Creating the Account

• http://library.uta.edu/assessment/qualtrics-survey-tool
• Faculty and Staff can also go to: https://uta.qualtrics.com/
Creating the Account, cont.

This seems to be the first time you are logging in to Qualtrics.

- **I don't have a Qualtrics account**
- **I already have a Qualtrics account**
Creating the Account, cont.

Terms of Service

Qualtrics Terms of Service These Terms may be updated from time to time as explained in Section 12.4. We encourage you to refer to these Terms regularly to ensure your compliance. They are always found at [www.qualtrics.com/terms-of-service](https://www.qualtrics.com/terms-of-service).

If a valid license agreement exists between you and Qualtrics, those terms take precedence over these Terms.

1. Acceptance of Terms

   Please read these Terms of Service ("Terms") carefully before using www.qualtrics.com (the "Website") or the products or services offered by Qualtrics (the "Services"). These Terms take effect when you click an I Accept button or check box presented with these Terms or, if earlier, when you use any of the Services or Website. You represent to us that you are lawfully able to enter into contracts (e.g., you are not a minor). If you are agreeing to these Terms for an entity, such as the entity you work for, you represent to us that you have legal authority to bind that entity.

2. Description of Qualtrics Services

   2.1 Qualtrics, LLC ("we" or "us") provides a variety of Services, including access to proprietary computer software programs developed by us that facilitate and automate the process of conducting surveys, polls, assessments, intercepts, and related systems, security, updates and support services, via a web browser and the Internet.

   2.2 For purposes of these Terms, "you" means you and the entity you represent and also refers to any person accessing the Services by any method on your behalf.

   2.3 For purposes of these Terms, data includes all survey responses, reports, and any other information input or generated on behalf of you in connection with the Services ("Data").

   2.4 Subject to your compliance with these Terms and your payment of any applicable fees, Qualtrics grants you a non-exclusive, non-transferable, royalty-free, revocable license to use the Services for your own internal business purposes.

   2.5 Qualtrics may make modifications to the Services at any time, as it deems appropriate, and in its sole discretion.

3. Your Data

   3.1 You own all right, title and interest in all Data entered into the Service including the survey look and feel, respondent information, and survey responses. In addition, all reports and downloads derived from your Data are also owned by you. All such Data are deemed Confidential Information (defined below) and will not be utilized by Qualtrics for any purpose other than to perform its obligations under these Terms.

   3.2 We do not sell or make available specific information about our customers or their Data, except as required pursuant to a regulation, law or court order. We maintain a database of user information that is used only for internal purposes such as technical support, and notifying users of changes or enhancements to the Services.

4. Use of the Services

   [Accept Button]
Create a Survey/Project
Create a Survey/Project, cont.

[Image of a screen showing the creation of a new project named "My First Survey"]
Question Types & Options

My First Survey

Rank the following movies in order of preference (most preferred item at the top):

<table>
<thead>
<tr>
<th>Movie</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Star Wars</td>
<td>1</td>
</tr>
<tr>
<td>Pride and Prejudice</td>
<td>2</td>
</tr>
<tr>
<td>True Lies</td>
<td>3</td>
</tr>
<tr>
<td>Titanic</td>
<td>4</td>
</tr>
<tr>
<td>Lord of the Rings</td>
<td>5</td>
</tr>
</tbody>
</table>
Changing the Look and Feel
Changing Survey Options

Survey Options Section:
- **Survey Experience**
  - Back Button: Enable respondents to change their responses.
  - Save 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
- **Survey Title**: Online Survey Software | Qualtrics
- **Meta Description**: Qualtrics sophisticated online survey tool. 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.
  - Password Protection: This password must be entered to take this survey.
  - Prevent Ballot Box Stuffing: Keep people from taking this survey more than once.
  - HTTP Referer 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 from indexing it.
  - Secure Participants' Files: Files uploaded as responses can only be viewed by users with permission to view responses.

- **Survey Expiration**: The survey will only be available for a specified date range.

- **Survey Termination**
  - Default and of survey message.
  - Custom and of survey message...
Preview Survey
Distributing the Survey via Web Link

How do you want to distribute your survey?

- Email
- Web
- Social
- Mobile

Use Anonymous Link

Embed your survey link on a website
Target specific customers on your website

Create a Site Intercept
Viewing Data and Analysis

<table>
<thead>
<tr>
<th>Recorded Date</th>
<th>Q1 - What is your favorite M&amp;M's color?</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 10, 2016 9:48 AM</td>
<td>Green</td>
<td></td>
</tr>
<tr>
<td>Nov 10, 2016 9:48 AM</td>
<td>Red</td>
<td></td>
</tr>
<tr>
<td>Nov 10, 2016 9:48 AM</td>
<td>Green</td>
<td></td>
</tr>
<tr>
<td>Nov 10, 2016 9:48 AM</td>
<td>Blue</td>
<td></td>
</tr>
<tr>
<td>Nov 10, 2016 9:48 AM</td>
<td>Blue</td>
<td></td>
</tr>
</tbody>
</table>
Getting Your Data
Getting Your Data, cont.

Export Data

- **Download Data Table**
  - Download columns and filtered data from the Data tool. This download cannot be imported into Qualtrics.

- **Export Data with Legacy Format**
  - Export data for using the legacy Research Suite formats. This export does not include filters, tags, or custom columns. This export can be imported into Qualtrics.
Getting Your Data, cont.

1. Choose a Data Format
2. Click to download
Getting Your Data, cont.
Getting Your Data, cont.

1. Choose format
2. Click to download
3. Click Download
4. Click Ok
Creating/Exporting Reports
Copy of the Survey into Word
Manually Closing Your Surveys

1. Click on the survey you want to close.
2. Click the 'Close' button.
Sharing a Survey with Collaborators

1. Click on the project you want to share.
2. Click on the ellipsis menu and select "Share Project."
Sharing a Survey with Collaborators, cont.
Sharing a Survey with Collaborators, cont.
Sharing a Survey with Collaborators, cont.
Organizing Your Surveys
Organizing Your Surveys, cont.

Enter name of folder
1. Click the folder where your survey is located
2. Drag and drop your survey to another folder