

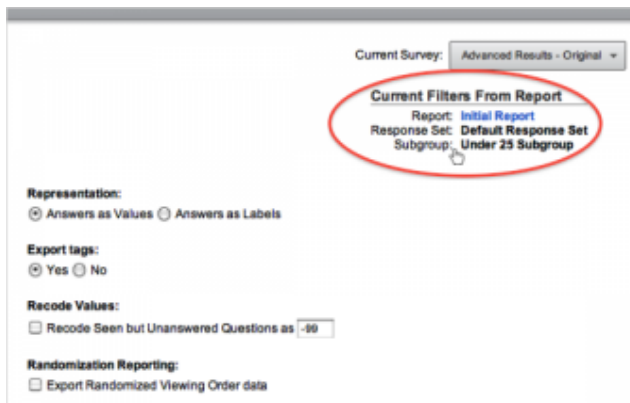
# Qualtrics – Download Options

<https://siue.qualtrics.com>

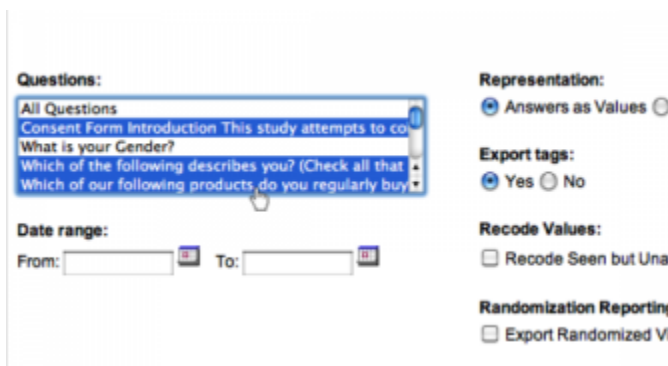
Use the Download Options to customize your data output. The Download Options can be found at the top of the **Download Data** section and can be reviewed before downloading a file.

## Download Options:

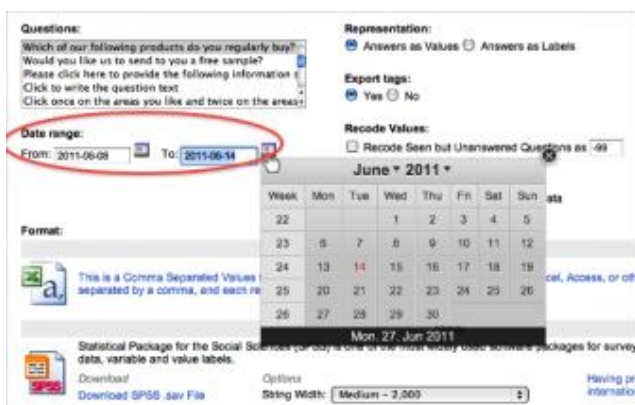
- **Current Filters from Reports:** In the upper right-hand corner of the Download page, you can see which [Response Set](#) you are pulling the data from. Next to **Subgroup** you can see if there is a Subgroup applied to the report you are referencing. The Report you are referencing is going to be the last Report you were in before navigating to **Download Data**. If you are referencing the wrong Response Set or Report, you can go back to [View Reports](#) to change the settings.



- **Questions:** If you don't want the raw data from all questions in the survey to be downloaded, you can select individual questions or multiple questions in the Question select box. Select multiple questions by holding down Shift and clicking on the questions.



- **Date Range:** Further filter the data by selecting a data range to draw the raw data from.



- **Representation:** Choose to download your answers as either numeric values (assigned codes) or as variable labels (the actual text of the answer choices). Numeric values and variable labels can both be edited by going to **Edit Survey**, clicking on the **Purple Gear Box** for the question you would like to change and selecting **Recode Values**. Visit the [Recode Values](#) page for more information.

The screenshot shows the Qualtrics download options interface. The 'Representation' section is circled in red, showing two radio button options: 'Answers as Values' (selected) and 'Answers as Labels'. Other sections include 'Export tags' (Yes/No), 'Recode Values' (Recode Seen but Unanswered Questions as -99), and 'Randomization Reporting' (Export Randomized Viewing Order data). The format is set to 'CSV'.

- **Other options:** Select to download **Export Tags** and set the **Recode Values** for questions seen but not answered to preserve data integrity.

The screenshot shows the Qualtrics download options interface. The 'Export tags' section is circled in red, showing two radio button options: 'Yes' (selected) and 'No'. Other sections include 'Representation' (Answers as Values selected), 'Recode Values' (Recode Seen but Unanswered Questions as -99), and 'Randomization Reporting' (Export Randomized Viewing Order data). The format is set to 'CSV'.

- **Randomization Reporting:** If you had randomization in your survey, you can select to download the **Randomized Viewing Order Data**. If selected, the last columns in your downloaded data will contain information on the order in which your randomized blocks, questions, or answer choices were displayed.

The screenshot shows the Qualtrics download options interface. The 'Randomization Reporting' section is circled in red, showing a checkbox for 'Export Randomized Viewing Order data' which is checked. Other sections include 'Representation' (Answers as Values selected), 'Export tags' (Yes selected), and 'Recode Values' (Recode Seen but Unanswered Questions as -99). The format is set to 'CSV'.