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# Qualtrics Survey Research Suite at Stanislaus State

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## WHAT IS QUALTRICS?

Qualtrics Research Suite is a web survey tool at Stanislaus State 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 Effectiveness & Analytics website or copy and paste the following URL into your browser:

<https://www.csustan.edu/iea>

**Step 2** – Click on “Survey Data”

**Step 3** – Click “Qualtrics Survey Software” on the left navigation bar or click “Qualtrics at Stanislaus State”

**Step 4** – Click “Stanislaus State Qualtrics Log-in” or copy and paste the following URL into your browser:

<https://csustan.co1.qualtrics.com/>

**Step 5** – Using your university credentials, fill in the appropriate information

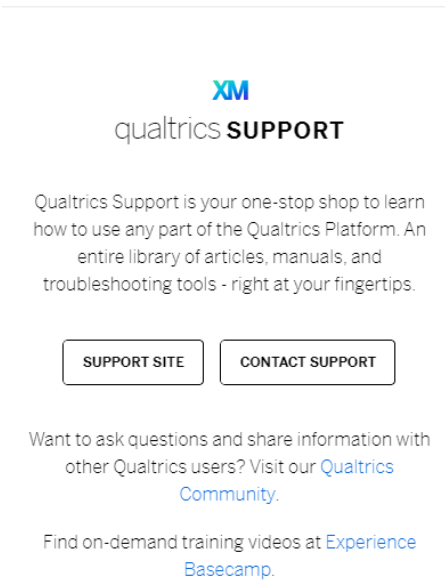
**Step 6** – Read the Stanislaus State “Terms of Use Policy”

## LEARN THE SYSTEM

**ON-CAMPUS TRAINING** – The Office of Institutional Effectiveness & Analytics is also available to coordinate customized training sessions to address any unique or specific training needs not covered in Qualtrics online training. If you would like to discuss the opportunity for customized training, please feel free to contact IEA at [ir@csustan.edu](mailto:ir@csustan.edu) for more information.

**QUALTRICS TRAINING** – Qualtrics provides on-demand training videos. Via Qualtrics Experience Basecamp users have access to web training session covering various topics. These training sessions cover everything you need to know in order to start building, distributing and analyzing your surveys. To access on-demand training videos click on “Help” in the menu bar and select Experience Basecamp.

Help



XM  
qualtrics **SUPPORT**

Qualtrics Support is your one-stop shop to learn how to use any part of the Qualtrics Platform. An entire library of articles, manuals, and troubleshooting tools - right at your fingertips.

[SUPPORT SITE](#) [CONTACT SUPPORT](#)

Want to ask questions and share information with other Qualtrics users? Visit our [Qualtrics Community](#).

Find on-demand training videos at [Experience Basecamp](#).

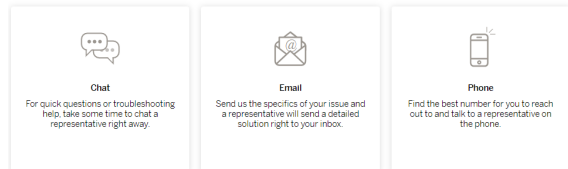
## SUPPORT

**ON-CAMPUS SUPPORT** – The Office of Institutional Effectiveness & Analytics is available to help with any questions you may have. We want to be available for you, so you may contact us by calling 667-32-81 or via email at [ir@csustan.edu](mailto:ir@csustan.edu).

**SYSTEM SUPPORT** – The most comprehensive resources of all the support offered by Qualtrics is the “Help” link within the Qualtrics system that will direct you to all of the “helps” that are available.

**QUALTRICS SUPPORT** – Qualtrics Support contains videos and articles designed to answer any question you have about the system. There are several ways to contact Qualtrics. To contact Qualtrics click on the “Help” link inside Qualtrics and select Sign in with SSO, enter CSUSTAN for the company organization ID and your university credentials. Select the option best for you: chat, email, or call Qualtrics.

How would you like to get support today?



**Chat**  
For quick questions or troubleshooting help, take some time to chat a representative right away.

**Email**  
Send us the specifics of your issue and a representative will send a detailed solution right to your inbox.

**Phone**  
Find the best number for you to reach out to and talk to a representative on the phone.

LEARN MORE ABOUT QUALTRICS

VISIT THE IEA WEBSITE AT  
[WWW.CSUSTAN.EDU/IEA](http://WWW.CSUSTAN.EDU/IEA)