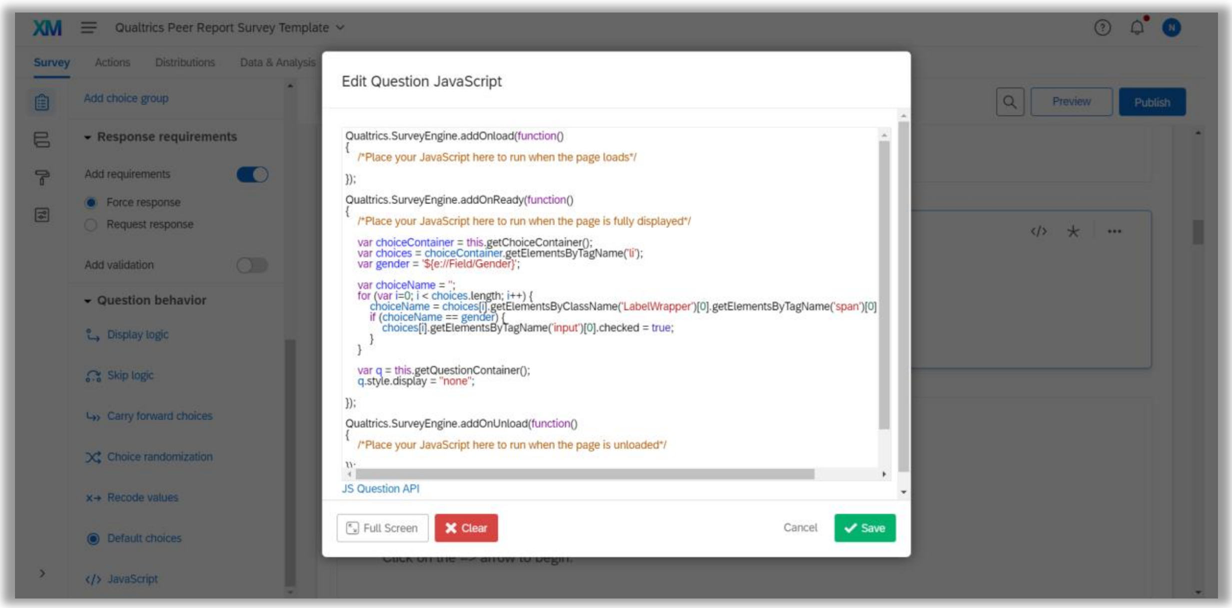
To allow respondents to only answer questions on group members with certain demographics such as a specific gender or age, you need information from the ContactListFile.csv (for all group members) and from the Authentication (for the specific respondent). A hidden question can then automatically fill out the respondent's gender based on the authenticator. To do so, take the following steps in the block Demographics:

1. Click *Add new question* at the bottom of a block, or click the *plus sign*  at the bottom of a question
2. Select *Multiple Choice*
3. As question text, type the desired ‘question’, for example: **Determine respondent's gender from authentication (hidden)** (see Template, Q2)
4. Add the answer options, for example: “female”, “male”, and “other”[10]
5. Click *JavaScript* in the left sidebar
6. Replace the code by the following[11]:

```
Qualtrics.SurveyEngine.addOnReady(function() {

var choiceContainer = this.getChoiceContainer();
        var choices = choiceContainer.getElementsByTagName('li');
        var gender = '${e://Field/Gender}';

        var choiceName = '';
        for (var i=0; i < choices.length; i++) {
                choiceName =
        choices[i].getElementsByClassName('LabelWrapper')[0].getElementsByTagN
        ame('span')[0].innerHTML;
                if (choiceName == gender) {
                        choices[i].getElementsByTagName('input')[0].checked = true;
                }
        }

        var q = this.getQuestionContainer();
q.style.display = "none";

});
```

[10] Other answer options such as “Jongen” and “Meisje” also work if you use these labels consistently. This means that these answer options should also correspond to the gender options in the column of the contact list.

[11] When you want to filter on different demographics than gender, you should replace the word “gender” in “var gender” and in “choiceName = gender” with your demographic. In addition, you should make sure that the last word in “${e://Field/Gender}” (in this case, “Gender”) is equal to the title of the column in your ContactListFile.csv file on which you want to filter.



7. Save

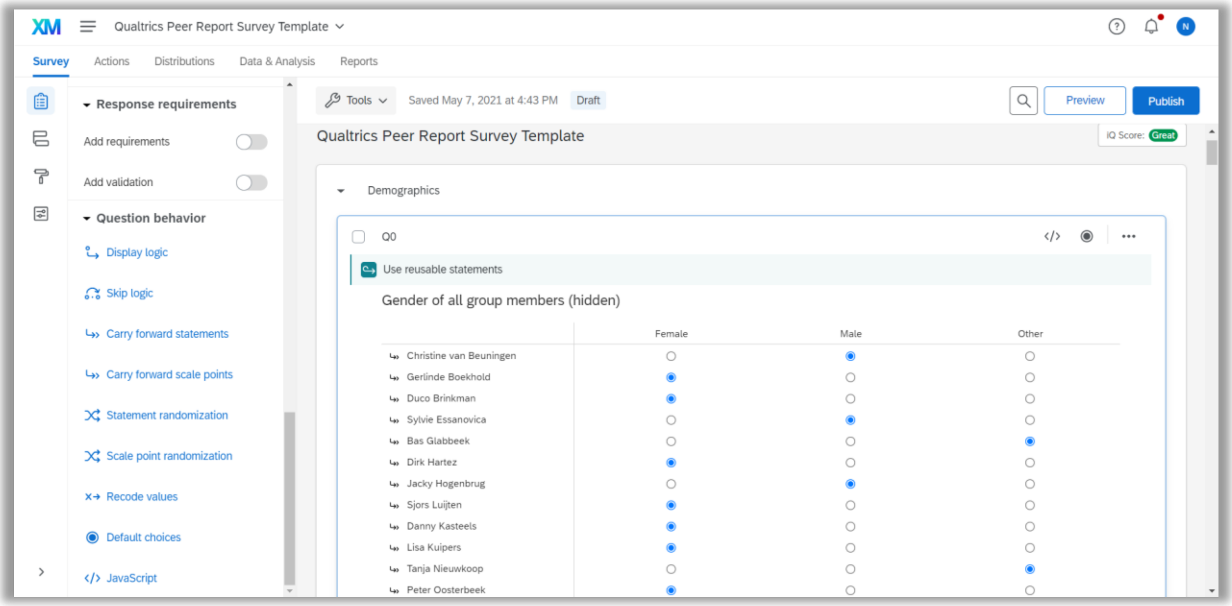
5.3.2 Manual selection of the demographics of all group members

We will now add a hidden question to note the genders of *all* the group members. A hidden question and manual selection for this is necessary since Qualtrics does not allow information of other contacts to be viewed in a survey (probably due to privacy reasons).

1. Click *Add new question* at the bottom of a block, or click the *plus sign*  at the bottom of a question
2. Select *Matrix Table*
3. In the left sidebar, set the following settings: *Answer type*: *Allow one answer*, *Number of Statements = 0, Use Reusable statements = ON*, *Format = Standard likert*
4. Type the desired question, for example: ‘Gender of all group members (hidden)’ (see Template, Q0).
5. Add the answer options, for example: “female”, “male”, and “other”. Make sure that the answer options are exactly the same as in the ‘Determine respondent's gender from authentication (hidden)’ question above
6. Click *Default Choices* in the left sidebar
7. In the pop-up window *Edit Default Choices* fill in the correct gender for each student (should correspond to the gender of the contacts in the contact list). Check and double

check, because after step 10 it is not possible anymore to edit the gender of the students.[12]

8. Click *Save;* the default answers should now show up in the question:



9. Click *JavaScript* in the left sidebar
10. Replace the code by the following:

```
Qualtrics.SurveyEngine.addOnReady(function() {
        var q = this.getQuestionContainer();
        q.style.display = "none";
});
```

This question enables us to filter based on demographics.

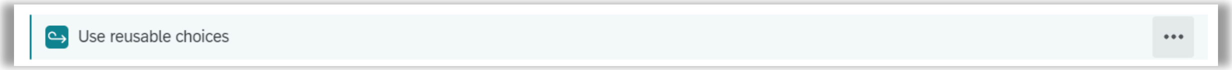
5.3.3 Creating peer nomination or rating questions with demographic filters

Lastly, we want to create peer nomination or rating questions that show different subsets of the answers based on hidden questions containing demographic variables. These hidden questions, we created in the last section, so now it is time to create the peer nomination or rating questions. To create multiple questions showing subsets of the answers based on demographics, follow these steps:

1. Create a regular question using reusable choices following the steps for Peer Nomination (5.4) (or copy an existing peer nomination question)

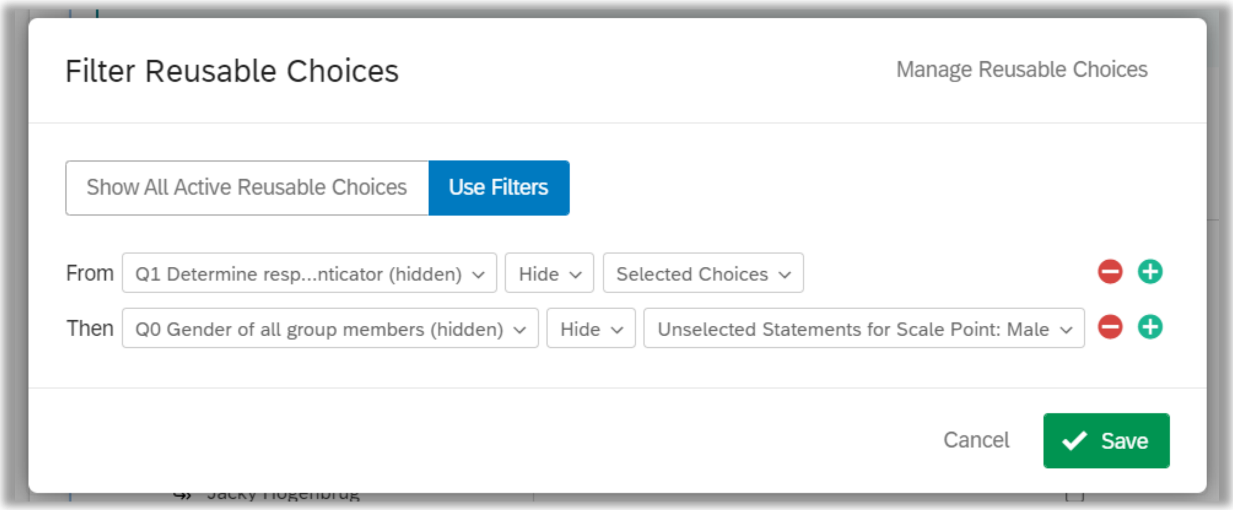
[12] If you made a mistake, please remove the code of step 10 and start again at step 6.

2. Click the three dots next to *Use Reusable Choices/Statements* (or, in case you copied an existing peer nomination question, the three dots next to *Filter Reusable Choices/Statements*).



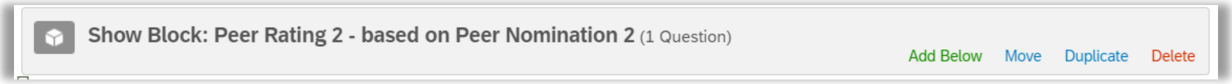
3. Click *Edit*
4. Click *Use Filters* (rather than *Show All Active Reusable Choices*)

   Click on the green plus sign to add an extra filter. The new filter consists of three fields:
5. Choose the relevant previous question, (e.g., "Gender of all group members (hidden)", see Template Q0)
6. Select *Hide*
7. Choose *Unselected Statements for Scale Point: [x]*, where x is the relevant value (e.g., Male). The filter could for example look like this:

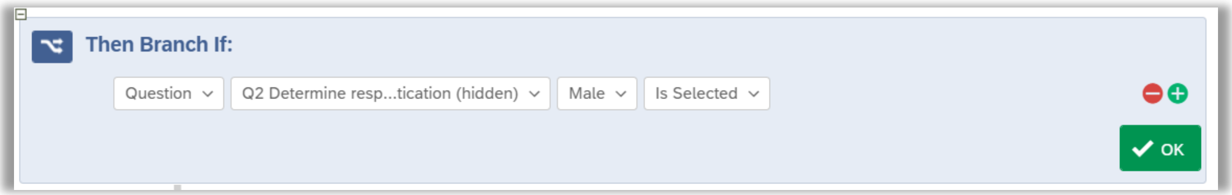


8. Click *Save*
9. Copy the question as many times as there are options for the demographic variable (i.e., to filter on gender, we would need 3 questions, since we have "female", "male", and "other")
10. For each of these questions, repeat steps 2 to 8. For step 7, select a different *[x]* for each question, until you have selected each answer value for one question (i.e., to create one question showing only female group members, one showing only male group members, and one only showing respondents of other genders)

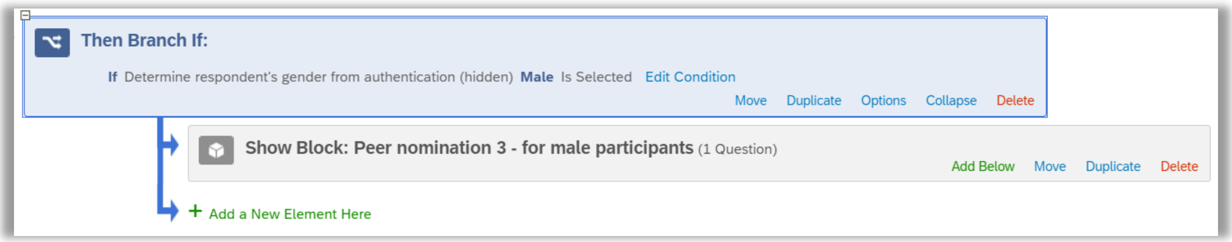
11. On the left edge of the *Survey* tab, click the *Survey Flow icon* 
12. Click *Add Below* on the question right above the filtered questions (make sure the filtered questions are after the hidden questions containing the demographic information about all group members and about the respondent). Note: if you want to add this kind of logic to your survey, make sure there is only one question in the block.



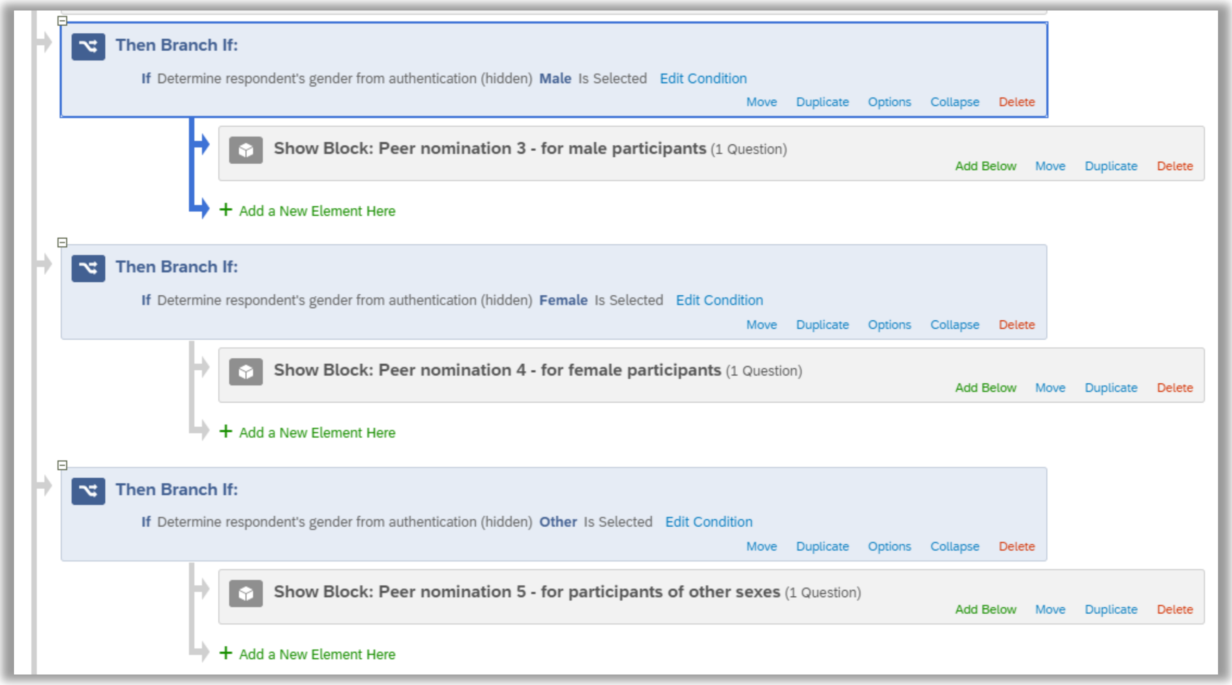
13. Click *Branch*
14. Click *Add a Condition*
15. Click *Select Question...*
16. Select the question determining the demographics of the respondent (e.g. “Determine respondent's gender from authentication (hidden)”, Q2 in the Template)
17. Click *Select Choice…*
18. Select one of the choices displayed, such as “male” (*Is Selected* automatically appears). Your filter could now look like this:



19. Click *Ok*
20. Click *Move* on the filtered question corresponding to the just selected choice (e.g. the filtered question only displaying male students)
21. Drag this question into the just created branch, like so:



22. Repeat steps 12 to 21 for each of the choice options (e.g., “female” and “other”). This part of your survey flow should now look similar to this:



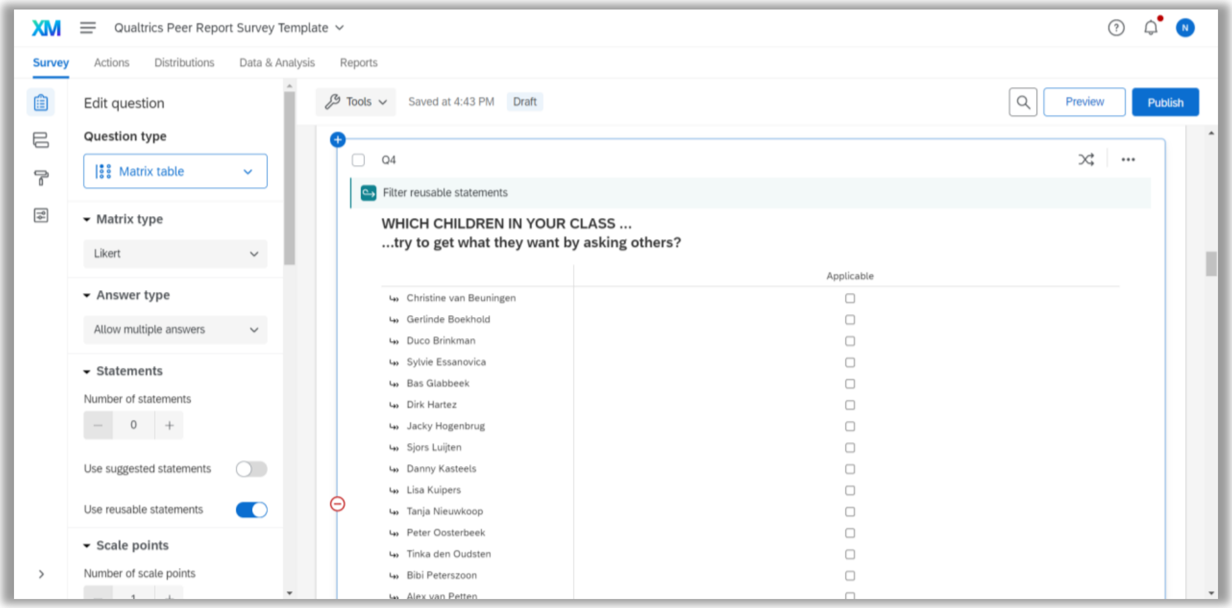
23. Click *Save Flow*

It is also possible to filter on multiple variables at once: simply repeat 5.3.1 and 5.3.2 for all the desired demographics, add extra filters in step 3 to 7 of 5.3.3 (and thus also extra questions in step 9 of 5.3.3, since there are more options with more demographics), and add multiple conditions to each branch in steps 11 to 22 of 5.3.3.

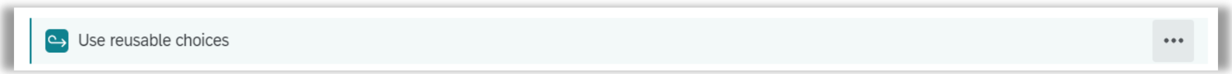
5.4 Peer Nomination Questions

A peer nomination question is created using a [*Matrix Table question type*]:

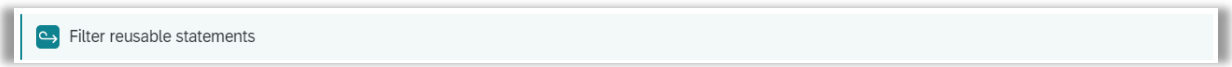
1. Click *Add new question* at the bottom of a block, or click the *plus sign*  at the bottom of a question
2. Select *Matrix Table*
3. Type the desired question
4. Set *Number of scale points* to **1** (‘applicable’ or ‘choice’ or ‘select’)
5. Set *Number of statements* to **0**
6. Under *Statements*, select *Use reusable statements*
7. Under *Answer type*, select *Allow multiple answers*



8. To randomize the order of the group members, click *Statement Randomization* in the left sidebar and then *Display answers in a random order*
9. To prevent self-nomination, you need the **Determine respondent's name from reusable choices and authenticator (hidden)** question (see 5.2 ‘Prevent or Allow Self-Nomination’) and take the next steps:
10. In the green *Use Reusable Choices/Statements* bar, select *Edit* by clicking on the three dots



11. Select *Use Filters*
12. Select the **Determine respondent's name from reusable choices and authenticator (hidden)** question, and then *Hide*, and *Selected Choices* in the dropdown menus
13. Click *Save*; the light green bar *Use Reusable Choices/Statements* is now called *Filter Reusable Choices/Statements*



5.5 Peer Rating Questions

A ‘peer rating’ question is also created using a *Matrix Table*. Follow the same steps as for peer nomination questions, but:

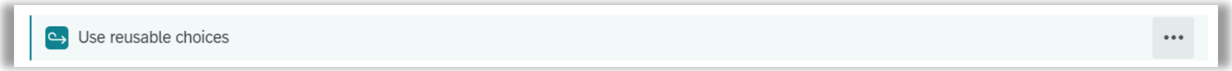
- Under *Answer type*, select *Allow one answer*

- Choose the desired *Number of scale points*, maybe by setting *Use suggested scale points* to **ON**
- Under *Response requirements*, set *Add requirements* to **ON** and select *Force Response*

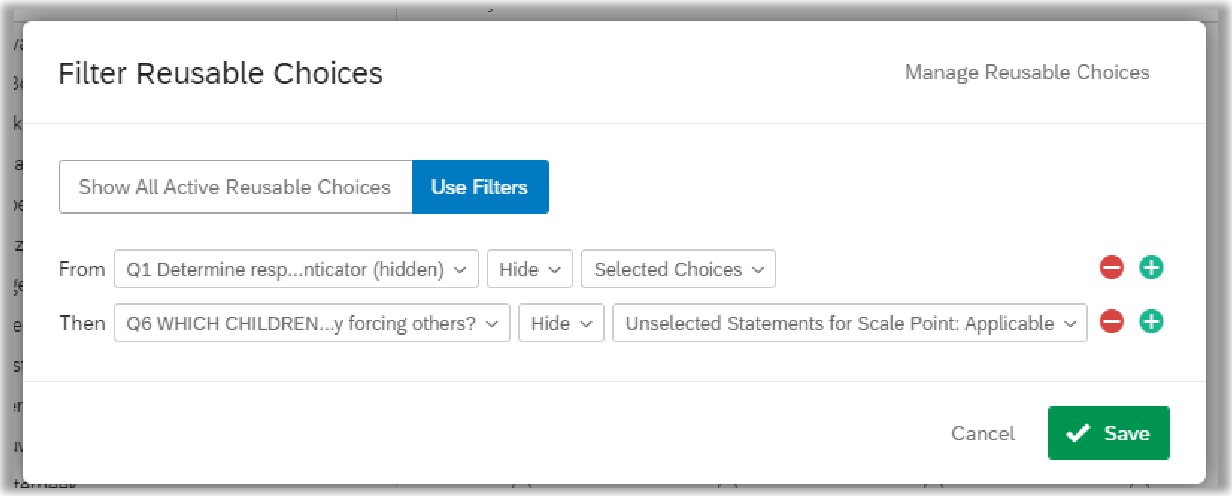
5.6 Selecting Answer Options Based on Earlier Questions

In the sections above, we already described preventing self-nominations (5.2 and 5.4) and filtering on the basis of demographic variables (5.3). This section describes another possibility for filtering, namely based on the answers to earlier questions. For example, it is possible to first ask to nominate group members and then ask a question on only the nominated members. In addition, it is possible to first nominate group members and then ask a question about each nominated group member: for this, also look at [Looping based on a question]() on Qualtrics Support. To filter *Reusable Choices*, here's what you can do:

1. Create a question or use an existing one. In the area of the question, click the three dots next to *Use Reusable Choices/Statements* or *Filter Reusable Choices/Statements*



2. Click *Edit*
3. Click *Use Filters*
4. Under *Choose Source…*, select the question on which you want to base the filter
5. Under *Show*, choose either *Show* or *Hide*, depending on your wishes
6. Under *Displayed Statements*, choose the desired criterium that determines the showing or hiding of answers (e.g., *Selected Statements for Scale Point: x*). Your filter could now look like this:



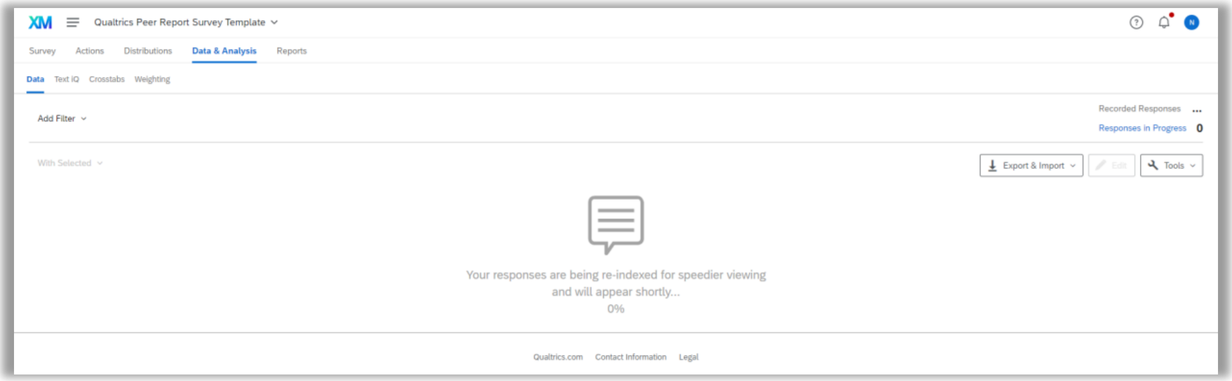
7. Click *Save*

6 Exporting and Analysing Data

6.1 Exporting Data

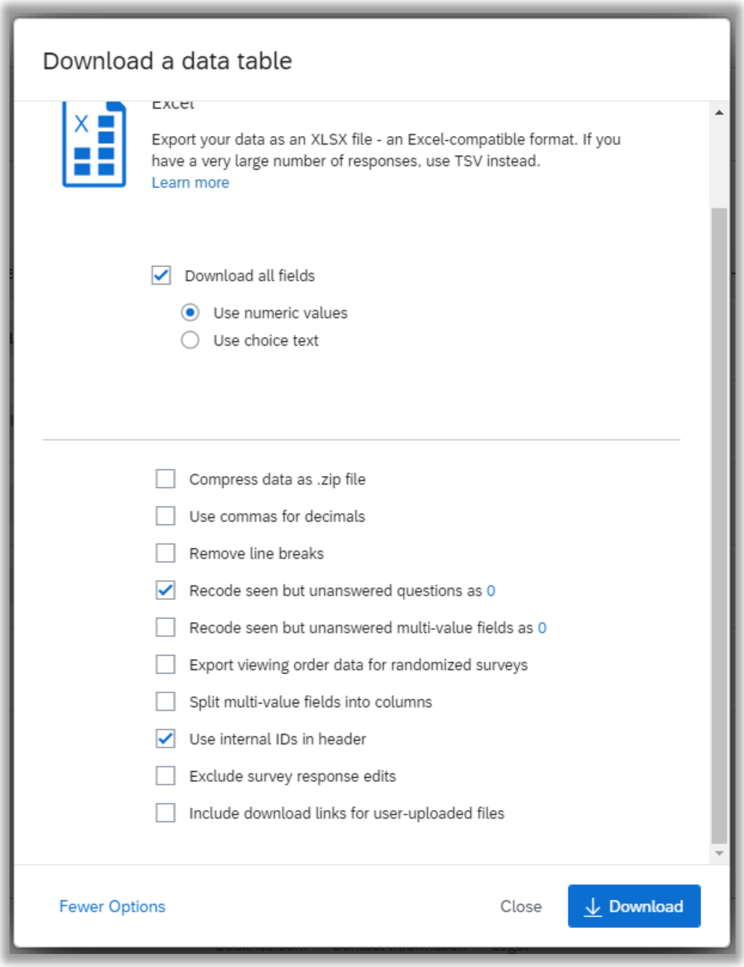
The data must be anonymised. Here's how to set up data exports:

1. Go to the tab *Data and Analysis* (via the menu at the top of the page). If you see *Your responses are being re-indexed for speedier viewing and will appear shortly…*, that is no problem.



2. In the drop-down on the right, *Export & Import*, click *Export Data…*
3. Open the tab *Excel*
4. Select *Use numeric values*
5. Click *More Options*
6. Select *Recode seen but unanswered questions as –99*
7. Change **–99** to **0**

8. Select *Use internal IDs in header*. Your settings should now look like this:



9. Click *Download*

6.2 Running the Data-Analysis

After the file has been exported, it can be prepared for data analysis using the 'Data_evaluation_template.xlsm' file. First, the macro removes the students' names and replaces them with the random ID (recode value). Each individual question is then copied to its own tab and a number of initial calculations are performed for each type of question (in-degree/out-degree, average rating). To do this, the following steps must be taken:

1. Open the downloaded data file
2. Open the attached file “Data Analysis Template.xlsm”
3. Copy all the data from the Excel data file to the first sheet of the XLSM file. There's already a *Run* button on the sheet: do not remove it

4. Make sure that the Reusable Choices file that you created in step 5 of section 5.1 is in the same folder on your computer or network as the “Data Analysis Template.xlsm” file
5. Make sure that the student identification question (i.e., ‘Determine respondent's name from reusable choices and authenticator (hidden)’, in the Demographic block of the Template) is the first question of the Excel Sheet after the metadata
6. Make sure that in the *Developer* tab of the Excel menu, *Design Mode* is off[13]
7. Click on the *Run Analysis* button on the first sheet
8. Fill in the name (including the **.csv**-extension) of your Reusable Choices file
9. Click *ok*

Now that the analysis is completed, the datafile no longer contains names of students, and each question is copied to its own sheet. In addition, each sheet’s first column contains the names of the nominators (even if they were not present, to balance the data matrices). On some of the questions, a preliminary data analysis has been performed: The peer nomination questions show in-degree (i.e., the number of group members who nominated the person) and out-degree (the number of classmates nominated by the person). The peer rating questions show the average of all ratings given by a nominator and given to a nominee.

6.3 REMOVING NON-ANONYMISED DATA

After the data is pre-analyzed, the final steps for anonymization of the data can take place. These steps are important to ensure full anonymization of the data.

1. Remove the Qualtrics data:
    a. On the page *Data & Analysis*, select *Tools, Delete data,* and then *All responses...*
    b. Select *Decrement all quotas for deleted responses*
    c. Select *I am sure I want to delete ALL x responses*
    d. Click *Delete ALL responses*
2. Remove class names list from Qualtrics:
    a. On the page *Survey*, select *Tools, Manage reusable choices*
    b. Under the CSV icon, click *Example*
    c. Click *Browse*

[13] If you do not see the Developer tab: Go to File, Options, Customize Ribbon, tick Developer in the right column.

   d. Select the just downloaded example file (it can probably be found in the Downloads folder of your computer)
   e. Select *I understand that importing Reusable Choices from a file will overwrite my existing Reusable Choices*
   f. Click *Import*
3. Remove contact list from Qualtrics:
   a. On the page *Contacts,* select the dropdown arrow on the right of the contact list
   b. Click *Delete...*
   c. Click *Delete*
4. Delete class names and contact list:
   a. Delete the “ReusableChoiceListExampleFile.csv” and “ContactListExampleFile.csv” files (containing your students and not the example students) from your computer to remove links between the random IDs and names of the students
5. Remove the unedited downloaded data file from your computer (probably from your *Downloads* folder)
6. Empty the bin of your computer

7 FREQUENTLY ASKED QUESTIONS

What happens if a participant withdraws from the study?

If a group member no longer participates (neither as nominator, nor as nominee), this group member must be removed from the Contact List File. A new Reusable Choices File can then be created following the steps in section 5.1. Subsequently, the altered contact list and reusable choices list should be uploaded in Qualtrics. Publishing the survey will then create an updated version without the removed group member.

Is it possible to import the Template into an existing survey?

It is *not* possible to load the template into an existing survey: When a .qsf file is imported, Qualtrics automatically creates a new survey. However, it is possible to add the peer report questions to an existing survey in the way explained in the manual. Another possibility is to add the questions of a survey to the peer report Template.

Is it possible to leave out the email addresses from the ContactListFile.csv?

Qualtrics recognizes contacts by their email addresses. It is therefore not possible to remove them from the list, but they do not have to be real mail addresses (the ones in the example are also fake). Other characteristics can be left out for Qualtrics, but then it is no longer possible to filter on them (like gender) or to use authentication (ExternalDataReference contains the password of every contact).

Is it possible to edit the template?

Yes, the template can be edited in many ways. You can add questions following the steps in this manual. In addition, you can remove any question except for the 'Determine respondent's name from reusable choices and authenticator (hidden)' question (Q1), which is necessary for prohibiting self-nomination and providing good data analysis. You can also remove demographics from the contact list, as answered in the question above.

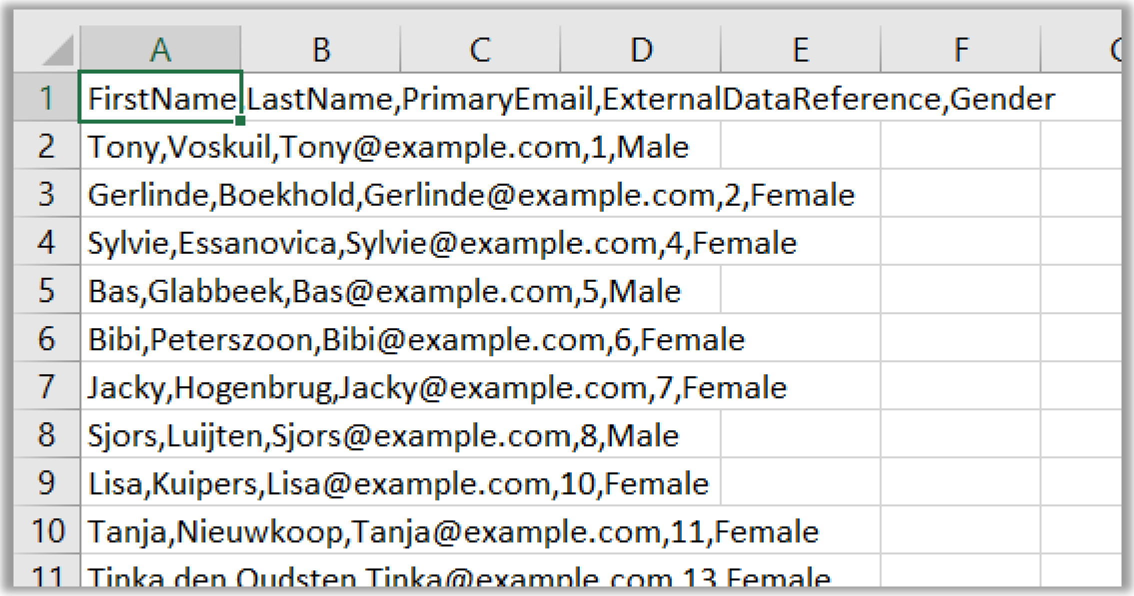
How can I edit the layout of the survey?

You can change the way the survey looks, for instance to reduce distance between checkboxes and statements, to change the font size of answer options, or to make any other alterations in terms of colours and so on. This can be done by clicking *Look & Feel* in the *Survey* tab (for more information, see Qualtrics Support). Here, basic settings can be changed. For more complex requests you can make custom changes with CSS.

I want to administer the survey to several groups. How do I proceed?

In the case of several groups (e.g., school classes) it is recommended to make a survey and a folder on your computer or your institution's network per group. You can copy an existing survey with peer reports (e.g., the survey you made using this Template) and save it under a different name (e.g., the name of the school class at hand). For each survey, you upload a different version of the Reusable Choice List containing the members of that particular group (e.g. each survey has a list of students of one class). In addition, each version should be connected to the contact list containing only those group members (meaning that you will also need a contact list per class). In the folder, you put the contact list and the reusable choice list for the group at hand (e.g., ContactListClass05.csv and ReusableChoiceListClass05.csv), a copy of the "Create Reusable Choices.xlsm" file, and a copy of the Data Analysis Template, "Data Analysis Template.xlsm". After administering the survey, you can do the analyses per group.

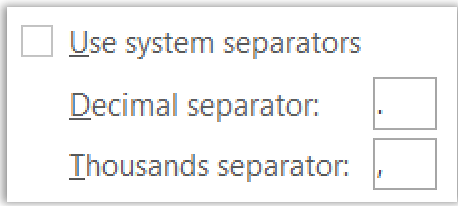
What if a CSV file does not open as expected?



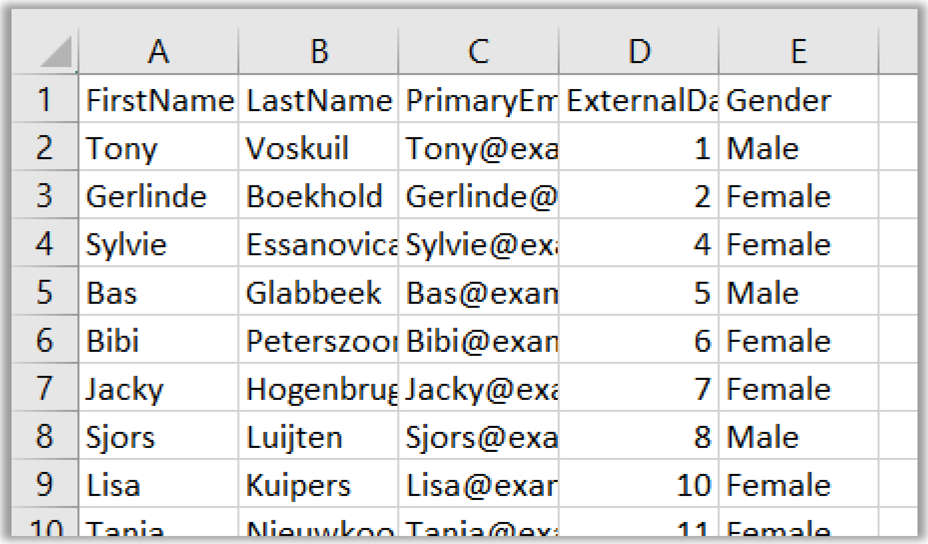
It could happen that any of the associated CSV files (‘ReusableChoiceListExampleFile.csv’ or ‘ContactListExampleFile.csv’) do not open properly in Microsoft Excel 365. The data may be in one column instead of divided across multiple, for instance. In this case, complete the following steps:

Windows:

1. Open Microsoft Excel 365
2. Click *File* in the menu bar
3. Click *Options* in the right bottom corner
4. Go to tab *Advanced*
5. Under *Editing options*, uncheck *Use system separators*
6. For *Decimal separator*, fill in **.** (period)
7. For *Thousands separator*, fill in **,** (comma)



8. Click *OK*
9. Open the CSV file (*File* -> *Open*). It should now display correctly and will be easier to edit.



	A	B	C	D	E
1	FirstName	LastName	PrimaryEm	ExternalDa	Gender
2	Tony	Voskuil	Tony@exa	1	Male
3	Gerlinde	Boekhold	Gerlinde@	2	Female
4	Sylvie	Essanovica	Sylvie@ex	4	Female
5	Bas	Glabbeek	Bas@exan	5	Male
6	Bibi	Peterszooi	Bibi@exan	6	Female
7	Jacky	Hogenbrug	Jacky@exa	7	Female
8	Sjors	Luijten	Sjors@exa	8	Male
9	Lisa	Kuipers	Lisa@exar	10	Female
10	Tania	Nieuwkoo	Tania@ex	11	Female

MacOS[14]*:*

1. Open Microsoft Excel 365
2. Click *File* in the menu bar
3. Click *Import*
4. Click *CSV*
5. Select the CSV file and click *Get Data*
6. As *Delimiter*, select *Comma*
7. ..
8. Click *Finish*

What if the data analysis does not run?

If the data analysis does not run, try the following things:

1. Try using a different computer. The Data Analysis will likely not run on a MacBook, so retry it on a Windows computer.
2. Make sure that the Data Analysis Template and the Reusable Choice List are in the same folder.
3. Check that the 'Determine respondent's name from reusable choices and authenticator (hidden)' is the first question after the metadata in the Data Analysis Template. Else,

[14] NB: It is recommended to use Windows instead of MacOS for the Peer Report Survey, since the data analysis will likely not work on MacOS. However, you might create the survey on a MacOS computer and do the data analysis on a Windows computer.

make sure that all the metadata comes before this question and move all other questions to after the name question.

4. Check that the first row of the Data Analysis Template contains question labels such as ‘Q0, Q1, Q2_A, Q2_B, 1_Q3, 2_Q3’, etc. If this is not the case, change the labels of the questions in the survey editor by following these steps. Then, redownload the data following the steps in section 6.1.
5. If none of the above solutions work, contact UU IT Services (its.ris@uu.nl).