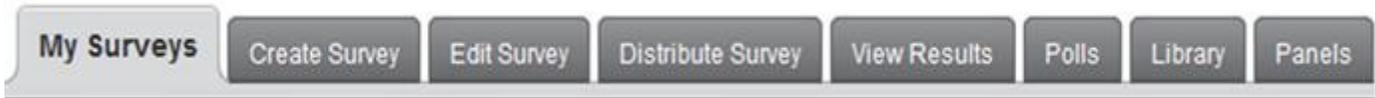


California State University | Stanislaus

Qualtrics Survey Research Suite Reference Guide



My Surveys Tab

Use the *My Surveys* tab as your Qualtrics homepage to manage all your surveys, organize them into folders, and keep track of the survey status, number of responses, survey owner, date modified, and tasks. This tab also contains many shortcuts to other Qualtrics features.

Shortcut Buttons

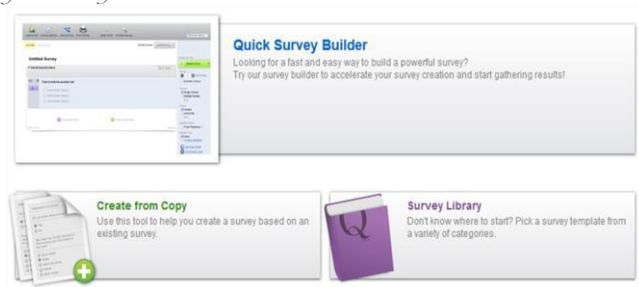
- Create Survey:** Takes you to the *Create Survey* tab.
- Email Survey:** Takes you to the *Distribute Survey* tab.
- View Results:** Takes you to the *View Results* tab.
- Message Center:** View messages from your organization within the system or from the Qualtrics team.

Tasks

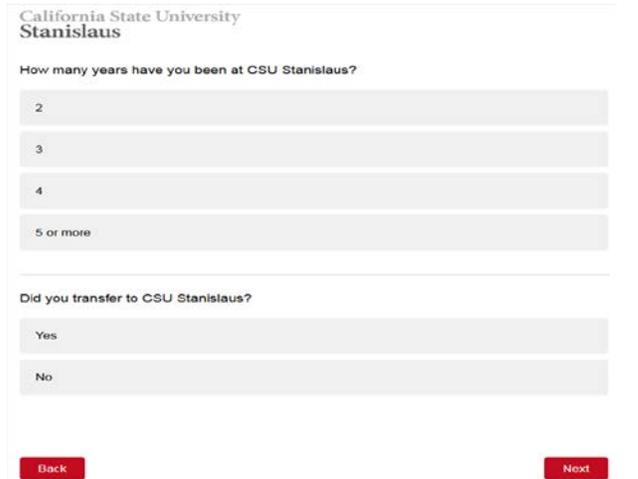
- Edit:** Takes you to the *Edit Survey* tab.
- Results:** Takes you to the *View Results* tab.
- Send:** Takes you to the *Distribute Survey* tab.
- View:** Allows you to preview the survey as a respondent would view the survey.
- Collaborate:** Share surveys with another Qualtrics user for collaboration.
- Copy:** Makes a copy of an existing survey.
- Translate:** Translates your survey in multiple languages.
- Delete:** Permanently removes a survey along with any responses.

Create Survey Tab

Use the *Create Survey* tab to choose how you want to build and name your survey.



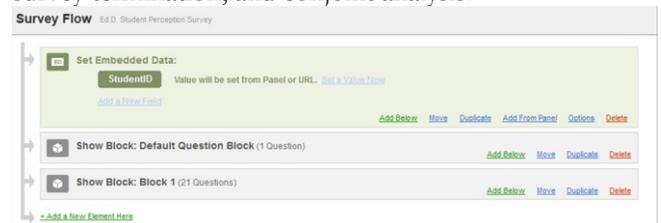
- Quick Survey Builder:** Build a survey from scratch.
- Create From Copy:** Build a survey based off of an existing survey.
- Survey Library:** Build a survey from a template.



Edit Survey Tab

Use the *Edit Survey* tab to create questions, organize the survey flow, customize design, and set survey options.

- Look & Feel:** Customize options such as the progress bar, back and next button text, header, and footer.
- Survey Options:** Configure survey settings for options such as survey experience, survey protection, survey termination, inactive surveys, partially completed surveys, and response sets.
- Survey Flow:** Set up the order your survey question blocks will be presented. Add branches, embedded data, randomization, web services, authenticator, survey termination, and conjoint analysis.



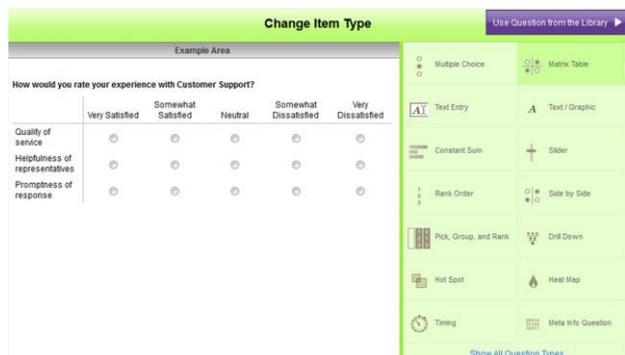
- Print Survey:** Print out a hard copy of your survey.
- Spell Check:** Verify that there are no misspelled words in your survey.

Preview Survey: Allows you to preview the survey as a respondent would view the survey.

Launch Survey: Takes you to the *Distribute Survey* tab.

Question Editing Bar: Edit options such as how many answer choices, positioning, validation, page breaks, logic, etc. This is a side menu bar that offers question options based on the type of question that is selected. These options will change with each question type.

Change Question Type: Choose from over 80 question types to insert into your survey.



Advanced Question Options:  Recode values for analysis on the back-end and add display logic, skip logic, carry forward choices, randomization and JavaScript.

Block Options: Define settings for a block or section such as question randomization, loop and merge, and block arrangement.

Advanced Options: Set up triggers, quotas, conjoint analysis, translate survey, scoring, test surveys, and export a survey to Microsoft Word or PDF.

Distribute Survey Tab

Use this tab to activate and distribute survey to collect responses.

Activate Survey: Click on the *Activate your survey to collect responses* link.

Survey Link: Use the anonymous survey link or create a custom survey link to direct respondents to your survey.

Email Survey: Use to send an email with a unique survey link to respondents in a panel.

Email History: Check the status of surveys sent and schedule reminders and thank you messages.

Social Media: Use to post your survey to social media websites, such as Facebook and Twitter.

In-Page Popup: Embed your survey in a website as a popup that will not be blocked by pop-up blockers.

Survey Director: Distribute one link and redirect it to different surveys based upon a series of criteria.

View Results Tab

Use this tab to view results from survey respondents, create reports, and download survey data.

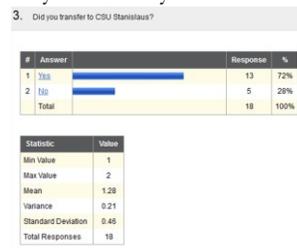
View Reports: Look at a report of your survey results that includes tables, graphs, and statistics.

Responses: View individual responses and delete survey previews, survey tests, or individual responses.

Download Data: Download survey results as a CSV

(Excel), SAV (SPSS), xml, or html file.

Cross Tabulation: Create a contingency table to determine statistical relationships between multiple variables.



Library Tab

Use this tab to view the Qualtrics libraries or add questions, surveys, and graphics to another library.

Library Overview: See an overview of survey libraries, graphic libraries, message libraries, and question libraries.

Survey Library: Copy a survey to a library.

Block Library: Copy a block of questions to a library.

Question Library: Copy a question to a library.

Graphics Library: Upload a graphic to a library.

Files Library: Upload non-image files to a library.

Message Library: Create messages for survey invitation emails, thank-you emails, reminder emails, and end-of-survey emails.

Panels Tab

Use this tab to create and manage email distribution lists or panels.

Panels: Create a new panel and also view panels created.

Panel Members: Add new panel members or import panel members from a CSV file.

Samples: Sample from an existing panel.



Reporting Tab

Use this tab to create reports using multiple data sources and advance customization.

Create New Report: Edit the layout of your report, create multiple filters for one survey or compare data from multiple surveys.

Additional Resources

For additional help, documentation, tutorials, and training visit [Qualtrics University](#) or contact our support team.

- “Help and Tutorials,” button accessible in Qualtrics to [Qualtrics Survey University](#)
- Email the IR Survey Team at ir-qualtrics@csustan.edu
- Call Qualtrics Support at 800-340-9194 or email support@qualtrics.com