

## Qualtrics

Surveys: Create a Survey

Faculty, staff and students have access to Qualtrics to develop surveys. Log in here to create your account, or go to www.uml.edu/software and select Qualtrics.

Software			
Information Technology Services By Category Digital Learning Centers (DLC)	Below is a list of software application back and visit this page since we are list.	that are licensed and available occasionally adding or updating	to the campus community. Come new software applications to this
vLabs	Adobe Creative Cloud	Ansys	ArcGIS
Get Connected Email Password Requirements	Atomic Learning*	Dropbox	EndNote*
Email For Students	Zoom	Labview*	Lecture Capture Request
Faculty & Staff Email & Collaboration Tools	Mathematica*	MathType*	Matlab*
Software	NVivo**	Office for Faculty/Staff	Office for Students
Adobe Creative Cloud	Proofpoint Plugin for Outlook	Pulse Secure (VPN)*	Qualtrics*
ArcGIS	Read&Write Gold*	Respondus	SAS
Atomic Learning 🥝 Dropbox	Schrodinger Suites	Solidwork	Sophos Anti-Virus*
EndNote	SPSS	Stata	Tableau for Teaching
LabView	Turnitin* (Plagiarism Detection)		
Lecture Capture Request			
Mathematica MathType	* Available for use by <b>active</b> faculty,	staff, and <b>enrolled</b> students.	
	** Available for use by <b>active</b> faculty	staff, and <b>enrolled</b> graduate st	udents.



Select the Qualtrics online software link to automatically create an account. Once you create the account, the same link "Qualtrics online software" will bring you directly to your surveys.

→ C	of Massachusetts Lowell [US]   https://www.uml.edu/IT/Services/Software/Qualtrics.aspx
Qualtrics	5
nformation echnology	Qualtrics is a web-based application for creating surveys.
ervices By Category Digital Learning Centers (DLC)	Online training is available on our <u>software</u> page. Select Atomic Learning and search for Qualtrics. <b>License Coverage</b>
vLabs	This license allows all faculty, staff and students to use.
Get Connected	Account Creation
Email Password Requirements	To build your own survey, please follow the steps below:
Email For Students	Using your web browser, visit the <u>Qualtrics online software</u> .     Select the link "Please click here to create an account "
Faculty & Staff Email & Collaboration Tools	Provide your UMass Lowell email address.
Software	Provide a password.
Adobe Creative Cloud	An email verification will be sent to your UMass Lowell email
Ansys	account. Please follow the instructions on this email. Once completed, you may now proceed to building your own surveys.
ArcGIS	Technical Support
Atomic Learning 🞯	
Dropbox	Call Qualtrics at (800) 340-9194 or email: <a href="mailto:support@qualtrics.com">support@qualtrics.com</a> .

To create a survey, select the green plus sign at the top right.

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qualtrics. <sup>xm</sup>			Projects Contacts	Library	Admin H	elp (
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		Modified Nov 27, 2018	Status	Questions	Responses	
+ New Folder						
		Survey		10	201	•••
		Group Presentation	CLOSED	16	301	
		Modified Nov 27, 2018	Status	Questions	Responses	
		Survey				•••
		UMass Lowell Activ	NEW	0	1	
		Modified Oct 17, 2018	Status	Questions	Languages	



Select Blank Survey Project or explore pre-configured content for a pre-built template. All templates can be modified, such as the student satisfaction survey.

Research Core	Create your own	
Customer Experience	Blank projects to build from scratch	
Employee Experience		
Product Experience		
Brand Experience	Blank Survey Project Create From Existing	
	Templates	
	Pre-configured content for a quick start	
	Eaculty Informed Student	
	Satisfaction Consent Form Satisfaction Recruitment	
Collapse	Cancel	Create Project

If you select Blank Survey Project, a window will open requiring the Project Name, enter a name and click Create Project at the bottom right of the window.

Research Core	<	Research Core
Customer Experience		Blank Project
Employee Experience	$\pm$	Start with a blank survey project and build it to suit your needs. Learn More
Product Experience		
Brand Experience	Project Name	
Collapse		Cancel Create project
		Ctatus Questions Despenses



By default, the first question is a multiple choice question with three answer choices. The Change Question Type menu will appear on the right. If the menu disappears, click anywhere in the question box.

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There are many different question types to explore and very easy ways to edit the question including number of answers. At the bottom of the menu there is also an option to copy the question.

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Questions can be dragged and dropped to change order. Display and Skip Logic allows respondents to skip or go to specific questions as a result of certain answers.

Change Question Type
$oldsymbol{A}$ Text / Graphic $\checkmark$
Choices O 0 + Edit Multiple Automatic Choices
Type Text Graphic File
Validation Type <ul> <li>None</li> <li>Custom Validation</li> </ul>
Actions
<ul> <li>Add Page Break</li> <li>Add Display Logic</li> <li>Add Skip Logic</li> <li>Copy Question</li> <li>Move Question</li> <li>Add Note</li> </ul>
Q Preview Question

Sometimes the answers will automatically populate based on the type of question text you write. You can edit the default choices, just by clicking in the text of the answer.

]Q1 H "I	ow much do you agree with the following statement: am on track to pass this class"
0	A great deal
C	A lot
C	A moderate amount
C	A little
0	None at all

Click right into the text of the question or answers to make changes to the text. Starting a question with "How much do you agree..." will automatically populate the answers shown above.



Question settings options menu



The drop down arrow to change the question type will open this window/list of options.



When finished, click Publish. A window will open detailing potential improvements. Click Publish again.

ExpertReview POWERED IN 1Q		We found <b>0</b> ways to improve your survey. Great job!
Publish Sur	vey	
By publishing this versio This survey will also be r	n, changes you have made will be r made active so respondents can be	made live. ›gin taking it.
Date Apr 10, 2019 1:00 PM	<sup>Author</sup> Melanie Maxham	



## How to set up an anonymous survey in Qualtrics

There are two primary features (Anonymous Responses & Anonymous Links) in Qualtrics that must be used for a survey to be anonymous. To be considered anonymous, both features must be used.

## **Anonymous Responses**

This feature should be used if you do not want to collect IP addresses or location data and wish to keep the participant's responses anonymous. Enabling this feature will ensure that IP addresses and location data are not connected to the participant's responses.

Go to Survey Options and select the box to Anonymize Results. A screenshot of the survey options is on the following page.

Survey	Actions	Distributions	Data & Analysis	Reports			
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Exam	Example Survey for Student Satisfaction						
▼ SUF	RVEY INSTR	UCTIONS			BI	ock Options 🗸	

Anonymize responses is near the bottom of the list of options, check the box and click Save.

Survey Optior	15	
Survey Experience	<ul> <li>Back Button. Enable respondents to change their responses.</li> <li>Save and Continue. Allow respondents to save and continue later.</li> <li>Show Question Numbers. Great for previews. For participants, try a Progress Bar instead.</li> <li>Use Custom Survey Validation Messages</li> <li>Survey Language: English (US)</li></ul>	
Survey Protection	<ul> <li>Open Access. Allow anyone to take this survey.</li> <li>By Invitation Only. Prevent people from taking the survey using an anonymous survey link.</li> <li>Password Protection. This password must be entered to take this survey:</li> <li>Prevent Ballot Box Stuffing. Keep people from taking this survey more than once.</li> <li>HTTP Referer Verification. The user must come from this URL to take the survey:</li> <li>Prevent Indexing. A tag will be added to the survey to prevent search engines from indexing it.</li> <li>Secure Participants' Files. Files uploaded as responses can only be viewed by users with permission to view responses.</li> <li>Show a custom message when a respondent revisits a previously completed link</li> <li>Survey Expiration. The survey will only be available for a specified date range.</li> </ul>	
Survey Termination	<ul> <li>Default end of survey message.</li> <li>Custom end of survey message</li> <li>Show Response Summary.</li> <li>Redirect to a full URL, ex. "https://www.qualtrics.com":</li> <li>Send additional thank you email from a library. When distributed via the Survey Mailer.</li> <li>Anonymize Response. Do NOT record any personal information and remove contact association.</li> </ul>	
	Close V Save	



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



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



Distribute Survey options offer the similar choices in a different format. Here, email is selected.





## Anonymous Link

XM	Example	Survey for S	tudent Satisfa	action ~	Projects	Contacts	Library	Admin	Help	۲
Survey	Actions	Distributions	Data & Analysis	Reports						
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Per	sonal Links		No responses have been collected for this survey yet.							
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裂裂 QR	Code									

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

Exam	ple Survey	y for Student Satisfaction					
▼ SURVEY INSTRUC		Survey Activated					
Ļ	Display Th If Custom shown to i	Your survey has been successfully published and activated. You can distribute it using the anonym link below. https://umasslowell.co1.qualtrics.com/jfe/form/SV_1ZkHNNNvKzYB3TL	sing the anonymous				
	Customi	You can also navigate to the distributions section to view more options.					
uction	1. Add a cu	Clo	ise				

Gathering results can be complicated depending on your needs. Here is a view of the Data & Analysis tab.

XM	Workshop	about Qualtric	S ~		Projects Con	tacts Library	Admin Help	٢
Survey	Actions [	Distributions Dat	ta & Analysis R	eports				
Data Te	ext Crosstabs V	Veighting						
Add Fi	ilter ~ Selected ~			< Page1of1 → )	> 🛓 Exp	ort & Import ~	Recorded Respon Responses in Prog	ses 2 gress 0 Fools ~
	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. How often have you heard the term "climate change"?	Q3 - 1. Have you ever seen a Cool Science poster on an LRTA bus?	Q5 - 3. Have you ever talked to anyone about the Cool Science posters?	Ac

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@qualtrics.com</u>.