How to Collaborate on a Survey in Qualtrics

This document will teach you how to collaborate on a survey with others within your organization.

Sharing your Survey:

Log into your Qualtrics account at https://sjsu.qualtrics.com using your SJSUOne credentials. As shown below, click on “Collaborate” for the survey you want to share.

Adding the User:

Enter the email address of the user you want to share the survey with. Once you enter the email address in the box provided, click on “Add”.

Note: Make sure that you enter the correct email address for the user associated with his/her Qualtrics account.
Choosing the Level of access:

Next you can select the options you want to share with that particular user. You can give permission to “Edit” the survey, “View Results”, “Activate/Deactivate”, “Copy” and “Distribute”. As shown below, we have only provided the “Edit” access to the user. You can also choose what specific Edit options should be allowed to the user by clicking on the “Details” links. Once you have selected the options click on “Save”.

Note: Once the other user logs into his/her Qualtrics account, he/she can access your survey listed on their “My Surveys” page.