

# Qualtrics: Overview

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Qualtrics is a university supported survey software. This program offers a variety of survey options, survey appearance, survey statistics, and mass distribution options. The Qualtrics workshops will show learners how to create a basic survey, download results into Excel/Word, and how to create panels in order to distribute a survey to email list of participants.

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## Qualtrics Trainings

- **Qualtrics-Basic:** This is an introductory Qualtrics course designed to teach learners the following skills: how to create survey questions, how to delete survey questions, how to use basic display and skip logic, how to manage surveys, and how to distribute surveys through an anonymous link.

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- **Qualtrics-Intermediate:** Learn how to manipulate blocks and questions, using survey flow, and survey options (such as, Custom End of Survey Message and piped text from survey questions).

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- **Qualtrics-Advanced Topics:**

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- **Creating Panels:** This workshop is designed to teach the creation of distribution lists, panels, survey distribution via panel, and embedding data.
- **Generating Reports:** Learn how to create and view your data in a meaningful way through reports.
- **Basic sharing: Sharing with or without edit access**
- **Transitioning ownership**

## Qualtrics-Basic

Log in to Qualtrics  
[Survey.uwec.edu](https://survey.uwec.edu)

Create a "Project" (Survey)

<https://www.qualtrics.com/support/survey-platform/my-projects/creating-a-project/>

Adding Questions to a survey

<https://www.qualtrics.com/support/survey-platform/survey-module/editing-questions/creating-questions/>

Changing Question Type

<https://www.qualtrics.com/support/survey-platform/edit-survey/editing-questions/question-types-guide/question-types-overview/>

Page Breaks

<https://www.qualtrics.com/support/survey-platform/survey-module/editing-questions/add-page-break/>

Preview the Survey

<https://www.qualtrics.com/support/survey-platform/survey-module/more-survey-module/preview-survey/>

Skip Logic

<https://www.qualtrics.com/support/survey-platform/survey-module/question-options/skip-logic/>

Display Logic

<https://www.qualtrics.com/support/survey-platform/survey-module/question-options/display-logic/>

Look & Feel Overview

<https://www.qualtrics.com/support/survey-platform/survey-module/look-feel/look-feel-overview/>

Distribution Overview

<https://www.qualtrics.com/support/survey-platform/distributions-module/distributions-overview/>

Distribute Anonymous Link

<https://www.qualtrics.com/support/survey-platform/distributions-module/web-distribution/anonymous-link/>

Results Overview

<https://www.qualtrics.com/support/survey-platform/reports-module/results-section/reports-overview/>

## Qualtrics-Intermediate

*PREREQUISITES: Qualtrics-Basic*

Block Options Overview

<https://www.qualtrics.com/support/survey-platform/survey-module/block-options/block-options-overview/>

Branch Logic

<https://www.qualtrics.com/support/survey-platform/survey-module/survey-flow/standard-elements/branch-logic/>

Survey Flow

<https://www.qualtrics.com/support/survey-platform/survey-module/survey-flow/survey-flow-overview/>

Survey Options

<https://www.qualtrics.com/support/survey-platform/survey-module/survey-options/survey-options-overview/>

Test Survey

<https://www.qualtrics.com/support/survey-platform/survey-module/more-survey-module/generating-test-responses/>

Email Triggers

<https://www.qualtrics.com/support/survey-platform/survey-module/survey-tools/response-management-tools/email-triggers/>

Filtering Results

<https://www.qualtrics.com/support/survey-platform/reports-module/results-section/filtering-results/>

Export Data Overview

<https://www.qualtrics.com/support/survey-platform/data-and-analysis-module/data/download-data/export-data-overview/>

## Qualtrics-Advanced Topics

*PREREQUISITES: Qualtrics-Basic, Qualtrics-Intermediate*

Contact List Overview

<https://www.qualtrics.com/support/survey-platform/contacts/contact-list-overview/>

Create a Contact List

<https://www.qualtrics.com/support/survey-platform/contacts/creating-a-contact-list/>

Mailing List

<https://www.qualtrics.com/support/target-audience/mailing-lists/add-contacts-2/>

Piped Text

<https://www.qualtrics.com/support/survey-platform/survey-module/editing-questions/piped-text/piped-text-overview/>

Embedded data

<https://www.qualtrics.com/support/survey-platform/survey-module/survey-flow/standard-elements/embedded-data/>

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