**TOOL 3.1 - POST WORKSHOP**

**Analysis Tools for Post-Questionnaire and Post-Workshop**

**Last updated: October 27, 2022**

**Created and reviewed by UNESCO IESALC**

**Objective**: This document explains the tools that can help analyze the responses obtained from the questionnaire to the workshop, considering both individual expressions and youth collective visions of futures of higher education. This can further assist with identifying trends of what youths expect and what call to actions are needed from different stakeholders.

**Possible outcomes:**

* Youths with prospective vision related to their individual aspirations and collective futures.
* Visions of futures of higher education according to youths´ profiles.
* Trends of futures of higher education in almost 30 years from now according to youths´ profiles and adapted to their local context.
* Calls to action to reach out those visions of futures.

*Please note that in the example of UNESCO IESALC’s Futures of Higher Education team, such outcomes are reflected in the form of the following:*

* *Report:* [*https://unesdoc.unesco.org/ark:/48223/pf0000382995?posInSet=2&queryId=N-79a96048-ce00-4920-86af-01f2d2b41302*](https://unesdoc.unesco.org/ark:/48223/pf0000382995?posInSet=2&queryId=N-79a96048-ce00-4920-86af-01f2d2b41302)
* *Videos:*
  + *Youth Voices: Hopes for the Future:* [*https://www.youtube.com/watch?v=7lmszL2BK4M*](https://www.youtube.com/watch?v=7lmszL2BK4M)
  + *Higher Education and ME:* [*https://www.youtube.com/watch?v=CYG8actd93c&t=13s*](https://www.youtube.com/watch?v=CYG8actd93c&t=13s)
  + *Higher Education and Society:* [*https://www.youtube.com/watch?v=npdJGbA\_4j0&t=4s*](https://www.youtube.com/watch?v=npdJGbA_4j0&t=4s)

*Based on what goals you hope to achieve, you may adopt relevant strategies to create outcomes that can best serve the communication needs in the context where the workshop is hosted. Below presents a few tips for moving forward with analysis.*

# POST QUESTIONNAIRE

* Download the data in an excel (based on regional access to different survey platform (e.g. Microsoft forms, Google forms, surveymonkey) the function to download may be different).
* The data report would start with a code in the first column in order to keep each answer anonymous.
* Keep the first column to recognize each row or each respondent.
* The following columns should be in the same order as the questionnaire: country, age, level of education, gender, etc.; until open questions.
* Review each row in order to find invalid answers or repetitions, and clean the data
* Create a second version of the excel without invalid or repetitions.
* Verify that there is no group answer in one cell, each response should be independent.
* Verify that each question has the option “Additional information”, it should be independent as part of the answer in the same column.
* In the case of questions with multiple answers selected without an order, separate them in each column; while in the case that there is an order watch out the first row and write over there order 1, order 2, and so on, to keep the order of priority.
* To analyze open answers; refer to the coding steps for each question as follows:
  + Add some columns to code each answer.
  + Choose one word for code that reflects the idea of the response.
  + Define in another excel sheet the code (what contents or means) in order to not unnecessarily create new codes.
  + Add as many codes is essential (one column per code).
  + Ideally assign a peer reviewer for questions to code again.
  + Then, select all the codes and group them according to similar topics and create a theme: this will be a Category.
  + Per each category you can analyze the frequency.
  + Finally, you can get the group answer for each question based on the Categories and the frequencies.
* To analyze close answers:
  + Sort by country and group them by UNESCO regions
  + Sort by level of education
  + Sort by gender, and so on
  + Also, you can cross the table:
    - Region and gender
    - Gender and level of education, etc.

# POST WORKSHOPS

1. **IF THERE IS NO VIDEO RECORDING ONLY MURAL**

* Take a photo of the mural and download it
* Manually transfer respondents’ information to the table as below, identifying name, age, origin (country or city) and answer:

| **Name** | **Age** | **Origin (Country/City)** | **Answer based on:**  **a. How do you see higher education supporting your personal development?**  **b. How do you see higher education supporting the world in the future?**  **c. What are your biggest hopes for higher education in 2050?**  **d. How do you want future higher education to be?** |
| --- | --- | --- | --- |
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* Coding strategy for each question is as follows to find common messages for grouping:
  + Add some columns to code each answer.
  + Choose one word for code that reflects the idea of the response.
  + Define in another excel sheet the code (what contents or means) in order to not unnecessarily create new codes.
  + Add as many codes is essential (one column per code).
  + Ideally assign a peer review for questions to code again.
  + Then, select all the codes and group them according to similar topics and create a title: this will be a Category.
  + Per each category you can analyze the frequency.
  + Finally, you can get the group answer for each question based on the Categories and the frequencies.

1. **IF THERE IS A VIDEO RECORDING**

* Download video
* Transform video into audio:
  + Use VLC media player, open it, click on Media, then Convert/Save [CTRL + R].
  + Click on Add and browse to open the video file.
  + Click on Convert/Save under Settings, in Profile choose Audio – MP3.
  + Hit Browse and give a destination file name with the extension ending in .mp3 and click Start.
* Transcript audios (consider using office 365[[1]](#footnote-2) or google doc in drive[[2]](#footnote-3)) only related to the section 4 of the workshop “The Futures of Higher Education: Youth Voices”:
* Manually transfer respondents’ information to the table as below, identifying name, age, origin (country or city) and answer:

| **Name** | **Age** | **Origin (Country/City)** | **Answer based on:**  **a. How do you see higher education supporting your personal development?**  **b. How do you see higher education supporting the world in the future?**  **c. What are your biggest hopes for higher education in 2050?**  **d. How do you want future higher education to be?** |
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  + Per each category you can analyze the frequency.
  + Finally, you can get the group answer for each question based on the Categories and the frequencies.

1. If you have office 365 when you open an online word document, you can find a microphone in the right side, select it and appear the option to transcribe then upload the audio that you need to transcribe, select the language and wait to transcribe, when it finishes, the text will appear in the online word. [↑](#footnote-ref-2)
2. You need to have a google account, then in google drive open a google docs and open the audio or video that you want to transcribe. While you have ready the audio, in google docs go to tools and look for voice typing. A microphone box appears. When you are ready play the audio, select the language and click the microphone, automatically it will transcribe in the google docs. [↑](#footnote-ref-3)