Activity 4.1: Introduction to Data Entry

Materials Needed:

Electronic copies of a built, but empty ACCESS or Survey Monkey database

Filled out surveys that match the database

Computer hooked up to a projector and individual computers for each trainee (Ideal setup; but one computer without projector will work also)

Intended Audience:

People who will be doing data entry

Time Needed:

30 minutes

Purpose of the Activity:

This activity is designed to train staff or volunteers who will be responsible for computer data-entry for your project to use ACCESS or Survey Monkey to enter and manage your data.

By the End of the Activity Participants Will:

- Have learned about the importance of databases and data entry
- Have learned how to use ACCESS or Survey Monkey

Before this Activity Participants Will Need to:

Compile and organize all the research instruments (surveys, interviews, canvass sheets etc.) that have been completed and need to be entered

Facilitator Instructions:

1. In the weeks leading up to the training, finalize your survey and, if needed develop your database in ACCESS or Survey Monkey. Be sure to check the database for errors by entering a few surveys (though of course be sure to remove them afterward).

2. Before the training, hook up a computer to a projector so that trainees can see what you are doing on a 'master' computer. Ideally, each trainee would each also have a computer to work on. Before the training be sure each of the computers is set up for either ACCESS or Survey Monkey. If using ACCESS, make sure that the blank database is on each of the computers. If using Survey Monkey, simply make sure each computer has internet access. Also be sure to create a "collector" link and then send this link to participants (turn the multiples responses from the same computer setting on).

3. At the beginning of the training, ask trainees if they have ever used ACCESS, Survey Monkey or other database tool before. Then explain the following:

    "Databases are easily searchable electronic files that can store a lot of information. Different types of software, like Excel, ACCESS and Survey Monkey, help with data entry and database management. The database will allow us to easily analyze all the information collected through the research instruments. Generally, databases work best with survey data. Other software can be used to analyze data from focus groups and interviews. ACCESS software is a program in the Microsoft Professionals Suite. Survey Monkey is an online database and survey administration tool. We use ACCESS and Survey Monkey because of their easy to use forms that simplify data entry. Once all the data is entered, we can quickly and easily analyze the data."

4. Give the handout to trainees. Briefly step them through the handout covering basic navigation of the database and tips for data entry (use either the ACCESS or the Survey Monkey handout).

5. Discuss the specifics of your survey; questions that might be difficult for data entry and clarifications on language and data interpretation. If needed, develop a glossary of terms, clarifying all technical language in the survey to ensure consistent data entry.

6. Direct trainees to practice entering a survey or two individually on their own computer. If each trainee does not have their own computer take turns entering some or all of the surveys on a single computer.

7. Afterwards, bring the group back together and see if there are any questions or concerns. Address questions as a group to ensure consistent data entry.