

Qualtrics

Surveys: Access the Mid-Semester Survey Templates

The AcademicTechnology Teamhave developed threemid-semester survey templates that can be used by faculty and staff. The survey templates are provided in the Qualtrics Library in the University of Massachusetts System: Lowell group. When you create your Qualtrics account you are automatically entered into that group and have access to the group library. Examples of the <u>templates are available for your review</u> (pdf).

To access the mid-semester survey templates, use <u>this link to access or create your Qualtrics</u> account. To create a survey using the Mid-Semester Survey Template, select Create new project.





Under Create your own, select Survey:

Provide a name for your survey:

Tip: Include your course number and section, if you teach multiple courses.



Select the From Library tab, under Library, use the drop-downlist to choose the University of Massachusetts System: Lowell:



For Source project, select **Uncategorized**, use the drop down to select a specific mid-semester (or end of semester) survey:



Select "Get Started" to begin building your survey.



Editing Questions

You can edit the answer fields just by clicking on the words or add a comment field in the list of answers. Click on the words, select the arrow that appears to the right and select Allow Text Entry.

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Questions can be dragged and dropped to change order or copied or moved among other features.

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Act	ions
5	Add Page Break
Ļ	Add Display Logic
t	Add Skip Logic
	Copy Question
\$	Move Question
P	Add Note
Q	Preview Question

Anonymous Responses

There are two primary anonymizing features in Qualtrics, Anonymous Responses & Anonymous Links. To be considered anonymous, both features must be used. Enabling this feature will ensure that IP addresses and location data are not connected to a participant's responses.

Go to Survey Options



Select the box to **Anonymize responses** (near the bottom of the list of options), check the box and click **Save**.

Survey Back Button. Enable respondents to change their responses. Size and Continue. Allow respondents to save and continue later. Show Question Numbers. Great for previews. For participants, try a Progress Bar instead. Use Custom Survey Validation Messages Survey Language: English (US) The language the survey is written in. Survey Title: Online Survey Software Qualtrii This text will appear in the browser as the window or tab title. Meta Description: Qualtrics sophisticated online s: Search engines and social media services use this description. Survey Protection Open Access. Allow anyone to take this survey. By Invitation Only. Prevent people from taking the survey using an anonymous survey link. Prevent Ballot Box Stuffing. Keep people from taking this survey more than once. HTTP Refere Verification. The user must come from this URL to take the survey: Prevent Indexing. A tag will be added to the survey to prevent search engines form indexing it. Secure Participants' Files. Files uploaded as response can only be viewed by users with permission to view response. Show a custom message. Survey Expiration. The survey will only be available for a specified date range. Survey Expiration. The survey message Show Response Summary. Show Response Summary. Show Response Summary. Show Response Summary. Show Response Summary. Show Response Summary. Show acustin than you	Survey Option	15						
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When finished editing, select Publish, a green button at the top right of the view.



A window will open detailing potential improvements. Click Publish again.

	Great overall score	survey. Great job!
Publish Sur	vey	
By publishing this versio	n, changes you have made will	be made live.
This survey will also be r	made active so respondents car	n begin taking it.
^{Date} Apr 10, 2019 1:00 PM	^{Author} Melanie Maxham	
Details		

Select Distributions to get an anonymous link to share with your students.

Survey Actions Distributions	Data & Analysis Reports
Pause Response Collection	
Distribution Summary	
Anonymous Link	Anonymous Survey Link
🖂 Emails	A reusable link that can be pasted into emails or onto a website, and is unable to track identifying information of respondents.
Personal Links	https://umasslowell.co1.qualtrics.com/jfe/form/SV_9QTDoeRU
	Customize Link



The Distribution options display on the left or you can select Distribute Survey, the green button, top right.

Use the Anonymous link to post the survey within Blackboard and/or in an email to your students.

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Gathering results can be complicated depending on your needs, see the Data & Analysis tab.

XM Workshop about Qualtrics ~						Contacts	Library	Admin	Help	٢
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	Recorded Date	Q8 - 6. What do you think is the MAIN cause of climate change today?	Q10 - 8. What is your zip code?	Q2 - My participation in the survey is acknowledgement that I have read and unde	Q4 - 2. H often ha you hea the ten "climat change	ow Q3 ve) rd se n : e po "? Ll	3 - 1. Have you ever een a Cool Science ster on an RTA bus?	Q5 - 3. H you ev talked anyon about t Cool Science poster	lave er to le the ce s?	Ad

For information about gathering results, contact <u>bbhelp@uml.edu</u>, schedule a <u>technology consultation</u>, call Qualtrics at (800) 340-9194 or email: <u>support@gualtrics.com</u>.