I. Cronbach's Alpha template instructions

1. You don't have to recode any of your data, it can go in in its raw form (e.g. responses on a scale from 1 to 7). This template is for survey/rating scale/partial credit test data. DO NOT ENTER RAW MULTIPLE-CHOICE DATA INTO THIS SPREADSHEET. You will not get the output that you want because it does not know which is the correct answer. You can put multiple-choice data in if the data are converted to dichotomous responses - 1 for correct answer, zero for incorrect. This will yield the same reliability estimate as KR-20. Code omits with a hyphen - it is better to avoid having any blanks in your data.

2. Open the template - it has two worksheets in it, Data input and Results. Copy all your data and paste it into the Data input work sheet in cell B2 (or A2 if your data includes student IDs). The data will spread itself out appropriately into the sheet. Total scores for each examinee are in column GU. All the other stats are in the Results worksheet. Just click the tab labeled "Results" below to see them.

NOTES
-this statistic assumes that all the items are measuring aspects of a single construct. Make sure that all your rating scales are working in the same direction before you enter the data. For example, if you are polling people about their satisfaction with their lives, make sure that a high number always refers to high satisfaction and vice versa. This may involve recoding some items in your data after you collect it.
-this spreadsheet can handle up to 200 items and 3000 examinees but it is expandable if you know how.
-don't attempt to change any of the parts of the worksheet that have color or you may impair its functioning.
-the STDEVP command is used to calculate the standard deviation in this - if you compare it to a program using STDEV the final numbers will differ slightly.

II. 0s and 1s Converter instructions

1. This workbook has two worksheets in it, "data input" and "0s and 1s." There are tabs on the bottom of the screen to switch between them. You put your answer key in the purple section of "data input" and student ID numbers or names in the light green column. Then you paste your student responses into the white section, all responses from each student in the row to the right of their ID.

3. The 0s and 1s will appear on the "0s and 1s" worksheet along with the ID numbers.

4. If you are going to use these 0s and 1s for another spreadsheet, select the area that contains them, choose Edit>Copy, then choose Edit>Paste Special>Paste Values. Otherwise you are pasting the formula and not the zeros and ones.

William Bonk