#### Qualtrics Option Tabs Survey Options, Tools, Distribution and Data & Analysis

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Man Actions Distributions Data & Apalxsis Reports			
y Example	Qualtrics 101 Surve		

Survey OptionsTab-Survey Experience Default Settings

Things to change:

- 1. Check the "Back Button"
- 2. Uncheck "Save and Continue"
- 3. Change the Survelyitle to your surv7.6 (all)eit

Survey OptionsTab

#### Survey Experience Revised Settings

Survey Options

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Back-Button is not available across branches-More lpfo	

#### Qualtrics 101 at USI Survey OptionsTab-Survey Protection -Default Settings

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	Password Protection
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fion. The user must come from this WRL to take the survey.	HTTP Referer Verificat
at Indexing. A tag will be added to the swarps took operations from indexing it	
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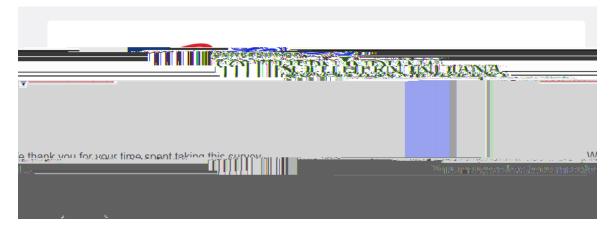
Things to change:

Nothing-generally these settings are fine for most surveys unless you want to set up a survey expiration date.

#### Survey OptionsTab- Survey Termination -Default Settings



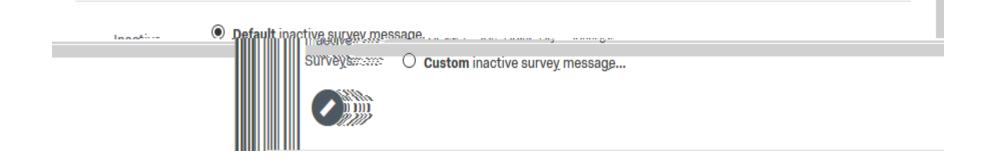
#### Default end of survey message



Survey OptionsTab-SurveyTermination-Optional Setting Changes

1. The Default Ed of

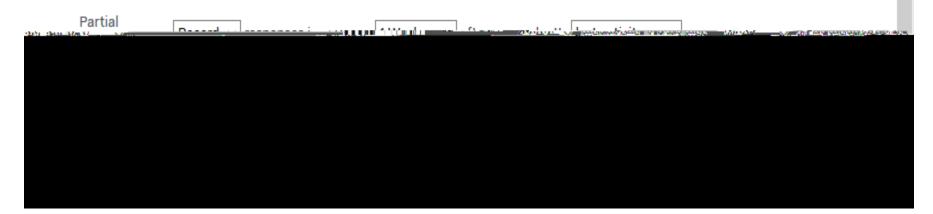
#### Survey OptionsTab- Inactive Surveys- Default Settings



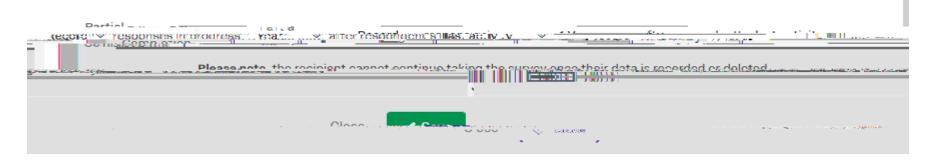
Inactive Surveys Optional Setting Changes

The DefaultnactiveSurveyMessage is fine, but you can customize it and save your Custom EndInactiveSurveyMessage in your message library for future use.

#### Qualtrics 101 at USI Survey OptionsTab- Partial Completions- Default Settings



#### Partial Completions- Optional Setting Changes



Change it from 1 week to 1 year to keep people from getting locked**Tobus**.can happen if they open the link on their phone, then try to go back and do it again on a computer or wait too long to revisit it.

#### Tools Tab Triggers (email triggers)

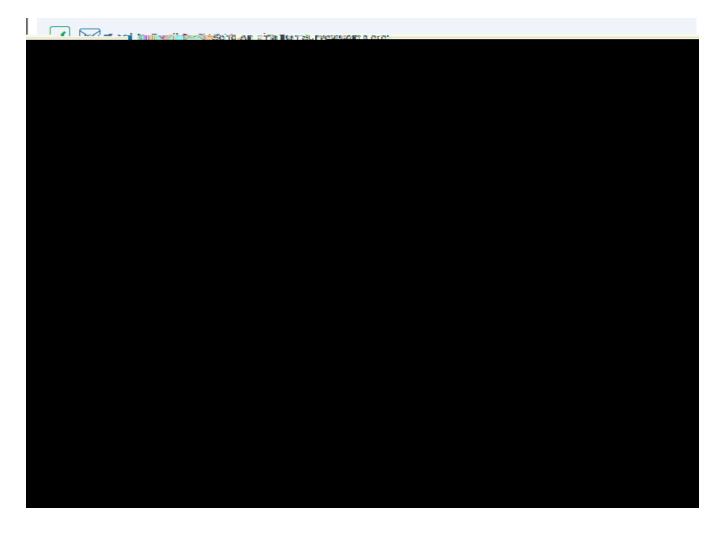
**Default settings** 

Triggers

Send An Email On Survey Complete: Add a Condition				
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svîle			(รัชชาว <sup>1</sup> พาคาสรรร	
		Physical Review Control of Contro		

Tools Tab Triggers(email triggers)

Example settings



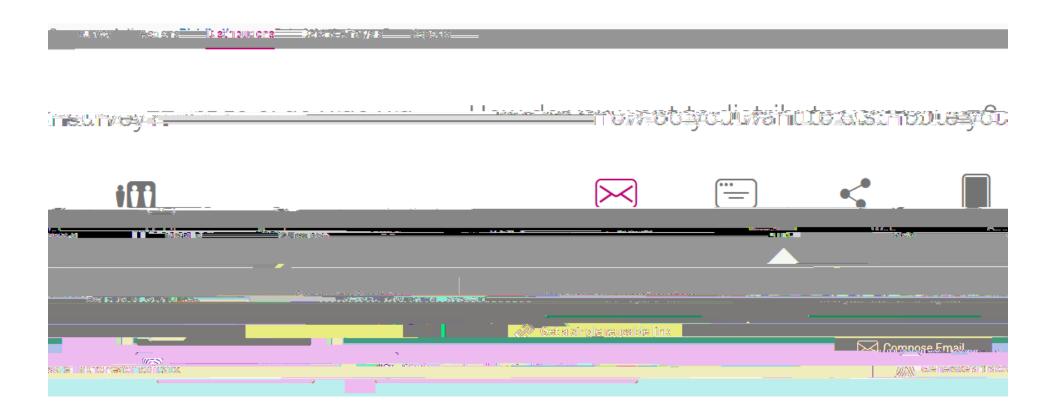
Created by K Draughon, USI Chief Data Officer Version 4 5-8-19

#### Qualtrics 101 at USI Tools Tab Versions

#### Qualtrics 101 at USI Tools Tab Import/Export

IS Tools ~	Page Break
Auto-Number Questions	
Doont Doondo Makicos	

### Distributions



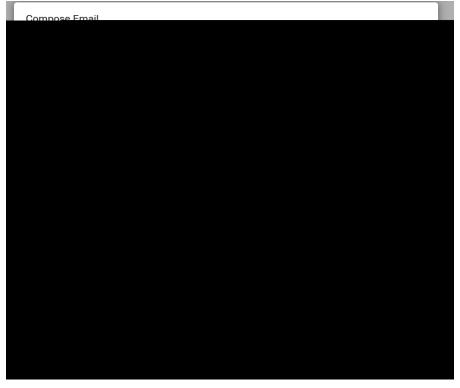
#### Qualtrics 101 at USI Distribution – Anonymous Survey Link



Use the Anonymous Link option to create a link to put in mass emails or on a website.

Type in your Link Text, and it will create a blue link with the same name that you can copy and paste.

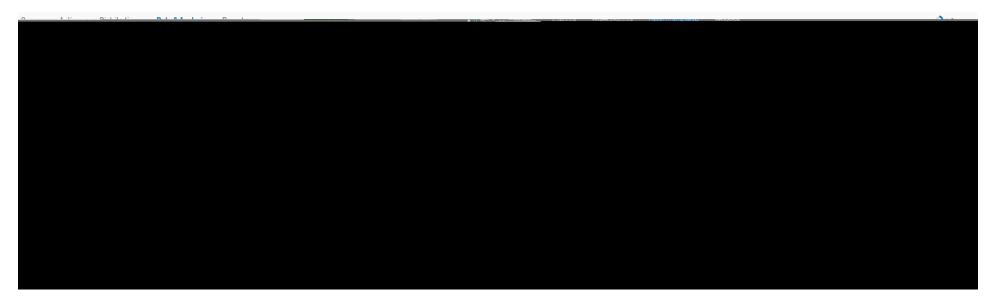
#### **Distribution – Emails Default**



Use the Compose Email if you have an email dist want to send targeted reminders to non responders Email lists must be uploaded as .CSV file into your Contact library first. Column headers must not have spaces in the titles (ex. Lname or Last\_Name, not Last Name) and the column with the email must spelled with a capital E (Email).

# Data & Analysis

Data & Analysis- Default view

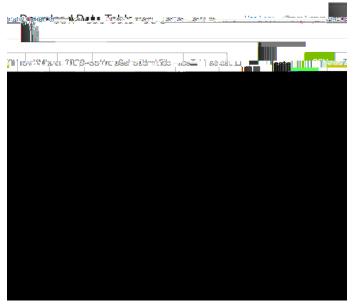


- 1. Quick look at # of recorded responses
- 2. Responses in Progress are surveys that are currently being taken or that someone has stoppedbefore the end of the survey/has not clicked "submatrid the survey data has not been recorded yet.
- 3. You can add different columns to look at in the default view by hoveringtbedable and clicking on the Green + and then adding the variable you want to see.

#### Qualtrics 101 at USI Data & Analysis -Export & Import

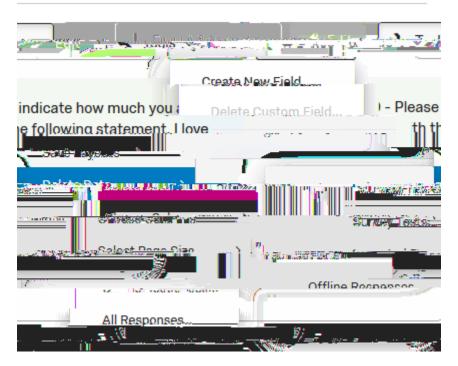


Use the Export Data to download your data file as a .CSV (Excel) or SPSS data file.



Click the More Optionand select "Split multivalue fields into columns" for multiple choice/select all that apply questionary hen downloading a CSV file.

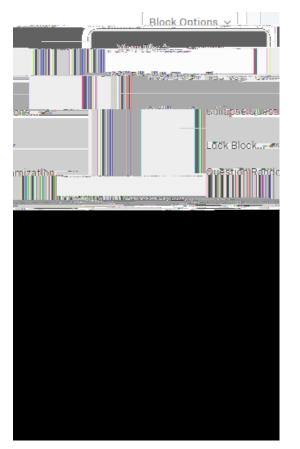
#### Data & Analysis **Tools**



You can delete records using Toolelete Data.

To remove "test data" delete the Survey Previews

#### BLOCKOPTIONS Changing the previouand next arrow buttons



- 1. Don't use acronyms, but if youust, spell them out the first time used.
- 2. Use Screener questions to shorten a survey.
  - a. Do you like pizza? Yes or No
    - i. If yes, use Display Logic to splay the question: What kind of pizza do you like?
    - ii. If no, it will go to the next question.
- 3. Use page breaks liberally, especially on long surveys. Also use page breaks when the question topics or question types change.
- 4. Don't make any assumptions on behalf of the respondent, i.e. don't assume he or she will understand a question just because you do. Best to test your survey on someone who is not familiar with the topic.
- 5. Survey Design Golden Rulé you dropped a copy of the survey in the parking lot, could anyone who picked it up be able to understand it and complete it?
- 6. Survey formatting sets the tone for the survey. You want the survey to look professional, be easy to use and understand. Be consistent throughout with the look and feel of the survey (i.e. same font size, type, color, question styles, spacing betwee lines, etc.)

7. Not every survey takes "10 minutes or less" to complete. Time someone else taking th survey during testing to get a true sense of the length.

8. Download and examine the test dataMake sure you are collecting everything you B (V e) E (o) 1 . F f o f e