



CREATING REPORTS IN QUALTRICS

Center for Innovation in Teaching & Learning

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Session Agenda

- What is Qualtrics? (2 min)
- How do we create reports? (15 min)
 - Data Sources
 - Visualization Types
 - Breakouts
 - Color Palette
 - Final Touches
- Closing with Q & A (5 min)





Activities <



My activities



My activities

 New folder

 New activity

Activities

Name

Last modified

Count



What do you wish to learn from this session?

3 minutes ago

2 responses 

01

What is Qualtrics?

This section gives an overview of Qualtrics

How can you access the Software?

Qualtrics

Is a powerful online survey tool that allows one to build surveys, distribute surveys and analyze responses from one convenient place.

Accessed from Tech Express



Two Ways to Create Reports

+ Create Report

New Report

From Results Report

Import from QRF

Results Report

Default Report ▾

Search Pages...

☒ Select All Selected: 7

☒ Q1 - Select your major from the drop down menu.

☒ Q2 - How would you describe your gender?

☒ Q3 - What is your age?

☒ Q4 - which of the following best describes you?

Report Name

Sample Report 01

Size

A4 (8.27" x 11.69") ▾

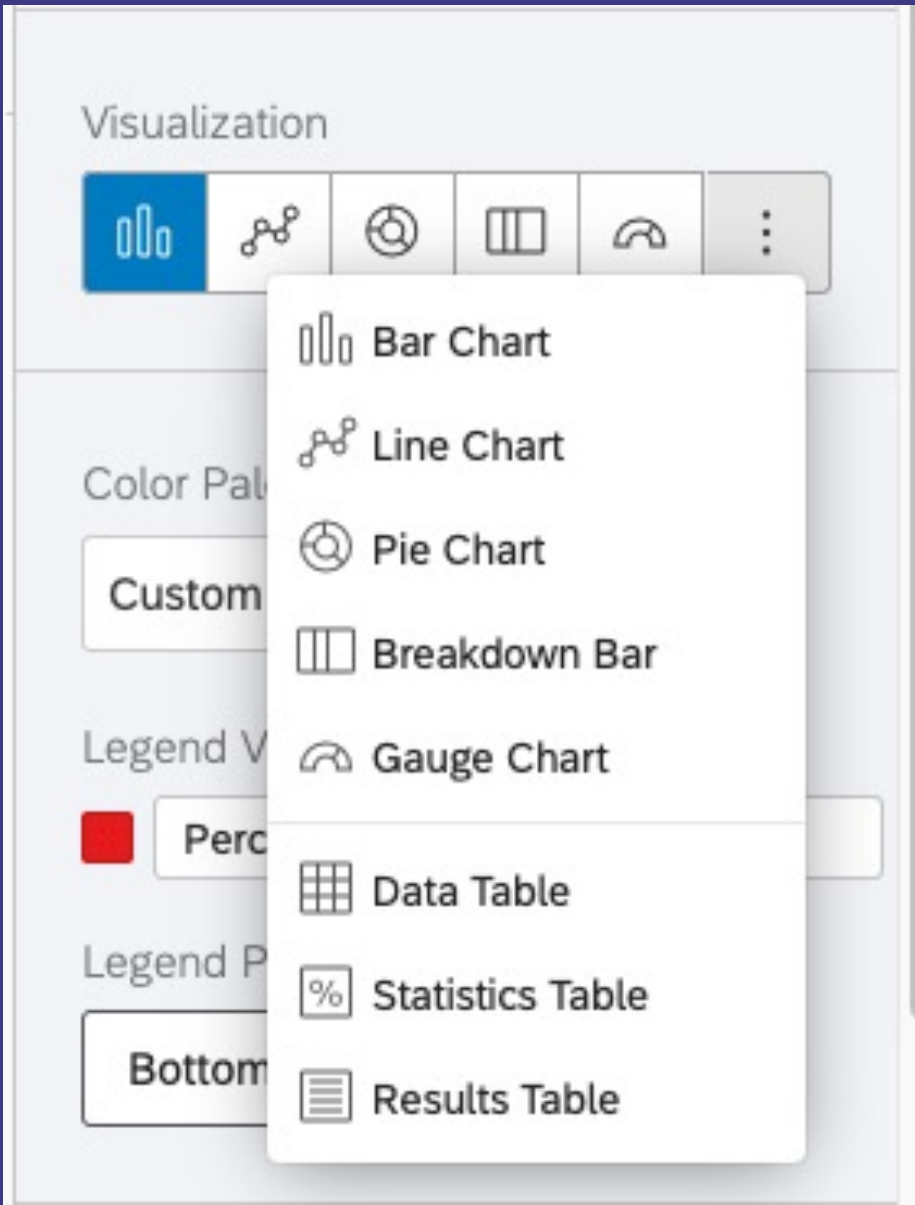
Orientation

☒ ☐

Cancel Create

- Two options to create a new report
- New Report
- From Results Report

Visualization Types



Each of your questions will have a premade visualization

You can change the visualization of your question by selecting one of the icon under the Visualization section

Hovering over an icon gives you the name of that icon

To use the tables expand the selection choices by clicking the three horizontal dots

Data Source

The screenshot shows a configuration interface for a data source. It is divided into three main sections: Source, Options, and Filters. The Source section is highlighted with a blue border and contains a 'Data Source' dropdown menu (labeled 1), a 'Test 2020' dropdown menu (labeled 2), a 'Metric' dropdown menu (labeled 3), and a 'Remove Metric' button. The Options section shows '35 Responses' and an 'Add Filter' button. The Filters section shows 'Settings' and 'Styles' tabs. The Metrics section shows a 'Default (Choice Count) Q1' metric and an 'Add Metric' button. The Filter section shows an 'Add Filter' button. The Response Count section shows a 'Default (None)' dropdown menu. The Breakout section shows a 'Q2 - How would you describe your gender?' dropdown menu.

Source Options Filters

America/Chicago -05:00 America/Chicago

35 Responses Add Filter

Settings Styles

Metrics

Default (Choice Count) Q1
Select your major from the drop ...

+ Add Metric

Filter

Add Filter

Response Count

Default (None)

Breakout

Q2 - How would you describe your gender?

Data Source

Test 2020

Q1 - Select your major from the drop down menu.

Metric

Default (Choice Count)

Remove Metric

Data Source is the source of the data you want your visualization to display.

1– This is the survey you are connected to.

2– This is the survey question that you asked

3– provides the metric that is used for your question

Data Source

The screenshot shows the 'Options' tab of a 'Data Source' configuration interface. The 'Options' tab is highlighted with a pink box. Below the tab, the 'Decimal Places' dropdown menu is open, showing a list of options: 'Default (2)', '0' (selected with a checkmark), '1', '2', '3', '4', and '5'. The background interface includes a 'Source' tab, a 'Filters' tab, and a 'Settings' section with 'Metrics', 'Filter', 'Response Count', and 'Breakout' options.

Source Options Filters

America/Chicago -05:00 America/Chicago

35 Responses Add Filter

Settings Styles

Metrics

Percentage Q2
How would you describe your ge...

+ Add Metric

Filter

Add Filter

Response Count

None

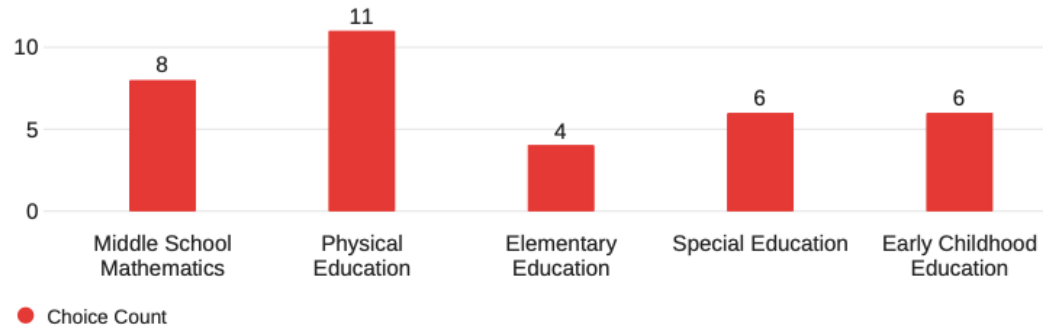
Breakout

None

Options – provides you with a place to adjust your decimal places

Breakout

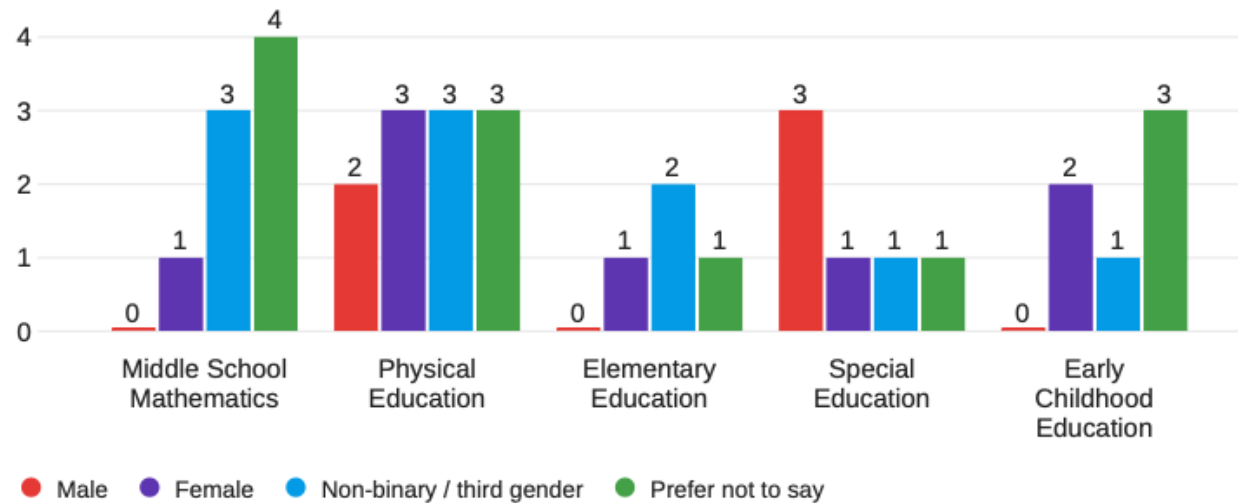
Major distribution



Gender distribution

Gender	Choice Count	
Male	14%	5
Female	23%	8
Non-binary / third gender	29%	10
Prefer not to say	34%	12
Total		35

Majors breakout by gender



Breakout

Settings

Styles

Metrics

Default (Choice Count) Q1
Select your major from the drop ...

+ Add Metric

Filter

▼ Add Filter

Response Count

Default (None) ▼

Breakout

☰ Q3 - What is your age? ▼

☒ Show X axis

☒ Show Y axis

☐ Show data values ①

☐ Transpose

☐ Stack Chart

☐ Horizontal Bar

Vertical Range

Min

Auto

Max

Auto

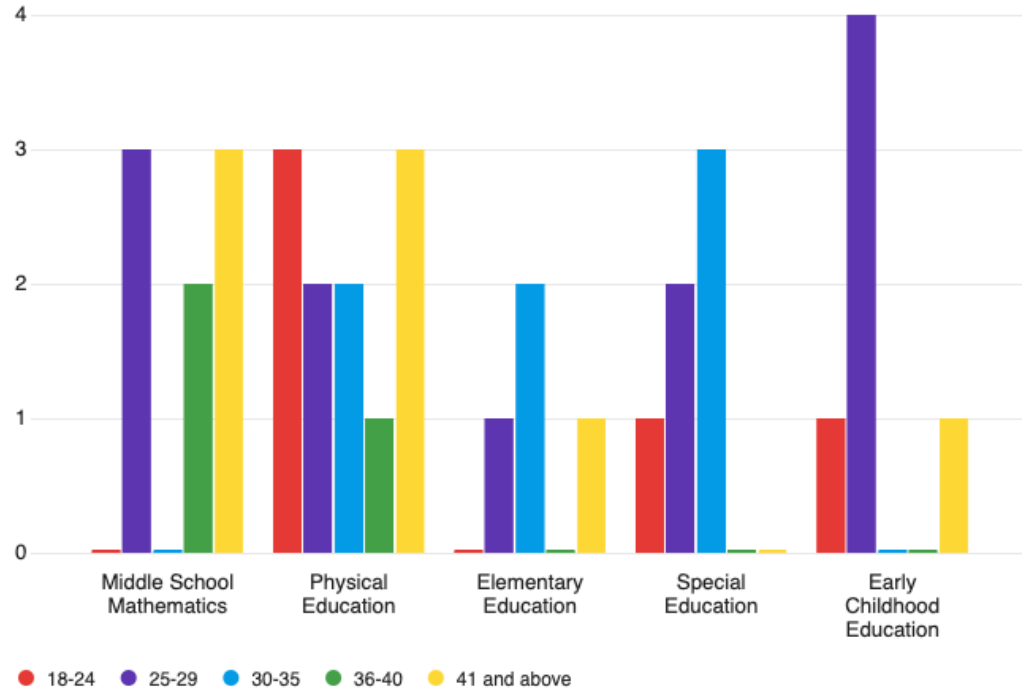
1– this has the survey question you are analyzing

2– This has the Question you want breakout using

3– Allows you to transpose your variables

Color Palette

Q1 - Select your major from the drop down menu.



+ Insert

Custom Palette

Custom

+ Add Custom Palette...

Categorical

✓

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

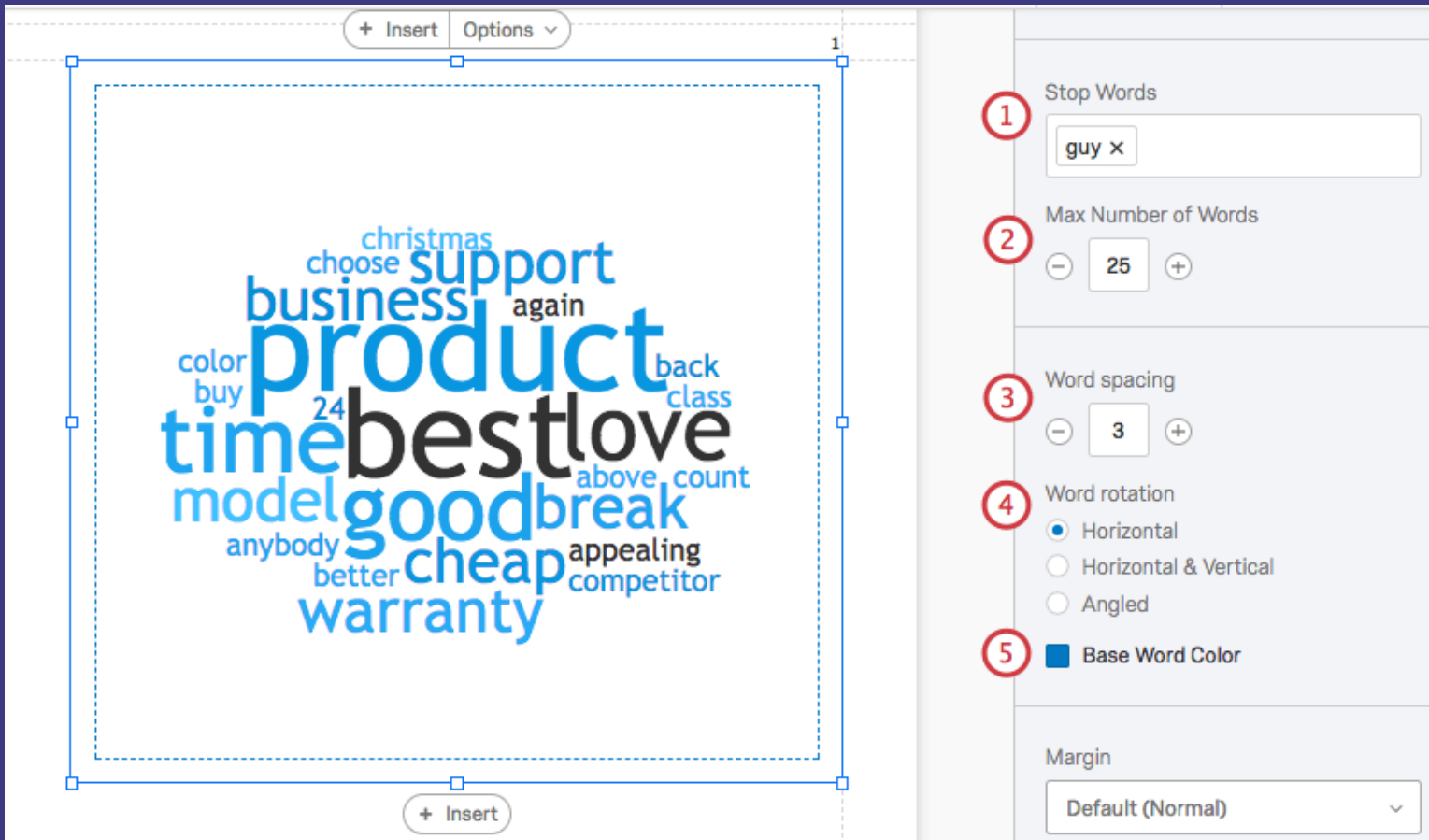
18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

18-24 25-29 30-35 36-40 41 and above

Provides you with the option to adjust the colors used in your chart.
You have any option to customize a color palette of your choice

Qualitative Responses



1—allows you to filter words that you don't want your visualization present

2—Use this to determine the max words to appear on your Word Cloud. 50 is the default set.

3—The spacing between words. This is measured in pixels.

4—determines how your words in your cloud are rotated.

5— The visualization will take on various shades of the color you select.

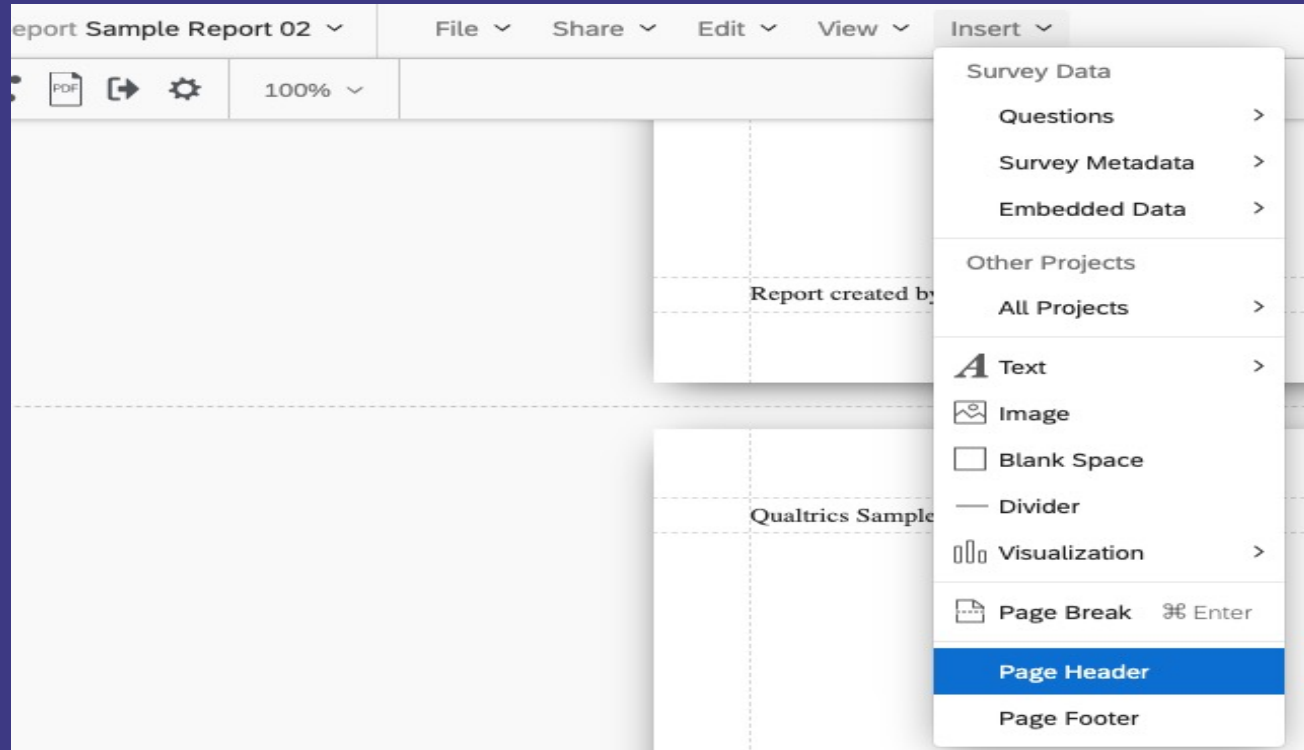
Image by Qualtrics

Styling your Report

The image shows a software interface for styling a report. At the top, a yellow banner contains the title "Styling your Report". Below this, a toolbar displays various icons and settings, including a "Heade..." dropdown menu. A style menu is open, listing options: Title, Subtitle, ✓ Header 1, Header 2, Header 3, Body, Footnote, and a "Configure Styles..." option. The "Configure Styles" dialog is open, showing a table of styles. The "Title" style is selected, and a "Bold" tooltip is visible over its bold icon. The dialog includes buttons for "Apply my default settings", "Cancel", and "Save".

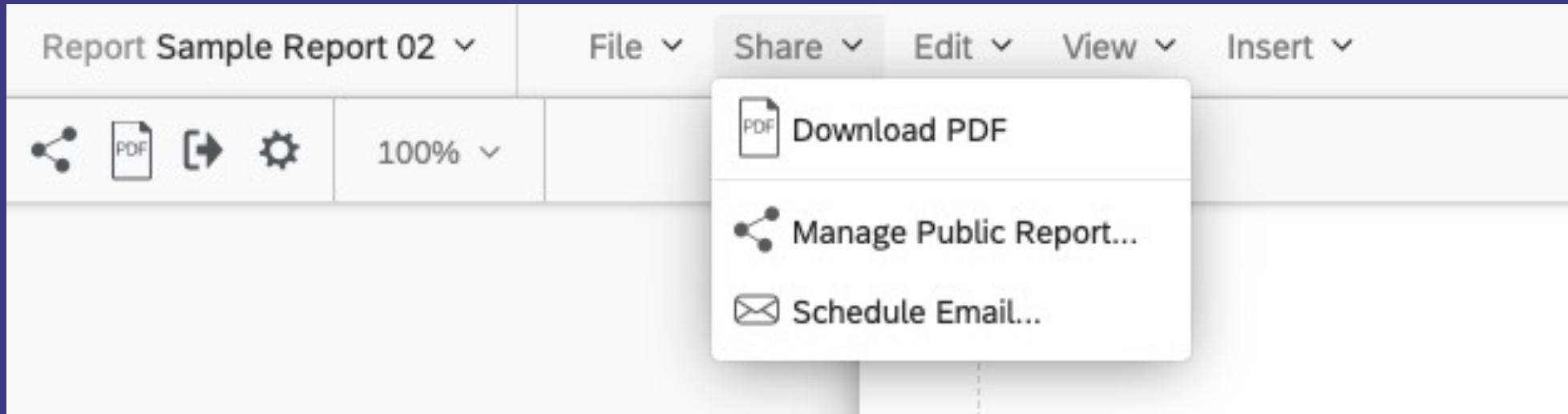
Style	Font	Size	Color	Bold	Italic	Underline
Title	Helvetica	26	Black	B	<i>I</i>	<u>U</u>
Subtitle	Helvetica	16	Dark Gray	B	<i>I</i>	<u>U</u>
Header 1	Helvetica	16	Black	B	<i>I</i>	<u>U</u>
Header 2	Helvetica	14	Black	B	<i>I</i>	<u>U</u>
Header 3	Helvetica	12	Dark Gray	B	<i>I</i>	<u>U</u>
Body	Helvetica	10	Black			
Footnote	Helvetica	8	Dark Gray			

Insert Header and Footer



Use the insert option to insert page numbers, Page Header, & Footer to your report

Share Your Report



You have three options to share your report

1. Download the report as a PDF
2. Share it online
3. Scheduling results-report emails



Thank you!

Do you have any questions?

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Credits.

Presentation Template: [SlidesMania](#)

Sample Images: [Unsplash](#)