Qualtrics
Surveys: Create a Survey

Faculty, staff and students have access to Qualtrics to develop surveys. To start building surveys, go to www.uml.edu/software and select Qualtrics.

For information on how to make surveys anonymous, go to page 7.
Select the Qualtrics online software link to automatically create an account. Once you create the account, the same link “Qualtrics online software” will bring you directly to your surveys.

To create a survey, select the green plus sign at the top right.
Select Blank Survey Project or explore pre-configured content for a pre-built template. All templates can be modified, such as the student satisfaction survey.

If you select Blank Survey Project, a window will open requiring the Project Name, enter a name and click Create Project at the bottom right of the window.
By default, the first question is a multiple choice question with three answer choices. The Change Question Type menu will appear on the right. If the menu disappears, click anywhere in the question box.

There are many different question types to explore and very easy ways to edit the question including number of answers. At the bottom of the menu there is also an option to copy the question.
You can edit the answer fields just by clicking on the words or add a comment field in the list of answers. Click on the words, select the arrow that appears to the right and select Allow Text Entry.

Questions can be dragged and dropped to change order or copied or moved among other features.
Sometimes the answers will automatically populate based on the type of question text you write. You can edit the default choices, just by clicking in the text of the answer.

Click right into the text of the question or answers to make changes to the text. Starting a question with “How much do you agree...” will automatically populate the answers shown.

Question settings options menu
How to set up an anonymous survey in Qualtrics

There are two primary features in Qualtrics, Anonymous Responses & Anonymous Links that must be used for a survey to be anonymized. To be considered anonymous, both features must be used.

Anonymous Responses

This feature should be used if you do not want to collect IP addresses or location data and wish to keep a participant’s responses anonymous. Enabling this feature will ensure that IP addresses and location data are not connected to a participant’s responses.

Go to Survey Options and select the box to Anonymize Results. A screenshot of the survey options is on the following page.
Anonymize responses is near the bottom of the list of options, check the box and click Save.

When finished editing, Publish a green button at the top right of the screen.
A window will open detailing potential improvements. Click Publish again.

Select Distributions to get an anonymous link to share with your respondents.

The Distribution options show on the left or you can select Distribute Survey, the green button, top right.
Distribute Survey options offer the similar choices in a different format. Here, email is selected.

Anonymous Link

Use the Anonymous link to post the survey within Blackboard and/or in an email to your students.
Gathering results can be complicated depending on your needs. Here is a view of the Data & Analysis tab.

For information about gathering results, contact bbhelp@uml.edu, schedule a technology consultation, call Qualtrics at (800) 340-9194 or email: support@qualtrics.com.