Qualtrics Quick Guide

I. Qualtrics Login

Login URL: https://sjsu.qualtrics.com **Username:** SJSU 9-digit ID **Password:** SJSUOne Password

II. Qualtrics Help

- Visit the Qualtrics Research Core Website (https://www.qualtrics.com/support/survey-platform/getting-started/) to view simple help guides on how to create a survey.
- Review the Qualtrics Learning Resources (https://www.qualtrics.com/resources/)for research studies, templates, case studies, webinars, and more.

III. Create a Survey

Create a survey in 2 ways, new blank project, from a copy, from a library, or from a file.

- Create the folder on a side bar (optional) and select it to create the Project in the created folder.
- Click on the **Create Project** button a dialogue box will appear.
- **Blank Survey project:** Build a completely new survey.
    - o Fill in your **Survey Name**.. Click **Create Project**.
- **Create from Existing:** Create a survey based on an existing survey you've already created or From a Library, or From a File.
    From a Copy
    - o Click on **From a Copy** button.
    - o Find the survey you are copying from in the drop-down menu.
    - o Create a new survey name and folder (optional). Click **Create Project**.
    From a Library: Create a survey from Qualtrics Library or yours and use its template as a starting point.
    - o Click the **From a Library** button.
    - o Select the library you would like to use.
    - o Select the source project, type in the project name (Survey name)
    - o Now, click on **Create Project.**
    From a File: Click on **Choose a .QSF File,** which will open a new dialogue box wherein you choose the survey file.
    - o Enter Project Name and then select **Create Project.**

IV. Create a Question

Questions can be created in two ways, create your own questions or import questions from your previous surveys or the Qualtrics library.

- Creating a new question from the Default Question Block.
    - • Click on your survey and click on + **Create a New Question**. An automatic multiple-choice question will appear.
    - • Use the options on the right-hand panel to edit your question. You can keep adding more questions by clicking the + **Create a New Question.**
- Copy a Question from a Survey or Library from the Default Question Block
    - • Click on the **Import Questions From…** and select the location you want to copy your question from.
    - • Select the category or survey you want to copy from. Click on the questions you would like to use, you will see it appear in the preview section.
    - • Click on the **Import 1 Question** button to select it.

V. Activating/Deactivating Your Survey

You will need to activate your survey in order to collect responses. By default, all surveys created are inactive.

- **To Activate:** Go to the **Distributions** tab, select the distribution type from web, email, social and mobile and then select the appropriate sub option from it.
- **To Deactivate:** Click **Pause Response Collection** at top left corner from the **Distributions** tab.

VI. View your Results

You may view individual anonymous responses of each person that took your survey or a survey report that will compile the results from everyone that took your survey.

- **Viewing Individual Responses:** Click on the **Data & Analysis** tab, you will automatically see information for your current survey. Click the dropdown arrow in the **Actions** column for that response and choose **View Response**.
- **Viewing Reports:** Click on the **Reports** tab, for a detailed report of the survey.