ARDA Tutorial:

Analyzing Items in a Data File

In addition to providing basic frequencies for each survey item, the ARDA can also be used to conduct simple analyses. This tutorial offers step-by-step instructions on how to locate, analyze, and store survey items for future use.

1) Locating Items

Individual items and the frequencies of their responses can be found using the search function.

2) Analyzing Items

The “Analyze results” link can be used to generate summary statistics and cross tabulations.

3) Storing Items Using the Question Bank

Survey items can be stored in a question bank for further use.
Locating Items

1) After locating a data file, click on the grey tab marked, “Codebook.”
2) Scroll down to view the various survey items in the codebook.
3) To find a specific question, hold down the ctrl key and press “f”.
4) A box labeled “Find” will appear. Enter the word or phrase you are searching for and click “Next.”
5) You will then be taken to the first appearance of your word or phrase in the codebook.
6) Once you have located a question, click the blue link marked, “Analyze Results,” and you will be taken to the next page.

a. To find a specific word or phrase, hold down the ctrl key and press “f”.

b. You will then be taken to the first appearance of the word you searched for.

c. Each question is followed by a table that shows the number and the percentage of people who chose each answer.

d. Click on the blue link marked, “Analyze Results” for a more thorough breakdown of the answers.
**Analyzing Items**

1) After clicking “Analyze Results,” you will be taken to a page where the results for the question you selected are broken down more thoroughly.
2) Browse through the page, taking note of the pie chart, the table of summary statistics and the breakdown of the responses by age, gender, and other variables.
3) When you are finished, click the back arrow on your browser to return to the previous page.

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a. The item responses are broken down by color and displayed in the pie chart on the right.

b. Below this will be a table of basic summary statistics.

c. This drop-down menu can be used to breakdown the item responses according to several different variables. Additionally, you can scroll further down the page to view these tables.
Using the Question Bank

1) Once you are back on the codebook page, locate the “Analyze results” link you clicked earlier.
2) Click on the blue link to the right labeled “Add to Question Bank.”

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a. By clicking “Add to Question Bank,” you can add any of the survey items into a cumulative question bank.

b. Your question bank can be viewed at any time by clicking the blue link titled “View Question Bank.” Question banks are stored for as long as your browser remains open.