

# Qualtrics – Recode Values Advanced

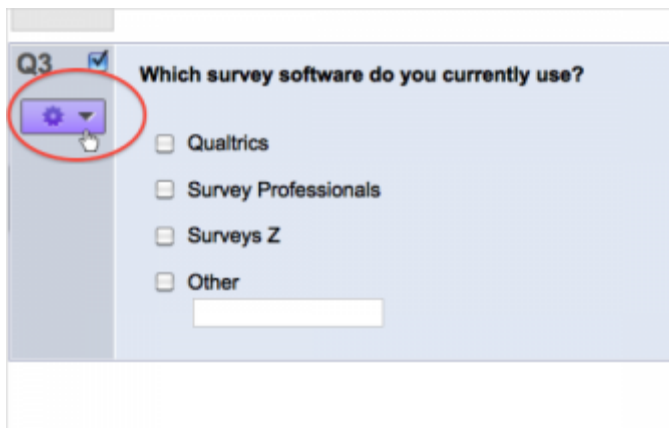
<https://siue.qualtrics.com>

Edit the Values and Labels assigned to your answer choices and statements.

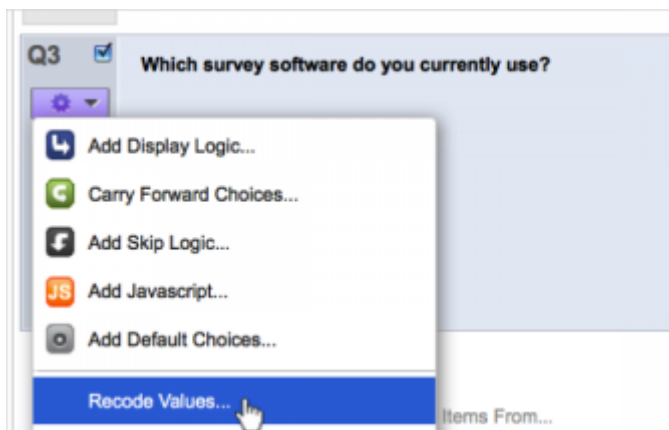
When you create a question, a numeric value and variable label are assigned to each answer choice. These values and labels are reflected in the collected data and will assist you in your statistical analysis.

## To Recode Values and Change Variable Labels:

1. Click on the question you would like to edit.
2. Click on the **Purple Gear Box** (Question Options drop-down) to the left.



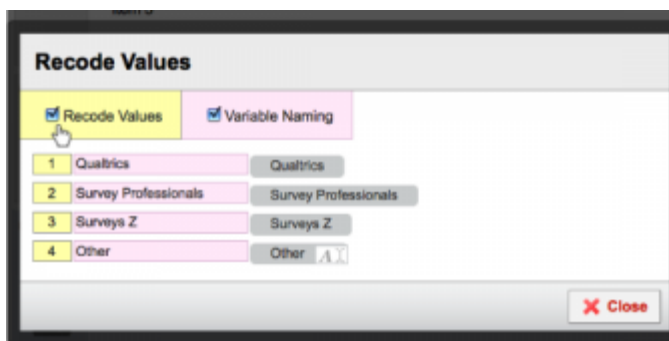
3. Select the **Recode Values** option.



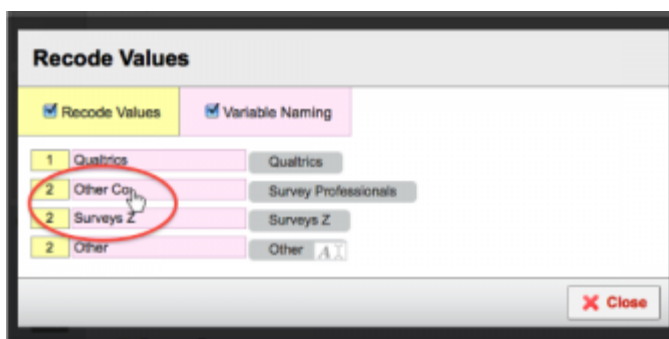
4. A new box will open. Check the yellow **Recode Values select box** and/or the pink **Variable Naming** select box.



- The values and labels will then appear next to the answer choices.



- Click on the values, delete them, then type in your new values. Do the same for the labels.



## More Information

### [QTips](#)

- These values and labels can be changed during survey building or after you have collected your data, and the change will be reflected in your report and raw data.