Entering data for the first time

If you have never entered a questionnaire, then start with entering the example questionnaire (01111). The example questionnaire is in the laptop bag, together with other instruction material.

Instructions for entering the example questionnaire

✓ Open the folder ‘DOiT’ on the DESKTOP
✓ Go to the folder ‘questionnaires’
✓ Go to the folder ‘Example questionnaires’
✓ Open the .bla-file
✓ Press the green arrow in the top of the toolbar
✓ Press OK if the ‘message’ appears!
✓ An entry screen opens and you can start entering the questionnaire

Important!!!

✓ A logbook is kept for special cases (e.g. two answers are checked for one response option). The logbook is the same as the one used for entering anthropometric data, always note the codenumber of the pupil!

Example:

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18212 variable name 2 answers missing value (ctrl K)
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✓ A missing value (MV) is indicated with a question mark, if you press ctrl. K, a question mark appears with a yellow background
✓ When two answers are given for one response option, this is a missing value
✓ When no response is checked, this is a missing value as well
✓ Enter data of questionnaires exactly as they are written down, even when values seem to be incorrect. Note these special cases in the logbook, but enter the data exactly as they are written in the questionnaire

✓ The aim of entering data is to transfer the questionnaire in the programme as precise as possible!

When you finished entering the data, then discuss your entering afterwards together with David or Amika. When both are absent, then watch below here.

Good luck!

Amika
Specific per question

**Question A.**

A1 No answer, missing value → ctrl. K.

Several responses given, missing value → ctrl. K.

A2 Not answer, missing value → ctrl. K.

A3 t/m A12 No answer, missing value → ctrl. K.

Several responses given, missing value → ctrl. K.

A8 For other enter 11, there is no need to note what the ‘other’ response is

**Question B.**

B0 If responded ‘never’ to drink regular soda, but filled in top three regular sodas and further questions, then indicate regular soda IS drank and continue entering the answers, always note this in the logbook!

B1 For example only top 1 and top 2 filled in, then continue with enter, top 3 is not a missing value in that case.

B2 + B3 Several responses given, missing value

B4 + B5 When not all boxes are filled in, give an enter and continue to the next question, this is not a missing value but apparently they don’t drink this.

B6 If responded ‘never’ to drink light sodas, but filled in top three light sodas and further questions, then indicate light soda IS drank and continue entering answers, always note this in the logbook!

B6a,b,c For example only top 1 and top 2 filled in, then continue with enter, top 3 is not a missing value in that case.

B7 + B8 Several responses given, missing value

B9 + B10 When not all boxes are filled in, give an enter and continue to the next question, this is not a missing value, but apparently they don’t drink this.

B11 If responded ‘never’ to drink fruit juice, but filled in top three fruit juice and further questions, then indicate fruit juice IS drank and continue entering the answers, always note this in the logbook!

B16 If responded ‘never’ to drink water, but filled in top three water and further questions, then indicate water IS drank and continue entering the answers, always note this in the logbook!

B20 If responded ‘never’ to drink soda, but filled in top three sodas and further questions, then indicate soda IS drank and continue entering the answers, always note this in the logbook!

B21 Be aware that multiple response options can be given here. Click multiple options or put a dash between the different options in the enter bar.

B41 Be aware that multiple response options can be given here. Click multiple options or put a dash between the different options in the enter bar.

**Question C.**

C9 + C10 First enter hours, followed by minutes, use enter for 0. If for example 80 minutes is filled in, note 1 hour and 20 minutes. Note this in the questionnaire (together with your initials and the date) and note it in your diary.

C11 Responded ‘never’ to watch television, but the subsequent questions are filled in, then indicate television IS watched and continue entering the answers, always note this in the logbook!

C15 If responded ‘never’ to use the computer, but the subsequent questions are filled in, then indicate the computer IS used and continue entering the answers, always note this in the logbook!
Question D.

D1 + D5  If responded ‘never’ to walk or cycle, but the subsequent questions are filled in, then indicate the respondent DOES walk or cycle and continue entering the answers, always note this in the logbook!

D6  For other fill in 9, there is no need to note what the ‘other’ response is

D13  This is an error in the questionnaire, answers should descend to much thinner, enter what is filled in, unless respondents have written down it should be much thinner.

D28  Only 1 response is possible, if multiple answers are checked then indicate as missing value.

Question E.

E1  When someone is not a member of a sports club and with the next question is asked if another sport is done enter NO (3 times).

E2  Be aware: in minutes!

E7 t/m E10  Fill in duration in hours and minutes, so for one and a half hour fill in as written: 1.30.

E11  If responded ‘not’ to have a part-time job, but the subsequent questions are filled in, then indicate there IS a part-time job and continue entering the questions, always note this in the logbook!

Question F.

F1  If responded ‘not’ to eat snacks but the subsequent questions are filled in, then indicate snacks ARE eaten and continue entering answers, always note this in the logbook!

F4  If responded ‘not’ to eat candy but the subsequent questions are filled in, then indicate candy IS eaten and continue entering answers, always note this in the logbook!

F7  If responded ‘not’ to eat light snacks and the subsequent questions are filled in, then indicate light snacks ARE eaten and continue entering answers, always note this in the logbook!

F10  If responded ‘not’ to eat vegetables and fruit and the subsequent questions are filled in, then indicate vegetables and fruit ARE eaten and continue entering answers, always note this in the logbook!

F40  There are two questions F40 in the questionnaire, go through the blaise programme and both questions are discussed!