Qualtrics

Survey Research Suite
Plan for Today

• Create a survey
• Get tips for creating good surveys
• Learn about advanced features

• If you remember *that* it is possible, you will know to ask *how*
Main Navigation

University Libraries

Click here to create your first survey!
Create a Survey

Click here to create your first survey!
Create a Blank Survey

How would you like to create your survey?

Quick Survey Builder
Looking for a fast and easy way to build a powerful survey? Try our survey builder to accelerate your survey creation and start gathering results!

Create from Copy
Use this tool to help you create a survey based on an existing survey.

Survey Library
Don't know where to start? Pick a survey template from a variety of categories.
Give it a Name

Create a New Survey

Survey Name: My Sample Survey
Folder: Teaching

[Create Survey button]
A Blank Survey

Blocks group questions and help you stay organized
Step 1: Developing Questions
Creating Questions

- Click to write the question text
  - Click to write Choice 1
  - Click to write Choice 2
  - Click to write Choice 3

- Change Item Type
  - Multiple Choice

- Options for choices and validation settings
Question Types

Most Common

Also Useful
Question Subtypes

What percentage of your discretionary money do you spend on the following items?

- Entertainment
- Electronics
- Clothes
- Food
Writing & Formatting Questions
Writing Questions

Use the **TAB** key to move between fields
Automatic Choices

How often do you go to the Library?

- Never
- Less than Once a Month
- Once a Month
- 2-3 Times a Month
- Once a Week
- 2-3 Times a Week
- Daily

Edit Multiple

Automatic Choices

Intervals
Add another Question

Use the ENTER key to add the 4th choice
Selecting Questions

- Every action affects the selected question
- Click anywhere on the Q or check the box
- You can select multiple questions
Working with Answer Choices

Use the ENTER key to add another option "Other"

Add a text box for specifying

Resize the response box
Question Names

Question Numbers
Export Tags
Variable Names

Makes reordering easier!
Question Display

• Answers
  – Creates the item sub-types

• Position
  – Vertical is typical & recommended
  – Horizontal can help with numbers
  – Consider column for > 10 choices
Matrix Tables

Create a new item and change to Matrix Table
<table>
<thead>
<tr>
<th>The library is a great place to get work done</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neither Agree nor Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The librarians at the reference desk are always helpful</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I can find everything I need for my research using the library or the library databases.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Adding & Naming Blocks
Work with Questions

Move "status" to new block
Working with Blocks

Move Demographics block Up
Preview the Survey

Opens in New Window

See additional options: