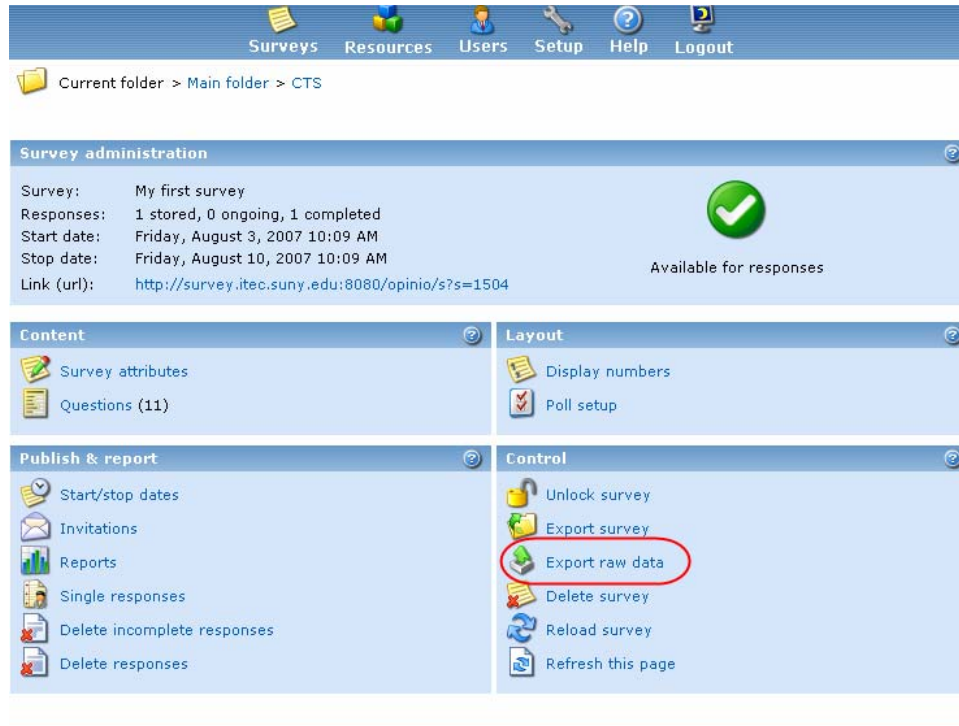


Export Raw Data

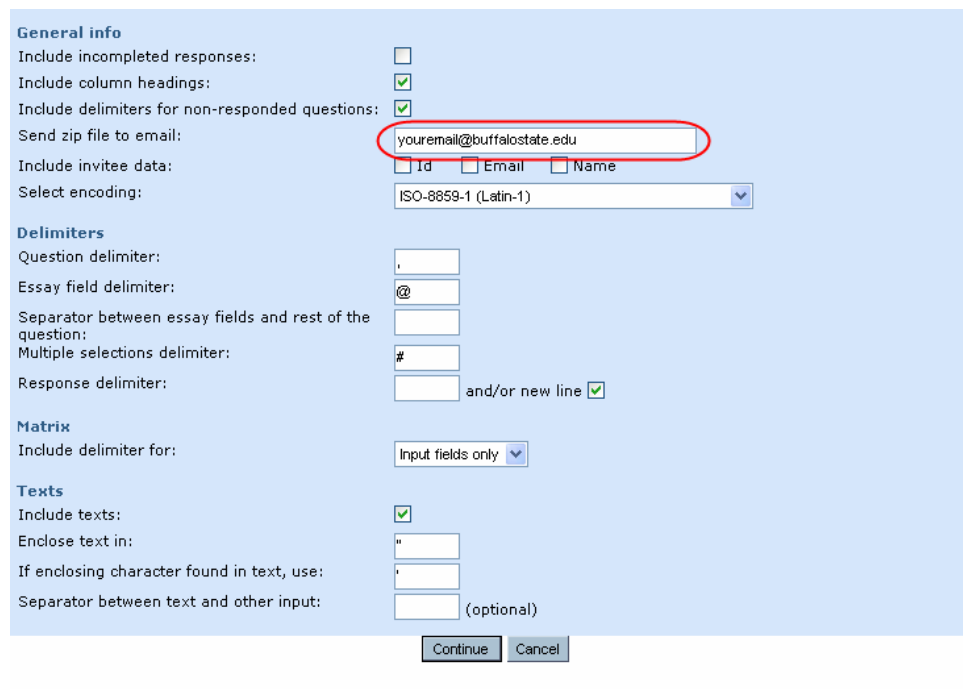
1. Login to Opinio and open the survey administration page
2. Select Export Raw Data



The screenshot shows the Opinio survey administration interface. At the top, there is a navigation bar with links for Surveys, Resources, Users, Setup, Help, and Logout. Below this, a breadcrumb trail indicates the current folder is 'Main folder > CTS'. The main content area is divided into several panels:

- Survey administration:** Displays survey details for 'My first survey', including 1 stored response, start and stop dates (Friday, August 3, 2007 10:09 AM), and a link to the survey.
- Content:** Lists 'Survey attributes' and 'Questions (11)'.
- Layout:** Includes options for 'Display numbers' and 'Poll setup'.
- Publish & report:** Contains options for 'Start/stop dates', 'Invitations', 'Reports', 'Single responses', 'Delete incomplete responses', and 'Delete responses'.
- Control:** Contains options for 'Unlock survey', 'Export survey', 'Export raw data' (circled in red), 'Delete survey', 'Reload survey', and 'Refresh this page'.

3. Under General Info, enter export settings including the email address you would like to send the raw data to. Most settings will be automatically preset. Click on Continue.



The screenshot shows the 'General info' settings page in Opinio. The 'Send zip file to email:' field is circled in red, containing the email address 'youremail@buffalostate.edu'. Other settings include:

- General info:**
 - Include incompleated responses:
 - Include column headings:
 - Include delimiters for non-responded questions:
 - Send zip file to email:
 - Include invitee data: Id Email Name
 - Select encoding: ISO-8859-1 (Latin-1)
- Delimiters:**
 - Question delimiter: ,
 - Essay field delimiter: @
 - Separator between essay fields and rest of the question: [empty]
 - Multiple selections delimiter: #
 - Response delimiter: [empty] and/or new line
- Matrix:**
 - Include delimiter for: Input fields only
- Texts:**
 - Include texts:
 - Enclose text in: " [empty]
 - If enclosing character found in text, use: ' [empty]
 - Separator between text and other input: [empty] (optional)

Buttons for 'Continue' and 'Cancel' are located at the bottom of the form.

- Select all the questions you would like to have included in the exported data and click on Export Data.

Current folder > Main folder > CTS

Survey: My first survey

Data export

Select all the questions you would like to have included in the exported data.

Select all questions

What is your name?

How old are you?

Do you have a computer at home?

Do you have a computer at work?

What operating system do you have installed on your home computer?


What operating system do you have installed on your work computer?

Can you perform the following tasks:

What do you think about your personal computer proficiency?

My academic advisor is concerned about my success as an individual. important to me

Enter question text



On the following page, click Ok.

Data export

The exporting process has started. It may take some time before you get the email with the zip file (depends on the number of responses).

- Check your email box for new messages. It may take a few minutes to export raw data. Once you have the message, open it and save the archived folder onto your hard drive or any other disk.
- Unzip the folder. The raw data will be stored in a DAT file.

Import Raw Data into Excel

- Create a new Excel file
- Select Data (at the top), then Import External Data, then Import Data
- Change the Files of Type setting to "All Files" and locate your DAT file in the directory. Select Open
- Under Original Data Type, select Delimited and click Next
- On the next screen, under Delimiters, check Comma and click Next
- Click Finish
- Select the worksheet you would like to import your data to and click OK