Instructional Resource

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.

Survey	Actions Distribution:	s Data & Analys	is Reports						
	transpose table								
	Position text above		Tools \checkmark	Saved Mar 25, 2021 at 2:43 PM Publis	hed				Q Preview
6	Repeat headers			Poor					
	Add whitespace								
19	- Pesnonse requirem								
	· Response requirem			Please answer the following.					
	Add requirements	0			Strongly Agree	Agree	Netural	Disagree	Strongly Disagree
	Add validation			The speaker presented the information in a clear and logical manner.					
	 Question behavior 			The speaker was knowledgeable of the topic.					
	ິ Display logic			The content and visual aids were clear, attractive, and easy to follow.					
	🙃 Skip logic			The topic and content will be useful in my practices and work.					
	→ Carry forward stateme	ents		The webinar was engaging and interactive.					
	Sarry forward scale p	oints							
	X Statement randomiza	tion		Q8					
	X Scale point randomiza	ation		What other topics would you like t	to see covered in futur	re webinars?			
3	X→ Recode values								
							10		
	 Default choices 								

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

	Recode Values									
Step 4										
	1 2 3 4 5 Strongly Agree Agree Netural Disagree Strongly Disagree	Step 5								
	The speaker was knowledgeable of the topic.									
	The topic and content will be useful in my practices and work.									
	The webinar was engaging and interactive.									
	Close	Step 6								

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