

Qualtrics

How to set up a Qualtrics account:

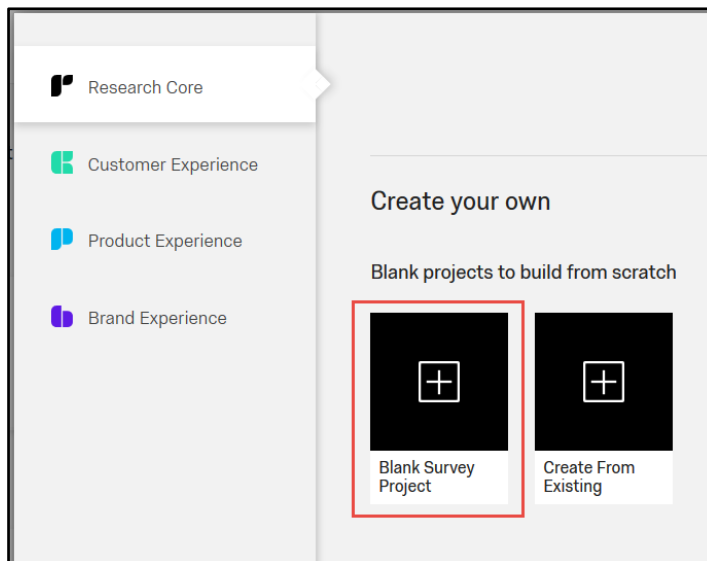
Go to <https://tamucc.co1.qualtrics.com> and log in/authenticate with Duo.

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.



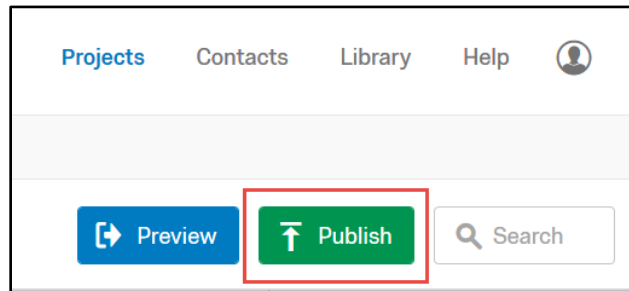
How to create and share a survey

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”**.



4. Create your questions. *Review the Survey Basic Overview for a refresher on how to build your questions.* <https://www.qualtrics.com/support/survey-platform/survey-module/survey-module-overview/>.

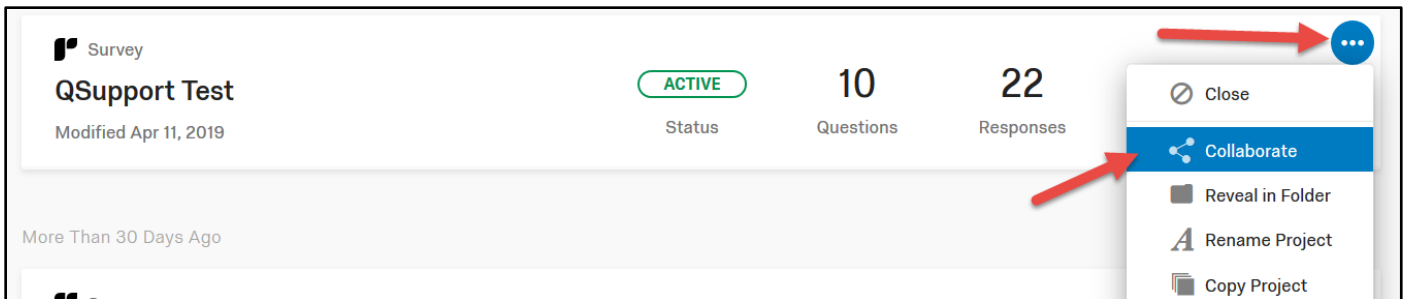
- When you have finished creating your survey, click the **“publish”** button. A window will pop up highlighting potential issues with your survey – click **“publish”** again when you have reviewed the issues.



- 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:

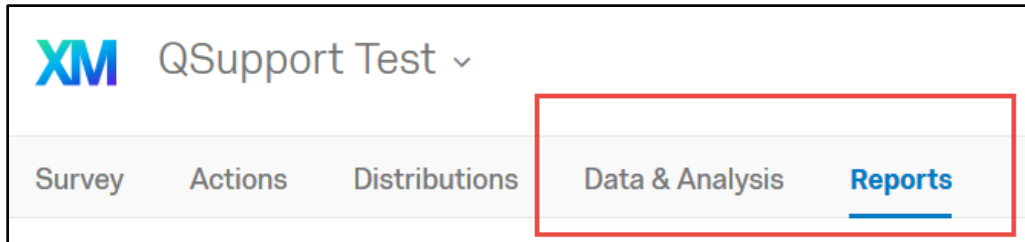
- From the list of surveys, find the survey you want to share with a colleague and then click the **“...”** to the far right of the survey name. A drop down menu will appear, click **“collaborate”**.



- 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.
- 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”**.

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/>*