Qualtrics

How to set up a Qualtrics account:

Go to https://tamucc.co1.qualtrics.com and log in/authenticate with Duo.

After you login for the first time, you will need to click the “I don’t have a Qualtrics Account” button. Qualtrics should set your account up automatically from here but may prompt you to input some basic information.

How to create and share a survey

1. Click “Create Project” in the upper right hand corner of the screen.

2. Choose “Blank Survey Project”.

3. Give your survey a name then choose “Create Project”.

5. When you have finished creating your survey, click the “**publish**” button. A window will pop up highlighting potential issues with your survey – click “**publish**” again when you have reviewed the issues.

![Publish Button]

6. A final window will pop up – “**Survey Activated**”. This window will provide you with a link that you can copy/paste and share with people you want to take the survey.

**Sharing Survey:**

1. From the list of surveys, find the survey you want to share with a colleague and then click the “...” to the far right of the survey name. A drop down menu will appear, click “**collaborate**”.

![Collaborate Menu]

2. In the “**type username or email**” field, enter your colleague’s information. Click “**Add**” when you have located them. A screen will pop up allowing you to enter a short message to your colleague – click “**OK**” when you are done.

3. By default your colleague will be able to edit, view reports, activate/deactivate, copy, and distribute the survey. Uncheck the privileges you don’t want to share and then click “**save**”.

![Survey Details]

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Collecting Data in Qualtrics:

1. From the survey list, click the name of the survey you want to see the results for.

2. On the survey editing page, click the “Data & Analysis” tab OR the “Reports” tab.

- The “Data & Analysis” tab can be used for exporting data to platforms such as SPSS or Microsoft Excel for further analysis. (Read more about the Data & Analysis tab here: https://www.qualtrics.com/support/survey-platform/data-and-analysis-module/data-and-analysis-overview/)

- The “Reports” tab can be used when you just need to see your data. This page also features built in visualizations. (Read more about the reports tab here: https://www.qualtrics.com/support/survey-platform/reports-module/results-section/reports-overview/)