QUICK GUIDE TO LEARNING QUALTRICS SURVEYS

Help & Feedback

Begin by clicking the Help & Feedback option in the upper right hand corner of the Qualtrics window and the select "Visit Qualtrics University."

Projects	Contacts Library Survey D	recto Help & Feedback 🔍 🛈
	rojec Help & Feedback	
	Become an Expert Viait Qualitries University for tutorials, webinars, online training and more.	Est. Resc
	Explore the Qualtrics Insight Platform Contact Us	12 Day Tren
	I have a technical question/issue i would like to request a feature	I want to give feedback

The page will open to the Qualtrics complete product support page.

Business Ap

• Click the Survey Platform option from the menu on the right.

Support	Q Search	SEARCH Login
ñ		S Contact Us
Welcome to Qualtrics Support		Survey Platform > Employee Insights >
troubleshooting tools – right at your fingertips.		Vocalize >
Explore the New Qualtrics		Site Intercept >
		Target Audience >
		Integrations >
		Developer Tools
		Training Tools >

The first menu is a listing of all the available help topics for Qualtrics Surveys.

BACK	<
Getting Started	>
My Projects	>
Edit Survey	>
Distributions	>
Data & Analysis	>
Reports	>
Contacts	>
Account Library	>
For Administrators	>
FAQs	>

First Time Users

If this is your first time using Qualtrics Surveys go to the Getting Started option to watch a 5minute overview of the survey tool located under the <u>Survey Platform Overview</u>.

		Survey Platform Overview		BACK	¢
ВАСК	4	WHAT'S ON THIS PAGE: Introduction Training Webinars Live Trainings FAQs Learn Qualitrics in 5 St	teps	Survey Platform Overview	
		Introduction		Training Webinars Live Trainings FAQs Learn Qualtrics in 5 Steps	
Getting Started	BACK <	Welcome to Qualitrical With the Survey Platform, you're able to construct surveys, di respondents, report on your results, and more. It deen't matter whether your projec market or academic-all insights are easy to gather. To help you get started, we've pr the Survey Platform.	ct is ongoing or one-off,	Managing Your Account	
My Projects	Survey Platform Overview			Help & Feedback	
	Managing Your Account	Premium Shapping all the same to same to State the present relations of advanced information and presenting on same presenting on the same presenting o	plane -		
	Help & Feedback	Comparison of the second	2		

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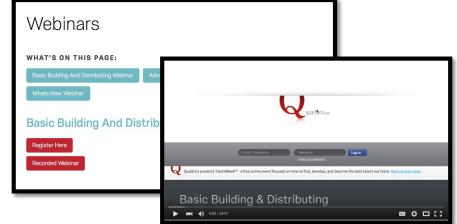
Step-by-step Guide

For a more in-depth step-by-step guide use the Learn Qualtrics in 5 Steps option located at the bottom of the <u>Survey Platform Overview</u> page. This self-paced guide will take 1-2 hours to complete.

complete and will teach you how to design, distrib text if you prefer) and a project. Click the button b	trics, try the 5 step program. The program takes 1-2 hours to ute, and report on a survey ach step consists of a video (or elow to get started! :: BEGIN TO BUILD		
	Support	Q Search	SEARCH Login
	爺 Survey Platform → Getting Started		🛎 Contact Us
	Step 1: Beginning to Build		BACK <
	WHAT'S ON THIS PAGE:		Survey Platform Overview
	Text Project 1 Additional Content 1		Managing Your Account
	Text		Help & Feedback
	When you first log into your account, you'll see the My Projects landing) page.	
	My Projects	Projecta Contacta Library Help & Feedback (2) ~	
	To Folders	Create Project Q. Search Projects	
	All Projects	Sort By: Last Modified ~	

Webinars – Live & Recorded

If you prefer to follow along with a longer format video Qualtrics offers live and recorded <u>Webinars</u>. (Find under: Survey Platform/ Training Tools/Webinars)



Updated 5-6-2016

Frequently Asked Questions (FAQ)

	BACK	<		
	Getting Started	>		
	My Projects	>		
There is a handy Frequently Asked	Edit Sur yey	>	BACK	<
Questions section located at the bottom of	Distrib tions	>	Trial Accounts	
the menu filled with many helpful answers	Data & Analysis	>	Account Settings	
from users just like you. Select the topic category of your question and find your solution.	Repo	>	My Projects	
	Concts	>		
	Act int Library	>	Survey	
	Foundministrators	>	Distributions	
	FAQs	>	Data & Analysis	
🏶 🕞 Survey Platform 🤌 FAQs			Reports	
Data & Analysis			Contacts	~
How do I filter my responses?	~			
1 Click Add Filter.			Library	
Choose the filter criteria and fill out necessary follow-up con Click the plus sign to add additional conditions.	dition fields.		Administration	
4 View your filtered responses. 5 Click the minus sign to the right of a filter to remove that filte For more information, visit our Filtering Results support page.	if.	l		
How can I export an individual response report to PDF? I them all at once?	s it possible to download			

Contact Information: See the UTHSCSA Qualtrics webpage (search Qualtrics on uthscsa.edu) for support and contact information.