About Qualtrics

Qualtrics is online survey software with the ability to easily create and distribute surveys, quizzes, and polls. faculty have free access by visiting **http://umflint.qualtrics.com** and creating an account.

Surveys

Create a Survey
1. Click
2. Select **Quick Survey Builder** to begin entering questions.
3. Enter a *Survey Name* and click **Create Survey**.
4. Create questions by clicking **Create a New Question**.
5. Select the question type from the green pull-down menu in the right sidebar. Set specifications depending on the question type.
6. Edit the question and answer text in the large, central question box.
7. Create the next question by selecting the **Create a New Question** button again.

Autosave

Qualtrics automatically saves your survey as you work on it. Some options, however, may have a save button at the bottom of the window.

Apply Skip Logic

1. Select the question that will determine the skipping.
2. On the right sidebar, click **Add Skip Logic**.
3. Complete the *If, Is*, and *Then Skip To* statements.
4. Click **Done** on the right of the box.

Display Logic

1. Select the question to be affected.
2. Click the **Advanced Question Options** button and select **Add Display Logic**.
3. Enter the appropriate elements.
4. Add as many conditions as desired by clicking the add button.
5. Click **Save**.
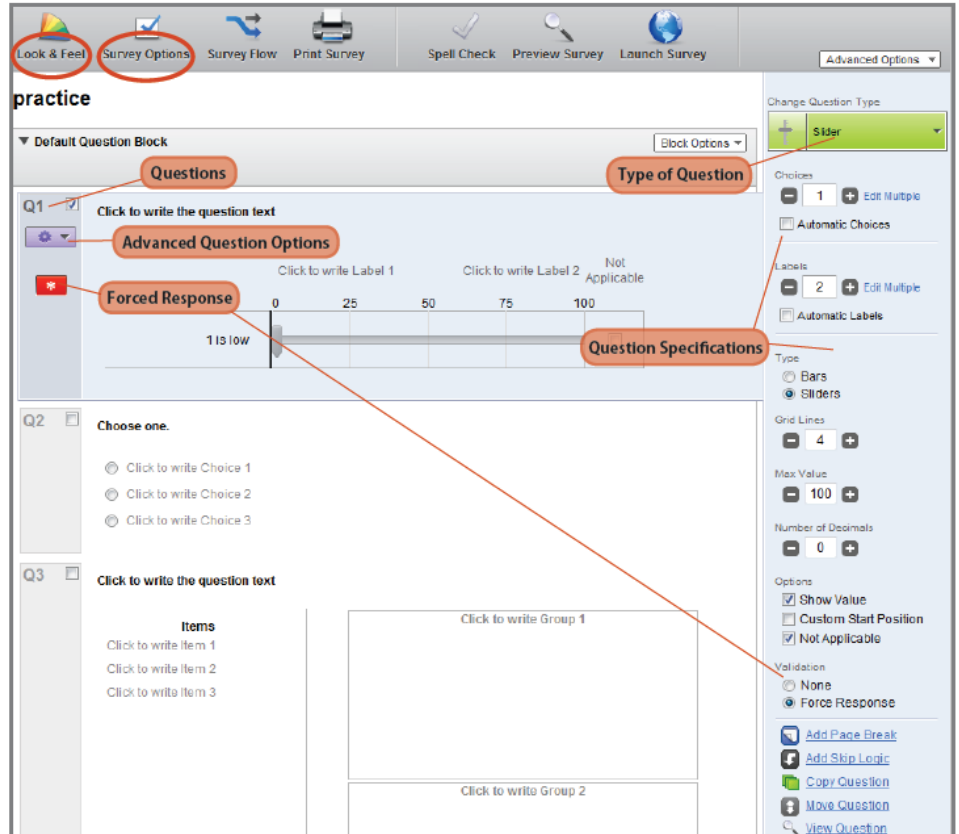
Change the Look

1. From the gray navigation bar, click **Look and Feel**. A box appears over the question page.
2. Make desired changes:
• Insert header and footer if desired.
• Edit the *Next* and *Previous* button text.
• Insert a Preview Bar.
• Change the look of the question pages.

Include a Progress Bar

From the **Look and Feel** window, select one of the options (with text recommended) from the *Progress Bar* pull-down menu.

Survey Flow

Survey flow allows you to create blocks of questions with advanced organization such as applying settings similar to display logic.
1. To access the Survey Flow, click on a survey title to get to the *Edit Survey* page.
2. Select the **Survey Flow** icon from the gray navigation bar.

Block Options

Add a Question Block

1. While editing a survey, click on **Advanced Options** on the right side of the gray navigation bar.
2. Choose **Add Block**.

Randomize Questions

1. While editing a survey, click on **Advanced Options** on the right side of the gray navigation bar.
2. Choose **Question Randomization**.

Either:
3. Choose to randomize all of the questions automatically by choosing the **Randomize Showing *[insert number]* Questions Per Page** radio button. Click **Save**.
Choose to set randomization setting manually by selecting **Randomize Question Presentation**.
4. Select questions to fill the boxes on the right (*Randomized Questions, Random Subset, and Unused Questions*). To select a question, click on the question's text to highlight it.

5. Click the arrow pointing toward the box on the right to place it in that box.
6. Repeat steps 5-6 to fill boxes as desired.
7. In the left-hand corner, enter the number of questions to be shown per page.
8. Click **Save**.

Polls
Create a Poll
1. Select the **Poll** tab from the top blue navigation bar.
2. Click the **Create Poll** icon.
3. Enter a *Poll Name, Question,* and *Choices* according to the prompts on the sidebar to the right.
4. Click **Save Changes**.
5. Set the *Look and Feel* in the same sidebar by selecting a category to edit: **Colors, Size, Font, Button,** or **General**.
6. To change a color, click on the colored box to the right of the element name.
7. Click **Save Changes** when finished.

Add Poll to Website
With a poll selected, click the green box entitled **Add This Poll to Your Website**. Follow the instructions given.

See Poll Results
With a poll selected, click the **Results** icon under *Tasks*.

Reset Poll Results
With the poll selected, click on the **Reset Poll** box below the poll results preview on the right.

Distribution
Make sure the box is checked beside surveys you want active on the main *My Surveys* page.

Get Link to Survey
1. From the *My Surveys* tab, click the **Send** icon.
Or Click the **Email Survey** icon on the top gray navigation bar. The survey link appears.
2. Copy and paste the link into an email or website for distribution.

Email a Survey
1. From the *My Surveys* tab, click the **Send** icon or the **Email Survey** icon on the top grey navigation bar.
2. Select the **Send Survey** icon from the gray navigation bar.
3. Click the **Quick Send** tab.

4. Enter the recipient's email and name in the table.
5. Edit the message if desired. (For another option see: "Enter Piped Text" below.)
6. Click **Send Now** at the bottom of the page.

Embed Survey in Website
1. From the **My Surveys** tab, click the **Send** icon.
2. Click the **Embedded Survey** icon.
3. Set your survey's dimensions to fit on your site.
4. Preview the survey by clicking the **Preview Embedded Survey** button at the bottom.
5. When finished, click the right bottom button labeled **Embed Survey Into My Website**.
6. A box appears with the HTML code to embed the survey. Copy the HTML and paste it into your website's code.

Make Survey a Popup
1. From the **My Surveys** tab, click the **Send** icon next to the desired survey.
2. Click the **In-Page Popup** icon.
3. Insert any text to be displayed in the popup in the box titled *Popup Text*. Do the same for the *Link Text*.
4. Click **More Options** to set more preferences such as the rate of display, the time to display the popup, or the size of the popup or survey window.
5. Preview the popup by clicking the **Preview Popup** button at the bottom.
6. When finished, click the button at the bottom labeled **Add Popup to My Website**.
7. A box will appear containing the HTML coding to add the popup. Copy the code and paste it into your site's code.

Results
1. View results by going to **View Results** on the gray navigation bar on the main *My Surveys* page or Click the **Results** button next to a specific poll or survey.
2. Select a Report to view.
- To open the default report for your survey, click **Initial Report**.
- To create a new report, click **Create a New Report**.
- To delete a report, click **Delete** next to your report name.

To Navigate Reports
1. Click any question on the left of the report to display data for that question. Click **Next** or **Previous** to switch to different pages of the report.
2. To switch between reports, click the tab for the report you would like to open at the top of the screen, or select the report you would like to view from the drop-down list.
3. To deselect or select one question for the report, click the **Checkbox** next to that question in the question list.
4. The results section allows you to view tables with descriptive statistics or convert the data to graphs.
- To open the default report for your survey, click **Initial Report**.
- To create a new report, click **Create a New Report**.
- To delete a report, click **Delete** next to your report name.
5. The report itself includes a table of frequencies, a table of statistics, and graphical representations of the data. As with everything else in Qualtrics, the graphs/tables can be easily modified to match the user's preferences.

Download Data
Qualtrics allows users to download data by into other analytical programs by selected questions, time ranges, and diversified formats. The most commonly used export methods are Excel and SPSS.

Collaboration
Invite others to Edit a Survey
1. From the main *My Surveys* page, click the *Collaborate* icon.
2. Enter the user's Qualtrics username or an email address and click **Add**.
3. To specify what users can edit, click **Details** under either **Edit** or **View Results**.
4. Check or uncheck editing preferences for each user.
5. Click **Save**.

Message Center
Send and receive messages to other Qualtrics users at UM-Flint in the message center. Naviagate to the Message Center from the My Surveys page. Click the **Message Center** icon on the grey navigation bar.