

QUALTRICS QUICK-START GUIDE

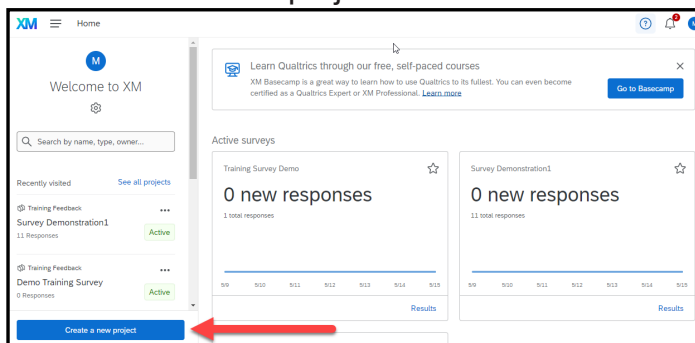
Qualtrics is a powerful online survey tool that allows you to build surveys, distribute surveys, and view and analyze results. This quick-start guide will cover how to create a simple survey from a template or from scratch, basic settings for survey distribution, and how to view the results of your survey.

➔ LOG INTO QUALTRICS

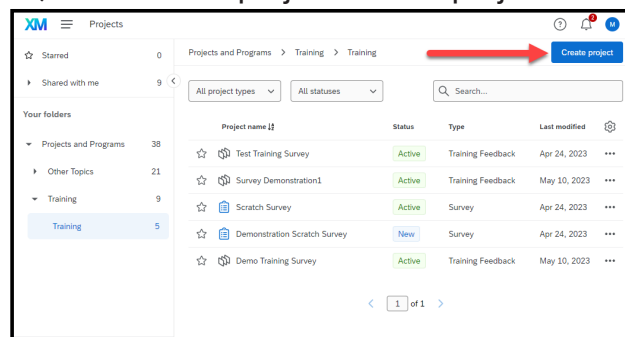
Log into <https://uiowa.qualtrics.com> with your HawkID and password.

➔ CREATE A SURVEY

Click "Create a new project" on the home screen.



Or, click "Create project" on the projects screen.



➔ NAME SURVEY

1. Name your survey
2. Choose a folder to store your survey.
3. Choose to create a blank survey, copy an existing survey, or import a survey.

➔ BLANK SURVEY VS. GUIDED PROJECT

A blank survey will allow you to create each question and survey report from scratch.

A guided project will take you through a series of questions and create a survey based upon your answers. Guided projects are fully editable.

➔ BUILD SURVEY

Survey settings allows you to customize your survey, and includes build survey, survey flow, look and feel, options, and languages.

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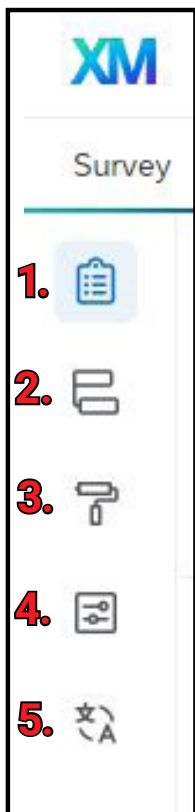
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QUALTRICS QUICK-START GUIDE

Qualtrics is a powerful online survey tool that allows you to build surveys, distribute surveys, and view and analyze results. This quick-start guide simplifies the options available to help you customize your survey as well as distribute and view the results of your survey.

⇒ SURVEY SETTINGS



When you create a project or edit an existing one, there will be options on the left menu to customize your survey:

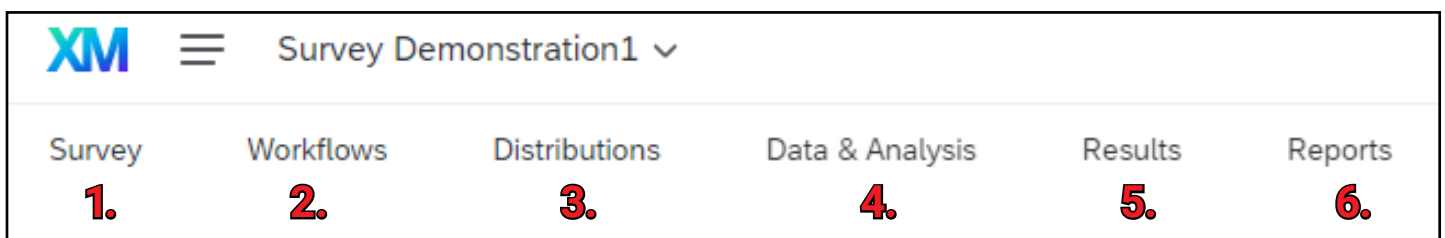
1. Build survey - add or edit question blocks
2. Survey Flow- customize the order in which respondents see your questions.
3. Look and Feel - customize the appearance of your survey.
4. Options - Edit settings such as the survey description, survey availability, security, follow-up, and scoring.
5. Languages - change language availability settings for your survey.

⇒ SURVEY TABS

Note: Image of survey tab menu shown below.

When deciding if a file should be stored in OneDrive, it is best to consider the lifespan of the document and who may need access to it long-term.

1. Survey - build your survey and customize options associated with survey format, appearance and availability.
2. Workflows - create automated tasks triggered by specific survey events.
3. Distributions - activate a survey by choosing a distribution method, collect survey responses, and monitor your response collection metrics.
4. Data & Analysis - filter, classify, and analyze survey response data.
5. Results - customize views and analyze survey results.
6. Reports - build a report from scratch of survey results.



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