

A Guide to Language Policy and Planning for B.C. First Nations Communities

How to Use the Excel Templates to Tabulate Surveys

Template 1: Language Assessment Survey

Template 2: Language Attitudes Survey

Surveys and templates:

Franks, S., & Gessner, S. (2013). *A Guide to Language Policy and Planning for B.C. First Nations Communities*. Brentwood Bay, BC: First Peoples' Cultural Council.
Retrieved from http://www.fpcc.ca/language/Programs/Language_Policy_Guide.aspx

See: <http://www.fpcc.ca/about-us/Publications/>

Terms:

“Workbook” – means the entire Excel document.

“Worksheet” – means the separate Excel sheets that are stored within the Excel Workbook. Each worksheet can be accessed at the bottom of the Excel screen. This Excel Workbook contains four Worksheets:

1. Participant Responses
2. Response Totals
3. Chart Responses (SIMPLE)
4. Chart Responses (DETAIL)

“column” means the vertical lines of each worksheet. Columns are labeled A-Z through AE

“row” means the horizontal lines of each worksheet”. Rows are numbered from 1 – 1000 (1000 is the maximum number of responses that can be used for this workbook)

“cell” means the specific box. You enter information into cells.

Quick review of Excel:

Rows are used to separate “cases” or “examples”. For example, each participant that fills out a survey will have their own row in the Participant Responses worksheet.

Columns are used to separate “criteria” or “values” or “responses”. For example, each column will be used for a different question of the Language Assessment Survey.

Formulas are already made for the Excel Workbook. Formulas are automatic processes that are used to make charts, compute statistics, and sort information.

Always save frequently. The first time you save, click File - > Save As and save the Workbook in a way that makes sense for record keeping. Recommended file name would look like: “2013 LAS name of language.xls” This filename describes the date, what type of survey (LAS – Language Assessment Survey) and the name of the language that it is for.

Ensure that you fill each cell correctly, based on the information in the first row header for each question.



Step by Step

1. Sort the completed Survey by language. Each language must have a separate Workbook. If you have more than one language, then create a separate Excel document for each.
2. Start up Excel and open the “Template # Language Survey.xls” Workbook
3. Open the “**Participant Responses**” Worksheet, by clicking the tab at the bottom of the Excel window.
 - a. For each completed survey, fill out a separate row. For example, one completed survey will be entered on Row 1, the next survey will be entered on Row 2 Press TAB to advance to the next column for the same row. Press ENTER to advance to the next row, or use your mouse cursor to select the first cell column of the next row.
 - b. **The top row of the worksheet is the header.** Each column refers to a separate question from the survey. The detail of the question is included, as well as information on how to enter the data. For example, Column F asks “1.1 How well can you speak the language?” and provides information on how to enter the response in Excel: by typing “fluent”, “somewhat fluent”, “not very well”, “know some vocabulary” or “not at all”. **Always type responses as they appear in the first row (the “Header” row).**
 - c. The second row of the worksheet is the first row for your participant responses. **Important:** this row also has a comment for each column that clarifies how to enter the data. For example, if you select the cell at row 2, column M , a box will appear that describes how to enter data for “open ended” questions. These comments provide helpful information.
 - d. Enter the responses exactly how they are described in the brackets/parantheses () of the first row. **After you have entered data the first time, Excel should help you by auto-completing what you have written** – always make sure before you use auto-complete that Excel is giving you the correct suggestion! It’s not perfect!
 - e. Columns M, Q, S, U, W, Y and AA are **Open Ended Responses**. Although this information is not used for the statistics and charts, we recommend entering the open ended responses into the cell. Entering the responses into the cells is helpful because it lets you keep all of your data in one area (the Excel document), and helps language planners to make sense of particular responses by looking at surrounding responses made by participants.
4. Once you have completed all of your participant responses, open the “**Response Totals**” worksheet.
 - a. This worksheet automatically sorts the data that you entered in the Participant Responses worksheet. The formulas have been designed to take information from the Participant Responses worksheet and compute the totals for each response, and by gender and age.
 - b. **Enter the total number of participants** in the first table. This is used only for information purposes.
 - c. This worksheet has been set to display in Printer mode. You can print the worksheet to have a summary of participant response totals by going to Print and selecting “worksheet”.
 - d. Table 0.1 and 0.2 are your demographic totals. They tell you how many people of each age category or gender completed the survey.

- e. Each table computes the information from the “Participant Responses” worksheet by: totals by response, totals of responses by Gender, and total of responses by age category. The table is read by row, from left to right. The first column of each table lists in each row the different responses for the question. The second column lists the number of each response (how many participants responded with that particular response). The third and fourth column “By Gender”, lists the number of responses by participants of either male or female gender. The remaining columns “By Age”, lists the number of responses by participants in each age category. For example, if you read the first response row, you would get the total of all participants that responded in that way, following by the number of male participants that responded that way, then female, and then the number of participants of each age category that responded in that way.
 - f. Everything in this Worksheet is automatic, EXCEPT for the first table where you should enter the number of total participants that completed the survey.
 - g. **Check** the totals quickly to see if there are any rows that appear to repeat. For example, if you see two rows for different responses to the same question that are exactly the same, you should check to make sure that you have entered the data correctly on the Participant Responses worksheet. If you have and there is still an error, contact FPCC to determine if there is an error in the Excel formula.
5. Once you have checked the Response Totals, go to the **Chart Responses (SIMPLE) Worksheet**.
 - a. This worksheet automatically generates charts that visualize your data. Everything is automatic, and totals are taken from the Response Totals worksheet.
 - b. Simply print the worksheet to have quick access to charts from your data.
 - c. This worksheet contains the basic response totals for each response.
 6. For a more detailed look at responses by age category, go to the **Chart Responses (DETAIL) worksheet**.
 - a. This worksheet automatically generates charts that visualize your data. Everything is automatic, and totals are taken from the Response Totals worksheet.
 - b. Simply print the worksheet to have quick access to charts from your data.
 - c. This worksheet contains the basic response totals for each response.
 7. That’s it! Save your Excel workbook (in the recommended format of “2013 LAS name of language.xls”. Keep multiple backup copies of your data in separate locations!