

Question Field and Types

Question Fields

There are several fields that you must fill out in order to add a new question to the MonQcle.

They are:

NAME

This is the unique variable name that describes the question. The name must be eight characters or fewer, and should not begin with a symbol. Choose your variable name carefully as this is the only aspect of the questions that cannot be edited later without deleting the underlying data. *Example: MM_yes describes a question for the Medical Marijuana dataset “Does this state have a medical marijuana law?”*

QUESTION

In this field, enter the full coding question to be answered by the coder by reading the law.

POSSIBLE ANSWERS

For coding questions that will be answered with a distinct response enter the response(s) in this field.

PUBLIC DESCRIPTION

This is a short statement describing the question that will appear in the “Query” box on the public side of LawAtlas.org. It should be no longer than approximately eight words. *Example: State authorizes the use of medical marijuana.*

INTERNAL NOTES

The internal “notes” field allows you to provide instructions to your coders. Once the Coding Form is launched, the text will appear when a researcher hovers over the question. Internal notes can only be seen in MonQcle, and will not appear on LawAtlas.org. **Internal notes are optional.**

QUESTION TYPE

You will use this field to select the type of question response. Choose from the following:

- **Text Field:** This is the default. Researchers should use this question type to answer the question with text. For display purposes, we typically avoid this question type.
- **Binary-Mutually Exclusive Field:** This provides the choice between “Yes” and “No.” If you would like a third option (such as “Unclear”) use the “Categorical” field.
- **Categorical-Select All That Apply Field:** Use this field when there are, or can be, multiple answers to a question. Allows researchers to answer the question with multiple responses or categories. *Example: What entities are required to submit data? Categories: pharmacies, physician, veterinary clinics, etc.*
- **Categorically-Mutually Exclusive Field:** For coding questions that have multiple options, but only one answer will ever be selected, use this field.

- **Numeric Field:** Use this field to enter numeric responses. Enter each number in the “Field” box, and then press “Enter” so that each response appears on a separate line.
- **Date Field:** Researchers should use this field to choose a date as a response. Date variables can be answered on the “Coding” form on an expandable calendar or by entering the date as MM/DD/YYYY.

Conditional Questions

A “Conditional” question is one that is dependent on the response of the prior question. In Workbench, a question that is independent is called a “Parent.” Any questions that are dependent on the Parent are called “Child” questions. Questions dependent on “Child” responses are “Grandchild” questions.