

IMPLEMENTING THE TRACER STUDY – USE OF QTAFI



QTAFI MAIN FEATURES

- No fees
- Linux server or windows PC application
- Creation and management of online surveys
- Unlimited number of participants
- Open vs closed survey → pins or URL creation for the purpose of authentication
- Response rate documentation



ACCOUNTS AND PROJECTS

ACCOUNTS (users).

There can be different roles (hierarchical structure):

Administrator



Manager



Reporter

PROJECTS (surveys)

Different accounts have assigned different projects (surveys)



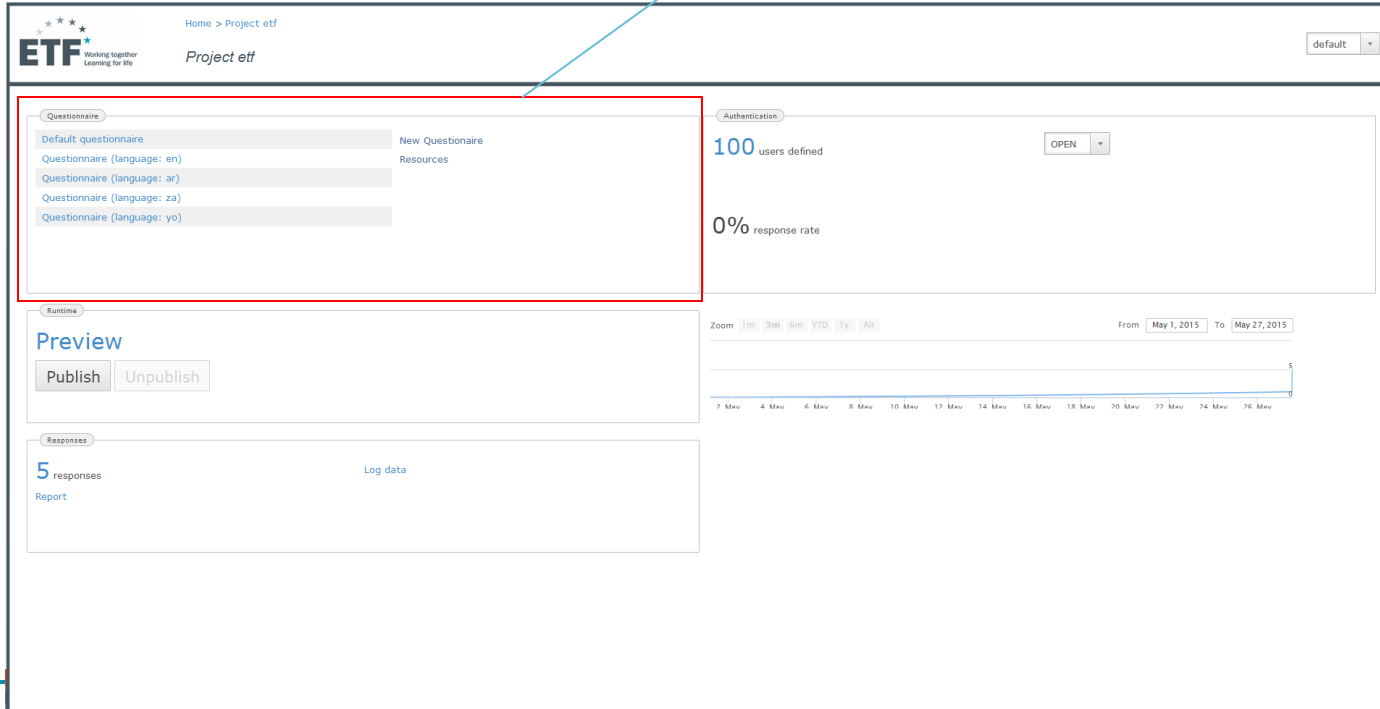
USER LAYERS: HIERARCHICAL STRUCTURE

H I E R A R C H Y	Administrator	Full rights [create projects, assign projects to users, create questions and defines rights of other users]
	Manager	Full rights with limits: <ul style="list-style-type: none">- Can only see projects he has been assigned by administrator or he has created- Cannot modify questions administrator has blocked
	Reporter	Full rights with limits: <ul style="list-style-type: none">- Can only see projects he has been assigned by administrator or manager, or he has created- Cannot modify questions administrator or manager has blocked- Cannot delete responses



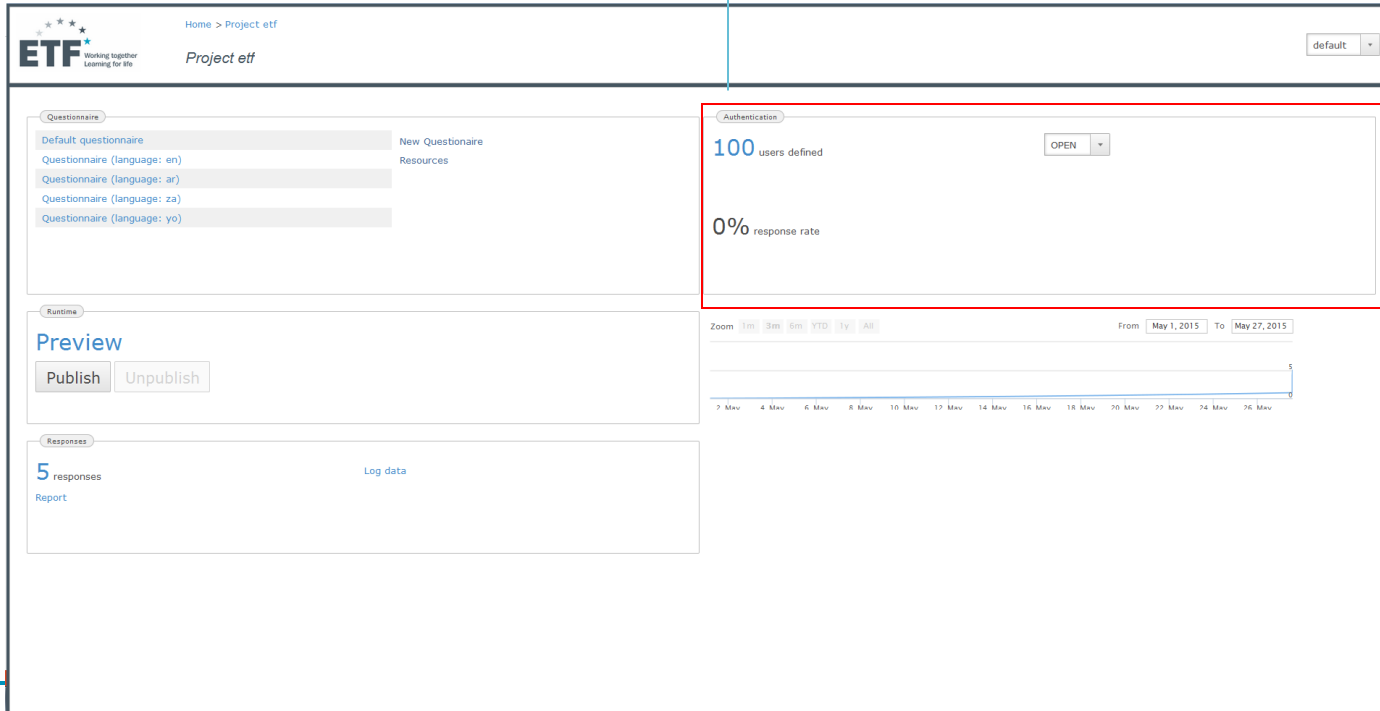
PROJECT MAIN PAGE

Questionnaire design



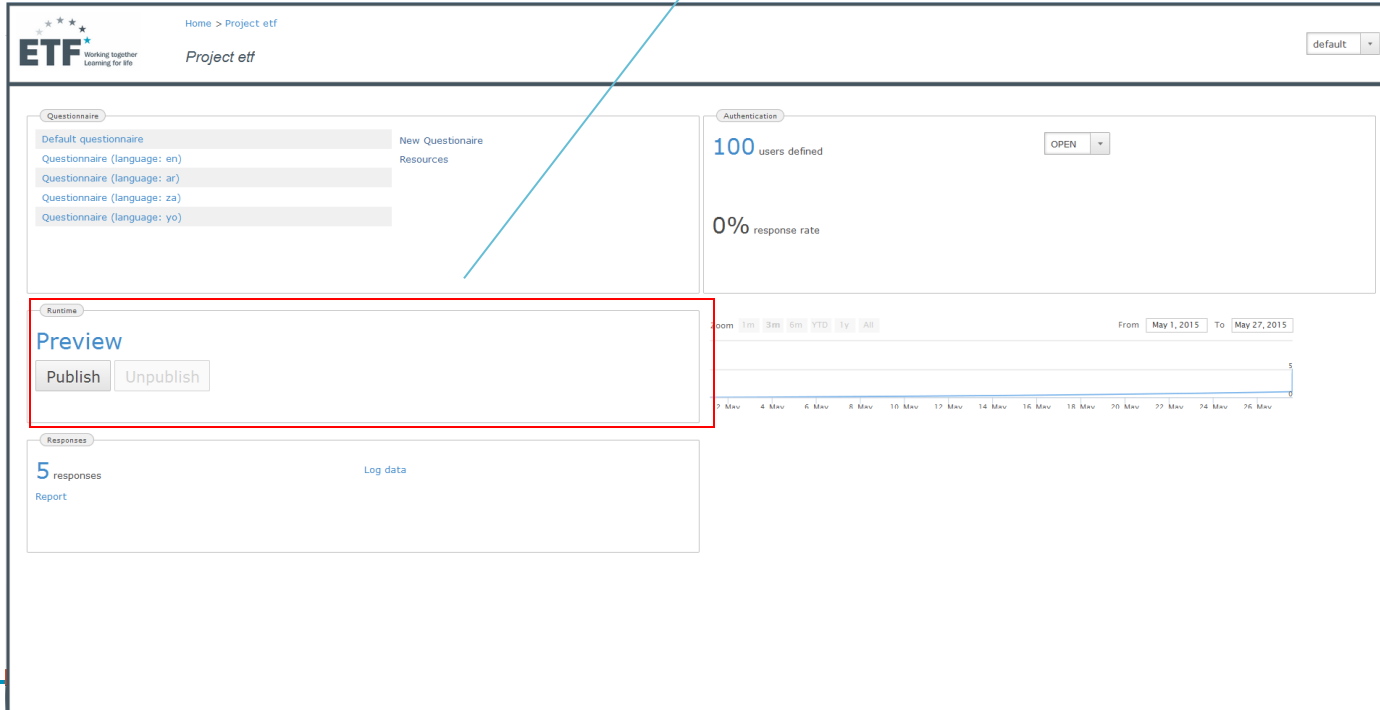
PROJECT MAIN PAGE

Authentication (defining user's access)



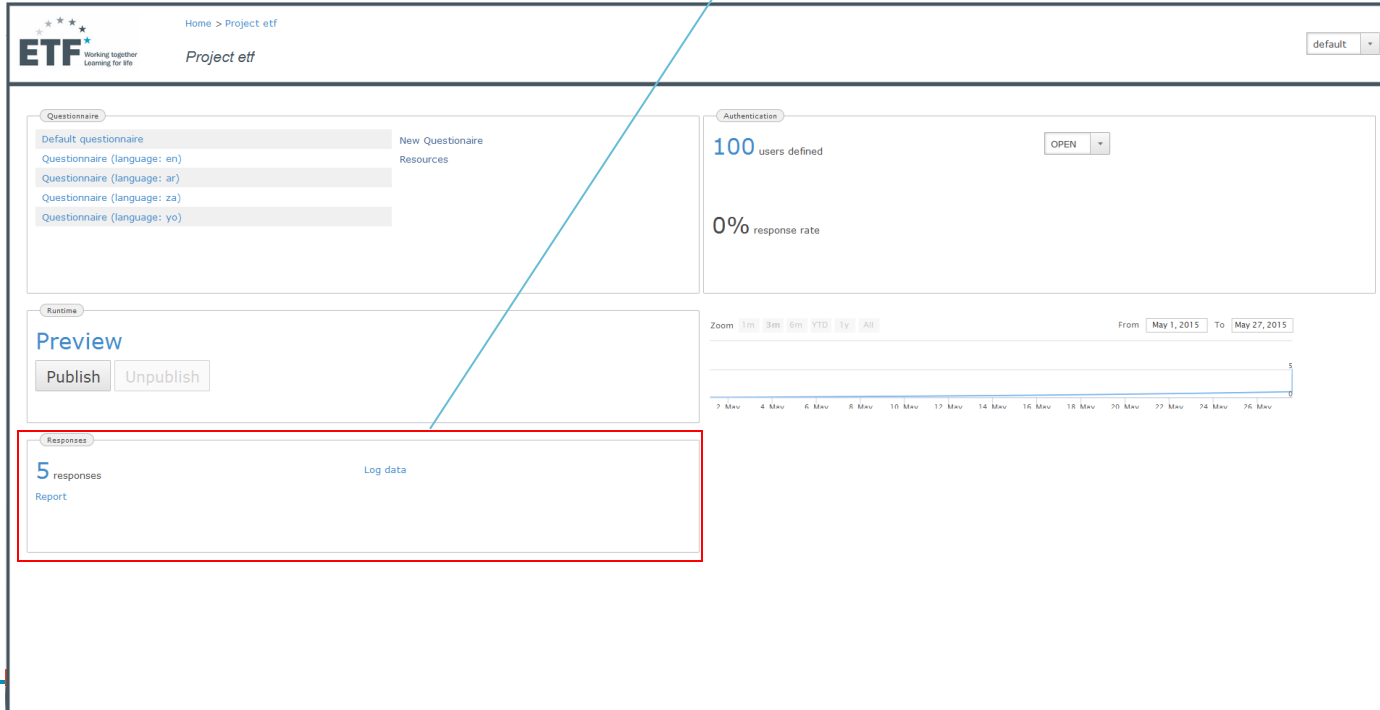
PROJECT MAIN PAGE

Runtime (mode for online: preview, online-publish/unpublish)



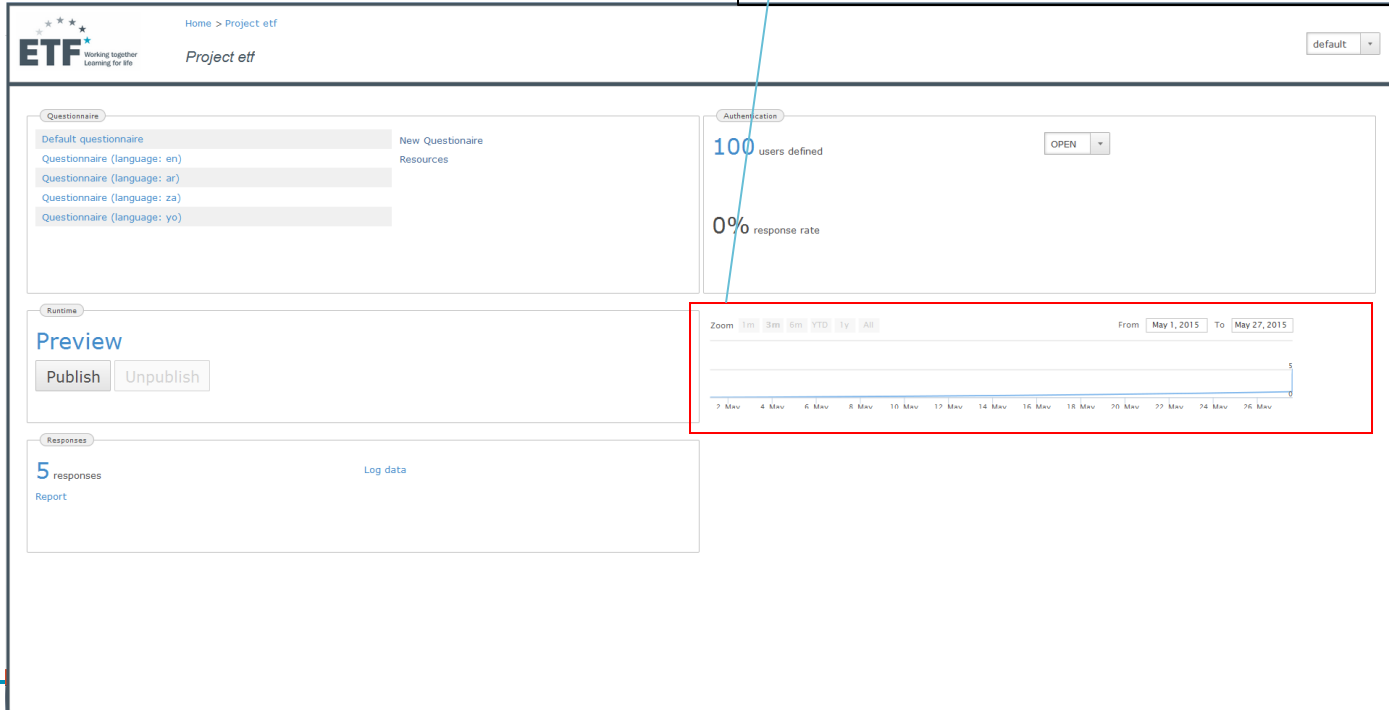
PROJECT MAIN PAGE

Responses (analysis, reports and response rate)



PROJECT MAIN PAGE

Graphic evolution of responses



QUESTIONNAIRE EDITOR



Default questionnaire is our main questionnaire.

New questionnaire tool to add different languages (students might be allowed to choose)

Clicking in the questionnaire we want to work with (start with default) we go to editor page



QUESTIONNAIRE EDITOR

Two ways of creating an online questionnaire:

- ✓ **Per mouse-click**
- ✓ **Import of XML syntax file (=codebook)**



KEY ELEMENTS TO CREATE A QUESTIONNAIRE

The screenshot shows the ETF Editor interface. At the top, there's a header with the ETF logo, navigation links (Home > Project etf > Editor index.html), and an account dropdown (Account: etf | Admin panel). The main area is divided into three sections:

- Left Sidebar:** Contains buttons for Options, Export, Import, Copy from default, Printable, and Append page. Below these are links for Questions, Advanced components, Library, and Trash.
- Page List:** A vertical list of pages: Page 1, Page 2, Page 3, Page 4, Page 5, Page 6, Head, and Foot.
- Main Content Area:** Displays the questionnaire content. It starts with a title "AFTER GRADUATION FROM THE VET INSTITUTION" and a question "What applied to your situation in the first YEAR/ six months after graduating?". Below the question is a list of options: Employment, Self-employed / freelance work, Occasional job (just to earn money), Internship, Further academic education (higher education), Further vocational education/training, Homework, householdwork, family work, Not employed, but searching for a job, and Other. There's a "Specify" field below the options. The next question is "When did you start your first job after graduation?" with a list of time intervals: Before graduation, At the time of graduation, Less than 1 month after graduation, 1 to less than 2 months after graduation, 2 to less than 3 months after graduation, 3 to less than 4 months after graduation, 4 to less than 5 months after graduation, 5 to less than 6 months after graduation, 6 to less than 7 months after graduation, 7 to less than 8 months after graduation, 8 to less than 9 months after graduation, 9 to less than 10 months after graduation, 10 to less than 11 months after graduation, 11 to less than 12 months after graduation, and More than one year after graduation.

- We need a login + navigation button to start (in header or footer)
- We need to create n pages + 1. The software stores all but last page
- We can add choose language button
- Design: questions and pages
- Library help us to use pre-defined questions (i.e. common ones)
- Printable allow us to print the questionnaire
- Export and import options very useful to create many projects / share questionnaires easily



TYPE OF QUESTIONS

- HEADLINE (TEXT)
- SINGLE CHOICE
- MULTIPLE CHOICE
- ORDINAL
- TEXT INPUT (OPEN)
- METRIC
- DATE



HEADLINE (TEXT)

PRE-COURSE QUESTIONNAIRE

Learning programme:

Skill needs anticipation for shaping education, training and labour market policies (Turin, Italy, 10 – 14 October 2016)

Thank you very much for filling this questionnaire.

It will only take you 10 minutes and will help us better plan the upcoming course.

The ETF team



SINGLE CHOICE

A3	When did finish your study at the VET/HE institution?
<input type="checkbox"/>	January 2013
<input type="checkbox"/>	February 2013
<input type="checkbox"/>	March 2013
<input type="checkbox"/>	April 2013
<input type="checkbox"/>	May 2013
<input type="checkbox"/>	June 2013
<input type="checkbox"/>	July 2013
<input type="checkbox"/>	August 2013
<input type="checkbox"/>	September 2013
<input type="checkbox"/>	October 2013
<input type="checkbox"/>	November 2013
<input type="checkbox"/>	December 2013



MULTIPLE CHOICE

F1

What applied to your situation in the first six months after graduating? Multiple answers possible

Multiple answers possible

- ☐ Employment
- ☐ Self-employed / freelance work
- ☐ Occasional job (just to earn money)
- ☐ Internship
- ☐ Further academic education (higher education)
- ☐ Further vocational education/training
- ☐ Housewife, househusband, family work
- ☐ Not employed, but searching for a job
- ☐ Military or civil service
- ☐ Other (please specify)



ORDINAL QUESTIONS

A7 To what extent were the following reasons important for your decision to study at the VET/HE institution? Please respond to each factor on the five-point scale.

Five-point ordinal scale					
Not at all important				Very important	
1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity to home of parents or other relatives
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Availability of scholarship
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Availability/quality of accommodation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attractiveness of town/state/region
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reputation of the VET/HE institution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Practice-oriented study program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas of specialisation provided, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advice by my parents/relatives

Eight items = variables



TEXT INPUT (OPEN QUESTIONS)

What are your expectations from the course?



METRIC

O6

How many minutes did you need to fill in this questionnaire?

Minutes needed to fill in the questionnaire



DATE

When is your birthday?

Original

« 1977 »

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Bad 3



QUESTION EDITOR

To define the basic elements of a question.
ID defines the variable name that will appear in the final database



Question editor E1

Question Filter XML

Type MD

Id E1 ☐ Protected

Subject

Number E1

Text
What applied to your situation in the first YEAR/ six months after graduating?

Subline
You can choose more than one option

Layout
Checkboxes

Variables

Key	Label	Variable
1	Employment	E1_1
2	Self-employed / freelance work	E1_2
3	Occasional job (just to earn money)	E1_3
4	Internship	E1_4
5	Further academic education (higher education)	E1_5
6	Further vocational education/training	E1_6
7	Housewife, househusband, family work	E1_7
8	Not employed, but searching for a job	E1_8
9	Other	E1_9

OK Cancel

RESPONSES (DATABASE AS PER EXPORT IN EXCEL)

Home > Project augustest_reporter > Response data

Account: etf | Admin panel

ETF Working together Learning for life

Data

default

Order by questionnaire

Export data

Delete response

_n	_pin	_id	_invited	_lastchan...	_lastacce...	_maxacc...	_logins	_updatec...	_language	q2	q1	q3	q2_7_TE	q4_10_TE	q4_3	q4_10	q4_2	q4_1
1	-9	4b6db1c8...	2015-08-2...	2015-08-2...	3	1	4	en	3	2	2	-9	-9	-9	-9	-9	-9	-9
2	-9	90e4e4e4...	2015-08-2...	2015-08-2...	3	1	4	en	1	2	1	-9	-9	1	-9	-9	-9	-9
3	-9	c61023d9...	2015-08-2...	2015-08-2...	3	1	4	en	5	1	1	-9	-9	1	-9	-9	-9	-9
4	-9	6f39a6ad...	2015-08-2...	2015-08-2...	3	1	4	en	4	2	1	-9	-9	1	-9	-9	-9	-9
5	-9	e47b804d...	2015-08-2...	2015-08-2...	3	1	4	en	3	1	2	-9	-9	-9	-9	-9	-9	-9
6	-9	dac405f7...	2015-08-2...	2015-08-2...	3	1	4	en	3	2	2	-9	-9	-9	-9	-9	-9	-9
7	-9	4ab6ca46...	2015-08-2...	2015-08-2...	3	1	4	en	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9
8	1cCPMS	e4206760...	2015-08-2...	2015-08-2...	3	2	4	en	6	1	2	-9	-9	-9	-9	-9	-9	-9
9	1URB4Z	b23069df...	2015-08-2...	2015-08-2...	3	1	4	en	8	2	8	-9	-9	-9	-9	-9	-9	-9
10	16AxE5	e5905774...	2015-08-2...	2015-08-2...	3	2	5	en	2	1	1	-9	-9	-9	-9	-9	-9	-9
11	ghNTpw	63b93ca8...	2015-09-0...	2015-09-0...	2	1	3	en	5	1	1	-9	-9	-9	-9	-9	-9	-9
12	-9	d2074fab...	2015-09-1...	2015-09-1...	4	1	6	en	-9	-9	-9	-9	-9	-9	-9	-9	-9	-9

Variables and cases

Missing is defined as -9

_n is the number assignedn by order
_pin allow us to see the PIN of the
respondent (anonymization)

...



REPORT (ANALYSIS PAGE)

The screenshot shows the ETF Report (Analysis Page) interface. The left sidebar contains a list of questions, and the main area displays the analysis for selected questions. The analysis includes missing cases, total answers, and question types.

Question ID	Question Text	Missing cases	Total answers	Question type
001	الخطوة من الخلق المقدم المشروع - 00000	10	5	SC
002	أعضاء لجنة الرضا - 00000	0	15	OR
004	الخلق المقدم المشروع بحضور دورة الإقتصادية لتشاريع الصغرة العهد - 00000	9	6	TE
005	إحصائية نتائج - 00000	1	1	TE

Pulling a question (or a page) to the third column we can see an analysis of the results. We can even see **cross-tabulations** putting two pulling two questions one over the other. Elements: missing cases, total answer, question type (important for the type of statistic to be chose)



QTAFI - DATA ANALYSIS - REPORT PROPERTIES

Report properties



Title

Which qualification did you achieve at the VET/HE instituti

Layout

☐ Chart

Totals

☐ Show totals

Show

☒ Percent

☐ Count

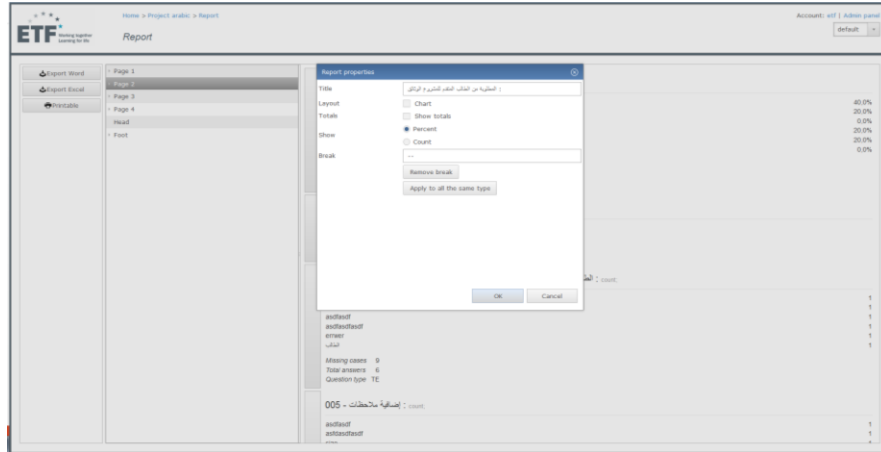
Break

--

Remove break

Apply to all the same type

REPORT PROPERTIES



Allow us to choose some features of the analysis (if we want a chart, to show the total, select the statistic (percent, count, mean—in numerical questions))

This reports can be printed out (like pdf) or exported into word/excel to be modified.



LOG DATA

ETF Working together Learning for life Home > Project article > Log data Accounts: off | Admin panel

Log

Report log data

logid	sessionid	engined	request	query	path	ip	incidenttype	requestpage	urltitle	phom	message
132	1a067f0e...	2015-09-1...			/static/js...	5.97.50.101	3	-9	/index		
133	1a067f0e...	2015-09-1...			/static/js...	5.97.50.101	3	3	/index		
134	1a067f0e...	2015-09-1...			/static/js...	5.97.50.101	3	4	/index		
135	1a067f0e...	2015-09-1...			/static/js...	5.97.50.101	3	3	/index		
136	1a067f0e...	2015-09-1...			/static/js...	5.97.50.101	3	2	/index		
137	8058924b...	2015-09-1...			/static/js...	5.97.50.101	3	-9	/index		
138	8058924b...	2015-09-1...			/static/js...	5.97.50.101	3	-9	/index		
139	8058924b...	2015-09-1...			/static/js...	5.97.50.101	3	-9	/index		
140	d53144b1...	2015-09-1...			/static/js...	5.97.50.101	3	-9	/index		
141	d53144b1...	2015-09-1...			/static/js...	5.97.50.101	3	3	/index		
142	d53144b1...	2015-09-1...			/static/js...	5.97.50.101	3	4	/index		
143	8acbea9b...	2015-09-1...			/static/js...	5.97.50.101	3	-9	/index		
144	8acbea9b...	2015-09-1...			/static/js...	5.97.50.101	3	-9	/index		
145	16c08b0f...	2015-09-1...			/static/js...	5.97.50.101	3	-9	/index		
146	16c08b0f...	2015-09-1...			/static/js...	5.97.50.101	3	3	/index		
147	16c08b0f...	2015-09-1...			/static/js...	5.97.50.101	3	4	/index		
148	3cfaa20f...	2015-09-3...			/static/js...	80.69.206...	3	-9	/index		
149	3cfaa20f...	2015-09-3...			/static/js...	80.69.206...	3	-9	/index		
150	ea940404...	2015-09-3...			/static/js...	80.69.206...	3	-9	/index		
151	ea940404...	2015-09-3...			/static/js...	80.69.206...	3	-9	/index		
152	ea940404...	2015-09-3...			/static/js...	80.69.206...	3	-9	/index		
153	238c2141...	2015-09-0...			/static/js...	80.69.206...	3	-9	/index		
154	1a979421...	2015-09-0...			/static/js...	5.97.50.101	3	-9	/index		
155	1a979421...	2015-09-0...			/static/js...	5.97.50.101	3	-9	/index		
156	4c7bae0b...	2015-09-0...			/static/js...	5.97.50.101	3	-9	/index		
157	7fa0f013...	2015-09-1...			/static/js...	80.69.206...	3	-9	/index		
158	118f467a...	2015-09-1...			/static/js...	80.69.206...	3	-9	/index		
159	118f467a...	2015-09-1...			/static/js...	80.69.206...	3	-9	/index		
160	426e698b...	2015-09-1...			/static/js...	80.69.206...	3	-9	/index		

Very technical, but useful to have a record of all the accesses to the tool, both from the administrators, managers, reporters and the interviewees



RUNTIME: PREVIEW AND ONLINE (PUBLISH AND UNPUBLISH)

Preview allows you to see how the questionnaire might look online, without entering data in the database. It is used in the questionnaire design phase.

When you **publish a questionnaire** (put it online), data is stored. So any further modification in the questionnaire might affect the data stored.



MANAGING RESPONDENTS

Important for managing the response rate and send reminders to those who did not answered (via outlook)

Three modalities of authentication :

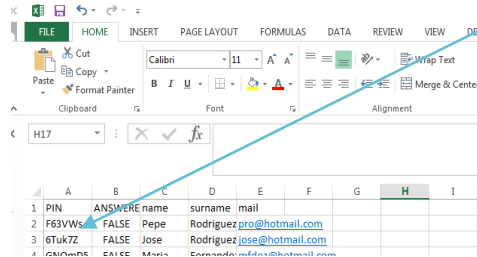
- **Open** (everybody that has the link to the online questionnaire can access and fill the questionnaire). Does not allow to check for response rate
- **PIN**: it is required a pin to entering the survey and answer it. Allows check response rate
- **URL**: you can include the URL in the message for the interviewees (each will receive a different URL which includes the pin. Allows check response rate)



PINS

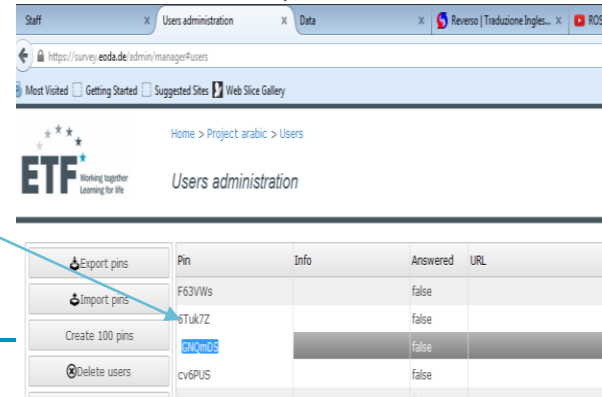
This is probably the easiest way to manage respondents, and maintaining them **anonymous**, being able to send reminders to those that do not answer.

Need of a link between the pins in qtafi and the contact database (excel file where we have the contact details of the interviewees, including their email address).



	A	B	C	D	E	F	G	H	I
1	PIN	ANSWER	name	surname	mail				
2	F63VWs	FALSE	Pepe	Rodriguez	pro@hotmail.com				
3	6Tuk7Z	FALSE	Jose	Rodriguez	jose@hotmail.com				
4	CV6PUS	FALSE	Maria	Comandante	comandante@hotmail.com				

This link will be used to send reminders and trace responses (F63VWs has not responded)



	Pin	Info	Answered	URL
Export pins	F63VWs		false	
Import pins	6Tuk7Z		false	
Create 100 pins	CV6PUS		false	
Delete users				

PINS (II)

You can create you own pins and import them into QTAFI.

You can create pins in qtafi that follow a complex structure and export them in excel to be used, and then import again into qtafi with the exact amount of interviewees (students) in order to trace the responses

The final step is to define in the authentication the pin as the option



THANK YOU

