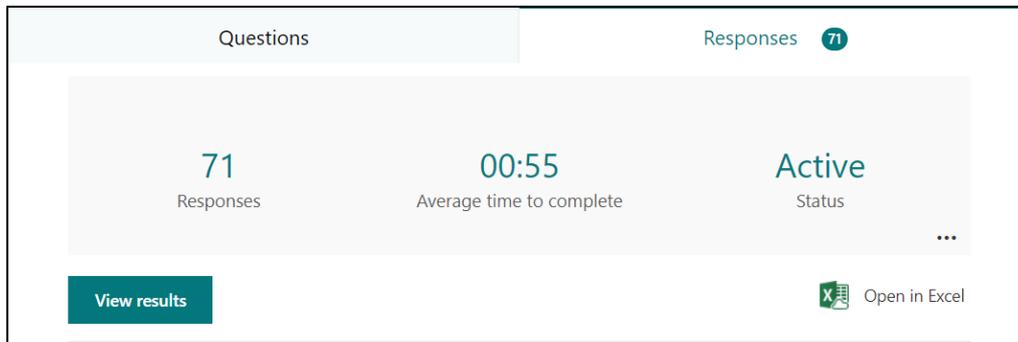# Enjoying Work Cohort 5

Guide to Uploading Data from Microsoft Forms to Life QI

1. Click on the Enjoying Work Measures and Pulse survey Microsoft (MS) Forms links in the email that you received from the QI Department
2. When you access the form click '**Responses**' > '**Open in excel**' (see screenshot below)

Questions	Responses 71
71 Responses	00:55 Average time to complete	Active Status
View results	Open in Excel

You will then see all the responses from your team as seen in the screenshot below:

Start time	Completion time	Email	Name	The people I work w	I have the resources	Using your own definition of "burnout," please select one of the answers below;
11/5/21 13:42:46	11/5/21 13:44:09	anonymous		Strongly agree	Disagree	I am under stress, and don't always have as much energy as I did, but I don't feel bur
11/5/21 14:07:46	11/5/21 14:08:13	anonymous		Agree	Agree	I am definitely burning out and have one or more symptoms of burnout, e.g., emotio
11/12/21 12:18:52	11/12/21 12:19:18	anonymous		Agree	Agree	I am under stress, and don't always have as much energy as I did, but I don't feel bur
11/12/21 12:22:16	11/12/21 12:22:29	anonymous		Agree	Agree	I am under stress, and don't always have as much energy as I did, but I don't feel bur
11/12/21 12:31:40	11/12/21 12:32:03	anonymous		Agree	Agree	I am definitely burning out and have one or more symptoms of burnout, e.g., emotio
11/12/21 12:57:58	11/12/21 12:58:55	anonymous		Strongly agree	Agree	I am under stress, and don't always have as much energy as I did, but I don't feel bur
11/12/21 15:05:35	11/12/21 15:06:34	anonymous		Agree	Neither	I am under stress, and don't always have as much energy as I did, but I don't feel bur
11/12/21 15:14:22	11/12/21 15:14:51	anonymous		Strongly agree	Neither	I am under stress, and don't always have as much energy as I did, but I don't feel bur
11/12/21 15:25:31	11/12/21 15:25:48	anonymous		Strongly agree	Agree	I am under stress, and don't always have as much energy as I did, but I don't feel bur
11/19/21 14:01:06	11/19/21 14:02:36	anonymous		Strongly agree	Disagree	I am definitely burning out and have one or more symptoms of burnout, e.g., emotio
11/19/21 15:39:25	11/19/21 15:39:46	anonymous		Agree	Agree	I am under stress, and don't always have as much energy as I did, but I don't feel bur
11/26/21 13:40:07	11/26/21 13:40:30	anonymous		Strongly agree	Disagree	I am definitely burning out and have one or more symptoms of burnout, e.g., emotio

==Scale used for "the people I work with" and "I have the resources I need" questions:==

1 = Strongly disagree
2 = Disagree
3 = Neither
4 = Agree
5 = Strongly Agree

==Scale used for the burnout question:==

1 = I enjoy my work. I have no symptoms of burnout.
2 = I am under stress, and don't always have as much energy as I did, but I don't feel burned out
3 = I am definitely burning out and have one or more symptoms of burnout, e.g., emotional exhaustion.
4 = The symptoms of burnout that I am experiencing won't go away. I think about work frustrations a lot.
5 = I feel completely burned out. I am at the point where I may need to seek help.

3. For the Enjoying Work weekly measures, calculate the average response for each question for each week. For example, if one person replied "strongly agree" (score of 5) and 2 people replied "neither" (score of 3), the average is 3.7, calculated by:
   5 + 3 + 3 = 11   11 / 3 = 3.7

If there are fewer than 2 data points during that period, wait until you have 2 data points and plot the average of the 2 on the day the second one was collected.

For the Pulse Survey responses, calculate the average response for each question for every 4 weeks. Again, if there are fewer than 2 data points during that period, wait until you have 2 data points and plot the average of the 2 on the day the second one was collected.

4. Sign in at LifeQIsystem.com > Projects > Click on your project > Measures and Charts
5. Click on the measure you would like to update as shown in the screenshot below:

6. Click **'Edit'**
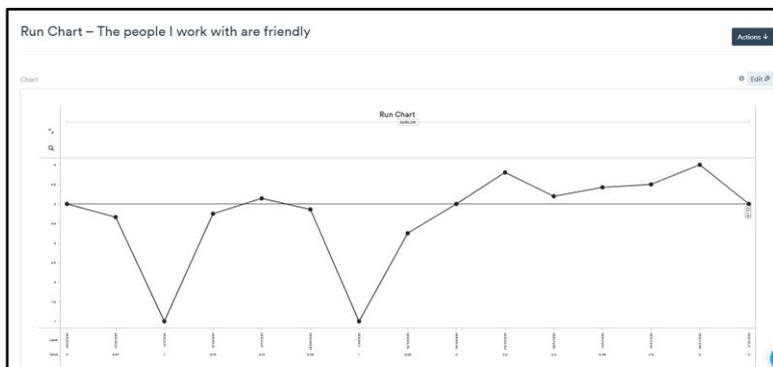
Click onto edit

7. Scroll to the table at the bottom of the screen as shown in the screenshot below:

Label	Value
8/20/2021	4
8/25/2021	3.666667
9/3/2021	1
9/10/2021	3.75
9/17/2021	4.142857
24/09/2021	3.857143
1/10/2021	1
15/10/2021	3.25
18/10/2021	4
29/10/2021	4.8
05/11/2021	4.2
12/11/2021	4.428571
19/11/2021	4.5
26/11/2021	5
3/12/2021	4

Add Row +

8. Click **'Add Row'** and enter the date and value (the average for each time period).
9. Click **'Save'** before exiting the chart.