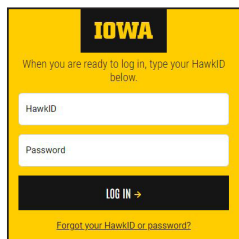


# Qualtrics Quick-Start Guide

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 IN TO QUALTRICS

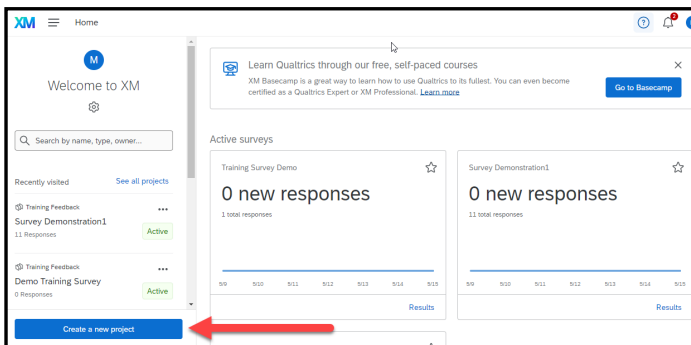
Log into <https://uiowa.qualtrics.com> with your HawkID and password.



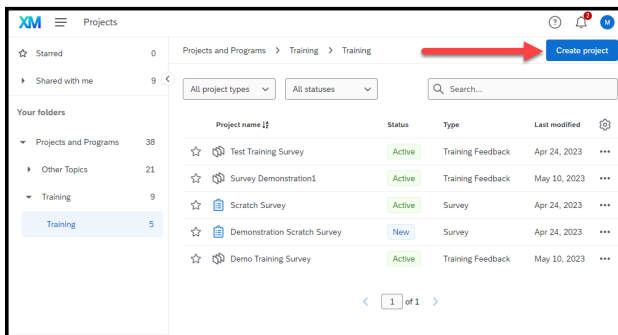
The login form is yellow with a black header containing the IOWA logo. It includes a text input for HawkID, a text input for Password, and a black button with white text that says "LOG IN →". Below the button is a link that says "Forgot your HawkID or password?".

## → CREATE A SURVEY

Click "Create Project" on the home screen.



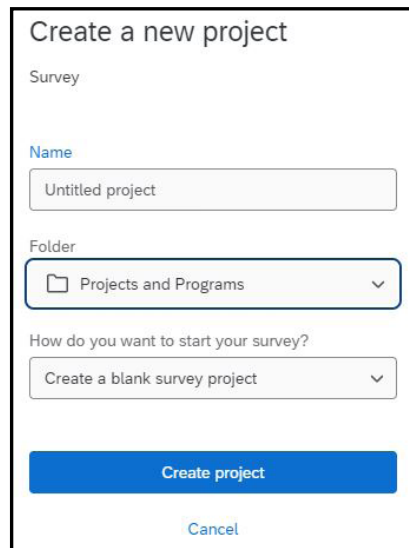
Or, click "Create Project" on the projects screen.



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→ [its-training@uiowa.edu](mailto:its-training@uiowa.edu) → [its.uiowa.edu/qualtrics](https://its.uiowa.edu/qualtrics)

## → NAME SURVEY



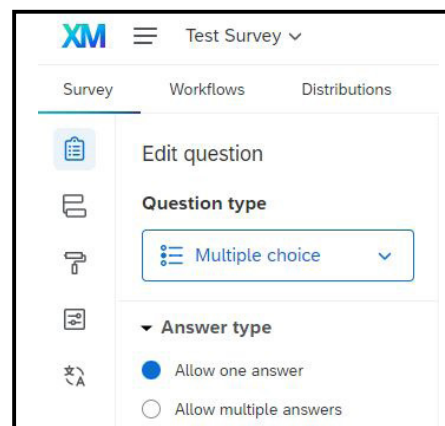
The dialog box is titled "Create a new project". It has a "Survey" section with a "Name" input field containing "Untitled project". Below that is a "Folder" dropdown menu showing "Projects and Programs". The "How do you want to start your survey?" section has a dropdown menu with "Create a blank survey project" selected. At the bottom are two buttons: "Create project" (blue) and "Cancel" (light blue).

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



The screenshot shows the "Build Survey" settings for a question. The "Question type" is set to "Multiple choice". Under "Answer type", there are two radio buttons: "Allow one answer" (which is selected) and "Allow multiple answers".

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

# 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:

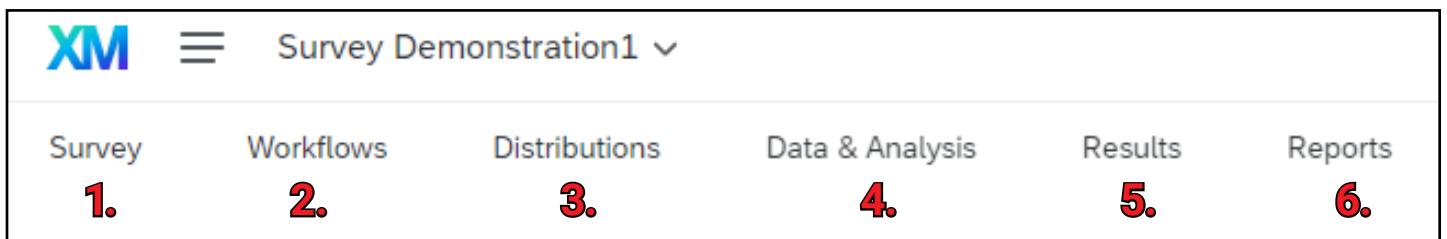
1. Build survey - add or edit question blocks
2. Survey Flow - customize the order in which respondents see your questions.
3. Look and Feel - customize the appearance of your survey.
4. Options - Edit settings such as the survey description, survey availability, security, follow-up, and scoring.
5.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

### → SURVEY TABS

(image of survey tab menu 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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