

Merging Accounts

Why merge accounts?

If you created an account directly from www.qualtrics.com and you now have an SIUE Qualtrics account, you will need to merge them. Trial accounts do not have the full survey capabilities that the SIUE Qualtrics account will have. Accounts must be merged manually. These steps are to merge accounts, not surveys. Surveys are copied to the new SIUE Qualtrics account.

What to be aware of before starting

- Links from surveys created and distributed in Qualtrics qtrial account will continue to point to the qtrial account
 - This means that the results will continue to be recorded in the qtrial account
 - If you are still collecting results for a moved survey, do not delete it from the qtrial account
- If you import a survey into an existing survey (not empty), this will replace the entire survey (replaces **not** merge) and remove all responses
- It is recommended that results remain in the Qualtrics qtrial account until the survey has ended

How to merge accounts

NOTE: THIS MOVES (COPIES) THE SURVEY ONLY. RESULTS REMAIN IN QUALTRICS QTRIAL ACCOUNT.

- From your browser, navigate to <https://siue.qualtrics.com>
 - If not already done, create a **new SIUE Qualtrics account**
 - Remain logged in
- Open a new browser window and navigate to <http://www.qualtrics.com>
- Log in to your **Qualtrics qtrial account**
 - From the My Surveys tab (**qtrial account**), click Edit button for survey to merge
 - Click the Advanced Options drop-down
 - Select Export Survey...
 - Select Save file
 - Saves as a .qsf file format
- Go to the **new SIUE Qualtrics account**
 - Select the Create Survey tab
 - Create a new survey from Quick Survey Builder
 - Enter Survey name
 - Enter Folder (if applicable)
 - Click Create Survey
 - From the Edit Survey tab, click Advanced Options drop-down
 - Select Import Survey...
 - Browse to locate downloaded survey from qtrial account
 - Click Import

NOTE: QUALTRICS.COM HAS DETAILED INSTRUCTIONS WITH HELPFUL HINTS FOR EXPORTING AND IMPORTING SURVEYS AVAILABLE AT

<http://www.qualtrics.com/university/researchsuite/advanced-building/advanced-options-drop-down/importing-and-exporting-surveys#importsurvey>

What to do with results

REMINDER: BEST TO IMPORT RESULTS AFTER THE SURVEY IS COMPLETE.

- From your browser, navigate to <http://www.qualtrics.com>
 - Log in to your Qualtrics qtrial account
 - Click the View Results tab
 - Select survey to download results
 - Click Download Data button
 - Select options/parameters as desired
 - Select .csv file format
 - Save file
- Open a new browser window and navigate to <https://siue.qualtrics.com>
 - Log in to your SIUE Qualtrics account
 - Click the View Results tab, click Responses button
 - Click the Advanced Options drop-down button
 - Select Import Responses
 - Browse for file on your computer
 - Click Import

NOTE: QUALTRICS.COM HAS DETAILED INSTRUCTIONS WITH HELPFUL HINTS FOR EXPORTING AND IMPORTING RESULTS AVAILABLE AT <http://www.qualtrics.com/university/researchsuite/reporting/responses/import-responses>

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 or email help@siue.edu