



Analyzing the Survey - Norms

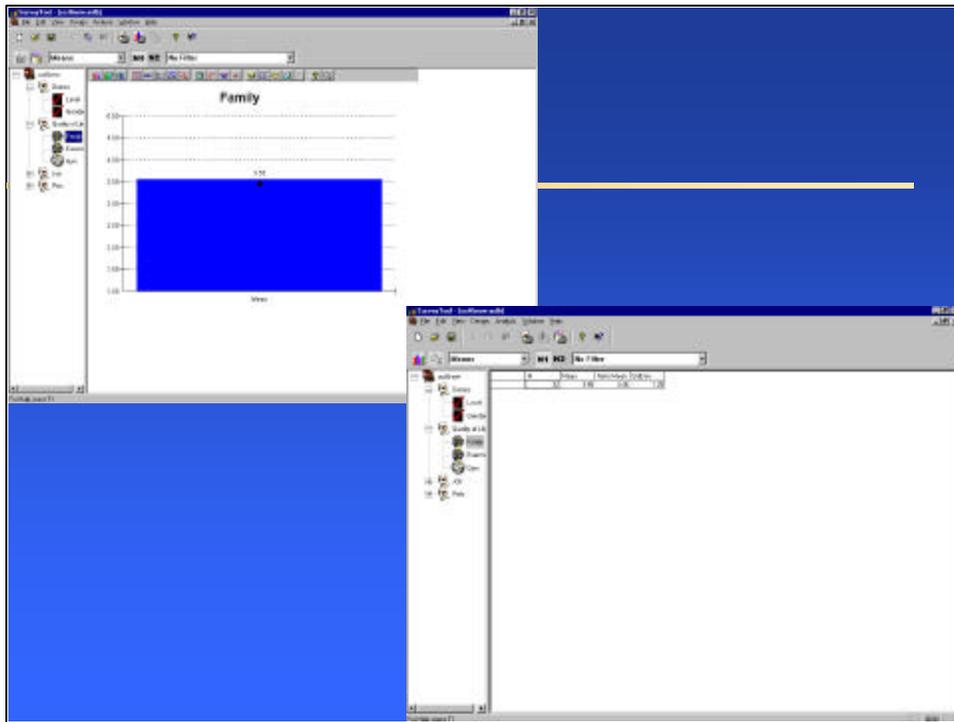
- **Allows for comparison with Navy or command norms**
 - Norms displayed on same graph for easy comparison
- **Once entered, norms are saved and displayed by clicking a button**
 - To toggle between graph with norms and graph without norms, click on N1 (for command wide norms) and N2 (for service-wide norms)

Notes:

The norms features allows for comparison with Navy-wide data or the command norms from a previous administration. The norms are displayed on the same graph for easy comparison.

Norms are entered one question at a time. To enter norms, click on Analysis, and then Edit Command Wide Norms or Edit Service Wide Norms. An Update Norm Data window will appear - initially the cells will have zeroes. The first column is the mean, with the remaining columns being the percentage of each response. To change the numbers in each cell, double-click in the cell. This highlights the number; type over the number to change. To save that number, click in the dark grey area below. Continue until all numbers are changed. Then click on OK. The norms are then saved permanently with the survey data. To edit the norms after they have been saved, click on Analysis, and then Edit Command Wide Norms or Edit Service Wide Norms.

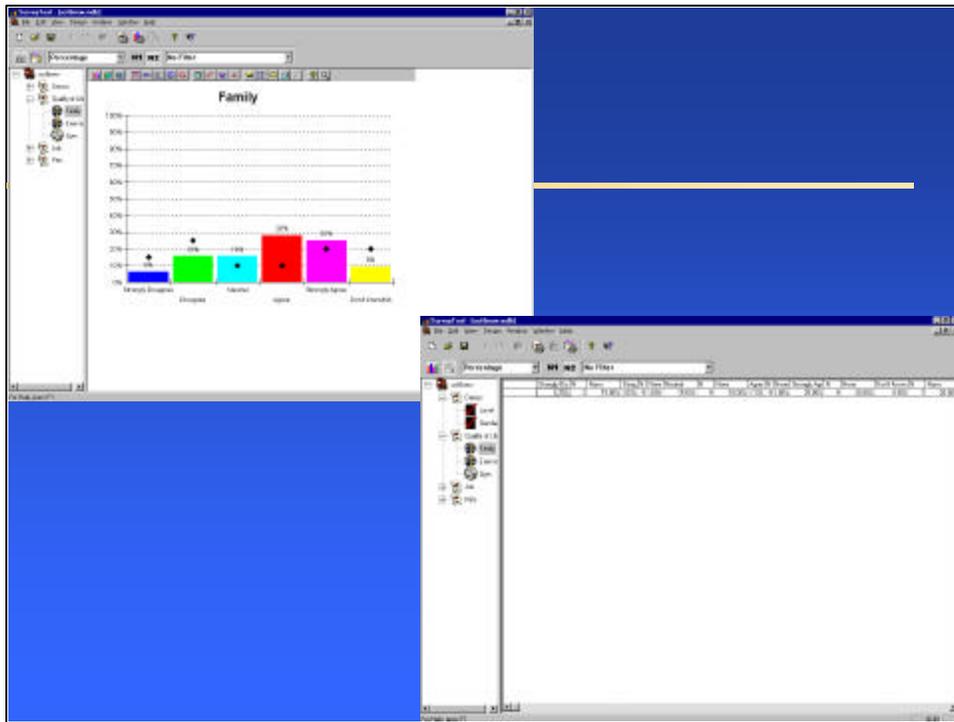
Once all numbers are entered for that question, they will automatically appear on the graph. To toggle between the graph with the norms and the graph without norms, click on N1 (for command wide norms) and N2 (for service-wide norms).



Notes:

Norms can be means and percentages. They can be displayed as either a graph or a table, depending upon whether the View Table or the View Graph button is selected. The above two screen shots show the graph with the mean (upper left) and the table with the mean (lower right).

Both the graph and the table can be filtered as well.



Notes:

Percentage norms are displayed above, graphically and in a table. Both can also be filtered.