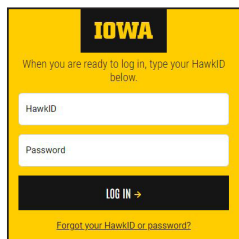**IOWA** | **Information Technology Services**

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.
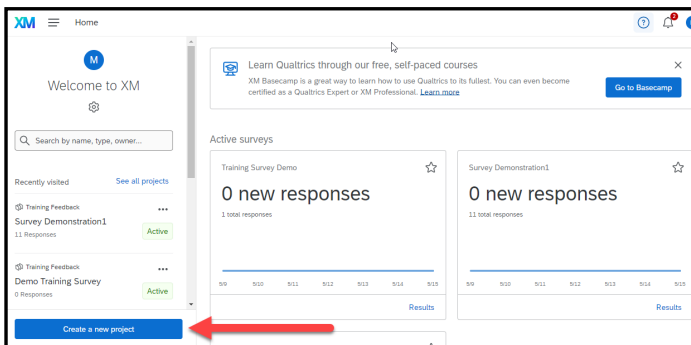
→ LOG IN TO QUALTRICS

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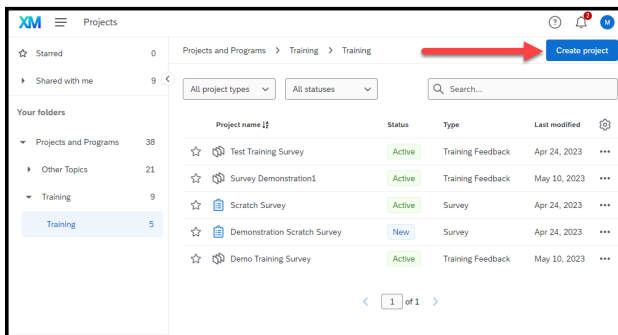

→ CREATE A SURVEY

Click "Create Project" on the home screen.
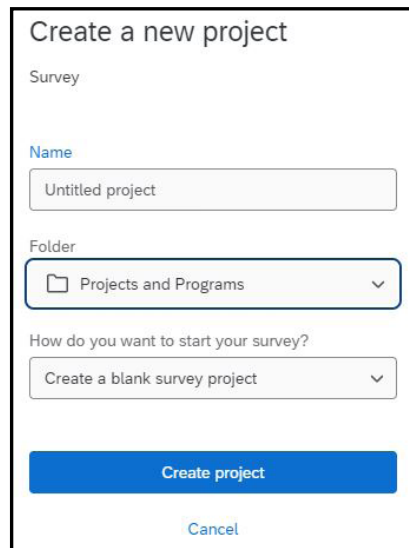

Or, click "Create Project" on the projects screen.

LEARN MORE

→its-training@uiowa.edu → its.uiowa.edu/qualtrics

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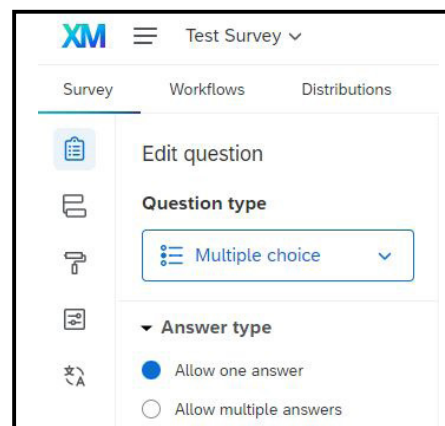
1. Name your survey
2. Choose a folder to store your survey.
3. Choose to create a blank survey, copy an existing survey, or import a survey.

→ 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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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

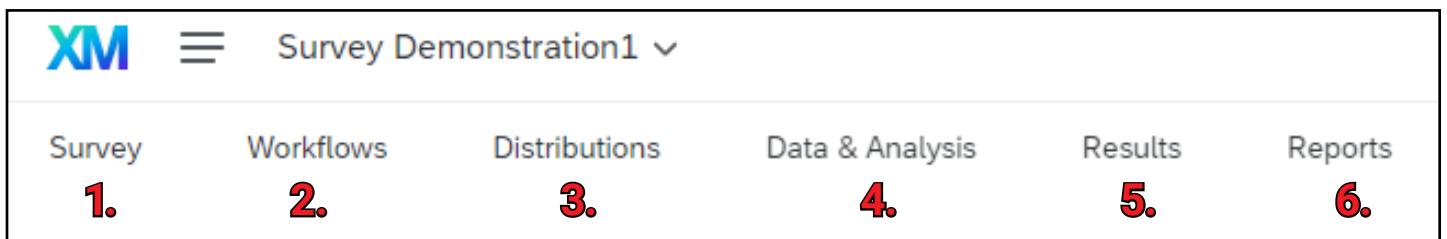When you create a project or edit an existing one, there will be options on the left menu to customize your survey:

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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