

Tealware/SPSS Instructions

To Install Plug-in:

1. Go to: <http://www.uncw.edu/itsd/services/hardware/tealware.html>
2. Under “First time user?” there is an option to install a plug-in for either Windows or MAC. Click on the link for the operating system your computer has. (PC=Windows, MAC OS X= Mac/Apple).
3. **If you have a PC:** When given the option, choose to run the program. Your computer should do the rest.
4. **If you have a Mac:** When given the option to either open or save, choose “save file.” Click OK. Click Save (If you have a preference about where it gets saved, you can make that decision at this point, before you click save). Make sure you know where you save the plug-in on your computer, you will need to be able to find it and open it in order to install it completely. Find the plug-in that has been downloaded on your computer. The plug-in will be called Citrix Presentation Server or Citrix ICA Client. Open the plug-in and follow the installation directions.

**You will only need to install this plug-in the first time you use Tealware.

To Use Tealware and Access SPSS:

1. Log into Seaport and on the left side of the page you will see a link to Tealware Click on it.
If for some reason you cannot access Seaport, go to this address:
<http://www.uncw.edu/itsd/services/hardware/tealware.html>
This is the same page that you downloaded the plug-in from. In the top right-hand corner of the page, there is a link to access Tealware from off campus. Click on it and it should take you to the login page.
2. Enter your user name and password (the same that you use for your email).
3. A list of programs will come up. SPSS 16 should be third from the bottom. Click on it. SPSS will open.

To Open an SPSS file that already exists:

1. If you double click on ‘More Files’ (under the option to ‘Open an existing data source’) you will be given access to open any SPSS data that has been saved on your UNCW timmy drive (You just need to choose your timmy drive from the drop down menu). Likewise, you will be able to save any assignment data and outputs to your

timmy drive if you go to “save as” and in the drop down menu choose your timmy drive. Don’t forget to save your output after you’ve done the assignment- this is where the analyses that you performed on the data set show up!

2. If you want to open a data file from a flash/jump/thumb drive, you will need to make sure to plug it into your computer BEFORE you log onto Tealware in order for the program to recognize it. When you open SPSS, double click on ‘more files’(under the option to ‘Open an existing data source’) and from the drop down menu, choose to open your flash drive. Any SPSS data file that you have saved on your flash drive should show up and you can choose which one you want to work with. Sometimes it is not clear which option is your flash drive, so you might need to use a trial and error method to figure it out (just keep choosing options in the drop down menu until you find your flash drive). In order to save your assignment on your flash drive, choose ‘save as’ and make sure that your flash drive is selected from the drop down menu as the ‘save to’ destination. Don’t forget to save your output too!

3. ****Remember:** Unless this program functions differently on your laptop or home computer than it does on mine, you will only be able to access the data file that you need to work with from either your timmy drive or from a flash drive that you have plugged in prior to logging into the Tealware program.

To Create your own variables:

1. If you are creating your own variables and entering in your own data, when you first open SPSS, choose the option ‘Type in Data’ and click OK.

2. You will see a blank data set and at the bottom of the window there will be two tabs: 1) Data View, 2) Variable View. Click on the Variable View tab. There will be several columns, and under the name column enter the name of the variable you would like to create. It is important to remember that SPSS will not let you use spaces when you name your variable, so if you are using more than one word to name your variable, they must run together with no spaces separating them.

3. Once you have entered the variable name, click on the Data View tab at the bottom of the window. You’ll see that the variable you created is now listed in the first column. You can now enter your data points in that column.

To Email as an Attachment:

1. If you’re using SPSS through Tealware, you will need to save your output and/or data set to a flash drive in order to email it as an attachment. Unless the Tealware program works differently on your personal laptop/computer than it does on mine, you will need to do this because you will not be able to access your timmy drive from your email account when you’re trying to attach an SPSS file that was saved there. BUT you will be

able to access a flash drive. Once you have accessed your email account and opened up a new message, click on Attachments. Next, click 'choose file' and go to wherever you saved your SPSS assignment (e.g., flash drive). Highlight the file you want to attach and click choose. Click Attach, and then click Done. Your SPSS file should be attached and you can send your email.

2. If you're using SPSS from Campus, you will be able to attach a file that is saved either in your timmy drive OR on a flash drive- your choice. Follow the same steps above, just remember where you saved the file when you want to attach it to the email.

Trouble Shooting:

If you have any questions/problems about these instructions, shoot me a quick email! If your questions go beyond the realm of the instructions, I will probably have to redirect your to TAC. If you think that this will be the case and want to go ahead and contact TAC, their contact info is tac@uncw.edu or 962-HELP (4357), and they are very helpful!