



SIDUC / CICAD



SECONDARY SCHOOL STUDENT SURVEY

DATA ENTRY GUIDE

Introduction

Microsoft Excel is the software that is used in the SIDUC system for data entry and verification. It is readily accessible, inexpensive, and adaptable¹. In the template, the first 4 rows/lines are used for headings and titles for the spreadsheet, question numbers, and a summary of the actual question. Questions are arranged in columns and questionnaires are arranged in rows/lines. There are two main areas in the spreadsheet:

- The main area is called the 'worksheet'.
- Below the worksheet is the 'verification area' and this duplicates the worksheet area.

Each electronic form is designed to tabulate the responses to approximately 50 questionnaires², from line 5, located immediately below the field headings and question descriptions, to line 54, below which there is a red band with the words "END OF THE FORM." This is followed by blank lines up to line 67. Lines 68 and 69 appear in a fuchsia colored band under which the verification area (second data entry section) of the form begins. Lines 5 to 54 are used for the first entry of the codes for one set of questionnaires and lines 70 to 119 are used to re-enter the codes from the same questionnaires during the review stage (double entry). Each line in the worksheet area corresponds with another line in the verification area for each questionnaire entered by the transcriber. Transcribers by definition, should not review (re-enter) their own work.

Transcribers/data processors must be thoroughly acquainted with the form prepared for this purpose. And they must take several practice runs, in the presence of the study's Coordinator and supervisors prior to assuming their duties.

- Before beginning their work, transcribers/data processors must review the questionnaires and check whether they have been corrected and coded. When this has been done, they may begin transcription.

¹ If a country can afford it, and has the capacity to use another type of software e.g. SPSS, then they are free to do so after consulting with the Inter-American Observatory on Drugs (OID). CICAD provides a standard Microsoft Excel data entry template freely for countries to adapt and use.

² If more than 50 questionnaires are required, more than one form will be completed.

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- If transcribers/data processors find any inconsistencies or errors in the questionnaire, they must bring this to the attention of the study's Coordinator and/or supervisors for them to discard the questionnaire or allow it to be processed.

Specific duty of transcribers/data processors

The columns on the entry grid are color coded to assist in the data entry by grouping blocks of questions together by color. For each questionnaire, enter the data from the questionnaire by line. It helps to do the following:

- Press the “Num. Lock” key on the numeric keyboard.
- Enter the answer to each question in sequence from left to right in the spreadsheet.
- Move to the right with the **→** key.

In general, the code to be entered is the code printed on the questionnaire associated with the answer given by the respondent.

When any number is entered that is outside the valid range for the answer to a question, an error message will appear and you will be prevented from continuing until the error is corrected. If this occurs, check the answer marked on the questionnaire, compare it with the code you have entered, select the “Cancel” option in the message error box, enter the number again, and continue as usual with the next column.

Macros³

When one questionnaire is completed, and you arrive to the end of the row (i.e. the cursor is on the cell in the last column of the row), press the **→** key and you will automatically be taken to the first column of the row/line below, ready to start a new questionnaire.

Important

Despite the safeguards that have been put in place, you should take great care in transcribing the codes. Although you are notified when you have entered codes that are outside the valid range, it is impossible to give notifications about wrongly entered codes if those codes are possible valid entries.

It is very important that you control the cursor's position at all times. The grid will not notify you if you enter answers to questions in fields intended for other answers. Always ensure that your cursor is on the cell corresponding to the relevant question in the questionnaire.

³ Program code embedded in the spreadsheet that executes certain functions to save time or effort

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The template is not an exact replication of the questionnaire. Questions are shortened and are not the exactly are written in the questionnaire but you will be able to enter all values.

End of a group

When you have finished entering the data from the last questionnaire in a group, save and close this file and open a new one to enter the data of the questionnaires in a new group. Each group therefore will be a separate file. It will also be useful to label the files clearly. To begin data entry for the new group, continue in the same way as indicated at the beginning of these instructions.

N.B.

After every three or four questionnaires you record, save your Excel grid to prevent a power cut from causing you to lose large amounts of work.

When you finish your workday, save your Excel grid. The following day, you will be able to retrieve it in the usual way. Remember that this grid contains macros. In answer to the question asked when you open the grid, select **enable** macros.

Data Entry Review (verification)

The data contained in the questionnaires corresponding to a particular group of students must be entered by the reviewer in the same order that they were originally entered by the transcriber.

- Open the Microsoft Excel file containing the original data entry for the group.
- Enable macros
- Activate “Num Lock” on the number section of the keyboard.
- **Lines 70 to 119 in the spreadsheet are used for the verification**
- The data in line 5 of the worksheet will correspond to that in line 70, line 6 with 71, and so forth.
- Type in the response to each question.
- Move to the right using the **→** key.

In this section of the data entry sheet, no codes appear for the reviewer when the cursor is placed over a cell. The reviewer will be familiar with the relevant codes at this stage.

Review Control

If you should enter a value for a response to a question that differs from that entered by the transcriber of the original data, an error message will appear and you will not be able to proceed until it is rectified. Should this occur, verify the response marked on the questionnaire, compare it with the code that you have typed, and select the option “Cancel” in the error message box.

If you have entered an incorrect value, you can now enter the correct value. If the transcriber was responsible for the error, press the **Ctrl** key and hold it down as you press the small **v** key. The cursor will move to the transcriber’s entry in the field you are reviewing. Replace the incorrectly entered value with the one taken directly from the questionnaire, and press “**Enter.**” Then press the **Ctrl** key and hold it down as you press the small **v** key. The cursor will return to the box that you were reviewing when the program detected the transcriber error in the original record. Re-enter the actual value in the review field and continue to the next column by pressing **à**.

Remember

Press **Ctrl + v** to go from the verification area to the corresponding cell on the worksheet.

Press **Ctrl +v** again to go back to the corresponding cell in the verification area.

End of a questionnaire

Upon completing a questionnaire, after finishing the entry in the last field, press the **à** key. The cursor will move to the beginning of the next line and it is now ready for you to begin to transcribe the data from the next questionnaire.

End of a group

After entering the last questionnaire in a group, save the file. This file should now contain two clean and identical data sets.

Important

Save the Excel form after every three or four questionnaires to avoid losing important work due to a power failure.

Save the Excel form at the end of the day’s work. You then can retrieve it normally the following day. Remember that this form contains macros. When you open the form, respond to the prompt that appears by selecting **activate or enable** macros.