

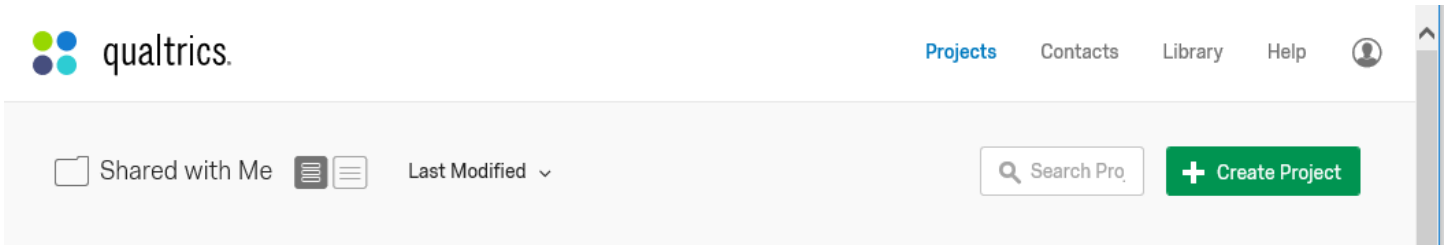


# Qualtrics Quick Start Guide

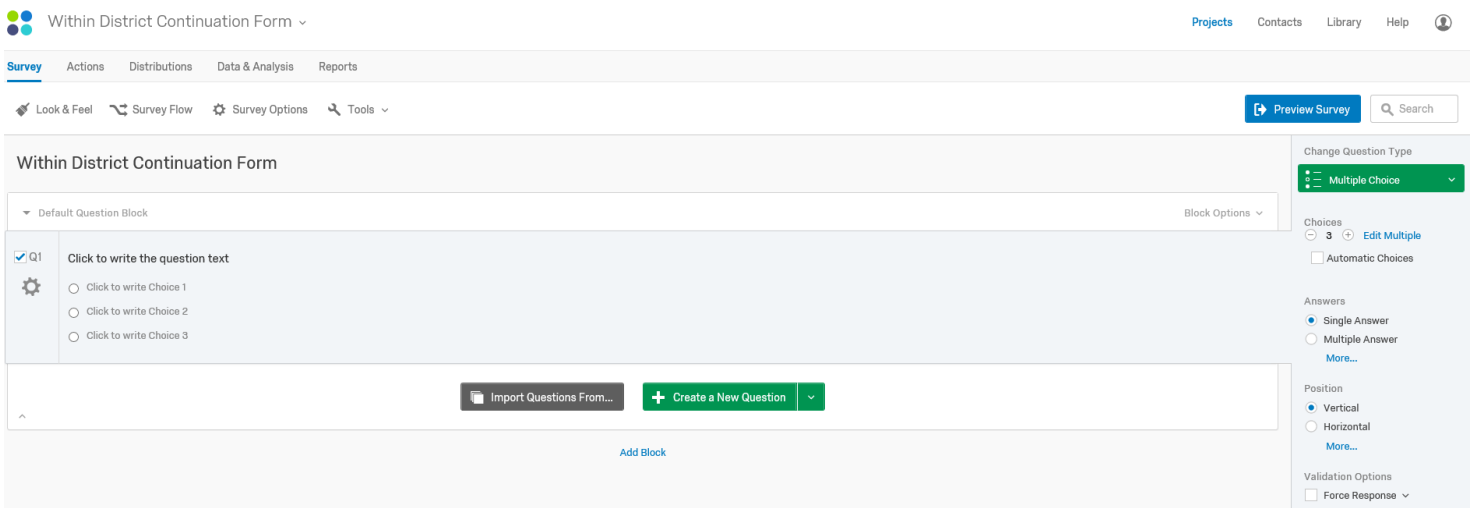
Visit <https://www.qualtrics.com/support/trainings-and-webinars/on-demand-webinars/> for a variety of on-demand webinars that will cover all aspects of Qualtrics.

## Getting Started:

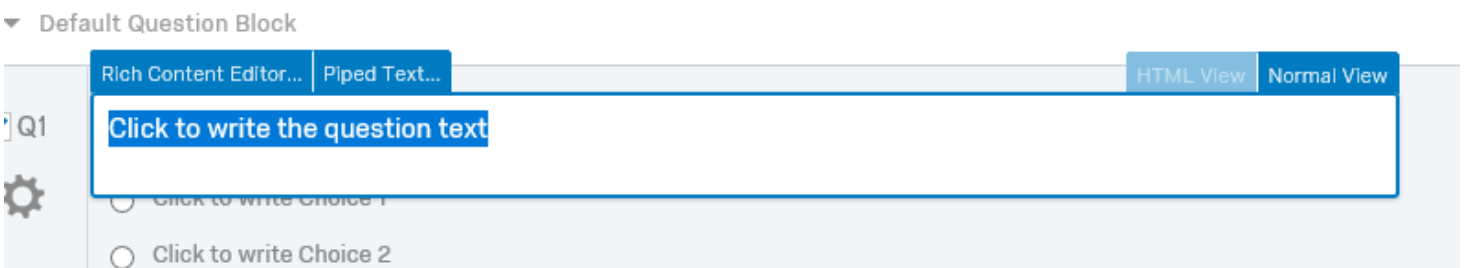
After logging into Qualtrics, you will see your dashboard of projects. To start a new survey, click on the green Create Project button.



Name your project and click the Create Project button. It will take you to the Survey Builder dashboard.



To add your questions, click on the question area and begin typing.



The editing pane is found on the right side of your dashboard. This is where you will make your choices for question types, etc.

Change Question Type

Multiple Choice

Choices

3 Edit Multiple

Automatic Choices

Answers

Single Answer

Multiple Answer

More...

Position

Vertical

Horizontal

More...

Validation Options

Force Response

Validation Type

None

Custom Validation

Actions

Add Page Break

Add Display Logic

Add Skip Logic

Copy Question

Move Question

Add Note

Review Question

Click on the dropdown arrow to toggle to different types of questions:

Static Content

Standard Questions

Specialty Questions

Advanced

Descriptive Text

Graphic

Multiple Choice

Matrix Table

Text Entry

Slider

Rank Order

Side by Side

Constant Sum

Pick, Group, and Rank

Hot Spot

Heat Map

Graphic Slider

Gap Analysis

Drill Down

Net Promoter Score®

Highlight

Signature

Timing

Meta Info Question

Hover over any question type to see an example image of the question type:

Rank Order

Rank the following movies in order of preference (most preferred item at the top):

Star Wars 1

Pride and Prejudice 2

True Lies 3

Titanic 4

Lord of the Rings 5

Text Entry

Rank Order

Constant Sum

Hot Spot

Graphic Slider

Drill Down

Highlight


Timing

File Upload

You can change the type of question by using the dropdown menu, even after you have entered your question. Some questions will automatically prompt answers, for example yes or no questions or questions about how satisfied are you. You can change the positioning of the answers by click on the options for position (horizontal, vertical or columns).

**Vertical:**


Q2 How satisfied are you with your current school administration?



- Extremely satisfied
- Moderately satisfied
- Slightly satisfied
- Neither satisfied nor dissatisfied
- Slightly dissatisfied
- Moderately dissatisfied
- Extremely dissatisfied

**Horizontal:**

Q2 How satisfied are you with your current school administration?



Extremely satisfied	Moderately satisfied	Slightly satisfied	Neither satisfied nor dissatisfied	Slightly dissatisfied	Moderately dissatisfied	Extremely dissatisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2 Columns:**

How satisfied are you with your current school administration?

<input type="radio"/> Extremely satisfied	<input type="radio"/> Slightly dissatisfied
<input type="radio"/> Moderately satisfied	<input type="radio"/> Moderately dissatisfied
<input type="radio"/> Slightly satisfied	<input type="radio"/> Extremely dissatisfied
<input type="radio"/> Neither satisfied nor dissatisfied	

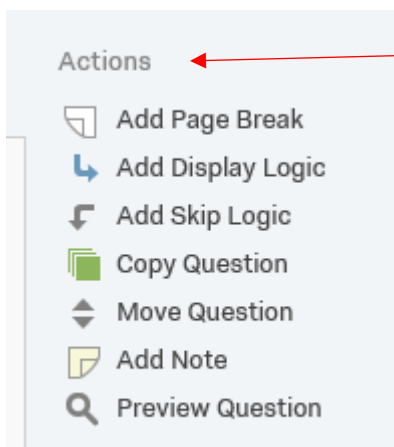
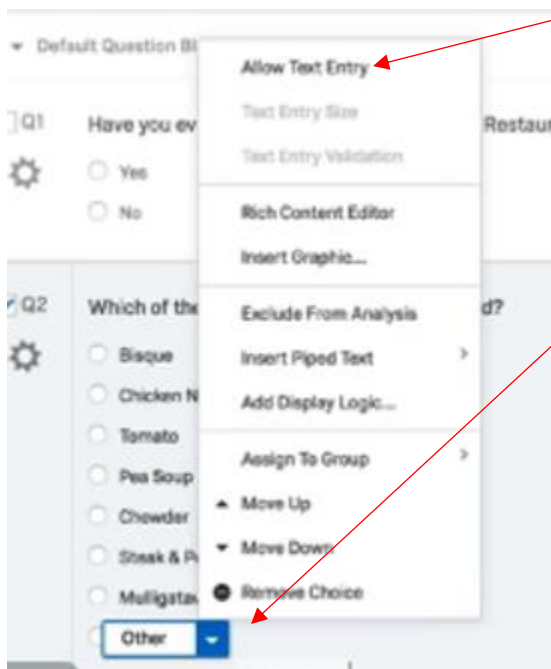
If you need to copy and paste a list of answers from Word, click on the Edit Multiple link and paste into the editing box.



Click on the green Create a New Question button to continue adding questions to your survey. You can use the dropdown menu to select the type of question to add.



You can use Other as an option for questions, and can add a "text entry" when Other is selected by right clicking on the question.

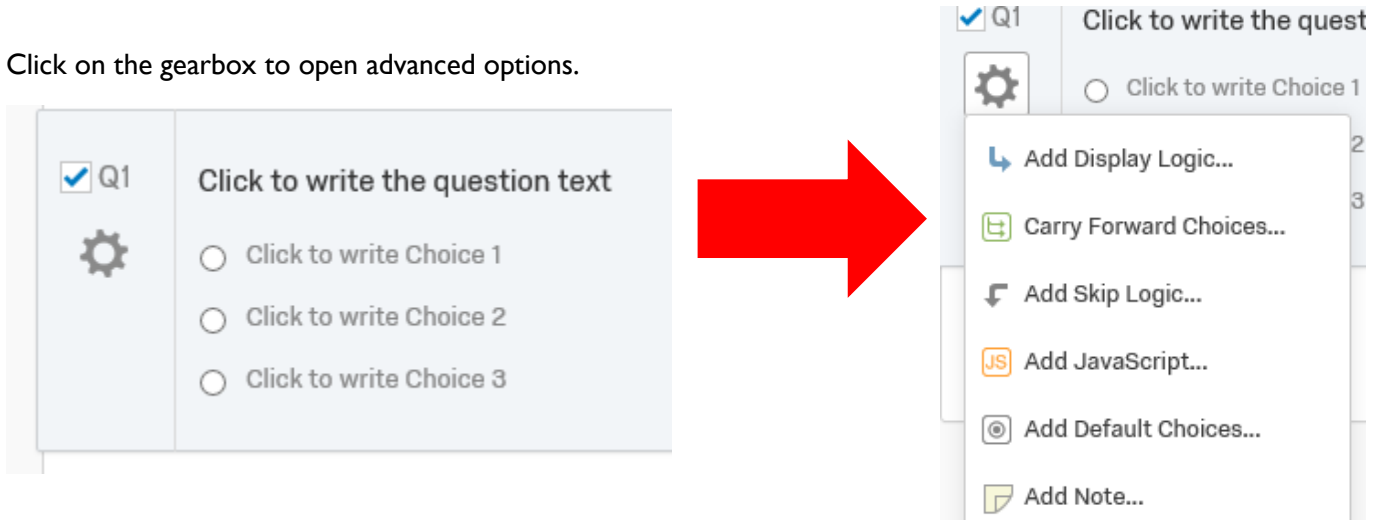


Use the Actions options to add page breaks, quickly add display or skip logic (rules), easily move or copy questions, etc.

You can click on the blue Preview Survey at any time to test your survey.



Click on the gearbox to open advanced options.



Once your questions have been added, click on the Survey Options tab to review components of your survey. This includes survey language options, the title of the survey, back buttons, save and continue options, multiple submission options, survey closing options, etc.

### Survey Options

**Survey Experience**

- Back Button.** Enable respondents to change their responses.
- Save and Continue.** Allow respondents to save and continue later.
- Show Question Numbers.** Great for previews. For participants, try a [Progress Bar](#) instead.
- Use Custom Survey Validation Messages...**

**Survey Language:**  The language the survey is written in.

**Survey Title:**  This text will appear in the browser as the window or tab title.

**Meta Description:**  Search engines and social media services use this description.

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**Survey Protection**

- Open Access.** Allow anyone to take this survey.
- By Invitation Only.** Prevent people from taking the survey using an anonymous survey link.
- Password Protection.** This password must be entered to take this survey:
- Prevent Ballot Box Stuffing.** Keep people from taking this survey more than once.
- HTTP Referrer Verification.** The user must come from this URL to take the survey:
- Prevent Indexing.** A tag will be added to the survey to prevent search engines from indexing it.
- Secure Participants' Files.** Files uploaded as responses can only be viewed by users with permission to view responses.
- Survey Expiration.** The survey will only be available for a specified date range.

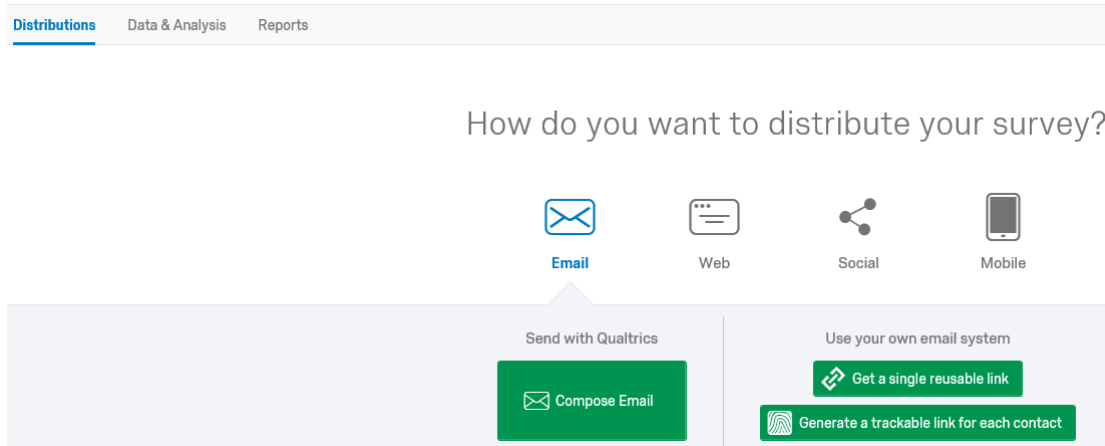
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**Survey Termination**

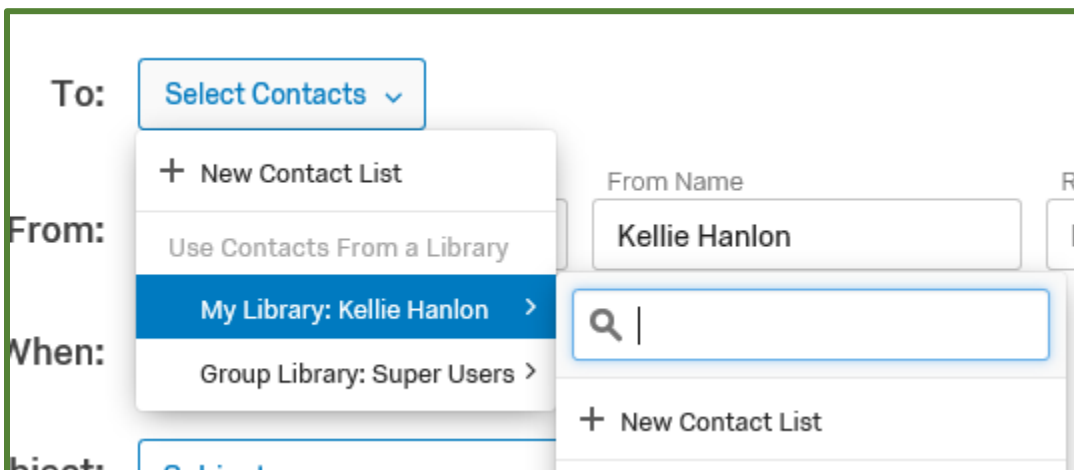
- Default end of survey message.**
- Custom end of survey message...**
- Redirect to single response report.**
- Redirect to a full URL, ex. "http://www.qualtrics.com":**
- Send additional thank you email from a library...** When distributed via the Survey Mailer.
- Anonymize Response.** Do NOT record any personal information and remove contact association (not recommended).

Close

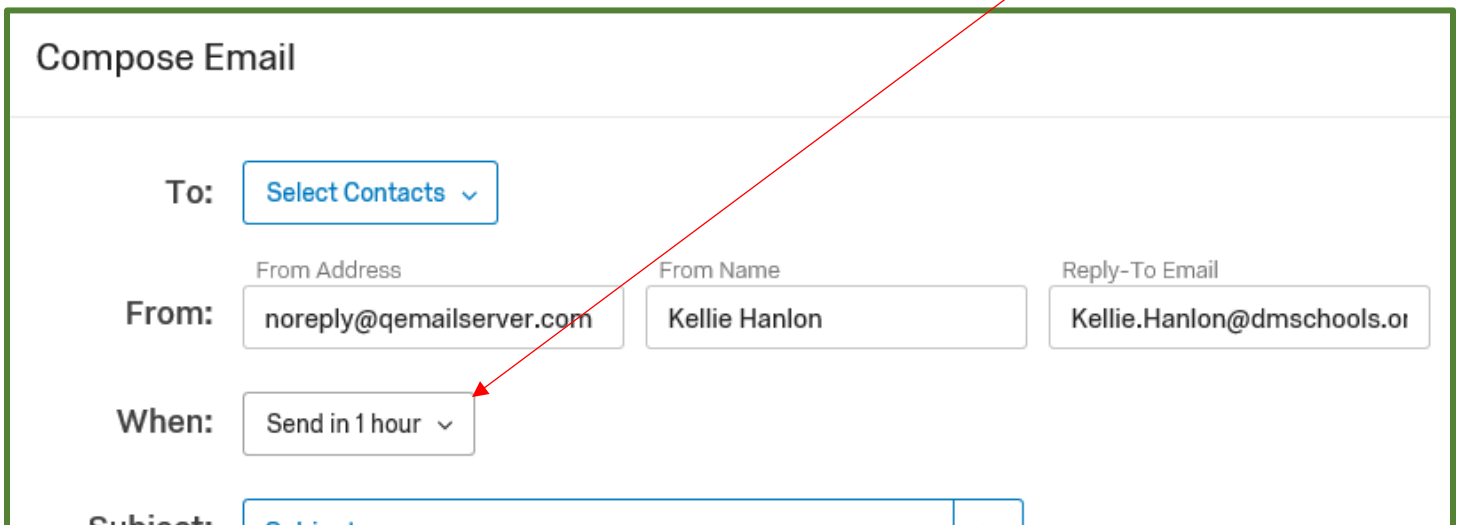
Once your survey is complete, you can select Distributions from your dashboard to review options on how to share you survey.



If you opt to send it via email, you will be prompted to create a contact list or use a list from your “library” of contacts.



You also can control when the email is sent out by selecting an option from the When field.




After you have collected your survey results, you can collect and review these results in the Data & Analysis tab. You can export the results from here into an excel spreadsheet.

Survey   Actions   Distributions   **Data & Analysis**   Reports

**Data**   Text   Cross Tabs   Weighting

Add Filter ▾

With Selected ▾   < Page 1 of 6 ▾ >    Export & Import ▾