

MIYO Young People's Survey Reporting Tool

User Guide for Microsoft Windows & Excel

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Olas.ie

professional | direct | clever | helpful

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INTRODUCTION

This survey is part of an international study 'Measuring the Impact of Youth Organisations' (MIYO) which explores the benefits for young people of participating in youth work.

The survey asks the respondent to reflect on and respond to a number of statements about their experiences in their youth organisation.

The survey consists of two parts:

- Section 1 collects demographic and contextual information about respondents (age, gender etc).
- Section 2 gathers attitudinal responses to 36 statements, using a scale of 1 to 10, where 1 is "Not true at all" and 10 means "Absolutely true".

The main objective of the survey is to establish the extent of agreement/disagreement with the statements, measured principally by the statistical mean for each statement.

The 36 statements comprise 18 "couplets" or sets of two items. These are presented to respondents as 1(a), 1(b), 2(a), 2(b) etc up to 18(a) and 18(b). We are interested in the relationship between each (a) and (b) within the couplets. For example, if 9(a) has a mean score of 9.3 across the whole sample, is the mean for 9(b) also high?

The 18 couplets in turn comprise 6 sets of three related couplets, but they are randomly distributed within the list and respondents might not be aware that e.g. couplets 1, 10 and 17 are designed to gather information about the same topic or theme. For the purposes of the analysis, we want to calculate not only the mean score for each individual statement but also the composite mean scores for each of the six sets of pairs - two separate composite means within each set of six, i.e. the averages of six (a)s and six (b)s.

We want to look at the relationships between responses to the different individual items - e.g. does a high score for 1(a) tend to be associated with a high score for any other (a) statement - and also relationships between the six broader categories of statement. Do people who score highly on category X tend to score highly or lowly on category Y? Does the pattern seem to be that some people score highly across the board, and some score lowly?

Then we want to explore relationships between the demographic data and the responses to statements. Do boys or girls tend to score more highly on some items? Is there a pattern of high or low scores associated with e.g. age or religion or country of respondents?

- Mean score for each of 36 statements.
- Compare mean scores between (a)s and the (b)s within each of the 18 couplets/pairs.

- Look at patterns across the 18 individual (a)s and 18 individual b(s).
- Composite mean scores for the six sets of (a)s and the six sets of (b)s.
- Compare mean scores between the composite (a)s and composite (b)s.
- Look at patterns across the composite (a) scores and (b) scores.
- Explore the relationship between the demographic variables (age, gender, religion, country) and the full range of attitudinal responses (individual items and composite categories)

SURVEY TEXT

This section contains the default text that was developed for this project.

MIYO Young People's Survey

This survey is part of an international study 'Measuring the Impact of Youth Organisations' (MIYO) which explores the benefits for young people of participating in youth work.

The survey asks you to reflect on and respond to a number of statements about your experiences in your youth organization. You will not be asked for your name or any other identifying details. The information gathered from the survey will be used to develop research tools for youth workers, including leaders and workers in your youth organization, to assess and improve the benefits of their work with young people. The **anonymous** information from the survey will be shared with the project research partners and may be published.

The whole survey should take no longer than 10-15 minutes to complete. You can skip any questions you do not wish to answer.

Consent

1.Consent to participate in this study

- Yes
- No

Section 1

2.Which of the following best describes the place where you live?

- A big city
- The suburbs or outskirts of a big city
- A town or a small city
- A country village
- A farm or home in the countryside

3.How long have you participated in your youth organization?

- a) Less than one year
- b) One to two years
- c) Three to four years
- d) Five to six years
- e) Seven to eight years
- f) Nine to ten years
- g) Eleven years or more

4.How often do you attend the youth organization? (select whichever comes closest)

- a) Once a week
- b) Two or three times a week

- c) Most days
- d) Once every two or three weeks
- e) About once a month
- f) Less than once a month

5.What age are you?

- 14
- 15
- 16
- 17
- 18

6.What gender are you?

- Male
- Female
- Non-binary
- Prefer not to say

7.Occupation 1: This question concerns your parent (or guardian other person) who is the main income earner in your family or household. If you think about this parent's/person's primary occupation, please select which category it is closest to from the list of examples under Occupation 1 below (it does not have to be an exact match).

- a) Sales manager, shop owner, shop assistant, insurance agent, buyer.
- b) Secretary, clerk, office manager, civil servant, bookkeeper.
- c) Foreman, motor mechanic, printer, seamstress, tool and die maker, electrician.
- d) Restaurant owner, police officer, waitress, barber, caretaker.
- e) Unemployed/not currently working.
- f) Doctor, teacher, engineer, artist, accountant, nurse, member of clergy/religious professional.
- g) Labourer, porter, factory worker, cleaner.
- h) Farm worker (e.g. farm laborer, tractor driver).
- i) Farm owner, farm manager.
- j) Bricklayer, bus driver, cannery worker, carpenter, sheet metal worker, baker.
- k) Banker, business executive, government official, union official.

8.Occupation 2: If relevant, please select a category for the second main income earner in your family or household from the list below (it does not have to be an exact match). If not relevant, please move on to the next question.

- a) Sales manager, shop owner, shop assistant, insurance agent, buyer.
- b) Secretary, clerk, office manager, civil servant, bookkeeper.
- c) Foreman, motor mechanic, printer, seamstress, tool and die maker, electrician.
- d) Restaurant owner, police officer, waitress, barber, caretaker.
- e) Unemployed/not currently working.
- f) Doctor, teacher, engineer, artist, accountant, nurse, member of clergy/religious professional.
- g) Labourer, porter, factory worker, cleaner.
- h) Farm worker (e.g. farm laborer, tractor driver).
- i) Farm owner, farm manager.
- j) Bricklayer, bus driver, cannery worker, carpenter, sheet metal worker, baker.
- k) Banker, business executive, government official, union official.

9. Do you have any long-standing illness or disability?

- Yes
- No

10. Are you a member of any particular religion or denomination?

- Yes
- No

11. If Yes, which one?

- Buddhism
- Christianity
- Hinduism
- Islam
- Judaism
- Other

Section 2

Below you will find a list of statements – 1(a), 2(a) etc - about individual experiences, qualities and skills. *You are asked to consider the extent to which each statement is true of you.*

Each of these has an accompanying statement – 1(b), 2(b) etc - which relates to your youth organization. *You are asked to consider how true that statement is in your own case.*

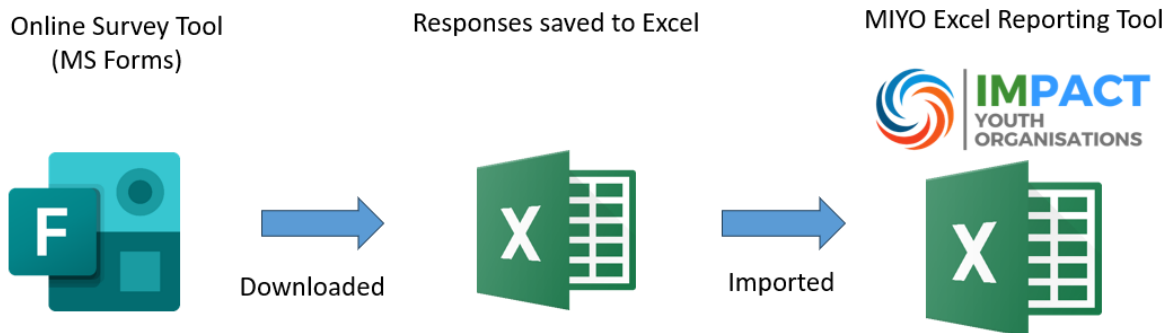
For **all** of these statements, please assign a score on a scale from , where 1 means "Not true at all" and 10 means "Absolutely true".

- 1(a) I try to live my life in a healthy way (nutrition, sleep, exercise).
- 1(b) My youth organization encourages and supports me to live healthily.
- 2(a) I am curious about the world around me and enjoy learning new things.
- 2(b) My youth organization provides opportunities to satisfy my curiosity and learn new things.
- 3(a) I am confident in taking the lead in group or team activities.
- 3(b) My youth organization has developed my confidence in my leadership skills.
- 4(a) There are people in my life with whom I'm comfortable sharing feelings and emotions.
- 4(b) I know some people I can share my feelings with through my youth organization.
- 5(a) I'm aware of how my behaviour (my actions and my lifestyle/ the way I live) affects my mood and my feelings.
- 5(b) I have learned about the link between behaviour and feelings through my youth organization.
- 6(a) When facing challenges and difficulties, I draw strength from my belief that life has meaning.
- 6(b) Participating in my youth organization strengthens me in the belief that life has meaning.
- 7(a) I'm aware of how the things I do and say can affect other people's feelings and emotions.
- 7(b) My youth organization has helped me to become aware of how I can affect other people's feelings and emotions.
- 8(a) There are people in my daily life that I admire and respect.
- 8(b) I have met some people that I admire and respect through my youth organization.
- 9(a) I have a sense of respect and wonder at the natural world.

- 9(b) My youth organization develops and sustains my sense of respect and wonder at the natural world.
- 10(a) I have a good understanding of the human body and how it works.
- 10(b) Participating in my youth organization has added to my understanding of the human body and how it works.
- 11(a) I know the difference between reliable and unreliable sources of information.
- 11(b) What I have learned through my youth organization helps me to tell the difference between reliable and unreliable sources of information.
- 12(a) I see the value for me of having a quiet place/space for reflection, away from the daily routine of school, work or family.
- 12(b) My youth organization provides me with a quiet place/space for reflection.
- 13(a) I feel confident thinking for myself and solving problems.
- 13(b) My youth organization helped to shape/ contributed to the development of my thinking and problem-solving skills.
- 14(a) Before I act, I try to think about how my actions might affect others.
- 14(b) My youth organization encourages me to consider the effect of my actions on others.
- 15(a) I choose to be involved in activities in my community (unpaid) for the benefit of others or the environment.
- 15(b) My youth organization enables and supports me to engage in activities for the benefit of others or the environment.
- 16(a) I think my friends would say that I'm consistent in what I believe, what I say and what I do.
- 16(b) I have learned through my youth organization the importance of being consistent in what I believe, what I say and what I do.
- 17(a) I choose to engage in physical activity (other than at school) at least once a week.
- 17(b) My youth organization provides opportunities and encouragement/ offers chances and support to engage in regular physical activity.
- 18(a) I believe everyone should be respected and treated the same, no matter where they're from or who they are.
- 18(b) My youth organization has helped to shape my belief that everyone should be treated the same.

PROCESS OVERVIEW

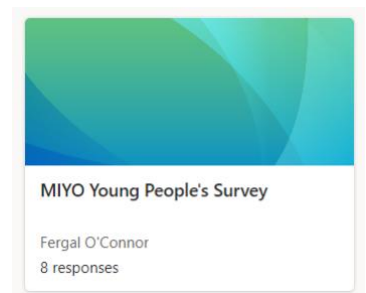
1. An online survey tool will be used to collect responses (MS Forms is recommended).
2. The responses will be saved/exported to Excel. Matching the structure expected by the reporting Tool import process.
3. The responses will be imported into the Reporting Tool



THE MS FORMS SURVEY

MS Forms was chosen as the best survey tool for the purpose of this project. The Excel reporting tool has been designed based on using the responses from the survey above, exported from MS Forms to Excel.

[MS Forms](#) is an online survey tool that forms part of the Microsoft 365 suite. The app is also free for personal use with any Microsoft account (such as for outlook.com).



TAKING A COPY OF THE MS FORMS SURVEY

Each youth organisation will host and collect responses on their own survey. The MIYO designed survey template created in MS Forms can be shared as a duplicate template and made available to other youth organisations to take full ownership of their own surveys. Once a person has their own duplicate copy of the template, they can make edits or translate the survey as they so wish.

This MS Forms MIYO designed survey template is already fully configured for the reporting tool and is ready to be used instantly. However, the owner of the survey is able to make edits and translations as they wish before releasing it to the respondents.

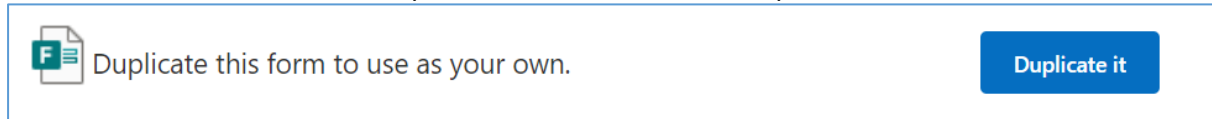
Please note that if editing the survey, that you stick to the predefined structure and rules required by the reporting tool's import process. This structure and rules will be covered in detail later in this document.

DUPLICATE THE SURVEY AS YOUR OWN

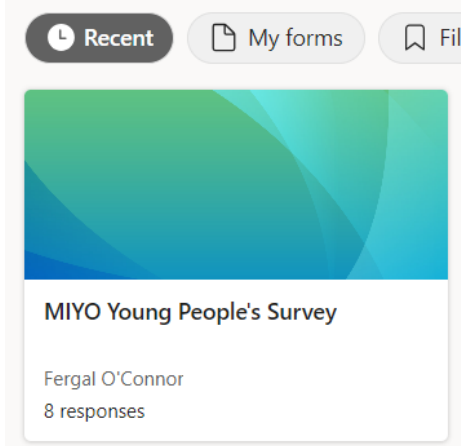
Below is the MIYO designed survey template share link:

<https://forms.office.com/Pages/ShareFormPage.aspx?id=R2znaceDdUmlZUZyP0F5m76c5LwglvtJj2gwS1FYPKZUNTBFEkwS1pGM1NVQU4xSIBPS0tVTERHWi4u&sharetoken=fxej568uWG52OPHsUHqE>

Click the link and then at the top of the screen, click the 'Duplicate it' button.



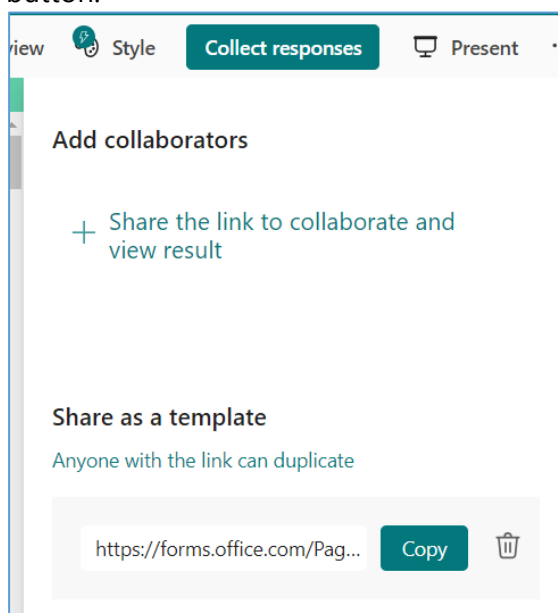
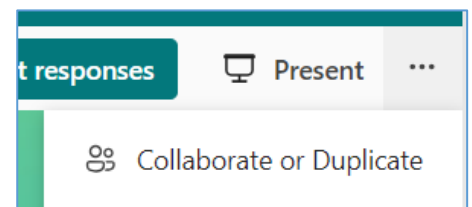
Your very own copy of the MIYO survey will now be available in your My Forms area.



MS FORMS – TO SHARE AS A TEMPLATE

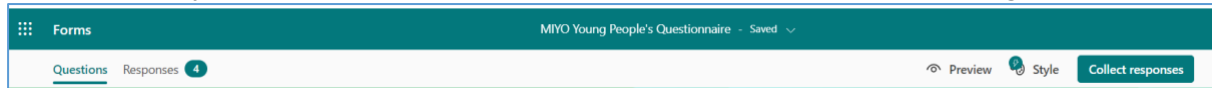
If you wish, you may share a duplicate copy of your survey with another party:

- Open the form you want to share as a template.
- Click on the three dots (...) in the upper-right corner of the form.
- Select Collaborate or Duplicate
- Under the heading 'Share as a template' click the 'Copy' button.

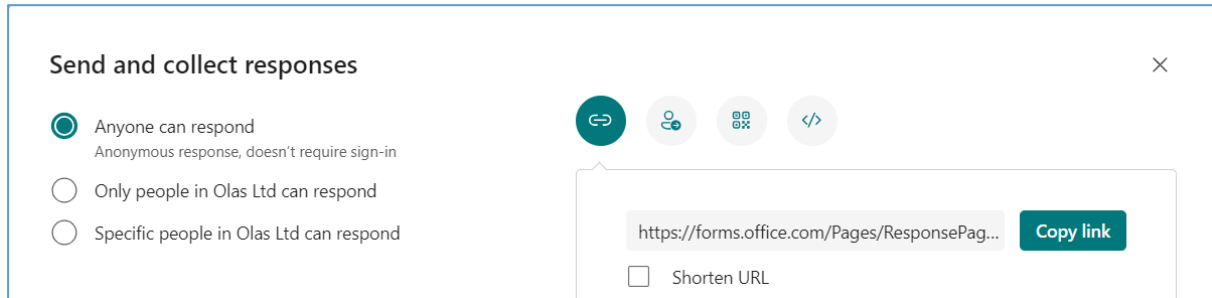


THE LINK TO COMPLETE YOUR SURVEY

With the survey open, click the 'Collect responses' button at the top of the page.



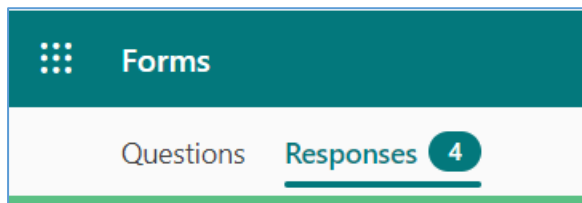
Then click the 'Copy link' button to get a hyperlink to your survey. This link can then be shared with potential respondents.



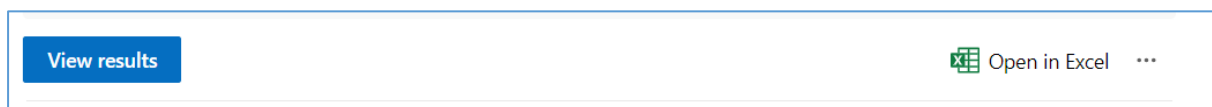
This hyperlink to the survey can be shared anyway you like, such as by email, on a web page, in a document, via WhatsApp and other social platforms.

DOWNLOAD RESPONSES TO EXCEL

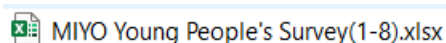
Once surveys have been submitted the responses can be exported to an Excel file. With the survey open, click the 'Responses' button at the top of the page.



Then click the 'Open in Excel' button.



This will download an Excel file to your local computer containing all the responses collected to date.



This Excel file will be the source file as required by the reporting tools import process.

DEFAULT SURVEY SETTINGS

The default settings for the MS Forms MIYO survey are as follows.

Settings

Who can fill out this form

- ☒ Anyone can respond
Anonymous response, doesn't require sign-in
- ☐ Only people in Olas Ltd can respond
- ☐ Specific people in Olas Ltd can respond

Options for responses

- ☒ Accept responses
- ☐ Start date
- ☐ End date
- ☐ Set time duration ⓘ
- ☐ Shuffle questions
- ☐ Disable question number for respondents
- ☒ Show progress bar
- ☒ Hide **Submit another response**
- ☒ Customize thank you message

Thank you very much for participating in the survey!

- ☐ Allow respondents to save their responses

Response receipts

- ☐ Allow receipt of responses after submission
- ☐ Get email notification of each response
- ☐ Get smart notification emails to track the response status ⓘ

THE SURVEY RESPONSES EXCEL IMPORT TEMPLATE

The import function of the Survey Reporting Tool requires the source data to conform to a set structure. The rules for that structure are outlined in the following sections.


Note that you are not required to use MS Forms as the survey tool, however it is very much advised to do so, as:

- Working with a duplicate copy of the MS Form sample survey is the easiest way of getting setup.
- Provided there are no changes made to the MS Forms template, it will work instantly as a source for the reporting tool.
- If using other survey tools, there will need to be a manual exercise in editing/manipulating the data so as to fit the expected import structure required by the reporting tool.


REQUIRED STRUCTURE OF THE IMPORT FILE


The import source file for the MIYO Survey reporting tool is based around the format of the MS Forms output from the sample MS Forms MIYO designed survey.

The source data file must be saved as a MS Excel .XLSX file. A blank sample import source Excel file will be provided for reference.

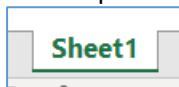
 MIYO Young Peoples Survey - Blank Survey Template.xlsx

Along with two completed samples.

 MIYO Young Peoples Survey Responses Sample Dataset MIYOLAND.xlsx

 MIYO Young People's Survey(1-8).xlsx

The response data should be recorded on a worksheet named 'Sheet1'.



The text of column headings are not important, but they should start in column A of the worksheet and on row 1.

A	B	C	D	E
ID	Start time	Completion time	Email	Name
1	1/3/24 16:26:12	1/3/24 16:27:44	anonymous	

DEFAULT COLUMNS – COLUMNS A TO E

The first 5 headings are default headings for all MS Forms response files. Actual survey question details are captured from column F on.

A	B	C	D	E
ID	Start time	Completion time	Email	Name
1	1/3/24 16:26:12	1/3/24 16:27:44	anonymous	

- The first column (A) should contain a unique ID that references the survey. (All survey tools will generate an ID field automatically).
- Column B should contain a date/Time stamp. This will be recorded in the tool, but it is not important for reporting.

A	B
ID	Start time

- Column C, D and E are not required and can be left blank.

C	D	E
Can Leave Blank 1	Can Leave Blank 2	Can Leave Blank 3

If not using MS Forms for collecting your responses, you should transfer your collected responses into the 'MIYO Young People's Survey - Blank Survey Template.xlsx' file provided.

CONSENT TO THE SURVEY QUESTION – COLUMN F

Column F is a question around consenting to the survey. This should be the first question in the survey, and it should be a Yes/No question. This is the only question in the survey that is required to be completed.

F
Consent to participate

The user may decide to manually remove the non-consenting rows from the source data prior to importing for reporting. But the tool upon import, will also look to remove any rows where a No response is entered.

SURVEY QUESTIONS

For the Section 1 and Section 2, the header column should be used to record the actual text of the question, as shown in the example below.

G	H	I	J	K
Which of the following	How long have you	How often do you at	What age are you?	What gender are you?

With the question text used as the header, this information will then flow into the tool, once imported.

Note: this is done by default when using MS forms.

SECTION 1 QUESTIONS – COLUMNS G TO P

Section 1 is comprised of 10 questions. With question 1 starting in column G and question 10 appearing in column P. With all responses for the question falling directly under their respective column heading.

G	H	I	J
Section 1 Q1	Section 1 Q2	Section 1 Q3	Section 1 Q4

SECTION 2 QUESTIONS – COLUMNS Q TO AZ

Section 2 questions are the Ratings questions. The responses to these questions should be numerical only (between 1 and 10). Section 2 starts in column Q and runs until column AZ. It is made up of 36 questions. These are grouped as 18 (a) and 18 (b) part questions.

Q	R	S	T
Section 2 Q1	Section 2 Q2	Section 2 Q3	Section 2 Q4

SAMPLE COMPLETED HEADINGS

Below are samples of what a completed import file would look like. These screenshots were taken from the sample file 'MIYO Young People's Survey(1-8).xlsx'.

F
Consent to participate
Yes

A	B
ID	Start time
19	1/19/24 16:51:44

C	D	E
Completion time	Email	Name
1/19/24 16:52:11	anonymous	

G	H	I	J
Which of the following best describes the area you live in?	How long have you participated in your youth organisation?	How often do you attend the youth organisation?	What age are you?
A big city	a) Less than one year	a) Once a week	14
The suburbs or outskirts of a big city	b) One to two years	b) Two or three times a week	15

Q	R	S	T
1(a) I try to live my life to the full	1(b) My youth organisation is a good place to be	2(a) I am curious about the world	2(b) My youth organisation is a good place to be
10	10	10	

THE MIYO SURVEY EXCEL REPORTING TOOL

TECHNICAL REQUIREMENTS

In this release, the Reporting Tool has been designed for a full version of Microsoft Windows Excel 2010 or later (MS Excel 2010, 2013, 2016, 2019, 2021, 365 etc...).

The file is saved as a .XLSB file with VBA Macro Coding elements.

The file should be opened in a full version of MS Excel in the Desktop App (not in the Browser or MS Team versions.) with Macros Enabled.

The Survey Reporting Tool should be first saved/downloaded to the local computer or a file share/folder location on your network. It should not be accessed directly from an email.

ENABLING MACROS IN EXCEL

The reporting tool is a MS Excel .XLSB file with macros enabled.



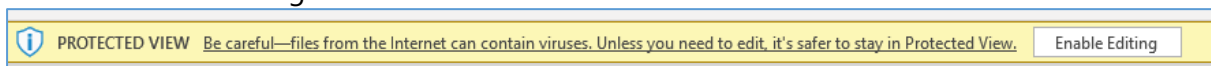
MIYO Reporting Tool v1-3 WIN.xlsb

Macros are coding elements that are used to bring automation to the tool. It is required that macros are enabled in order to use the import process and some of the other buttons in the tool.

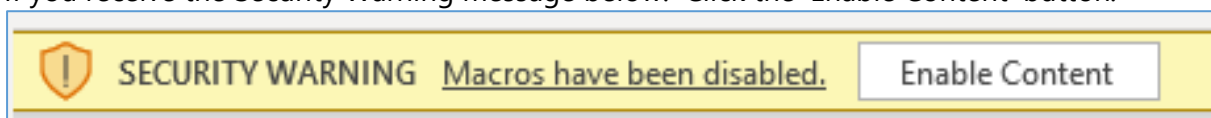
Note that Macro/Protection settings differ according to the version of Excel, company settings, and local computer Excel settings.

When accessing an Excel file that contains macros it should be saved to the local computer/network and not accessed directly from an email.

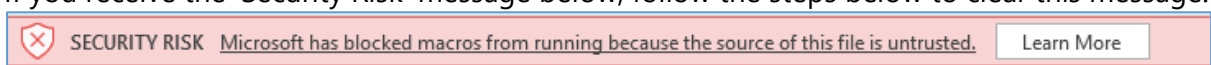
Upon opening it for the first time, click the 'Enabling Editing' button if you receive the Protected View message below.



If you receive the Security Warning message below. Click the 'Enable Content' button.



If you receive the 'Security Risk' message below, follow the steps below to clear this message.

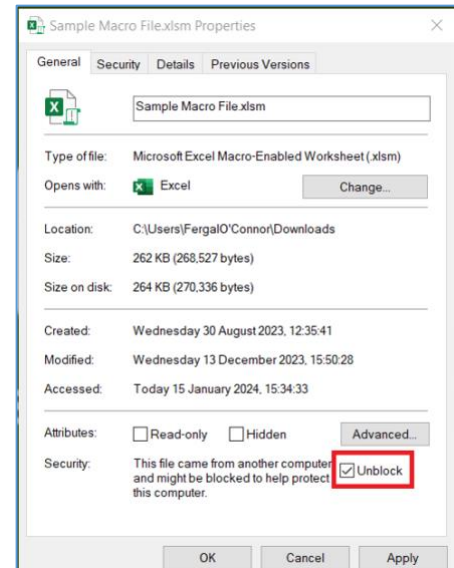


Steps:

1. Close the file.
2. Right click on the file and open up its properties.
3. Select Unblock and Apply.
4. Open up the file again.

For more detailed info follow the link:

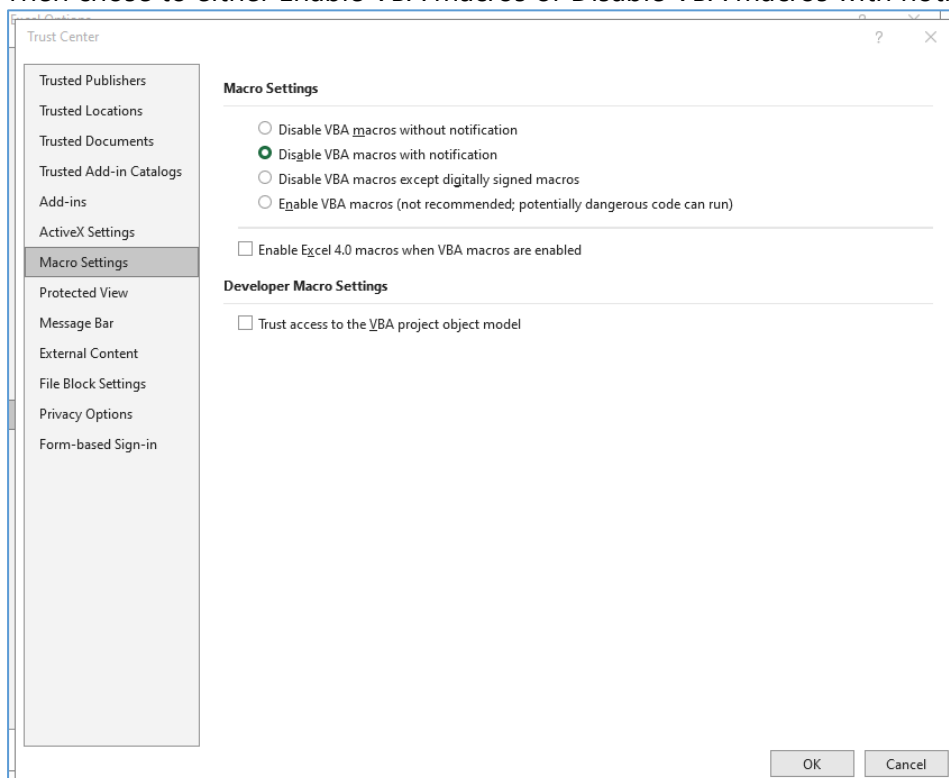
<https://www.olas.ie/software-development/blocked-macros>



At this stage, Macros should be enabled in the file! If macros aren't enabled and you didn't receive messages, then check your macro settings in Excel.

- File > Options > Trust Centre > Trust Centre Settings > Macro Settings

Then chose to either Enable VBA macros or Disable VBA macros with notification.



If you are unable to change settings on this screen, you will need to contact IT.


MAIN/HOME WORKSHEET

This screen is the main navigation sheet in the tool. It contains quick access buttons to navigate to any worksheet in the tool.

Clicking the Home icon at any time will return the user back to this sheet.



MIYO Survey Reporting and Data Analysis Tool

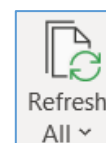
<p>Admin Setup:</p> <p>Import Survey Reposnses</p> <p>Admin - Questions Setup</p>	<p>Section 1: Count of Reponses</p> <p>Section 1 Tables</p> <p>Section 1 Pie Charts</p> <p>Section 1 Bar Charts</p>
<p>Source Data:</p> <p>Survey Data</p> <p>Survey Records: 1</p> 	<p>Section 2: Rating Reports</p> <p>Section 1 & 2 Overview</p> <p>Section 2 Tables</p> <p>Section 2 Bar Charts</p> <p>Q1 x Section 2 Mean Scores</p> <p>Q2 x Section 2 Mean Scores</p> <p>Q3 x Section 2 Mean Scores</p> <p>Q4 x Section 2 Mean Scores</p> <p>Q5 x Section 2 Mean Scores</p> <p>Q6 x Section 2 Mean Scores</p> <p>Q7 x Section 2 Mean Scores</p> <p>Q8 x Section 2 Mean Scores</p> <p>Q9 x Section 2 Mean Scores</p> <p>Q10 x Section 2 Mean Scores</p> <p>My Reports</p>



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Clicking the Refresh icon will ensure that all the reporting elements are fully refreshed using the latest data available to them. This refresh process is only really needed after updates to the Admin screen.



Clicking the 'Refresh All' button in Excel will also perform this function.

IMPORT SURVEY RESULTS

The import screen provides an automatic process that takes in survey responses from an Excel file (that matches the structure and rules of the Excel template mentioned above) and transforms the data into the required data format needed for the tools reporting. The import process also auto populates the question text on the Admin sheet of the tool.



Once the file is pointing at the correct survey source file, simply click the 'Import Survey Results' button.

The import process may take a few minutes depending on the number of survey responses that need to be processed.

Upon import, all existing imported data will be deleted from the reporting tool and replaced with that of the new import file.

RESET BUTTON

At the bottom of the 'Import Survey Responses' screen a reset button can be found. Clicking this button will delete all survey response from the file and will look to reset the admin page back to its default selections.



SURVEY DATA

The 'Survey Data' worksheet contains all the response data that got imported. This sheet is fully protected and can be used for reading only purposes. If you wish to verify if data was imported correctly, this sheet will allow you to visually check that.

As part of the import process a single survey response, 1 row in the import file, will now be represented across 36 rows. With the import files columns from 'Survey Response Ref' (column A) to 'Section 1 Q 10' (column P) identical for each of those rows.

Each of the Section 2 question responses (36) will then be recorded on their own lines.

ADMIN – QUESTIONS

The admin worksheet is primarily used for managing the text of the questions and translations in the tool. The green cells are left unprotected and are open to user edits. None of these green cells should be left blank.

The question text is automatically pulled from the column headings in the survey import file as part of the import process, but it can be further edited or refined here so as to better suit the tool.

For example a long-detailed question regarding a person's parents' occupation, might be shortened to say, 'Occupation of Parent 1'. Which would display much better in the reporting elements of the tool. Or if the question text was "If other, please specify", this might be edited to be something more descriptive like "Other Religion Denomination".



After making edits on the admin screen, click the Refresh icon to fully refresh all objects in the file with the updated information.

SECTION 1 QUESTION HEADINGS

Section 1 question headings can be modified in the 'Question' column of the table shown below.

Column No	Ref	Section 1 Question Number	Question
1	Ref		Number
2	Date		Response Date
3	Consent		Consent to participate in this study
4	Section 1 Q1	1	Which of the following best describes the place where you live?
5	Section 1 Q2	2	How long have you been a Scout?
6	Section 1 Q3	3	How often do you attend scouting activities?
7	Section 1 Q4	4	What age are you?
8	Section 1 Q5	5	Gender
9	Section 1 Q6	6	Profession 1
10	Section 1 Q7	7	Profession 2
11	Section 1 Q8	8	Do you have any long-standing illness or disability?
12	Section 1 Q9	9	Are you a member of any particular religion or denomination?
13	Section 1 Q10	10	If Yes, which one(s)?

SECTION 2 QUESTION HEADINGS

Section 2 question headings can be modified from the table shown below. Also, if necessary, the user can alter the 'Spices Category' mapped to that question using the 'Spices Category Number' column (this selection maps to the lookup text displayed in the column next to it). These 'Spice' categories have already been configured for the MIYO survey as laid out in this document.

Column No	Ref	Section 2 Question Number	Question	Couplet	Couplet Part	Spices Category Number	Spices Category Text	Couplets
19	1(a)	1	1(a) I try to live my life in a healthy way (nutrition, sleep, exercise).	1	(a)	2	Physical Development	1(a)
20	1(b)	2	1(b) My youth organization encourages and supports me to live healthily.	1	(b)	2	Physical Development	1(b)
21	2(a)	3	2(a) I am curious about the world around me and enjoy learning new things.	2	(a)	3	Intellectual Development	2(a)
22	2(b)	4	2(b) My youth organization provides opportunities to satisfy my curiosity and learn new things.	2	(b)	3	Intellectual Development	2(b)

SPICES CATEGORY

The table shown below can be used to change the headings or translations of the different 'Spice' categories headings used by the tool.

ID	Category
1	Social Development
2	Physical Development
3	Intellectual Development
4	Character Development
5	Emotional Development
6	Spiritual Development

TRANSLATIONS TABLE

The translations table can be used to translate a number of different headings/button text etc. used in the reporting tool to a different language, if you so wish.

Please note that the translation element doesn't cover 100% of the tool. For example the text of popup message boxes will always be in English.

Survey Data Headings	Translation
Survey Response Ref	ID
Date	Start time
Consent	Consent to participate in this study

CONSENT ANSWER TRANSLATED

This table is used as part of the import process to remove survey responses where the respondent selected 'No' to the consent question.

Consent Answer	Consent Answer Translated
Yes	Yes
No	No

If the survey is translated to another language other than English, the 'No' translation should be populated here in advance of the import process running, in order to automatically remove those responses.

REPORTING ELEMENTS

All the reporting elements in the file are pivot tables/charts/slicers based on the source data table 'Survey_Data_tbl' as found on the 'Survey Data' worksheet.

PIVOT TABLES, PIE CHARTS AND COLUMN CHARTS

Section 1 Tables	Section 1 Pie Charts	Section 1 Bar Charts	Section 1 & 2 Overview	Section 2 Tables	Section 2 Bar Charts	Q1 x Section 2 Mean Scores
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The rest of the worksheets in the file are all the reporting sheets, displaying data in table, pie chart and column chart form.

Reporting elements will either report on a count of the number of responses

Row Labels	Count	%
11 years or more	2	1.45%
1-2 years	24	17.39%
3-4 years	48	34.78%
5-6 years	37	26.81%
7-8 years	7	5.07%
9-10 years	10	7.25%
less than a year	10	7.25%
Grand Total	138	100.00%

or will report on mean (average) scores.

Mean	Column Labels	
Row Labels	1(a)	1(b)
A big city	7.38	8.47
A country village	8.71	9.43
A farm or home in the countryside	5.00	8.00
A town or a small city	7.34	8.47
The suburbs or outskirts of a big city	8.11	8.44
Grand Total	7.46	8.51

On some of the worksheets there are pivot tables presented vertically down the page. So as to allow pivot tables to grow in size, there needs to be plenty of available rows between these tables. For display purposes a format button has been added to tidy up the formatting on the screen to hide blank rows and to show rows with data. This button can be pressed at any time but maybe required after filtering/unfiltering the report.

Format: Hide Blank Rows

SLICER FILTERS

At the top of each of the reporting pages you will find slicer filtering controls.

These slicer controls can be used to filter all the reporting elements in the file in one go.

Holding down the Ctrl key when selecting a slicer will allow you to make multiple selections.



To remove a slicer selection, click the red X Filter icon on the top right-hand corner of the control. Or alternatively click one of the 'Unfilter' buttons.

Ref		
1(a)	1(b)	1
11(a)	11(b)	1

UnFilter

For more learning on using Pivot Slicers, see Microsoft's resources.

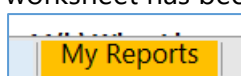
<https://support.microsoft.com/en-gb/office/use-slicers-to-filter-data-249f966b-a9d5-4b0f-b31a-12651785d29d>

The 'Unfilter' button will remove any filters or slicer selections on a page, thus ensuring that all the reporting pivot elements are based on the full data set.

UnFilter

CREATING YOUR OWN PIVOT TABLES

If you are familiar with Pivot tables/charts you may wish to create your own or to edit those in the reporting template. If so, this can be done from the 'My Reports' worksheet. This worksheet has been left unprotected and so is open to user edits.

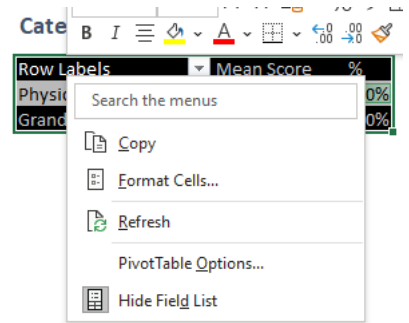


The source data for pivot table reporting should use the data table 'Survey_Data_tbl'. However, the simplest way to get started is to copy an existing Pivot element onto the sheet and to make edits to it from there.

1. Simply select the full contents of an existing pivot table
2. Right click on the pivot table, and then select Copy.
3. Then paste it to a new location on the 'My Reports' worksheet.

More Microsoft learning on Pivot Tables can be found here:

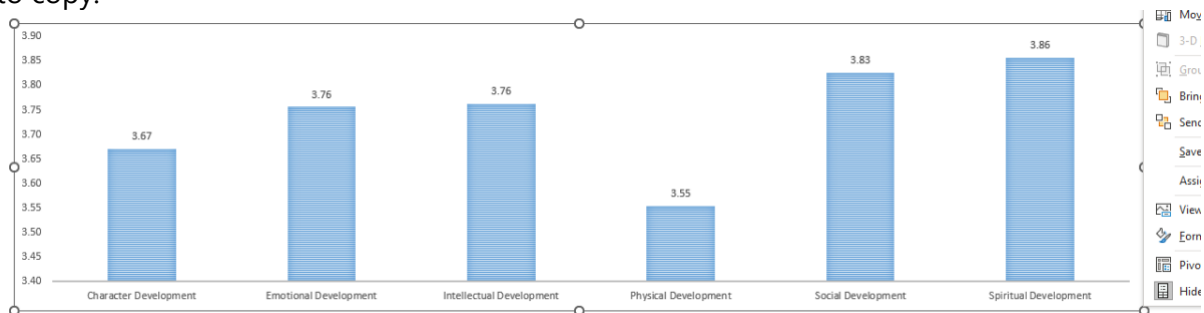
<https://support.microsoft.com/en-gb/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576>



COPYING AND PASTING PIVOT TABLES/CHARTS INTO EMAILS OR OTHER DOCUMENTS

Excel elements can easily be copied and pasted directly into other documents or emails! Simply select the item you wish to copy, right click, select Copy, and then Paste it into the document/email of your choosing.

When copying a chart, look to click on the chart and to select the full outer border of the file to copy.



When copying details in a chart or table, select all the applicable cells fully before clicking the Copy button.

IF THERE ARE ANY ISSUES WITH THE REPORTING TOOL

In the event of anything breaking in the Excel Reporting Tool (such as a corruption issue where the file doesn't save correctly), simply delete your copy of the file and download a fresh copy.

PILOT THE SURVEY / TESTING

It is a good idea to pilot the survey and reporting tool prior to releasing a version of the survey. The aim of the pilot is to test that the survey is setup as required, that you are familiar with the tool/process, and that you are then able to report on the responses as expected.

Once you have your survey setup, collect two or three sample responses, and then look to feed those responses into the reporting tool.

- Complete a few sample survey responses.
- Export the responses test responses to Excel.
- Import the test responses into the reporting tool.
- Test the reporting tool to confirm the whole process is working as expected.
- If the testing proves successful, then proceed to release the survey to the intended audience.

SAMPLE DATASETS

Two sample datasets will be made available with the tool.



MIYO Young Peoples Survey Responses Sample Dataset MIYOLAND.xlsx



MIYO Young People's Survey(1-8).xlsx

1. 'MIYO Young People's Survey(1-8).xlsx': is a sample dataset taken directly from a copy of the MS Forms Survey as supplied as part of this pack.
2. 'MIYO Young Peoples Survey Responses Sample Dataset MIYOLAND.xlsx': is a larger more complete dataset (130 records). This dataset was originally part of a Google Forms survey, whose responses were then manual transformed and pasted into the 'Blank Survey Template'.

Feel free to test the Reporting Tool upon these two sample datasets, or to use the files as references in creating your own survey import files.