

Qualtrics - creating a survey

Introduction

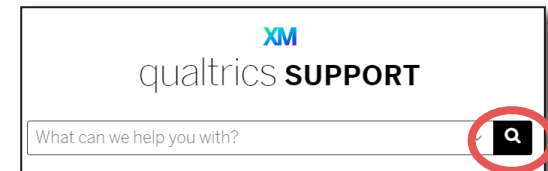
Login via yorks.jeu.qualtrics.com

See Getting started with Qualtrics for first time use information.

Getting help

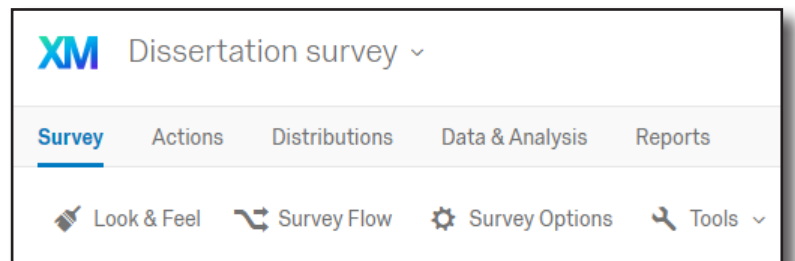
For help, click on **Help** at the top right > **support site**

Enter your search criteria and hit the magnifying glass.



Survey tabs overview

For each survey there are controls at the top left to **edit the survey**, get links for **distribution** and embedding, **analyse** or export **data** and a more sophisticated **report** manager



Question types

New questions are always **multiple choice**.

The question type can be changed using the **green button** on the right. Hovering over the question types will give an example question, e.g. **matrix table**.

On the same menu are advanced options for editing number of choices and will be different for each type of question.

The **number of answers** can be changed for multiple choice questions.

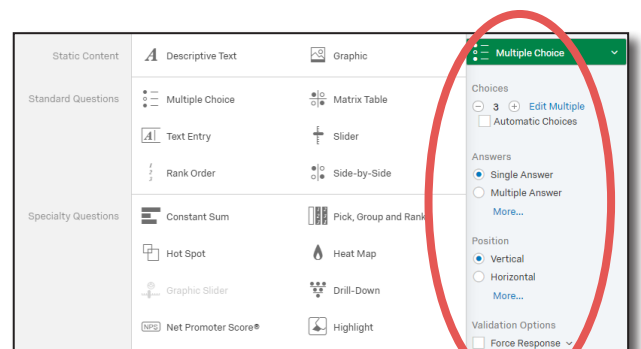
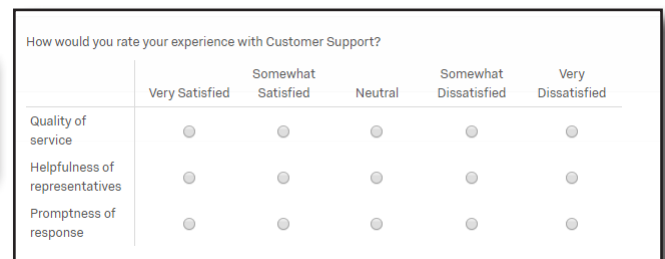
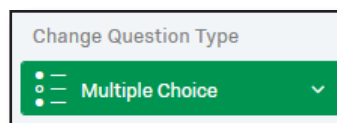
Automatic choices gives sets of standard answers such as a range from strongly agree to strongly disagree.

Questions can be set to accept **single or multiple answers**.

The layout of answers can be **horizontal or vertical**.

Questions can be made compulsory with **force response**.

Changes are automatically saved.

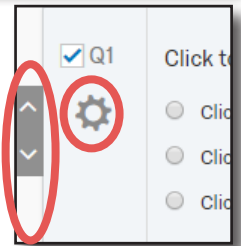
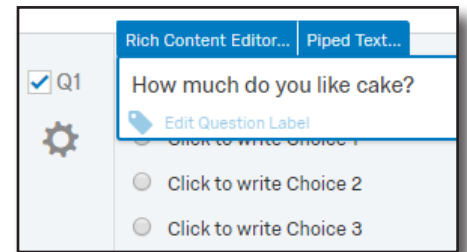


Changing question text

Click on the text of the question or possible answers to edit.

Hover to the left of a question to display **arrows** to reorder questions.

The **cog** gives access to advanced options for the question, such as **skip logic**, if you want the survey to skip to a question when a condition is met.



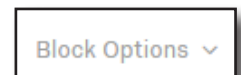
Preview

Click on the blue **Preview** button to view the survey in respondent view both on a desktop and smart phone. When a survey has some responses, even in preview mode any changes will need to be published using the green **Publish** button.



Block Options

Questions can be grouped into blocks. Typically, questions are separated into blocks for the purpose of conditionally displaying an entire block of questions, or for randomly presenting entire blocks of questions. Pages can also be used to organise question flow.



Adding questions

At the bottom of the right hand menu are more options such as display logic to only display questions in certain circumstances.

Hovering over the right hand side of a question brings up a red minus sign to delete questions and green plus signs to add questions.

Click the green **Create a New Question** button to add further questions at that point.



Publishing

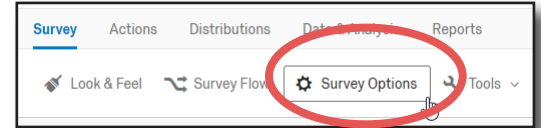
Any edits to your survey questions need to be **published** for changes to be seen by the respondent.

You are currently making edits to this survey. Changes won't be live until you publish.

This enables greater control over response data quality. Instead of every edit to an active survey going live the moment you make it. Different **versions** can be named for your information.

Survey Options

Go to **Survey Options** in the **Survey** tab:



Survey Experience - contains options such as, showing question numbers or try a progress bar instead?

Survey Protection - is where you could add a survey expiry date.

Survey Termination - enables you to customise your own end of survey message or redirect to a URL.

Inactive Surveys - is where you can add your own inactive survey message.

Partial Completion - gives options to record or delete responses not completed.

Note - it is recommended to distribute your survey to critical friends to make sure the results make sense. See the **Qualtrics - Analysing your survey results** helpsheet.

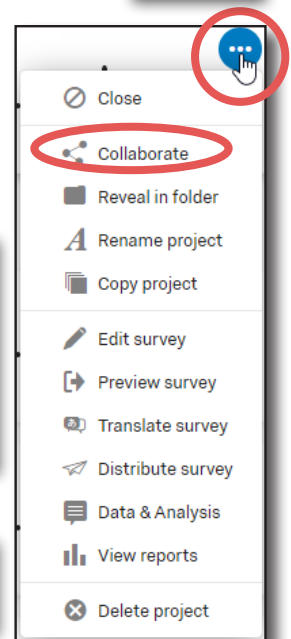
Tips

To go back to **Qualtrics home** click on the logo at the top left of screen.

A summary will be displayed for each of your surveys; whether **status** is active, how many **questions**, a count of **responses** and a summary of responses over the **last 12 days**.



Click on the **3 ellipsis** for a menu including **Collaborate** to share the project with YSJ students or staff. Click on **Collaborate** and enter the users YSJ email address, select address and click **Save**.



Shared projects from other users can be viewed in the **Shared with me** on the left of the home screen.

