

*EvalFest uses iPads and QuickTap to collect data in the field. This sheet details how to access QuickTap data for our partners who participate in this data collection process and can be adapted for your organizational use.*

Once your data collection event is over, it's time to see what your respondents had to say! You will be able to access your data immediately on QuickTap's website, where you can download your data, view basic analytics, create a PDF report and analyze your responses by hour. This tip sheet will walk you through the process of accessing your data so you can begin evaluation as soon as possible.

### **Accessing QuickTap online**

- Go to <http://www.quicktapsurvey.com/> and click on "Log In" in the upper right-hand corner of the screen
- Sign in with your username and password
- Click "Surveys" in the upper left-hand corner of the screen
- Select your survey from the list of surveys by clicking it; it will be highlighted blue

### **Accessing your data**

Your survey responses are individually listed on the "Survey Responses" page. Depending on how many responses you collected you may have multiple pages of data to comb through, but don't worry! There are many ways you can examine your festival's data.

### **Filter your data**

- First, you need to filter your data to ensure you are only viewing your event's responses
- Click "Select Users" in the left-hand side of the screen
- Check the box next to your username, then click "Filter" on the right hand side of the screen
- Now that your data has been filtered to only include your event's responses, you're ready to examine your data!

### **Download your data**

- Click "Download" in the left-hand side of the screen
- Choose the format you would like to download your data, you have the following options
  - CSV, Raw CSV, Enhanced CSV
  - Excel, Enhanced Excel
  - Google Drive
- Your data will immediately begin to download

### **View analytics and create a PDF report**

- If you want to view a snapshot of your data, click "Analytics" in the center of the screen



- This will give you basic pie charts and bar graphs of your collective data by survey question and number of responses
- You can download a copy of this information by returning to the “Survey Responses” page and clicking on “PDF Report” in the left-hand side of the screen
- The report will open in another window, where you will have the option to print or save the report by right-clicking on any part of the page

### *Analyze responses by hour*

- Click “Reponses By Hour” in the right-hand side of the screen
- Choose the date you want to analyze by typing it in or choosing it in the drop-down calendar, then click “Update”
- You will see a line graph of the number of responses collected by hour
  - Note that the graph follows a military style 24-hour timeline
  - You may see data from other events on the graph; each line is color coded by user at the bottom of the screen

