

# Getting Started with Qualtrics

Login to Qualtrics at [sjcny.qualtrics.com](https://sjcny.qualtrics.com) with your SJNY username and password



Sign-in with your Network ID and password

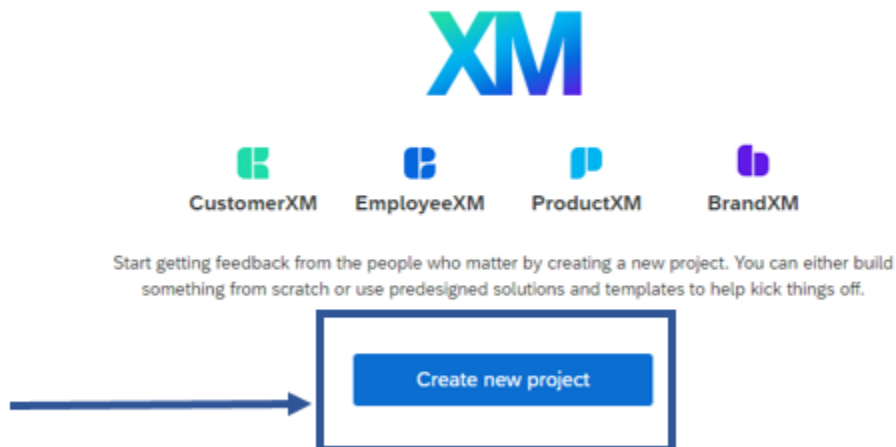
**Sign in**

[Homepage](#) | [Change Password](#) | [Password Services](#) | [MySJC ID Lookup](#) | [Need Help?](#)

👉 [Additional Qualtrics training resources](#)

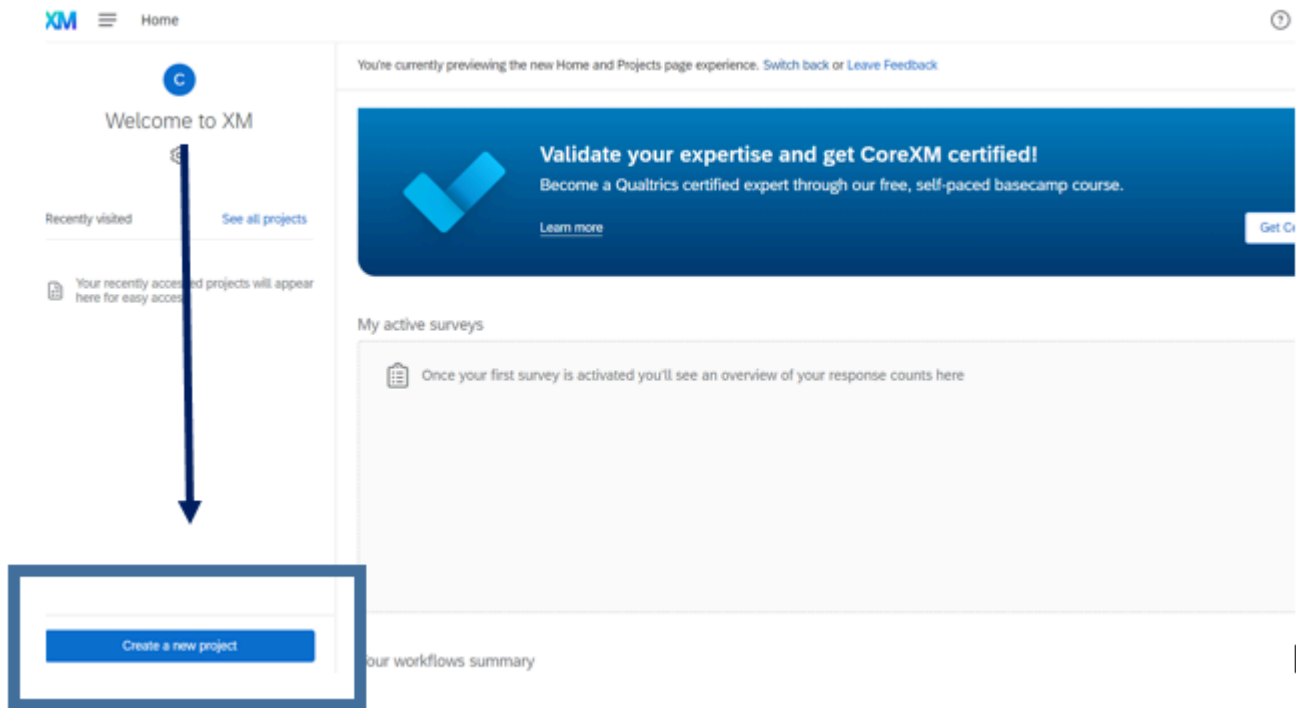
👉 [Qualtrics Support](#)

Click on Create new project



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You may also see the view below. The Create new project button will be on the bottom left.

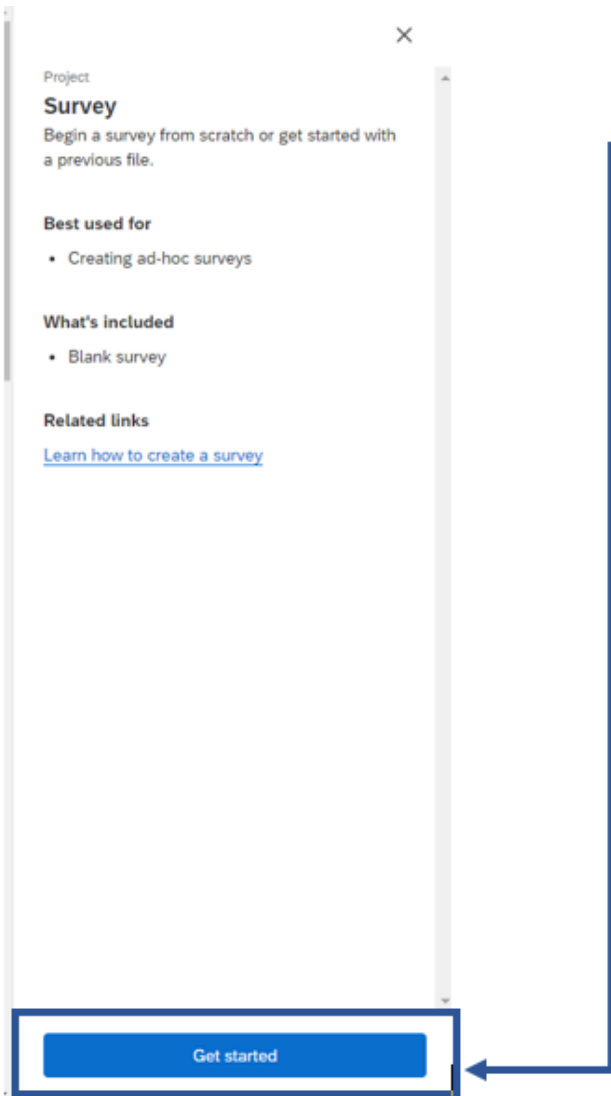


## Select Survey



# Getting Started with Qualtrics

On the menu that appears to the right, select Get Started at the bottom.



# Getting Started with Qualtrics

Name your project and select Create project.

Create a new project

Survey

Name

Untitled project

How do you want to start your survey?

Create a blank survey project

Create project

Cancel

You are now ready to start creating surveys! Please see [Creating questions](#) and [Survey builder](#) for additional instructions. You can also visit the [Training Guides](#) link for a list of additional videos and instructions.

An overview of different question types can be found [here](#).

XM

Untitled project

Survey Workflows Distributions Data & Analysis Reports

Edit question

Question type

Multiple choice

Answer type

Allow one answer

Allow multiple answers

Choices

Number of choices

3

Edit multiple

Use suggested choices

Tools Saved at 12:12 PM Draft

Preview Publish

Untitled project

IQ Score: Green

Default Question Block

Q1

Click to write the question text

Click to write Choice 1

Click to write Choice 2

Click to write Choice 3

Import from library Add new question

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## Tips

Edit question

Question type

Multiple choice

Answer type

Allow one answer

Allow multiple answers

Choices

Number of choices

3

Edit multiple

For questions with many choices, you can add them all at once rather than adding them individually. On the left toolbar, under Choices, select “Edit Multiple” and list all responses at once.

Edit multiple answer items

Click to write Choice 1

Click to write Choice 2

Click to write Choice 3

Enter items separated by a hard return

Cancel Apply

To allow users to return to a previously answered question click the Survey Options button and select Responses. Under Back button, switch the button from Off to On.

Options

General

Responses

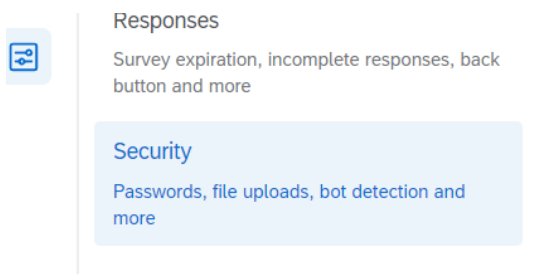
Back button

Off

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## Informed Consent and Anonymous Responses

To make sure your responses are completely anonymous, click Survey Options and select Security. Scroll all the way down to find **Anonymize Responses** and toggle the button over to the right.



### Anonymize responses

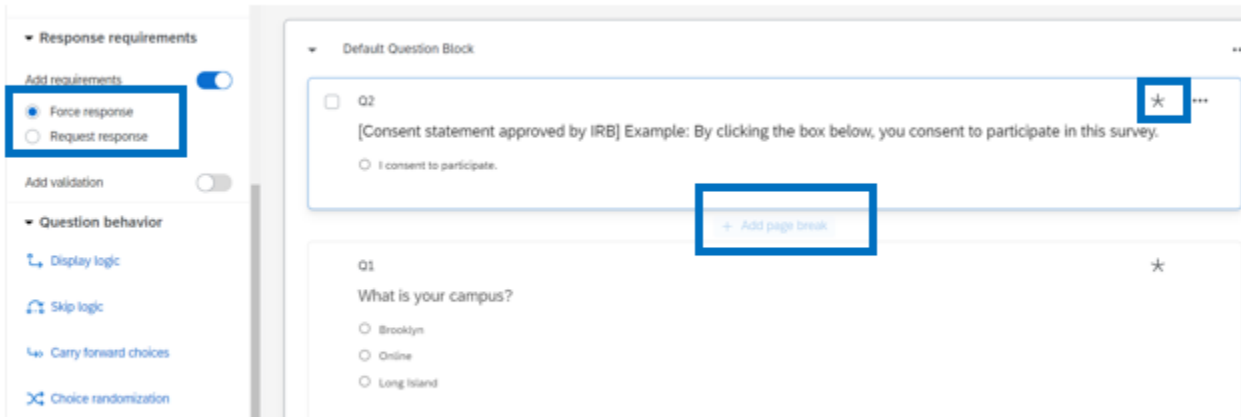
Don't record respondents' IP Address, location data, and contact info.



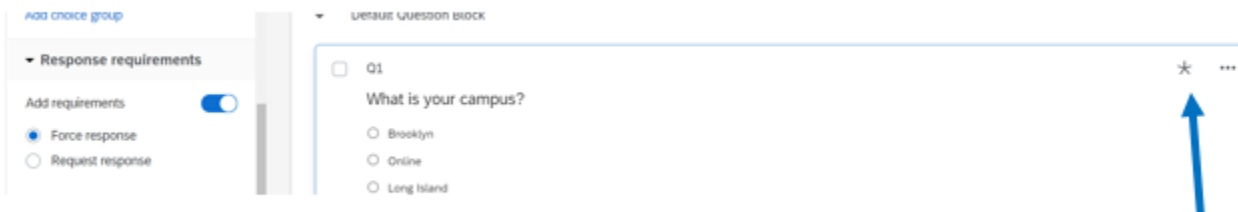
To get consent to participate in your survey, your very first question should be a consent statement that participants are required to acknowledge before continuing. *(Students: The statement should be approved by the IRB).*

When it's entered into Qualtrics, the statement should be set up as a Forced Choice Multiple Choice question with one item. Add a Page Break between the Consent Statement and the first question of the survey by hovering your cursor between the two questions. Adding a page break will make sure the participant reads and acknowledges consent before moving to the survey and answering any questions.

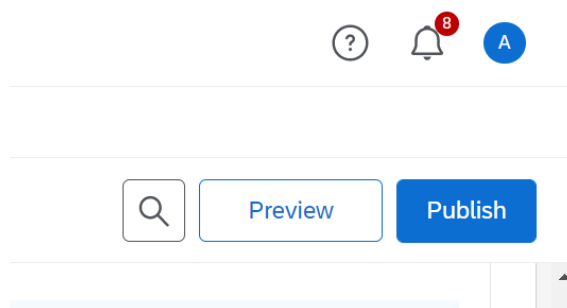
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To require a response to a question, on the left toolbar, scroll down to Response Requirements and choose Force response (participant can't move on without completing the question item) or Request response (before moving to the next page or submitting the survey, participants will see a warning box that lets them know they didn't respond to the question. They can choose to move on without completing it.). If a question has a response requirement, a star will appear in the top right corner of the question.



When you're ready to send your survey, click Publish in the upper right corner and then click Publish on the pop-up screen.



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Your survey will be activated and you'll see your link that can be sent to your survey sample.

Survey activated ×

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Your survey has been successfully published and activated. You can distribute it using the anonymous link below. You can also navigate to the [Distributions](#) section to view more options.

[https://sjcny.qualtrics.com/jfe/form/SV\\_d4fSaKK67uMvOqa](https://sjcny.qualtrics.com/jfe/form/SV_d4fSaKK67uMvOqa)

[Copy link](#)

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[Okay](#)

If you need to retrieve your link again, go to Distributions and click Anonymous Link.

The screenshot shows the Qualtrics user interface. At the top left is the XM logo and a menu icon. Next to it is 'HS Test' with a dropdown arrow. On the top right is a help icon (question mark in a circle). Below this is a navigation bar with tabs: Survey, Workflows, Distributions (which is highlighted with a blue underline), Data & Analysis, Results, and Reports. Below the navigation bar is a 'Pause response collection' button. On the left side, there is a sidebar menu with four items: 'Distribution summary', 'Anonymous link' (which is highlighted with a blue background), 'Emails', and 'Personal links'. The main content area on the right is titled 'Get an anonymous survey link' and contains the text 'Paste this reusable link into emails or onto a website; it can't be tracked, and can't be used to identify respondents'. Below this text is a text box containing the URL 'https://sjcny.qualtrics.com/jfe/form/SV\_d4fSaKK67uMvOqa'. Underneath the text box is a 'Read-only' lock icon. At the bottom right of the main content area is a blue button labeled 'Copy survey link'.

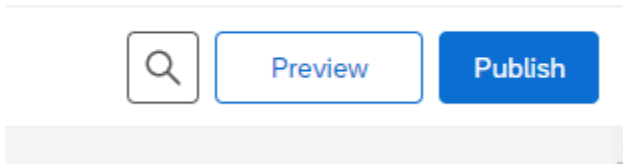
If you make any change to your survey, you have to click Publish again so the change is visible to your respondents. **CAUTION: Don't make changes to your survey after you've sent it out!**



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## Previewing

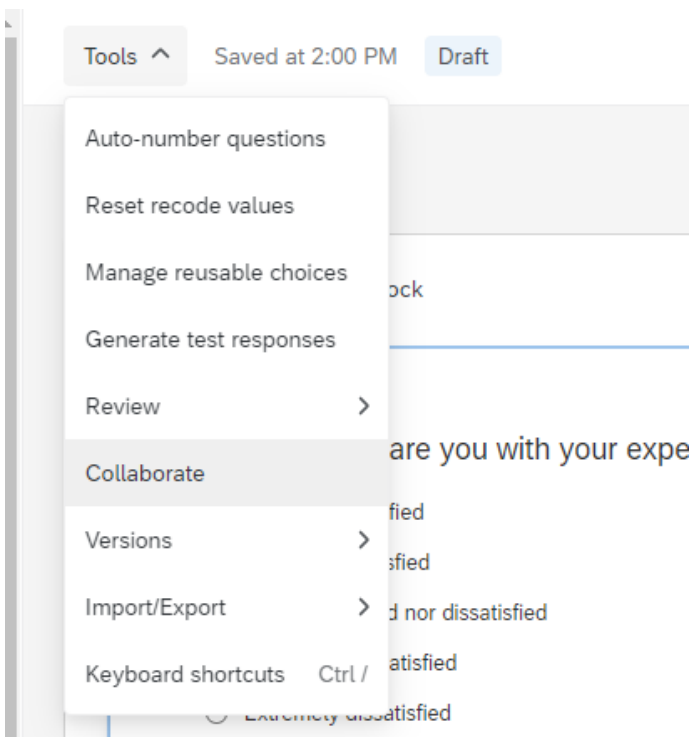
You can share your survey with your instructor, classmates, or colleagues by clicking on the Preview button in the upper right corner of your survey design.



This gives the look and feel of the survey but the response will not be counted in your analysis.

## Collaborating

You can also [collaborate](#) with your instructor, classmates, or colleagues by giving them access to the design of the survey. On the 'Survey' menu, click 'Tools' and 'Collaborate' and select the person(s) you'd like to collaborate with. You can give someone access to view the survey design, edit it, distribute it, or make a copy. Different individuals can have different access. Only individuals in the SJNY community can be collaborators (faculty, students, staff).



# *Getting Started with Qualtrics*

## **Important Links**

- [Creating questions](#)
- [Survey builder](#)
- [Training Guide/How-to's](#)
- [Overview of different question types](#)