WHAT IS QUALTRICS?
Qualtrics Research Suite is a web survey tool at CSU Stanislaus developed by Qualtrics Labs, Inc. and is available to support research, teaching, and administration. Qualtrics combines exceptional ease of use with an advanced set of features and is designed to permit the creation of survey instruments, distribution of surveys, data storage and analysis.

FEATURES AND USES
Why Qualtrics? Because it is…

- **Easy** - Anyone can build, send and analyze surveys. Qualtrics can do things that take hours in other products. Crazy questions? Dizzying logics? Loads of randomizations?

- **Sophisticated** - Superior technology. If you can think it, Qualtrics can build it. Qualtrics never stops improving, constantly adding new features to match the latest breakthroughs in survey research.

- **Customizable** - Control text, questions, messages, choices, reports, graphs, images, colors, exports, code, emails, fonts, skins, sharing, panels, logics, blocks, and…well…pretty much anything else you could imagine.

- **Easy to collaborate** - Collaborate in real-time – across the office or across campuses. Grant anyone access to surveys and reports. Keep your research consistent and efficient.

- **Web-based** - No software to install. Access your surveys and data from any location any time you need.

- **Versatile** – Conduct everything from quick surveys to in-depth survey research. Some of the academic solutions Qualtrics provides include:
  - Applications and admissions (e.g., registration forms)
  - Assessment
  - Course curriculum enhancement (e.g., Classroom research)
  - Course evaluations
  - Election ballots
  - Research, scholarly, and creative activity using survey research
  - Tests and quizzes

GETTING YOUR ACCOUNT

**Step 1** - Go to the CSU Stanislaus A-Z Directory; click on “I” to go to the Office of Institutional Research website or copy and paste the following URL into your browser: https://www.csustan.edu/institutional-research

**Step 2** - Click “Qualtrics Survey Software”

**Step 3** - Click “CSU Stanislaus Qualtrics Login” or copy and paste the following URL into your browser: https://csustan.co1.qualtrics.com/

**Step 4** - Using your university credentials, fill in the appropriate information

**Step 5** - Read the CSU Stanislaus “Terms of Use Policy”
LEARN THE SYSTEM

ON-CAMPUS TRAINING—The Office of Institutional Research is also available to coordinate customized training sessions to address any unique or specific training needs not covered in the Qualtrics online training. If you would like to discuss the opportunity for customized training, please feel free to contact the Survey Team in the Office of Institutional Research at ir-qualtrics@csustan.edu for more information.

QUALTRICS TRAINING—Qualtrics provides complimentary training, support and online resources to help you learn the Research Suite. Via Qualtrics University users have access to web training sessions covering various topics. These training sessions are one hour or less, and cover everything you need to know in order to start building, distributing and analyzing your surveys. To sign up for training, please go to:
http://www.qualtrics.com/university/researchsuite/misc-pages/misc/training-webinars/
If you are unable to attend one of these scheduled training sessions, Qualtrics provides recordings and many online resources in a variety of formats to assist you. To access the main Qualtrics University page, go to:
http://www.qualtrics.com/university/researchsuite/
From the top of the page, click one of the sections (e.g., Basic Building, Advanced Building, Distributing), or search by topic.

SUPPORT

ON-CAMPUS SUPPORT—The Office of Institutional Research Survey Team is available to help with any questions you may have. We want to be available for you, so you may contact us by calling 667-3281 or via email at ir-qualtrics@csustan.edu.

SYSTEM HELP—The most comprehensive resources of all the support offered by Qualtrics is the yellow “Help and Tutorials” link within the Qualtrics system that will direct you to all of the “helps” that are available.

QUALTRICS UNIVERSITY WEBSITE—Qualtrics University contains videos and articles designed to answer any question you have about the system. You will find information about basic and advanced functions, survey design tips and much more. Visit http://www.qualtrics.com/university/researchsuite/ to access the website.

QUALTRIX SUPPORT—There are several ways to contact Qualtrics for support or with your questions. You may call 801.340.9194, email support@qualtrics.com, tweet questions @qualtrics or visit them on Facebook at www.facebook.com/qualtrics.

Technicians will get back to you as quickly as possible.

Learn more about Qualtrics at CSU Stanislaus by visiting the IR website at www.csustan.edu/IR or by going directly to Qualtrics at http://www.qualtrics.com.