

Introduction to Qualtrics

<https://www.siu.qualtrics.com>

Login

- Open browser
- Navigate to <https://siue.qualtrics.com>
 - A branded site that requires permission to access
- SIUE Central Authentication Server login will open
 - Enter e-ID
 - Enter e-ID password
 - Click Login
- Qualtrics opens

Do not go to www.qualtrics.com to log in. If after logging into and using Qualtrics and additional capacity is required, contact the ITS Help Desk, ext. 5500 or email help@siue.edu to request a ticket to elevate your account. Qualtrics is not located at SIUE web sites. SIUE is a Brand within Qualtrics.

Qualtrics

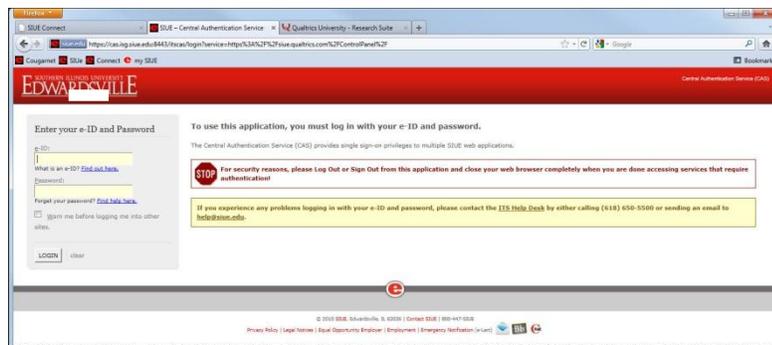
Available tabs:

- My Surveys
- Create Survey
- Edit Survey
- Distribute Survey
- View Results
- Polls
- Library

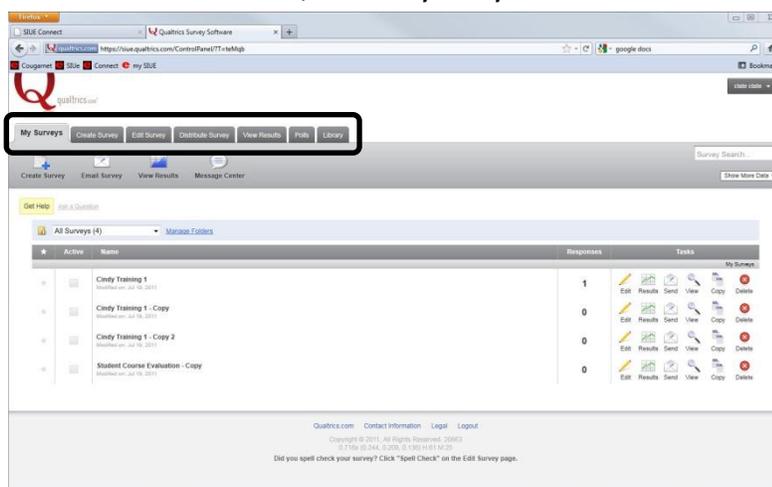
My Surveys

- The home tab
 - If no surveys, will be given link to create survey
 - Select survey folders to view
 - Manage folders
- Survey buttons
 - Create survey moves to Create Survey tab
 - Email survey moves to Distribute Survey tab
 - View Results moves to View Results tab
 - Message Center opens Messages window
- Survey Tasks
 - Edit moves to Edit Survey tab
 - Results moves to View Results tab
 - Send moves to Distribute Survey tab
 - View opens a new browser window/tab to view survey as it will look when published
 - Copy opens popup to rename survey and do a save as
 - Delete allows you to delete survey and associated data

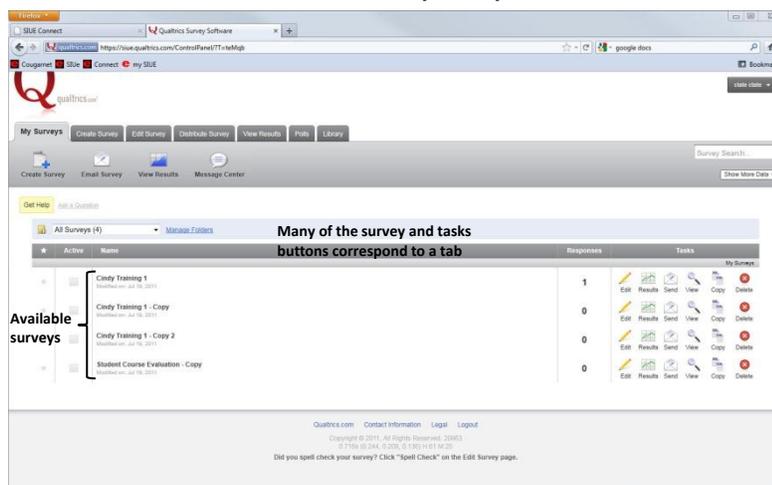
SIUE Login



Qualtrics – My Survey



Qualtrics – My Survey



Create Survey

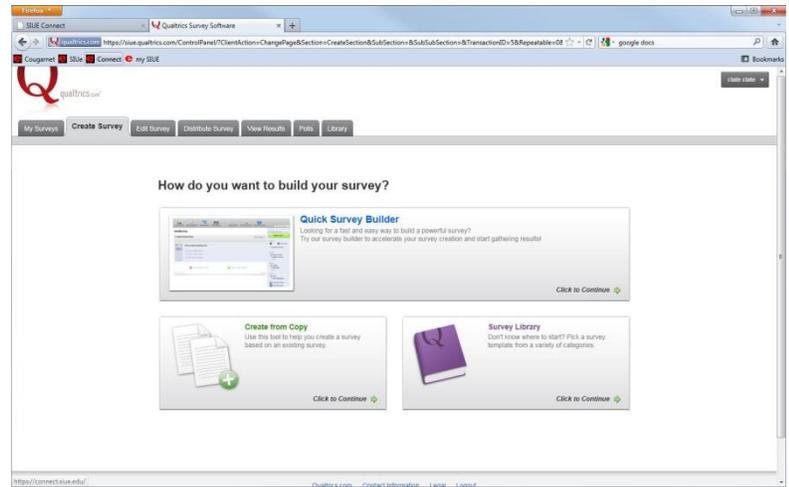
Three options for creating a new survey:

- Quick Survey Builder
 - Click to Continue
 - Popup opens
 - Survey Name – Enter name
 - Folder – Enter folder name if applicable
 - Click Create Survey opens Edit Survey
- Create from Copy
 - Click to Continue
 - Popup opens
 - Survey to copy – Select survey
 - New survey name – Enter new name
 - Folder – Enter folder name if applicable
 - Click Create Survey opens Edit Survey
- Survey Library
 - Click to Continue
 - Popup opens
 - Please select a library – Personal or Global
 - Category – Select if applicable
 - Survey – Select survey to copy
 - New survey name – Enter new name
 - Folder – Enter folder name if applicable
 - Click Create Survey opens Edit Survey

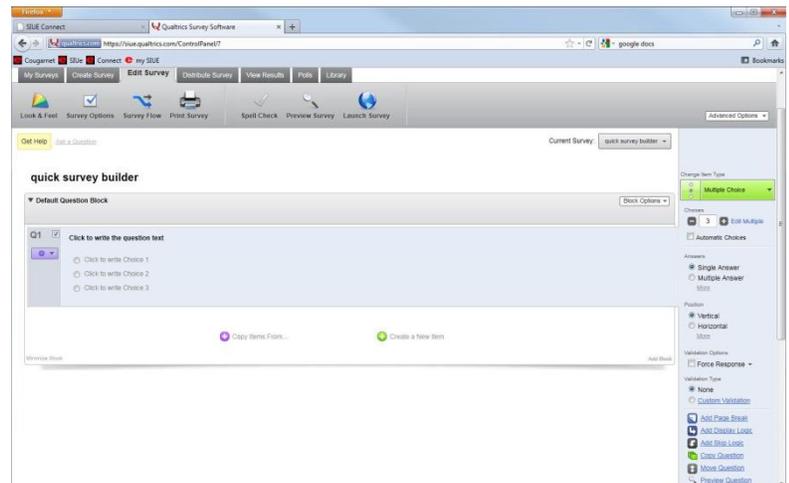
Edit Survey

- If survey selected, will open with survey questions/answers
- If creating a new survey from Quick Survey Builder, will open with blank survey
- Insert new questions/answers
 - Copy from another survey or library
 - Create a new question
- Current Survey – Shows current survey being edited, select from drop down menu to change
- Edit questions
 - Click within question block
 - Make changes to question text
 - Select answer type and option from the menu on right
- Survey Buttons
 - Look & Feel – Click to change look of buttons, progress bar, etc.
 - Survey Options – Click to select options for items; e.g., how survey ends, allow partial completion, expiration, etc.
 - Survey Flow – Click to designate flow of survey; example: If/then scenario; if yes to 1 skip to 4 and if no go to 2
 - Print Survey
 - Spell Check
 - Preview Survey opens a new browser window/tab to view survey as it will look when published
 - Launch Survey moves to Distribute Survey tab
- Advanced Options drop down menu with several options
- Get Help opens help page
- Ask a Question link opens request page

Qualtrics – Create Survey



Qualtrics – Edit Survey



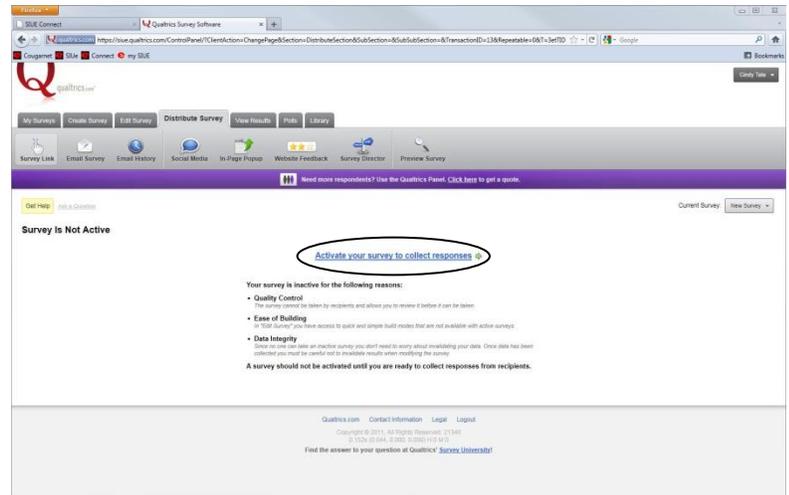
Distribute Survey

- Survey must be activated prior to distributing
 - Do not activate until ready to start collecting responses
- Current Survey – Shows current survey selected for distribution, select from drop down menu to change
- Click Activate your survey to collect responses to activate
 - Will be given a survey link (anonymous) that can be copy and pasted into an email or website
 - If need to collect tracking information click on Survey Mailer
 - Less control but more results
- Email Survey – Qualtrics mailer
 - Controlled but limited responses
- Email History – Tracking of emails sent and optional reminders and thank you emails
- Social Media – Publish survey on social media sites
 - Facebook
 - MySpace
 - Twitter
- QR (Quick Response) – Allows survey taker to use a smart phone to access survey; must have QR code reader application installed.
- In-Page Pop-up – Inserts a pop-up on a website with link to survey
- Website Feedback – Places a feedback link on website
- Survey Director – Direct where the link will point to
 - Certain days link points to survey
 - Other days points to results
- Preview Survey – Opens a new browser window/tab to view survey as it will look when published

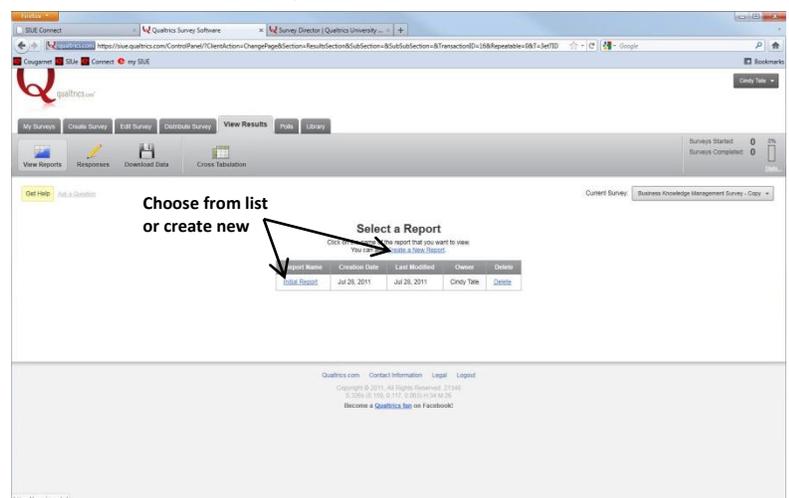
View Results

- Select report from list or create a new report
- Current Survey – Shows current survey available reports, select from drop down menu to change
- View Reports – Aggregate information on answers
 - Two options, select from existing reports or create new
 - Initial report available is basic report of number of responses for each question/answer
 - Reports can be configured using filters, inserting charts/graphs/tables, drill down
- Responses – Review answers by individual respondent
- Download Data allows information from a report to be download to further customize or view
 - Formats available include, csv (comma separated values) for Excel and Access, SPSS for analysis, xml and html.
 - Downloading data does **not** delete the results
- Cross Tabulation uses tables to allows comparison of answers for multiple questions

Qualtrics – Distribute Survey



Qualtrics – View Results



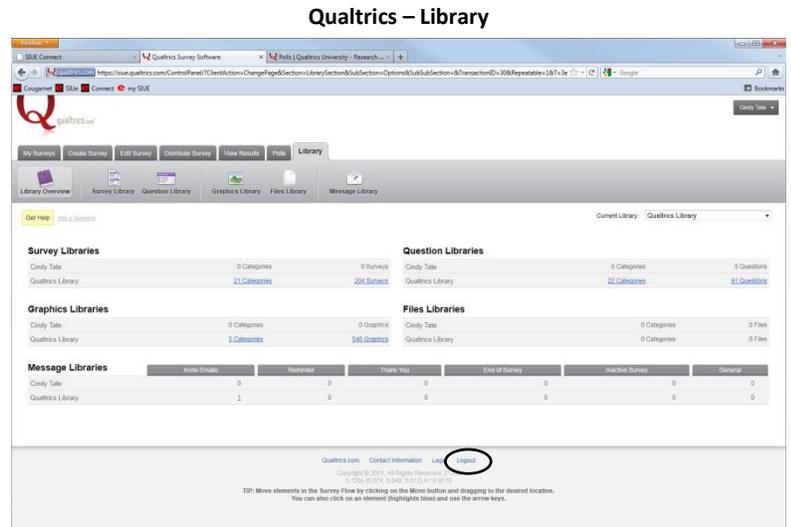
Polls

- Similar to survey except it is one question
- Select from current polls available, create a new poll
- Edit question and answers
- View results and reset
- Change the look and feel
- Copy
- Delete
- Click Add This Poll to Your Website button to generate code to insert to web page to publish poll



Library

- Depository of surveys, questions, graphics, files and messages
- Personal and global available
- Can copy from library to use as is or modify



Logout

- Click drop down menu for user
- Select Logout

Additional Resources

- <http://www.qualtrics.com/university>
 - Offers Live Online Trainings
 - Offered several times a week at various times
 - Can repeat as often as needed
 - Training time on Qualtrics site is in Eastern Time
 - Learn by Topic
 - Contact Qualtrics support
- <http://www.siue.edu/its/qualtrics>
- Contact ITS Help Desk x5500

