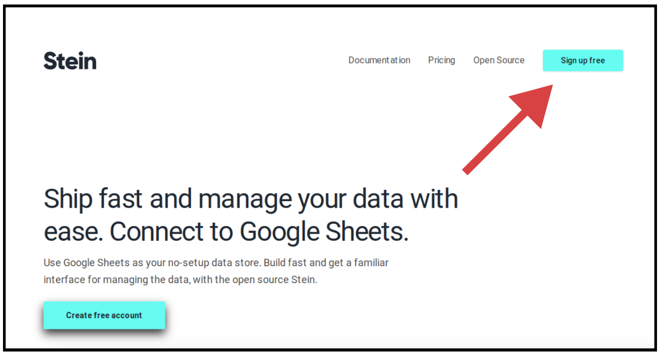
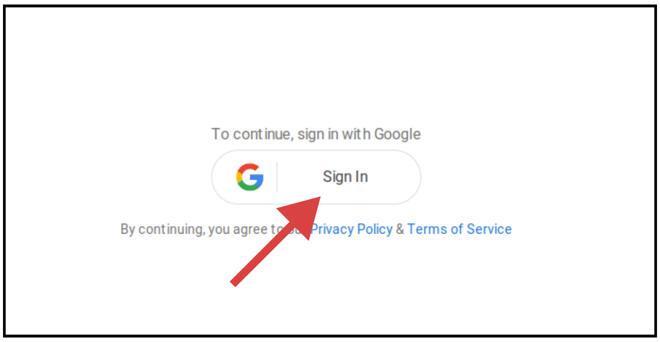
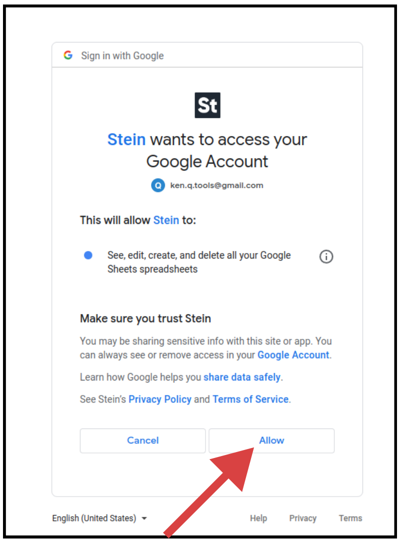
# Set Up Google Sheets as a Database with the Stein Web App




1. Go to the Stein web site and click on the "Sign up free" button

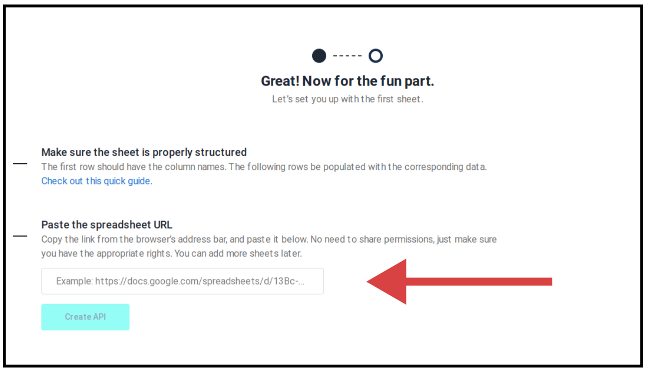



2. Sign in with your Google Account

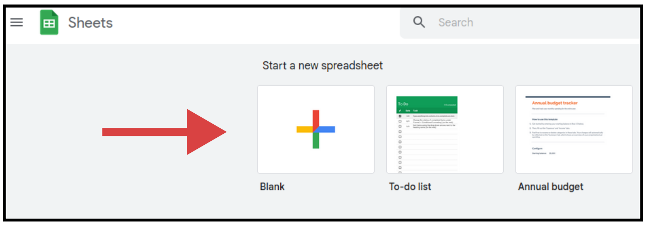



3. Allow Stein to access your Google Sheets

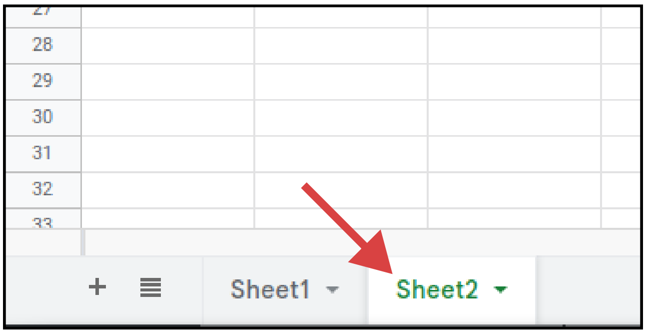

4. Fill out the survey form



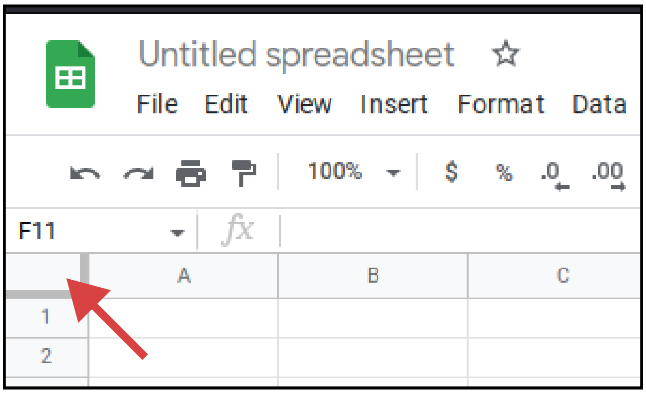

5. Stein is now ready to input the Google sheet url



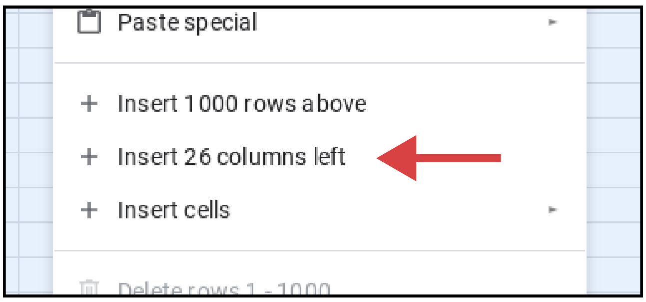

6. Go to your Google account and create a new sheet



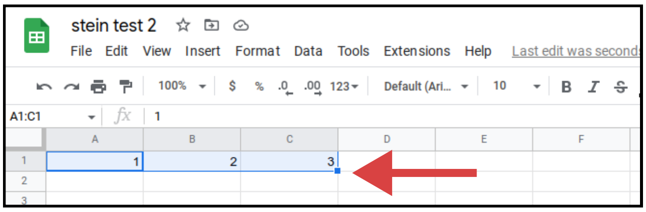

7. **IMPORTANT** - create another sheet so that you have “Sheet1” and “Sheet2” **DO NOT CHANGE THE NAMES OF THE SHEETS**



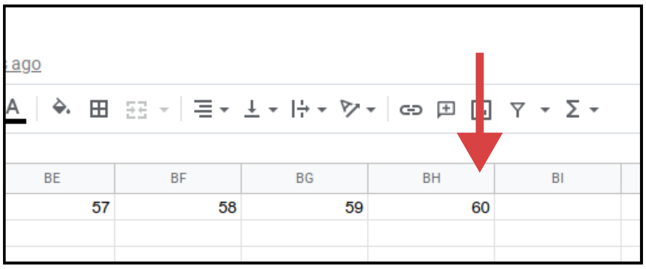

8. Click on the Sheet1 tab to begin formatting. A new Google Sheet has only 26 columns so you need to add more columns. First select all of the current columns by clicking on the top left header cell.




9. Next, put the cursor over the selected columns and right click. In the context menu, click on “Insert 26 columns left”. The sheet will now have 52 columns. If you have a large project with many survey questions, repeat this process to a dd more columns.




10. Once the columns are set, you need to add a numbered header row. Starting in the first three cells, type 1, 2, 3. Then click on the small blue square and drag to the right. This will auto input numbers into the cells.




11. Continue to drag to the right until you have more numbers than you need. Each project will be different, depending on the number and type of questions in the survey after the Q sort. <u>You need more numbered columns than response items</u>.

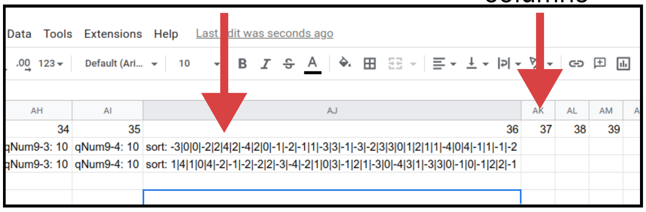
If your EQ web sort project has more participant response items than the numbered columns in this Google Sheet, those excess data will be dropped and not recorded in the Sheet.

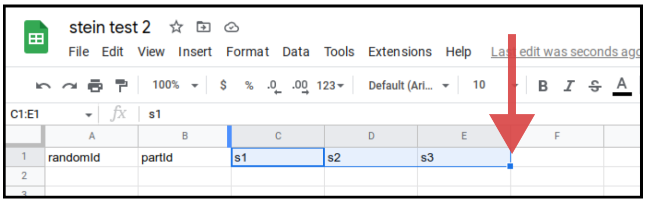
Therefore, it is important to test your setup before you start your research to confirm that you have **more numbered columns than response items**.

Example Sheet with Test Responses

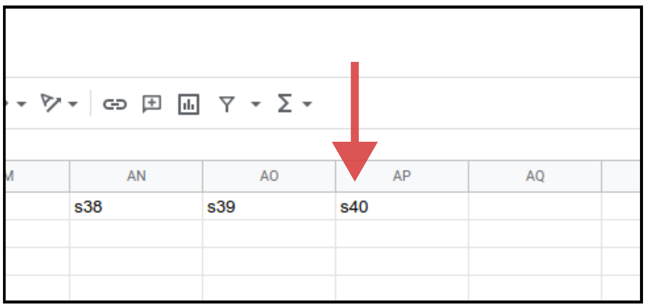
Last response item

Extra numbered columns

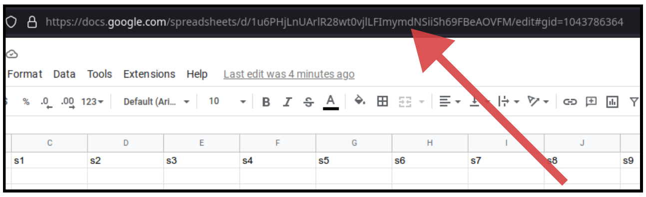


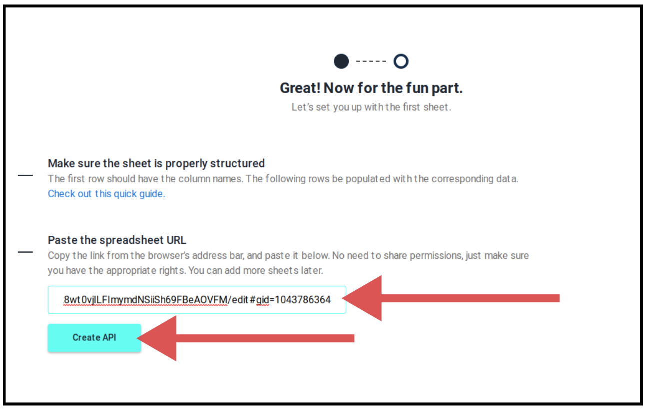

12. Next, click on the Sheet2 tab and begin setting up the second sheet. On this sheet the participant Q sorts will be recorded. First, add more columns in the same fashion as you did for Sheet1. Then, in cell A1, input “randomId” and in cell B1 input “partId”. Then, in C1, C2, and C3 input “s1”, “s2”, and “s3”. Click on the blue square and drag to the right.



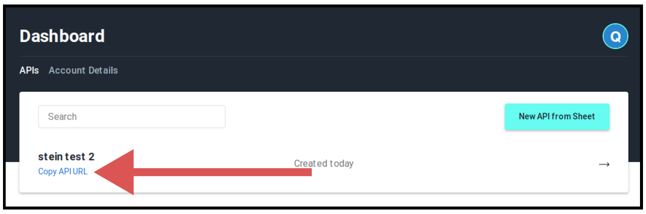

13. Continue to drag to the right until you have <u>more labeled columns than statements in your project</u>.




14. The sheet setup is now complete. Next copy the sheet URL




15. Go back to Stein, paste the sheet URL into the form and click the “Create API” button.




16. Finally, click the “Copy API URL” link and paste the link into the config.xml setup box in Section 2 of the Configurator and save the file to your project’s settings folder.

Your Google Sheet is now ready to receive data from your project.