**How to Use Qualtrics**

**Instructions for Accessing Qualtrics**

1. Open up Firefox.

2. Type in “baylor.qualtrics.com” in the search bar

3. Click on the first result that comes up to take you to the Qualtrics website.

4. Type in the username and password from your Baylor email and click “submit.” This will log you on to the Qualtrics website.

**Creating a Survey**

1. After logging on, click on the “Create Survey” tab (on the top left side of the screen).

2. To create a copy from another survey, click on the “Create from Copy” option, which will allow you to select which of your surveys to copy from.

3. To create a new survey, click on “Quick Survey Builder.”

4. A box will pop up, where you can name the survey. After you type in the desired name, click on “Create Survey.”

5. Click on “Create New Item” to begin writing the survey questions. Use the options listed on the right side of the screen to format the questions the way you want them. To write the actual question and answers, click on the appropriate spot in the question box, which will allow you to type in what you want.

6. To add or delete questions, move your mouse over the question. Two green + signs will pop up on the right side, as well as a red – sign. Clicking on the – sign will delete the question. Clicking on the top + sign will add a new question above. Clicking on the bottom + sign will create a new question below. There are also options listed on the right side for adding page breaks, moving a question, and a few other things.

7. When you are done writing the survey, you can simply exit out of Qualtrics. The survey will automatically be saved.

**Editing a Survey**

After logging in to Qualtrics, scroll to the bottom of the screen where your surveys or listed. To the right of the name of the survey you want to edit, click on the “edit” icon under tasks (it’s under a picture of a pencil). This will take you to the survey, where you can use the same process for writing the survey to edit it (clicking on the individual question to edit, using the options listed on the right side that show up after clicking on a question to edit it). Again, the survey will be automatically saved after closing out of it. There is also an option at the top of the screen for using Spell Check on the survey. Clicking on “Survey Options” at the top of the screen under the “Edit” tab will allow you to choose various options for the survey such as allowing participants to save and continue later and other options. Click “save changes” when you are done or “cancel” to cancel any changes you may have mistakenly made.

**Previewing a Survey**

1. Click on the “Edit” tab at the top of the screen.

2. Under the “Edit” tab, click on “Preview Survey.” This will take you to a screen where the survey will appear as it will to respondents. You can scroll through the entire survey if you wish and even fill out responses as if you are actually taking the survey. If filling out the survey completely, it will save your response, and it will need to be deleted later (see section below on deleting survey responses).

**Viewing/Downloading Results of a Survey**

1. After logging on to Qualtrics, scroll to the bottom of the screen where the names of your surveys are listed. Next to the survey whose results you want to view, click on the “Results” icon listed under “tasks” to the right of the name of the survey.

2. This will take you to another screen. Click on “initial report” to view the results of the survey.

3. To download the results, ignore step number 2 and click on “Download Data” on the top left side of the screen.

4. Make sure the box under “Zip Download” (top right side of the screen) is unchecked.

5. To download into an SPSS file, click on the second option listed under format, “Download SPSS .sav file.”

6. To download into an Excel spreadsheet, click on the first option under format, “This is a Comma Separated Values format of the raw data that can easily be imported into Excel, Access, or other programs. Each value in the response is separated by a comma, and each response is separated by a newline character.”

7. A screen will pop up at the top of the screen, indicating your file is downloading and showing the progress. When the download is complete, it will say “Export complete!” Click on “Export complete!” to open the file.

**Distributing the Survey**

1. After logging on to Qualtrics, scroll to the bottom of the screen where your individual surveys are listed. Click on the name of the survey you wish to distribute.

2. At the top of the screen, click on the “Distribute Survey” tab.

3. Click on “Activate Survey.” A link for the survey will then pop up.

**Sharing a Survey**

1. After logging on to Qualtrics, scroll down to the bottom of the screen where your individual surveys are listed. Under tasks to the right of the survey you want to share, click on the “Collaborate” icon (please note the “Collaborate” button will only appear with surveys you own. If the survey is owned by someone else, the “Collaborate” button will not appear and you will not be able to share it).

2. After clicking on the “Collaborate” button, a screen will pop up where you can type in the name or email address of the person you wish to share the survey with. There are also options allowing you to choose how many privileges to give them (i.e. editing the survey, viewing results, etc.).

**Deleting the Results of a Survey**

1. After logging on to Qualtrics, scroll down to the bottom where your individual surveys are listed and click on the name of the survey in which you want to delete results.

2. At the top of the screen, click on the “View Results” tab.

3. Under the “View Results” tab, click on “Responses.”

4. Scroll to the bottom of the screen. Each individual survey response will be listed. Check the box on the left hand side of any responses you want to delete, and then click the “Delete” button just above where the individual responses are listed.

5. A box will pop up confirming you want to delete the indicated responses. Click “Delete” to delete or “Cancel” to cancel.

**Deleting an Entire Survey**

1. After logging on to Qualtrics, scroll down to the bottom where your individual surveys are listed.

2. Listed under “Tasks,” click the “Delete” button on the far right side of the name of the survey you wish to delete.

3. A box will pop up asking you to type the word “delete,” confirming you want to delete the survey. After typing “delete,” click the “Delete” button.

4. Another box will pop up asking if you are really sure you want to delete the survey. Click “Delete” to delete and “Cancel” to cancel.