**Enter data from a questionnaire, Example 1: Single response**

We’re going to have a look at entering data from a single response question from a questionnaire. So let’s have a look at an example. The question is Which of these best describes you? And the participant is instructed to tick one, so that makes it single response. They’re either a staff, student or visitor. Now when you have a single response, it means that each of those questions is a variable by itself. So I would label this question one on my questionnaire if it was the first question and I would make it a variable in SPSS. I would also need to code my responses because they are words and SPSS is for quantative data. So I can number it 1, 2, 3. It doesn’t really matter what order because the data isn’t ranked in any way. So let’s have a look at how we can enter this data. I always have a participant id column, and this is just an example of say five participants. I’ve named my variables ‘Role’ because it is their role or position at the University, and I’ve entered the participants’ responses. Now I want to code them with 1s, 2s and 3s, so I’ve got my code and when I go to enter my data in SPSS, I would only enter my codes.

So let’s have a look at how we can do this in SPSS. I want to go to my variable view tab first, type in the name of my variable. I’m going to call it ‘Role’. Remember you cannot have any spaces, special characters and it has to start with a letter. I’m going to leave numeric and the width and go straight to decimal places. As you saw from the data there are no decimal places, so I’m going to change that to zero. And put participant….participant role university. Now this variable is categorical and I have coded it which means I need to put in value labels. My first value, I’ve coded is Staff, 2 is the code for Student, and 3 is the code for Visitor. Then click ‘okay’. Make sure to click ‘add’ after each one. I’m not going to code my missing data. If I have anything missing I’m going to leave it blank for now. The column width I’m going to leave, and the alignment. Now the measure is at scale, ordinal or nominal. Now, this is categorical data so that means it’s either ordinal or nominal and since categories cannot be ranked in any meaningful way it should be nominal. Let’s go to our data view and enter the data that we had. So, our first participant put a 1, 2, 2, 3, 1. Now remember, you can use your value labels button here to toggle between seeing your value labels and your actual codes. So that’s how we would code, enter and define a single response question from a questionnaire. That’s a question where a participant could only choose one option. Remember to code your data first before you enter SPSS.

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