

Qualtrics

Surveys: Create a Survey

Faculty, staff and students have access to Qualtrics to develop surveys.
[Log in here to create your account](#), or go to www.uml.edu/software and select Qualtrics.

Software

Information Technology

Services By Category

- Digital Learning Centers (DLC)
- vLabs
- Get Connected
- Email Password Requirements
- Email For Students
- Faculty & Staff Email & Collaboration Tools

Software

- Adobe Creative Cloud
- Ansys
- ArcGIS
- Atomic Learning
- Dropbox
- EndNote
- Zoom
- LabView
- Lecture Capture Request
- Mathematica
- MathType

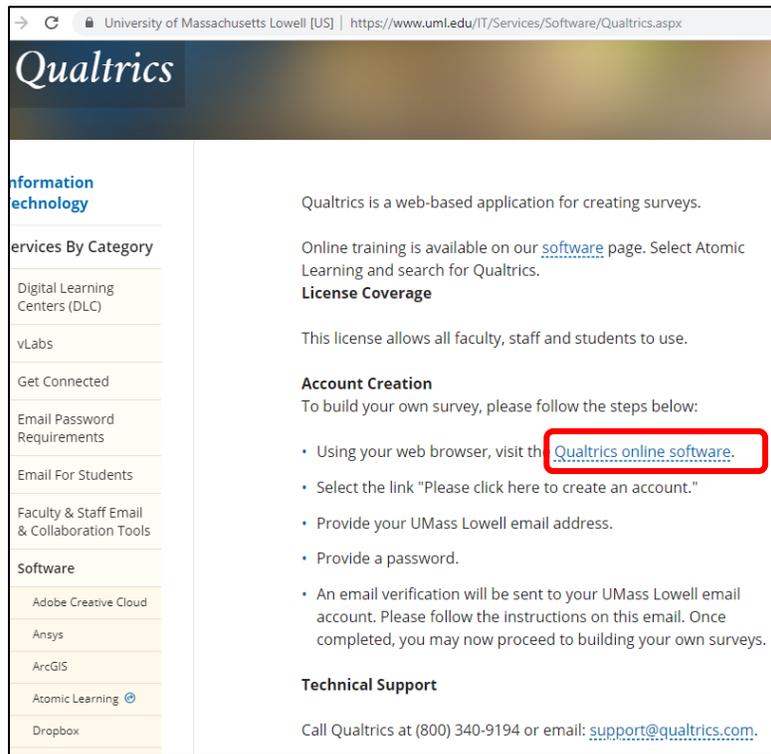
Below is a list of software application that are licensed and available to the campus community. Come back and visit this page since we are occasionally adding or updating new software applications to this list.

Adobe Creative Cloud	Ansys	ArcGIS
Atomic Learning*	Dropbox	EndNote*
Zoom	Labview*	Lecture Capture Request
Mathematica*	MathType*	Matlab*
NVivo**	Office for Faculty/Staff	Office for Students
Proofpoint Plugin for Outlook	Pulse Secure (VPN)*	Qualtrics*
Read&Write Gold*	Respondus	SAS
Schrodinger Suites	Solidwork	Sophos Anti-Virus*
SPSS	Stata	Tableau for Teaching
Turnitin* (Plagiarism Detection)		

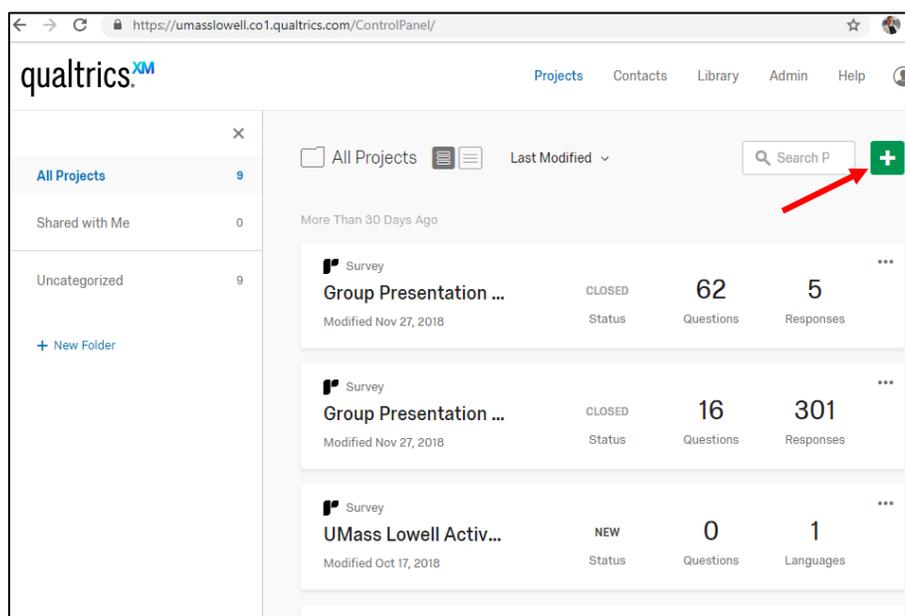
* Available for use by **active** faculty, staff, and **enrolled** students.

** Available for use by **active** faculty, staff, and **enrolled** graduate students.

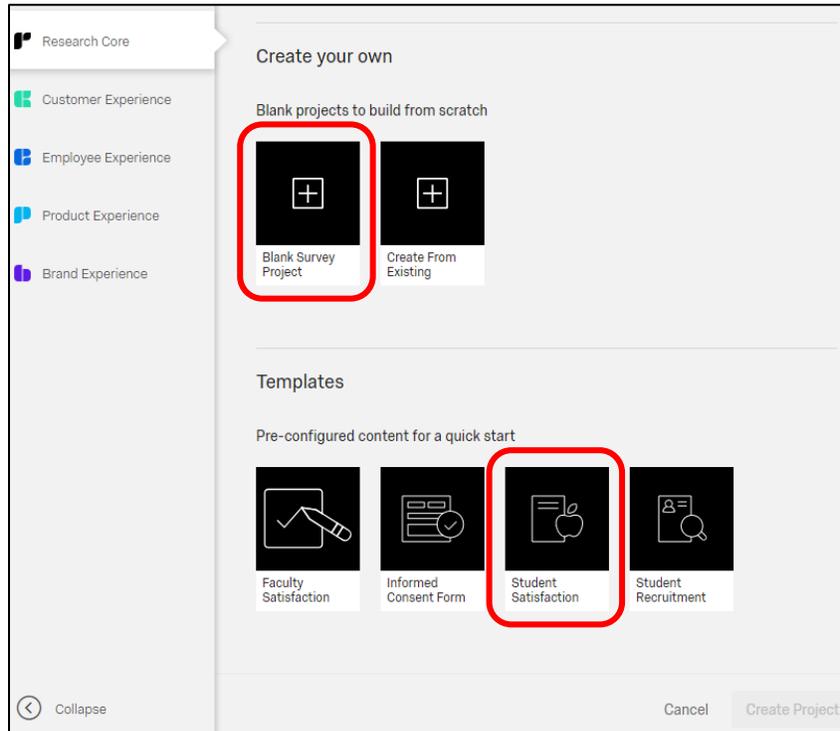
Select the Qualtrics online software link to automatically create an account. Once you create the account, the same link “Qualtrics online software” will bring you directly to your surveys.



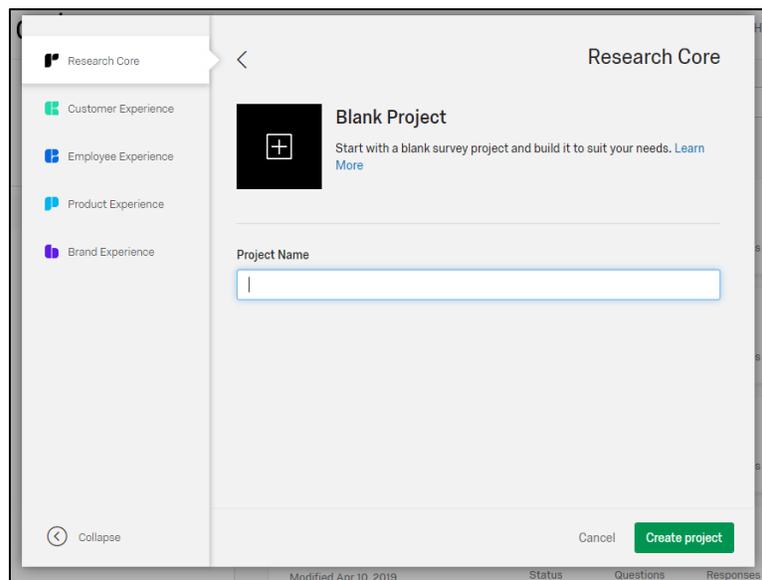
To create a survey, select the green plus sign at the top right.



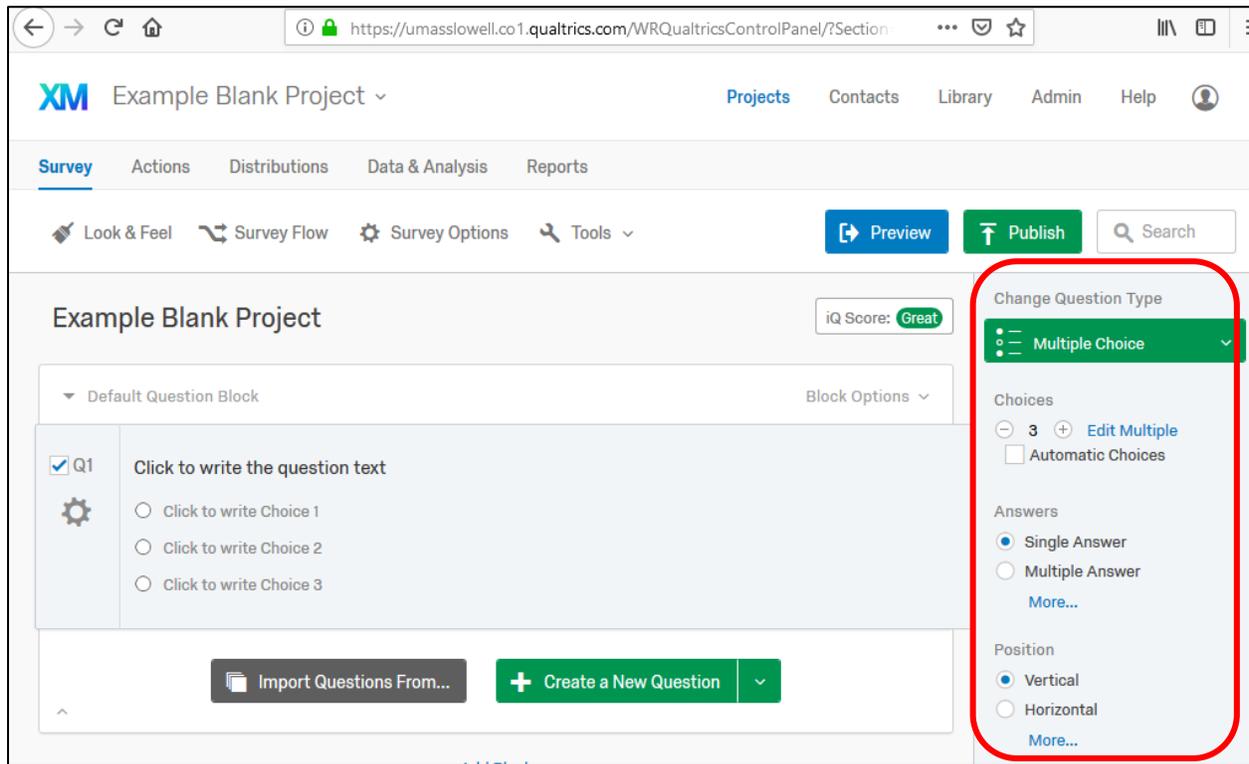
Select Blank Survey Project or explore pre-configured content for a pre-built template. All templates can be modified, such as the student satisfaction survey.



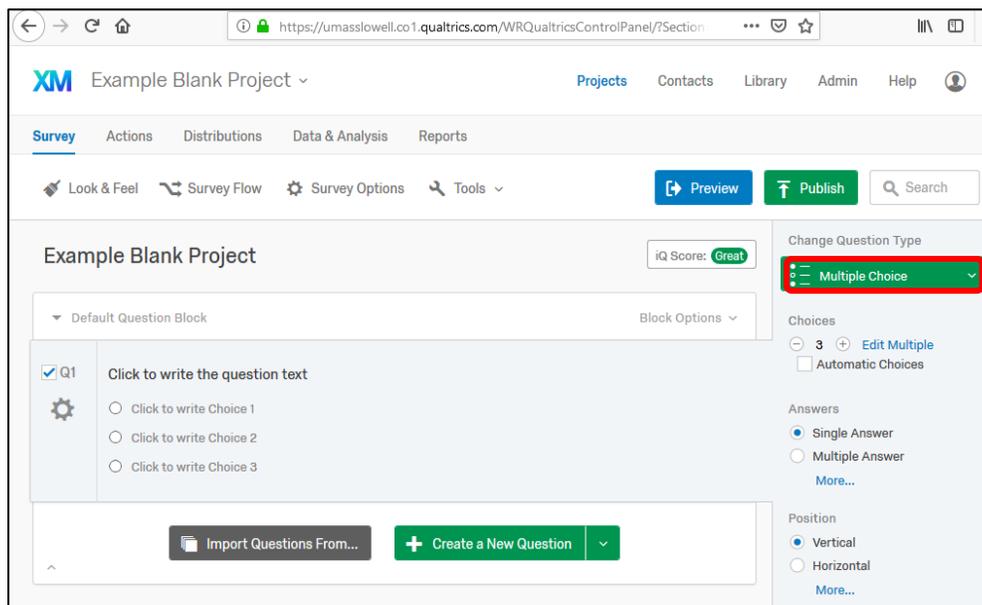
If you select Blank Survey Project, a window will open requiring the Project Name, enter a name and click Create Project at the bottom right of the window.



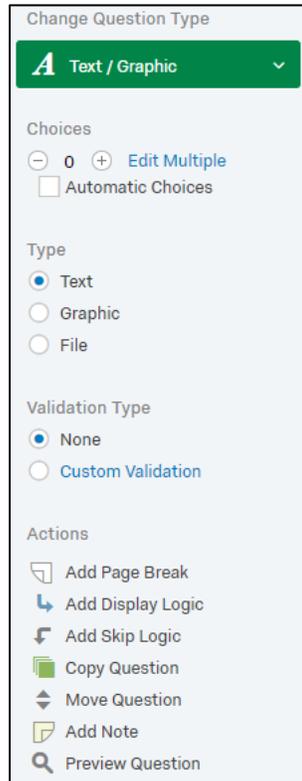
By default, the first question is a multiple choice question with three answer choices. The Change Question Type menu will appear on the right. If the menu disappears, click anywhere in the question box.



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.



Questions can be dragged and dropped to change order. Display and Skip Logic allows respondents to skip or go to specific questions as a result of certain answers.



Change Question Type

A Text / Graphic

Choices

0 Edit Multiple

Automatic Choices

Type

Text

Graphic

File

Validation Type

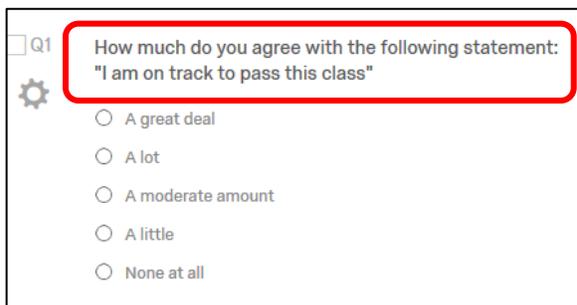
None

Custom Validation

Actions

- Add Page Break
- Add Display Logic
- Add Skip Logic
- Copy Question
- Move Question
- Add Note
- Preview Question

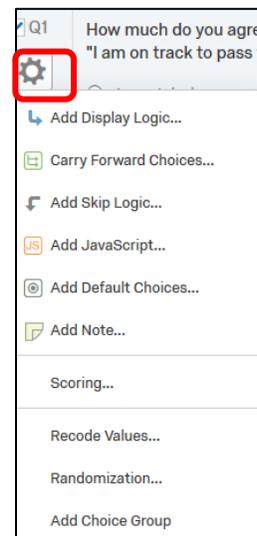
Sometimes the answers will automatically populate based on the type of question text you write. You can edit the default choices, just by clicking in the text of the answer.



Q1 How much do you agree with the following statement:
"I am on track to pass this class"

- A great deal
- A lot
- A moderate amount
- A little
- None at all

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 above.

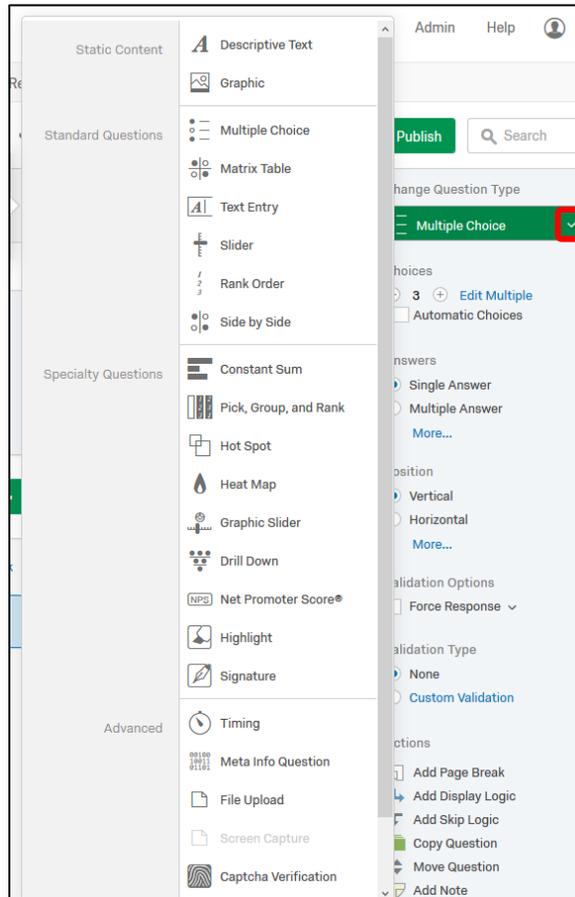


Q1 How much do you agree
"I am on track to pass t

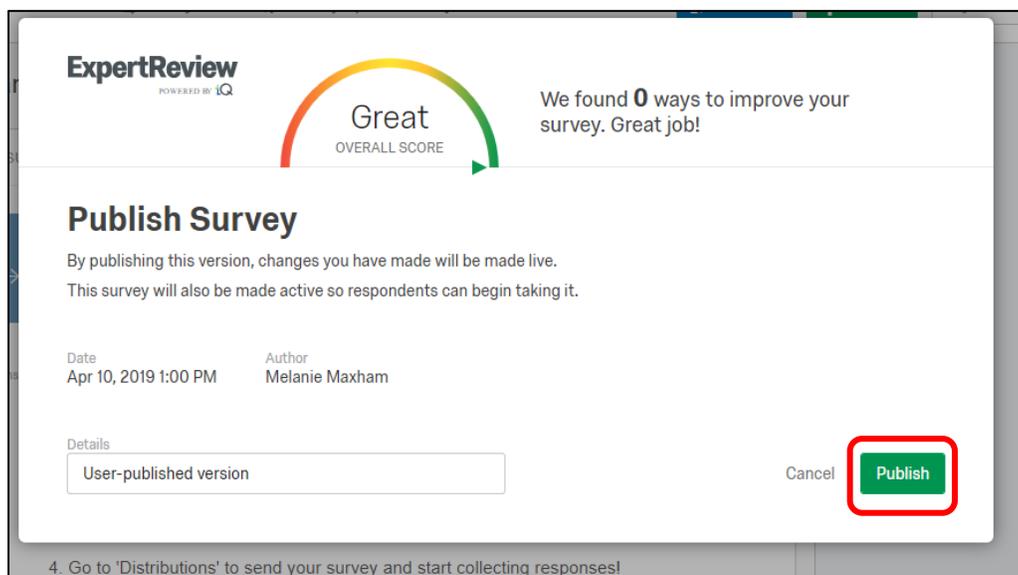
- Add Display Logic...
- Carry Forward Choices...
- Add Skip Logic...
- Add JavaScript...
- Add Default Choices...
- Add Note...
- Scoring...
- Recode Values...
- Randomization...
- Add Choice Group

Question settings options menu

The drop down arrow to change the question type will open this window/list of options.



When finished, click Publish. A window will open detailing potential improvements. Click Publish again.



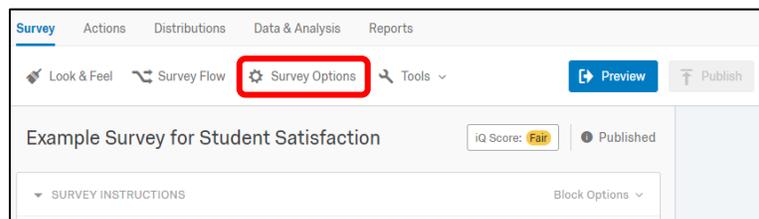
How to set up an anonymous survey in Qualtrics

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

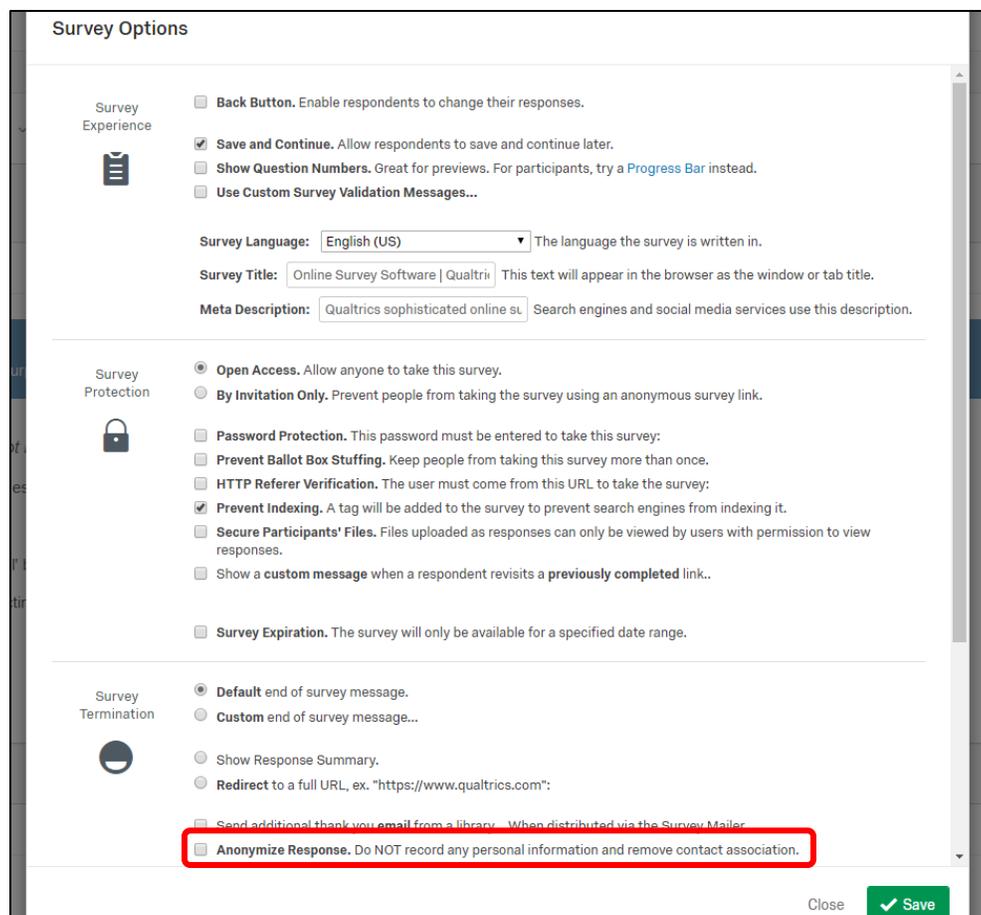
Anonymous Responses

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



Survey Options

Survey Experience

- 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.

Survey Protection

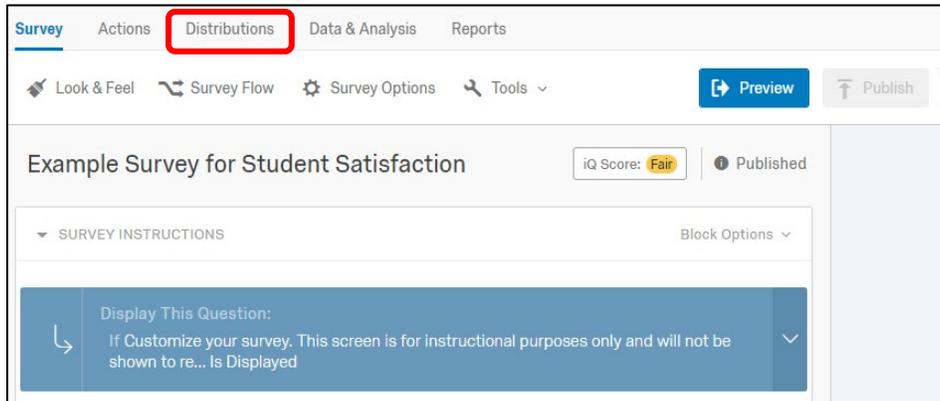
- Open Access. Allow anyone to take this survey.
- By Invitation Only. Prevent people from taking the survey using an anonymous survey link.
- Password Protection. This password must be entered to take this survey:
- Prevent Ballot Box Stuffing. Keep people from taking this survey more than once.
- HTTP 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.

Survey Termination

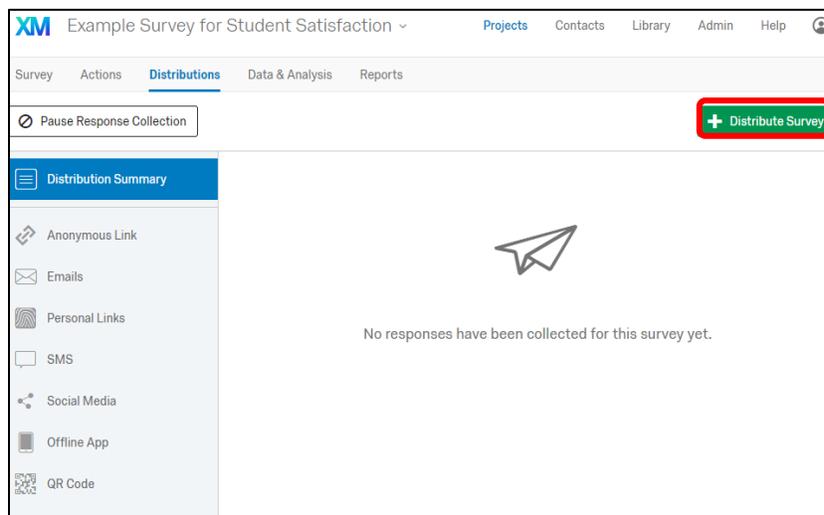
- Default end of survey message.
- Custom end of survey message...
- Show Response Summary.
- Redirect to a full URL, ex. "https://www.qualtrics.com":
- Send additional thank you email from a library. When distributed via the Survey Mailer.
- Anonymize Response. Do NOT record any personal information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

Close

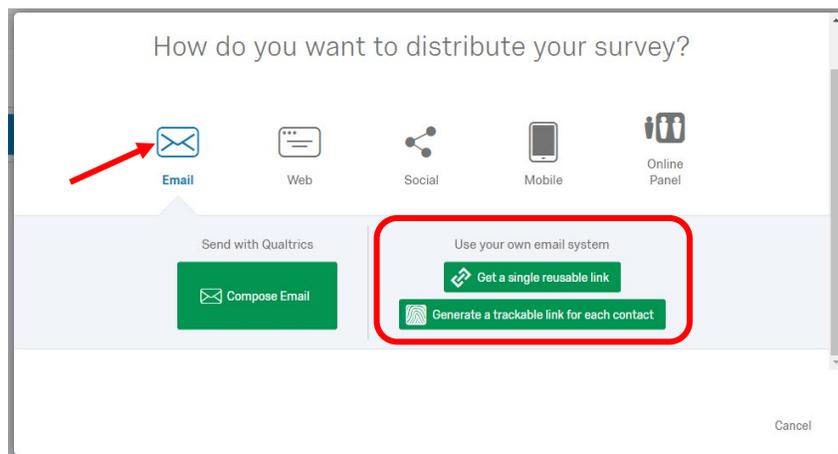
Select Distributions to get an anonymous link to share with your respondents.



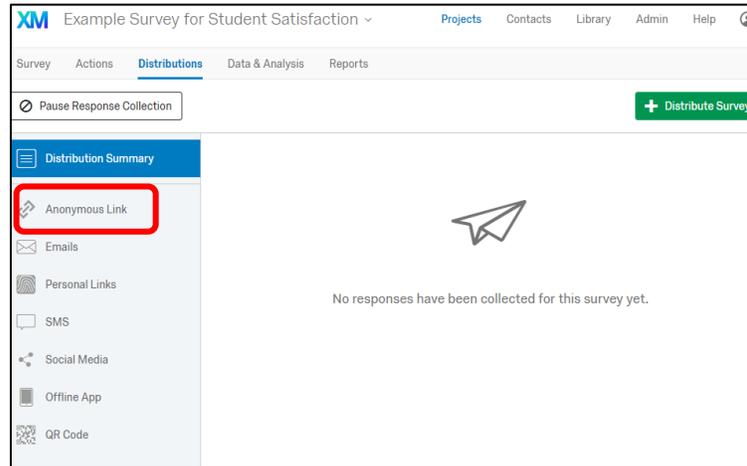
The Distribution options show on the left or you can select Distribute Survey, the green button, top right.



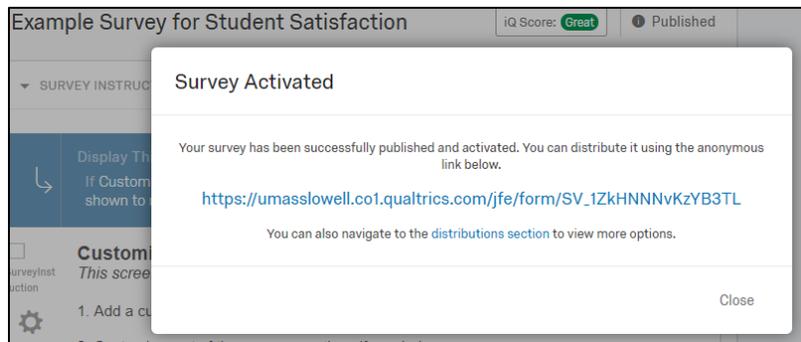
Distribute Survey options offer the similar choices in a different format. Here, email is selected.



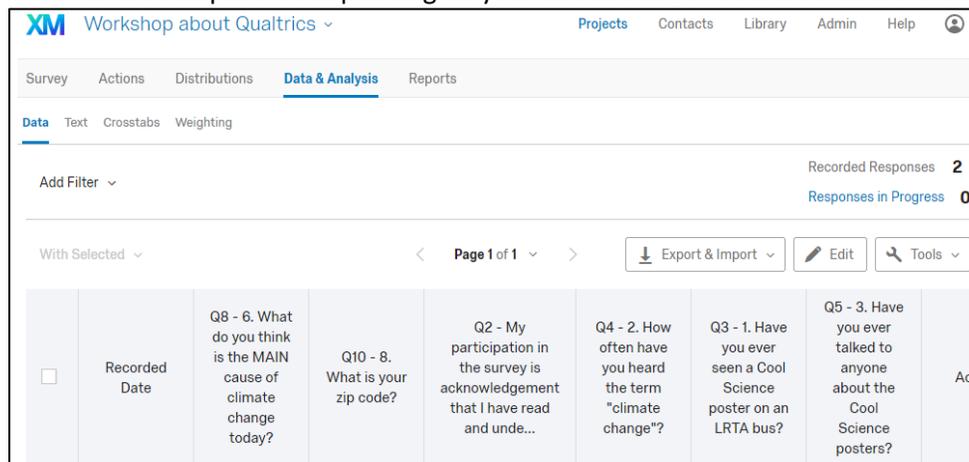
Anonymous Link



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.



The screenshot shows the 'Data & Analysis' tab in Qualtrics. The table displays the following data:

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

Additional information shown in the interface includes: 'Workshop about Qualtrics', 'Data & Analysis' tab selected, 'Recorded Responses: 2', 'Responses in Progress: 0', and navigation options like 'Page 1 of 1', 'Export & Import', 'Edit', and 'Tools'.

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