

## Checklist for Data Collection

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

### Activity 1: Survey Questions

*Task: Survey Questions*

- Open a new word processing document and type your name, date, and a title
- Write *close-ended* questions for your survey and be sure each question:
  - Collects numerical data that is easy to analyze
  - Includes three or four possible responses that are not too long
  - Is not too long
- Write one or two *open-ended* questions and be sure each question:
  - Provides detailed information or quotes
  - Is limited to an idea or concept that cannot be adequately addressed with a close-ended question
- Be sure that *all* your survey questions:
  - Collect data to help make a decision
  - Do not favor any point of view
  - Are easy to understand
  - Ask one idea per question
  - Do not influence the answers
- Make sure that your questionnaire:
  - Is as short as possible
  - Lists questions in a logical order
  - Does not list questions in an order that influences answers
  - Includes basic demographic questions
- Consider the following questions:
  - How will survey data help you make the *decision* you have defined?
  - What *information* from this data would help make the decision?
  - What are some *alternatives* that could be chosen?
  - What are some *possibilities* of each alternative?
  - What *choice* would you make?
- Check the spelling and grammar of your survey questions
- Save your document

### Activity 2: Survey Administration

*Task: Survey Respondents*

- Open your survey questions
- Exchange and review a peer's questionnaire, provide specific feedback, and consider your peer's feedback
- With a peer, open a new word processing document and type your names, date, and a title
- Determine your population and select a representative sample
- Determine how you will deliver the questionnaire: printed copies, e-mail, or the Web
- Deliver the survey to your sample
- Be sure to explain the purpose of your survey
- Collect the questionnaires from your sample
- Save your completed questionnaires

### Activity 3: Database Basics

*Task: Database GUI Explanation*

- Open a new word processing document and type your name, date, and a title
- Identify and describe five menu options on a database application that can help you manage your survey data
- Save your document

**Activity 4: Database Planning**

*Task: Database Design*

- With your partner, open a new word processing document and type your name, date, and a title
- Design a database, in your word processing application, with at least two tables to store and manage your and your partner's survey data
- Follow these steps to plan your database:
  - Consider your purpose
  - Group data into tables
  - Define fields for each table
  - Identify primary keys for each table
  - Test your tables with sample data
  - Revise the design
- Discuss the questions:
  - How will your survey data help you make the *decision* you have defined?
  - What *information* from this data would be useful to decision makers?
- Save your document

**Activity 5: Database Tables**

*Task: Database*

- With your partner, start a new database
- Use your database design to:
  - Create tables and define the fields:
    - Give a descriptive name to the field
    - Select the type of data for the field
    - Describe the data
  - Set the primary key for each table
  - Use an automatically generated number to identify each respondent
  - Enter answers of up to five respondents
  - Check that all data is entered and visible in the tables
- Save your tables