



Qualtrics: Create a Survey

Center for Innovation in Teaching and Learning

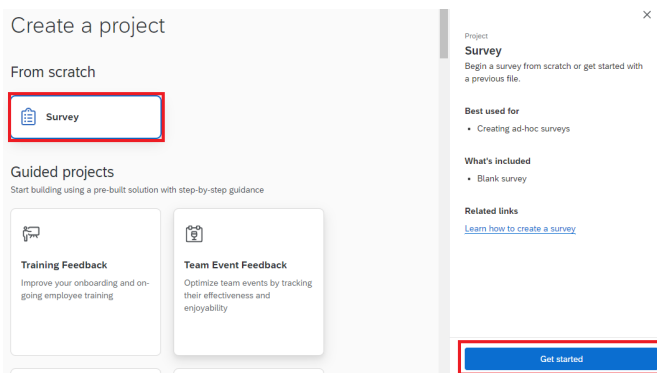
Qualtrics is a powerful and multifaceted online data collection and survey tool. It is available to all faculty and students (with faculty sponsorship).

Creating a Survey

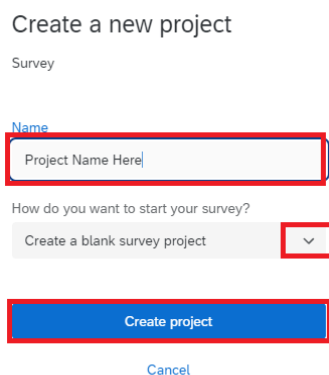
Qualtrics allows you to create surveys with a variety of question formats and settings, including release conditions and collection responses. Follow the steps below to create a survey.

To Start a New Survey

- Select **Create New Project** on the Qualtrics home page, then select **Survey** under **Create a project**.
- To continue, select **Get Started** at the bottom right corner.



- Title your survey under **Name** and then choose **How do you want to start your survey**. Select one of the options below.
- When you have selected how you would like to start your survey, select **Create Project**.

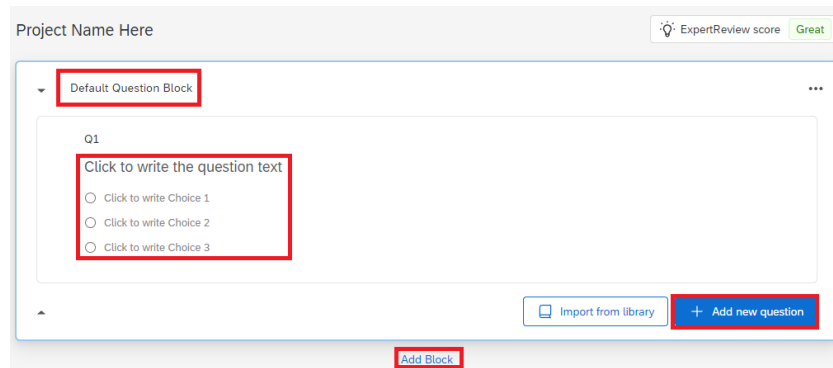


Questions and Question Blocks

Qualtrics allows you to add several different question types into your survey, as well as separating groups of questions into blocks (such as a demographics block).

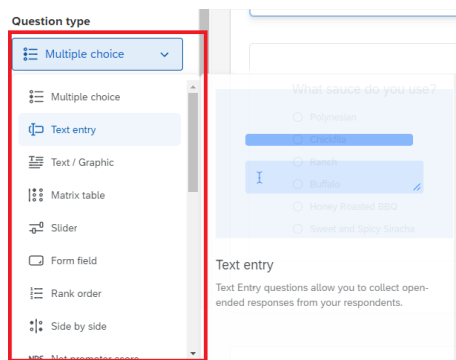
To Create Questions and Blocks

- Select **Click to write the question text**
 - To create answer choices select **Click to write Choice**
 - You can add or decrease the amount of answer choices by selecting the plus or minus signs under **Choices** located in the side panel.
- To add another question, select **+ Add New Question**
- To name the block, select **Default Question Block** and type in the desired name
 - To create a new question block, select **Add Block**



To Change Question Type

- Select the question and then select the **Change Question Type** drop-down menu located in the side panel



- Once you have finished creating your survey you can select **Preview** in order to see what the survey will look like once published, if you are happy with the look, select **Publish**.

