

Using Airtable to code existing data

Create a free account at:

<https://airtable.com/signup>

Import data in bulk:

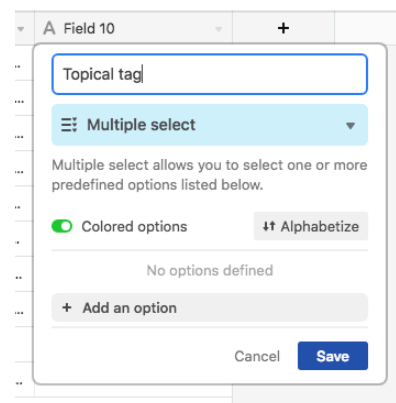
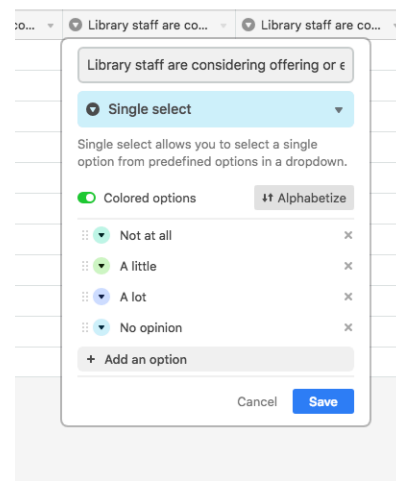
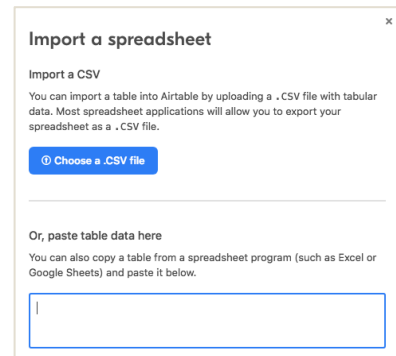
- Add a new base
- Select “Import a spreadsheet” option
- Copy data from URL and paste into base:
<http://bit.ly/SampleOpinionSurvey>

Update column types

- Click on column header, select “**Customize field type**”
- For multiple choice questions, can change to “**Single select**”
 - Why? Easier to filter than search
 - After you convert the column, consider going back in to change the order
- For checkbox questions, can change to “**Multiple select**”
 - Need to make sure only commas are the ones separating items
- For long comments, change to “**Long text**”

Apply topical tags

- Add new field with + sign
- Select “**Multiple select**”
- Name the field “**Topical tag**”
- For each free-text comment, add one or more tags by clicking inside the empty cell
 - Tip: use arrows in the corner of the comment box to read comment more easily
 - Try typing a new tag; if something similar exists, you’ll see it pop up



Filter and group data

- **Filter:**
select a subset of rows, either through searching for a keyword or limited to a known value
- **Group:**
keep all records, but arrange them by the value of a column
 - Probably makes most sense for “Single select” columns or text columns with very few options

The screenshot shows an Airtable grid view titled "Sample Opinion Survey". The data is grouped by the column "WHICH LIBRARY DO YOU VISIT MOST FREQUENTLY?". The groups are: David M. Rubenstein (2 rows), Perkins & Bostock Libraries (4 rows), Music Library (2 rows), and Lilly Library (2 rows). Each row contains a timestamp, the library name, and responses to two questions: "Library staff are considering offering or expanding the following library services. How much would each of the following improve your library experience? [Additional lockers or places to store personal belongings]" and "Library staff are considering offering or expanding the following library services. How much would each of the following improve your library experience? [Additional lockers or places to store personal belongings]".

Timestamp	Library	Question 1	Question 2
2/18/2019 16:58:26	David M. Rubenstein R...	A little	No opinion
2/18/2019 17:00:39	David M. Rubenstein R...	A lot	Not at all
2/18/2019 16:58:42	Perkins & Bostock Libr...	No opinion	No opinion
2/18/2019 16:58:53	Perkins & Bostock Libr...	Not at all	A little
2/18/2019 16:59:31	Perkins & Bostock Libr...	A lot	A lot
2/18/2019 17:00:51	Perkins & Bostock Libr...	No opinion	A little
2/18/2019 16:59:12	Music Library	A lot	A lot
2/18/2019 17:00:26	Music Library	No opinion	A lot
2/18/2019 16:59:43	Lilly Library	A little	A little
2/18/2019 17:00:10	Lilly Library	A little	Not at all

Collect more data with a form view

- Click on view drop-down
- Add a view: Form
- Edit how questions appear
 - Adjust question text
 - Hide questions
 - Make questions required
 - Change from drop-down to list
 - Prevent users from adding new options
- Share link to form view

The screenshot shows the form view of the "Sample Opinion Survey" in Airtable. The form includes a cover image, a logo, and a title. The first question is "Which library do you visit most frequently?" with radio button options: David M. Rubenstein Rare Book & Manuscript Library (Special Collecti..., Perkins & Bostock Libraries, Music Library, and Lilly Library. The second question is "Library staff are considering offering or expanding the following library services. How much would each of the following improve your library experience? [Additional lockers or places to store personal belongings]" with radio button options: Not at all and A little.

Example:

<https://airtable.com/shr8NMv7Qpo6n7KMB>