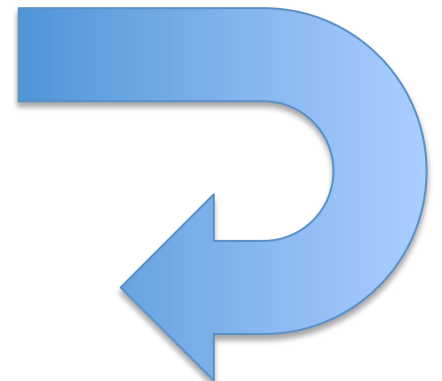
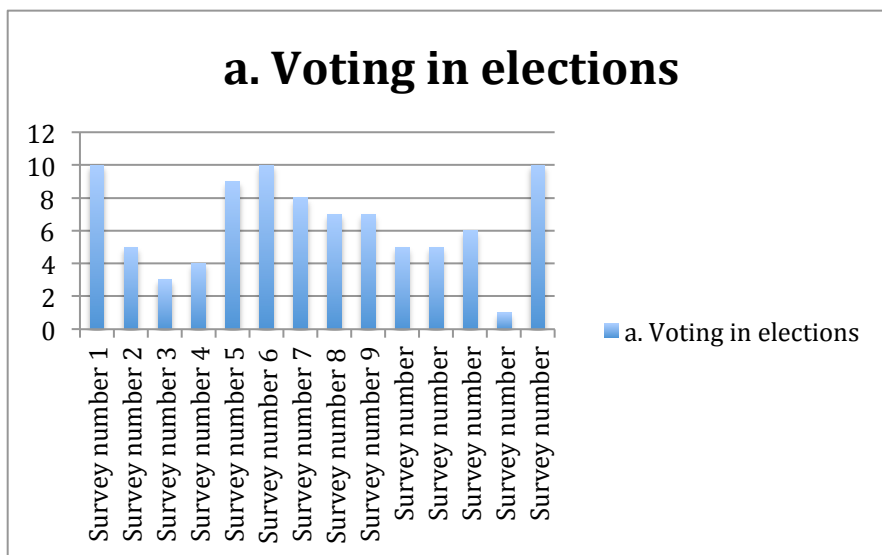


Data Entry Instructions

If you choose to complete the surveys on paper, you can arrange students to enter their own survey data into Microsoft Excel. This way, students can see their opinions from their surveys graphically in Excel. *A template is provided on the CDD website.* Here are some steps you can follow to construct class data.

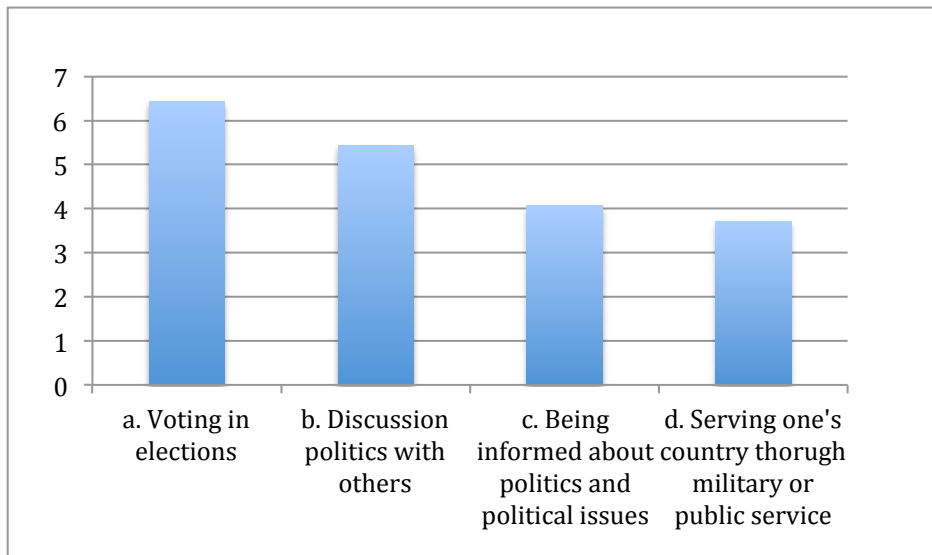
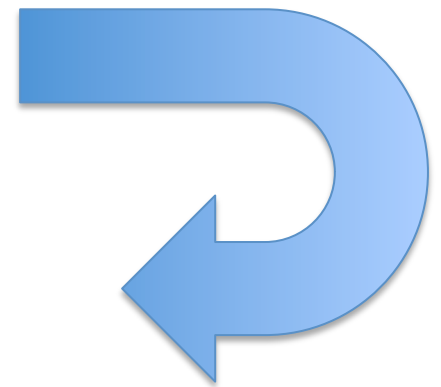
1. Construct class data for individual questions for the presurvey. Have students enter in their responses for each of the questions in the “Presurvey Tab”, leaving cells blank if they answered “No Opinion” on a question. Highlight the desired question, and press the “Chart” and “Column” buttons in Excel to construct the graph.

	A	B	C	D	E
	On a scale from 0 to 10, where 0 is completely unimportant, 10 is extremely important, and 5 is exactly in between, how important do you think each of the following is to being a good citizen?	a. Voting in elections	b. Discussion politics with others	c. Being informed about politics and political issues	d. Serving one's country thorough military or public service
1					
2	Survey number 1	10	9	3	1
3	Survey number 2	5	4	3	2
4	Survey number 3	3	8	4	4
5	Survey number 4	4	2	2	3
6	Survey number 5	9	1	5	10
7	Survey number 6	10	5	7	8
8	Survey number 7	8	2	2	2
9	Survey number 8	7	4	5	3
10	Survey number 9	7	9	1	3
11	Survey number 10	5	8	5	1
12	Survey number 11	5	8	6	6
13	Survey number 12	6	2	2	4
14	Survey number 13	1	5	7	2
15	Survey number 14	10	9	5	3
16	Average	6.42857143	5.42857143	4.07142857	3.714285714



2. Construct the data for class averages. This can be done after each student has input his/her data. Excel can automatically calculate averages, using the formula =AVERAGE(cell1:cell2). Then highlight the desired questions, and construct the graph.

	A	B	C	D	E
1	1. On a scale from 0 to 10, where 0 is completely unimportant, 10 is extremely important, and 5 is exactly in between, how important do you think each of the following is to being a good citizen?	a. Voting in elections	b. Discussion politics with others	c. Being informed about politics and political issues	d. Serving one's country thorough military or public service
2	Survey number 1	10	9	3	1
3	Survey number 2	5	4	3	2
4	Survey number 3	3	8	4	4
5	Survey number 4	4	2	2	3
6	Survey number 5	9	1	5	10
7	Survey number 6	10	5	7	8
8	Survey number 7	8	2	2	2
9	Survey number 8	7	4	5	3
10	Survey number 9	7	9	1	3
11	Survey number 10	5	8	5	1
12	Survey number 11	5	8	6	6
13	Survey number 12	6	2	2	4
14	Survey number 13	1	5	7	2
15	Survey number 14	10	9	5	3
16	Average	6.428571429	5.428571429	4.071428571	3.714285714



3. Repeat for the postsurvey results, in the “Postsurvey” tab, or create your own.

4. Compare averages before and after deliberation. Go to the Comparison tab, or create your own. Input the averages found in Step 2 and Step 3 for before and after. Highlight the desired questions, and construct the graphs.

	A	B	C
1	On a scale from 0 to 10, where 0 is completely unimportant, 10 is extremely important, and 5 is exactly in between, how important do you think each of the following is to being a good citizen?	Average Before	Average After
2	a. Voting in elections	6.5	8
3	b. Discussion politics with others	4	6
4	c. Being informed about politics and political issues	5.8	5
5	d. Serving one's country thorough military or public service	4	3.8
6			

