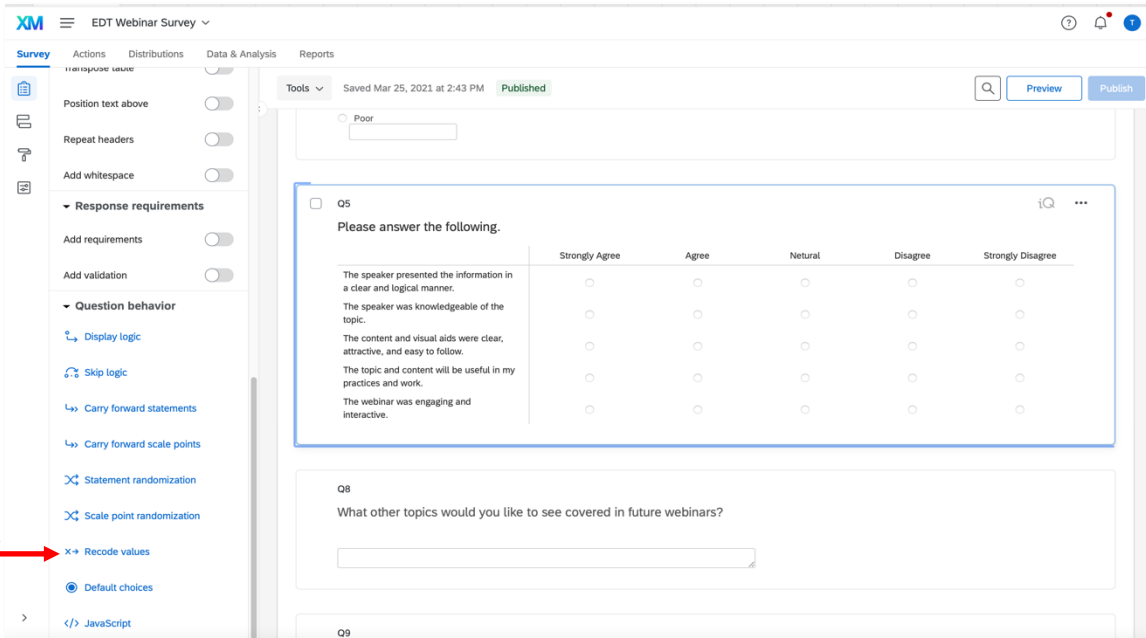# Recoding Values in Qualtrics

When exporting reports from Qualtrics, answers choices such as strongly agree, disagree, etc. can be recoded to be exported as numbers for easy data reporting purposes. Below are directions on how to recode these types of questions to best suit your reporting needs.

1. Access your survey in Qualtrics.
2. Select the question you would like to recode the values.
3. Under the *Edit Question* menu on the left, scroll down and select **Recode values**.

4. Check **Recode Values**.
5. Enter the numbers for each of the values.
6. Click **Close**.