Qualtrics Quick Guide for Instructors

I. Qualtrics Login
   Login URL: https://sjsu.qualtrics.com
   Username: SJSU 9-digit ID
   Password: SJSUOne Password

II. Qualtrics Help
   → Visit the Qualtrics Website and watch 5 videos to master Qualtrics.
   → Visit the Basic Building page to view simple help guides on how to create a survey.

III. Create a Survey
   Create a survey in 3 ways, quick survey builder, create from a copy, or the survey library.
   → Click on the Create Survey tab. If it is the first time you are accessing your account, you may also click on the Create Survey button in the My Surveys tab.
   → Quick Survey Builder: Build a completely new survey.
      • Click on the Quick Survey Builder button.
      • Fill in your Survey Name and select a folder (optional) to save it in. You may leave the folder option blank, type in a new folder name, or assign a folder to it later. Click Create Survey.
   → Create from Copy: Create a survey based on an existing survey you’ve already created.
      • Click on Create from Copy button.
      • Find the survey you are copying from in the drop down menu.
      • Create a new survey name and folder (optional). Click Create from Copy.
   → Survey Library: Create a survey from Qualtrics Library or yours and use its template as a starting point.
      • Click the Survey Library button. Select the library you would like to use (My Library or Global Library)
      • Fill in the category (optional) and the specific survey you would like to use. Enter a new name and folder (optional). Click Create Survey.

IV. Create a Question
   Questions can be created in two ways, create your own questions or copy questions from your or the Qualtrics library.
   → Creating a new question from the Default Question Block.
      • Click on your survey and click on Create a New Item. An automatic multiple choice question will appear.
      • Use the options on the right hand panel to edit your question.
      • You can keep adding more questions by clicking the Create a New Item.
   → Copy a Question from a Survey or Library from the Default Question Block
      • Click on the Copy Items From and select the location you want to copy your question from.
      • Select the category or survey you want to copy from. Click on the questions you would like to use, you will see it appear in the preview section.
      • Click on the Add 1 Question button to select it.

V. Activating/Deactivating Your Survey
   You will need to activate your survey in order to collect responses. By default, all surveys created are inactive.
   → To Activate: Go to the My Surveys tab, select the checkbox left of the survey name, it will turn green.
   → Go to the Distribute Survey tab, copy and paste the link provided to collect responses. If you need to find a link to another survey you have activated, click on the arrow next to the
current survey name found at the left hand nav
bar.
→ To Deactivate: Go to the My Surveys tab, select the green checkbox, a pop up box will
appear.
→ Type in the word “Close”. If you would like
more time for those still completing the survey,
uncheck the Close all active survey sessions
option. Click Deactivate survey once you are
done.

VI. View your Results
You may view individual anonymous responses
of each person that took your survey or a survey
report that will compile the results from everyone
that took your survey.
→ Viewing Individual Responses: Click on the
View Results tab, you will automatically see
information for your current survey. To change
to another survey, click on the arrow next to the
survey name in the nav bar and find the survey
you wish to view.
→ Viewing Reports: Click on the View
Reports option in the navigation bar next to
Responses. Click on the Initial Report. It will
display the results for each question, click on the
Next Page button at the bottom of the page to
view results for the rest of your survey or by
clicking on the questions in the left hand panel.