

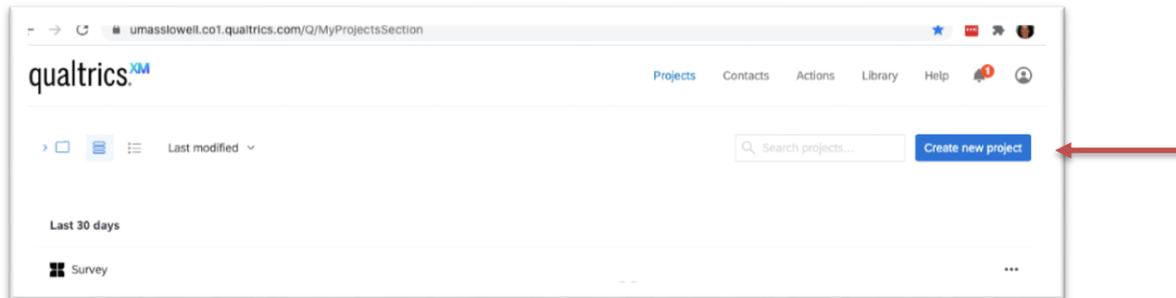
Qualtrics

Surveys: Access the Mid-Semester Survey Templates

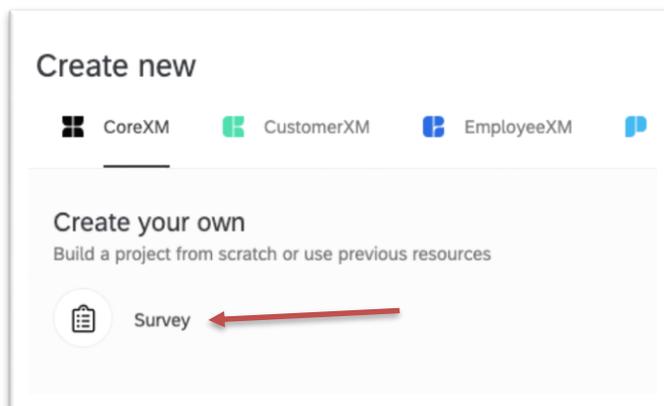
The Academic Technology Team have developed three mid-semester survey templates that can be used by faculty and staff. The survey templates are provided in the Qualtrics Library in the University of Massachusetts System: Lowell group. When you create your Qualtrics account you are automatically entered into that group and have access to the group library.

Examples of the [templates are available for your review](#) (pdf).

To access the mid-semester survey templates, use [this link to access or create your Qualtrics](#) account. To create a survey using the Mid-Semester Survey Template, select Create new project.



Under Create your own, select Survey:



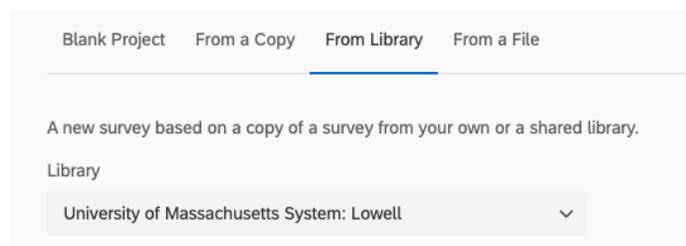
Provide a name for your survey:

Tip: Include your course number and section, if you teach multiple courses.



Project Name
Fall 2020 End of Semester Survey

Select the **From Library** tab, under Library, use the drop-down list to choose the **University of Massachusetts System: Lowell**:

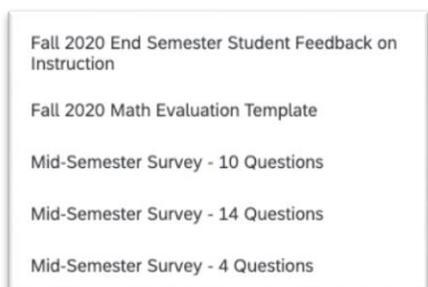


Blank Project From a Copy **From Library** From a File

A new survey based on a copy of a survey from your own or a shared library.

Library
University of Massachusetts System: Lowell

For Source project, select **Uncategorized**, use the drop down to select a specific mid-semester (or end of semester) survey:



- Fall 2020 End Semester Student Feedback on Instruction
- Fall 2020 Math Evaluation Template
- Mid-Semester Survey - 10 Questions
- Mid-Semester Survey - 14 Questions
- Mid-Semester Survey - 4 Questions

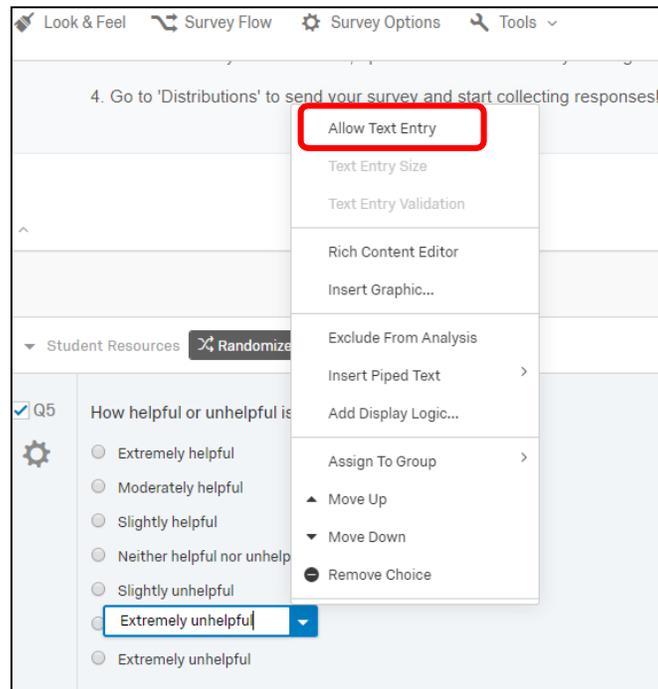
Select "Get Started" to begin building your survey.



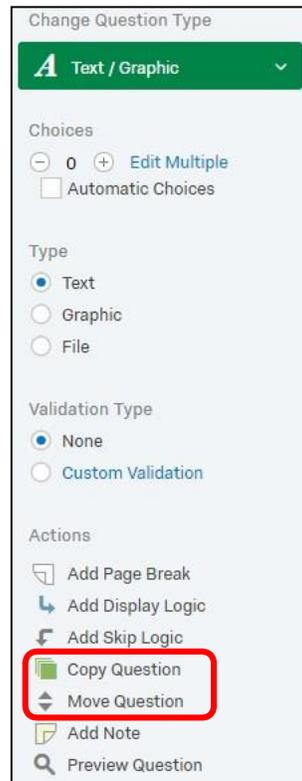
Get Started

Editing Questions

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.



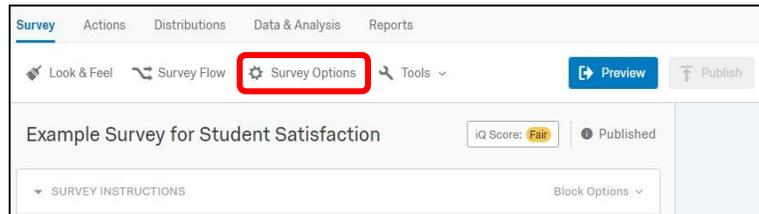
Questions can be dragged and dropped to change order or copied or moved among other features.



Anonymous Responses

There are two primary anonymizing features in Qualtrics, Anonymous Responses & Anonymous Links. To be considered anonymous, both features must be used. Enabling this feature will ensure that IP addresses and location data are not connected to a participant's responses.

Go to Survey Options



Select the box to **Anonymize responses** (near the bottom of the list of options), check the box and click **Save**.

Survey Options

Survey Experience

Survey Protection

Survey Termination

- Back Button.** Enable respondents to change their responses.
- Save and Continue.** Allow respondents to save and continue later.
- Show Question Numbers.** Great for previews. For participants, try a [Progress Bar](#) instead.
- Use Custom Survey Validation Messages...**

Survey Language: The language the survey is written in.

Survey Title: This text will appear in the browser as the window or tab title.

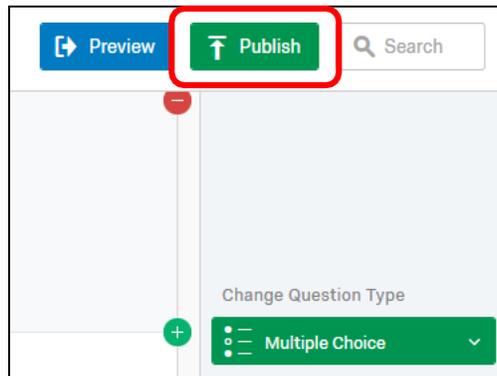
Meta Description: Search engines and social media services use this description.

- Open Access.** Allow anyone to take this survey.
- By Invitation Only.** Prevent people from taking the survey using an anonymous survey link.
- Password Protection.** This password must be entered to take this survey:
- Prevent Ballot Box Stuffing.** Keep people from taking this survey more than once.
- HTTP Referer Verification.** The user must come from this URL to take the survey:
- Prevent Indexing.** A tag will be added to the survey to prevent search engines from indexing it.
- Secure Participants' Files.** Files uploaded as responses can only be viewed by users with permission to view responses.
- Show a **custom message** when a respondent revisits a **previously completed** link..
- Survey Expiration.** The survey will only be available for a specified date range.

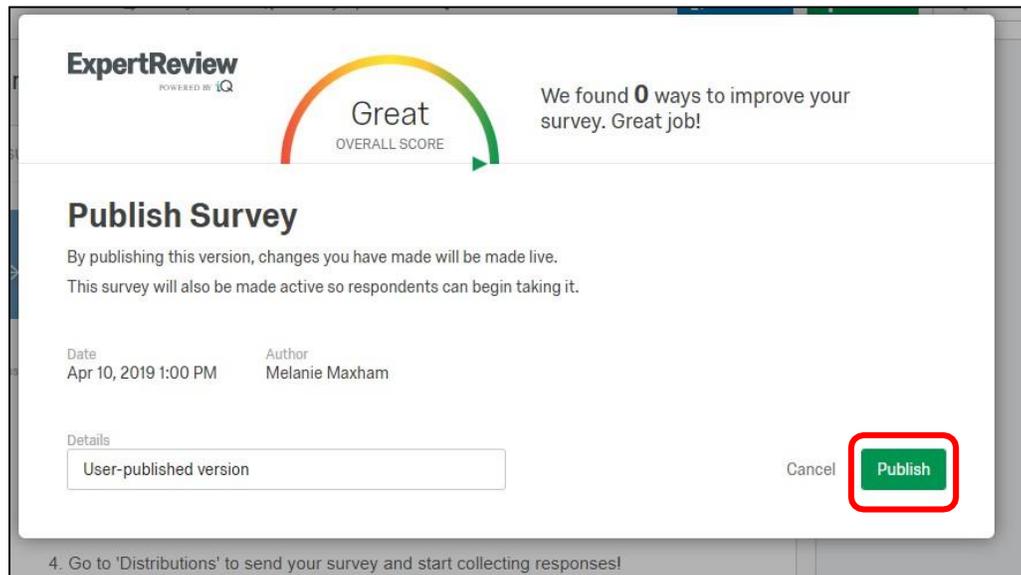
- Default** end of survey message.
- Custom** end of survey message...
- Show Response Summary.
- Redirect** to a full URL, ex. "https://www.qualtrics.com":
- Send additional thank you **email** from a library... When distributed via the Survey Mailer.
- Anonymize Response.** Do NOT record any personal information and remove contact association.

Close
 Save

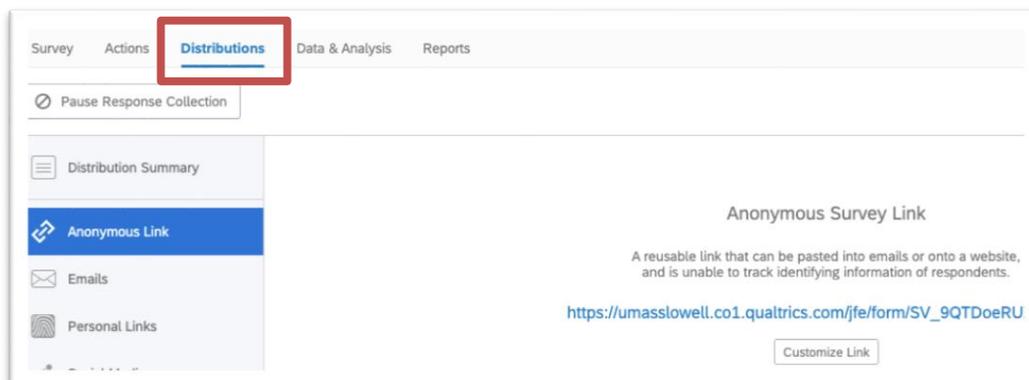
When finished editing, select Publish, a green button at the top right of the view.



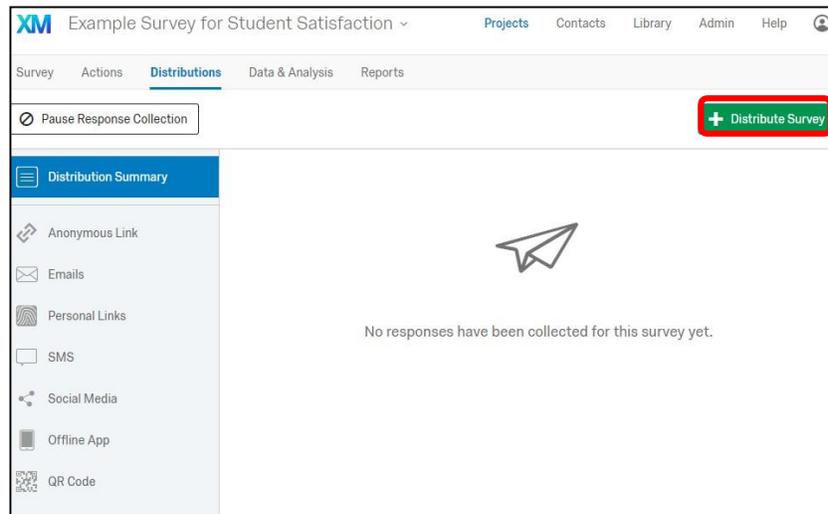
A window will open detailing potential improvements. Click Publish again.



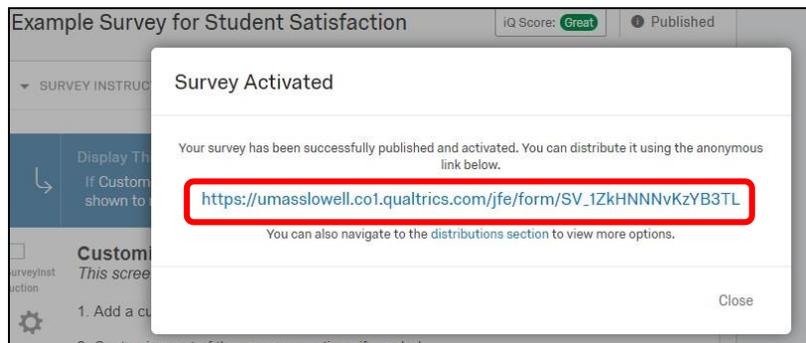
Select Distributions to get an anonymous link to share with your students.



The Distribution options display on the left or you can select Distribute Survey, the green button, top right.



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, see the Data & Analysis tab.

| Recorded Date | Q8 - 6. What do you think is the MAIN cause of climate change today? | Q10 - 8. What is your zip code? | Q2 - My participation in the survey is acknowledgement that I have read and unde... | Q4 - 2. How often have you heard the term "climate change"? | Q3 - 1. Have you ever seen a Cool Science poster on an LRTA bus? | Q5 - 3. Have you ever talked to anyone about the Cool Science posters? | Ac |
|---------------|--|---------------------------------|---|---|--|--|----|
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For information about gathering results, contact bbhelp@uml.edu, schedule a [technology consultation](#), call Qualtrics at (800) 340-9194 or email: support@qualtrics.com.