

Exporting Qualtrics Surveys

As part of our transition from Qualtrics to SurveyMonkey, you will need to export any surveys and/or data you wish to retain after the transition period has concluded. There are several ways to export a survey in Qualtrics. How and when to use each are outlined below. If you need additional assistance, please contact the IT Help Desk at 309-556-3900 or submit a request using the [Service Desk Plus Portal](#).

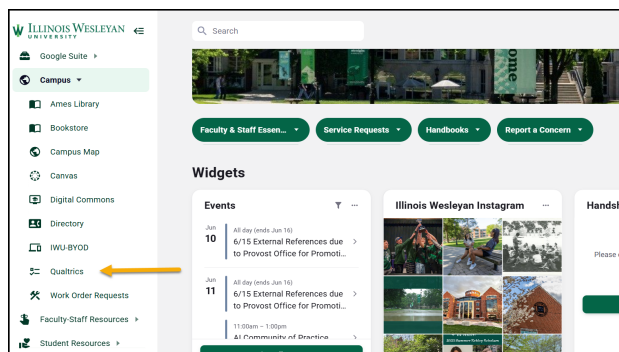
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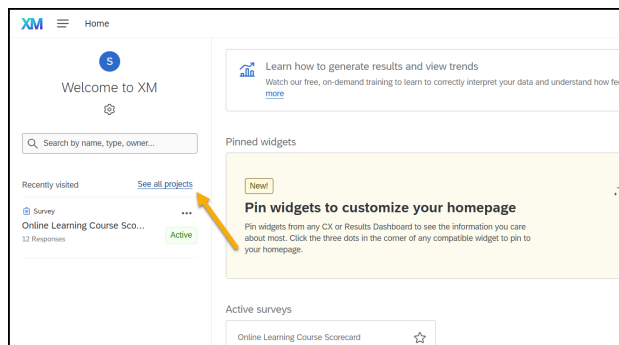
Beginning Your Export

When you export your survey, you will have several formats to choose from, but the initial steps are all the same. Follow these three steps below and then determine which type of export you want to finish the process.

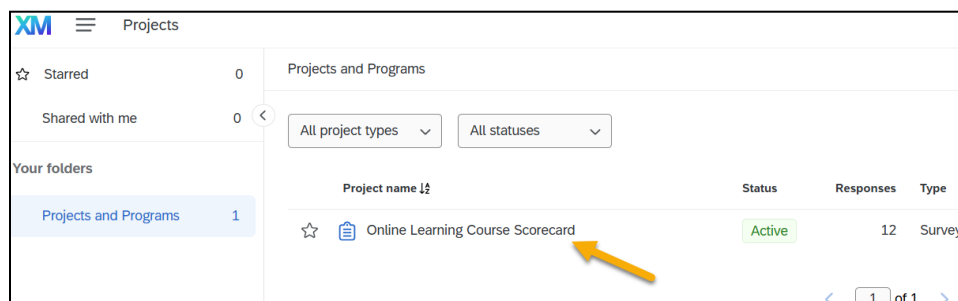
STEP 1: Navigate to Qualtrics. This can be found on your IWU Dashboard.



STEP 2: On the Qualtrics homepage, select “See All Projects.”



STEP 3: Select the survey you want to export.



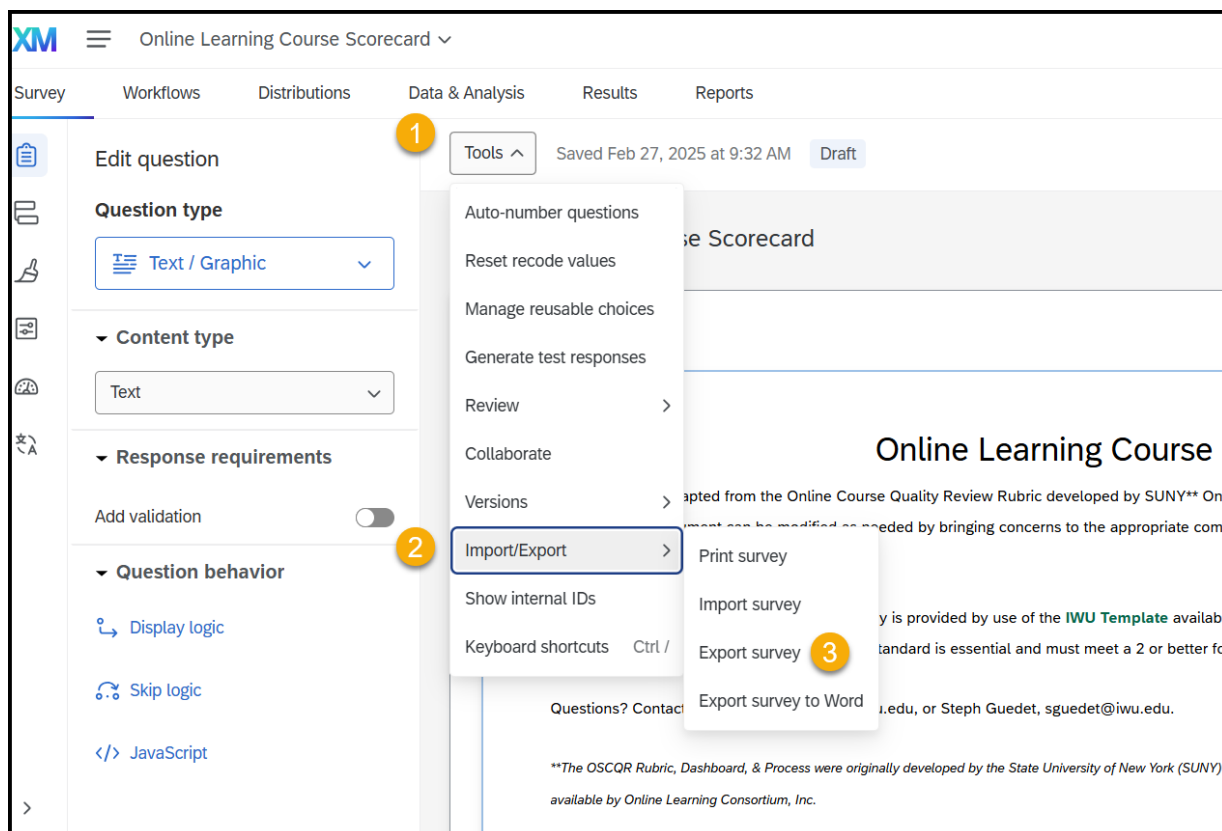
Exporting a Survey as a QSF

When you export your survey as a QSF, or “Qualtrics Survey Format” file, the file contains all of your survey formatting and settings. This method is best if you are going to be transferring your survey to a research colleague at another institution or organization that uses Qualtrics.



NOTE: QSF files do not contain response data. They are also formatted so that they can only be opened in Qualtrics. While you can share the file with colleagues, they will need a Qualtrics account to open the file.

Under “Tools,” choose Import/Export and select “**Export Survey**.” This will download a **QSF file** to your computer downloads folder.



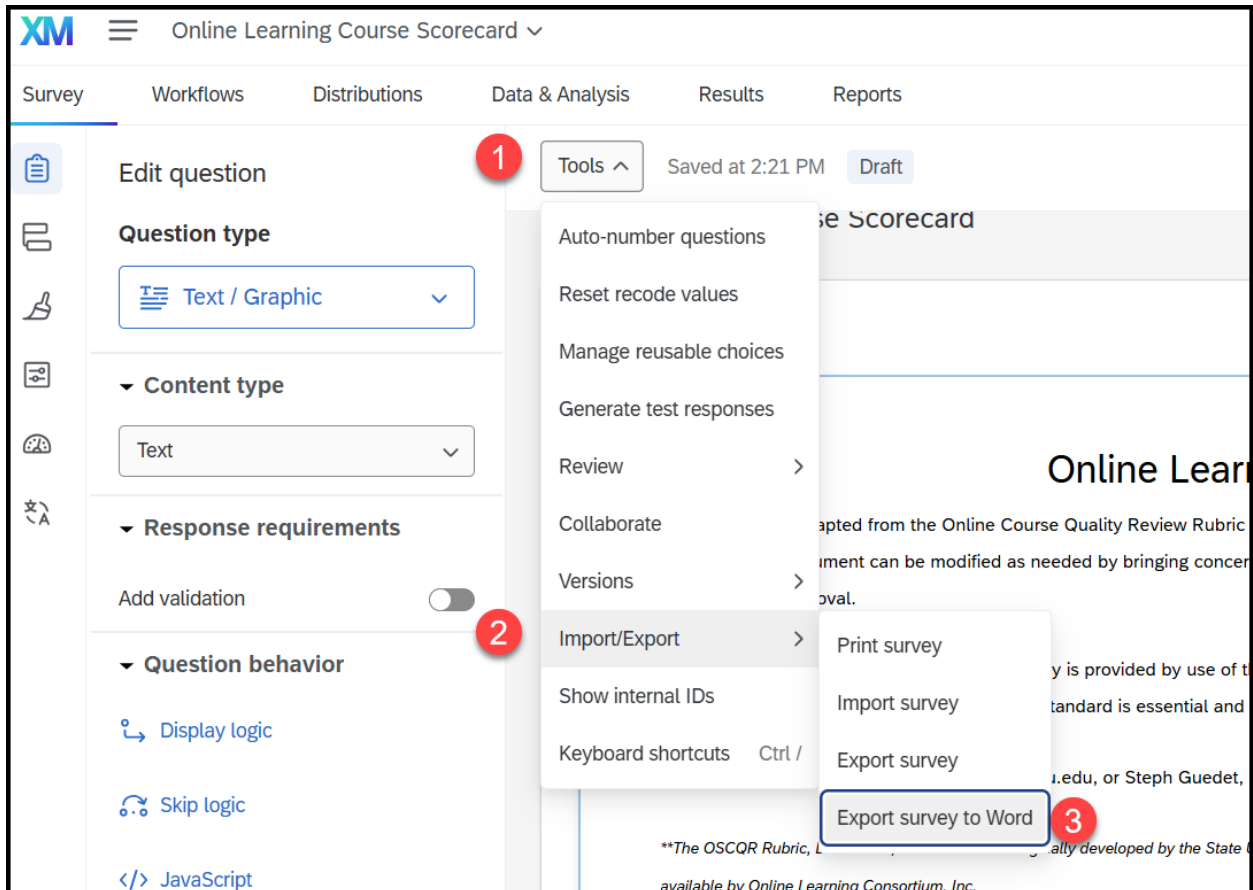
Exporting a Survey as a Word Document

By exporting your survey to a Word document, you will have a key of all your recode values and a clean, easy-to-read copy of your survey. The document will contain all of the questions, blocks, page breaks, and answer choices in your survey, but may exclude some custom text formatting. Additionally, images within your survey will **NOT** be transferred over, including those in your question text and answer choices. Instead, a blank space will appear where the image is supposed to be.



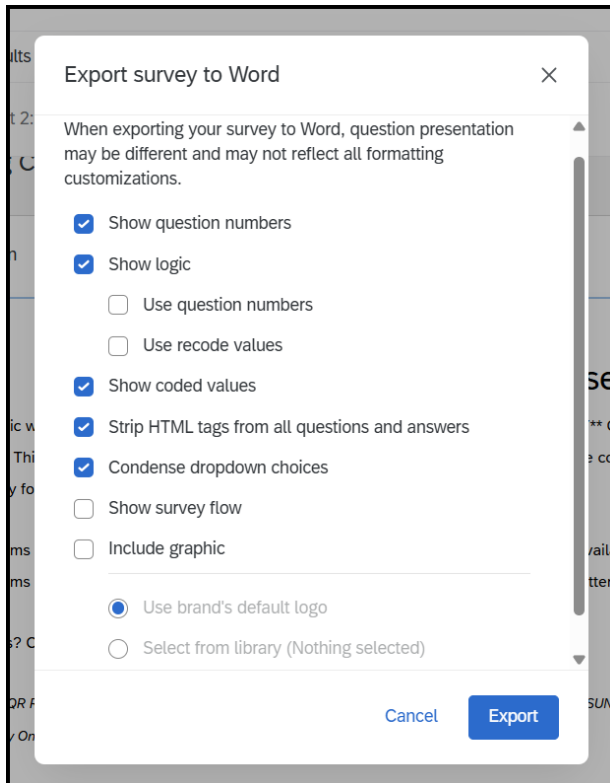
NOTE: This type of export is meant to provide a readable version of your survey and **CANNOT** be imported back into Qualtrics.

Under “Tools,” choose Import/Export and select “**Export Survey to Word.**”



The screenshot shows the Qualtrics interface for editing a survey. The top navigation bar includes 'Survey', 'Workflows', 'Distributions', 'Data & Analysis', 'Results', and 'Reports'. The left sidebar contains various editing tools. The main content area shows the 'Tools' menu, which is open. The 'Tools' menu has a red circle '1' next to it. The 'Tools' menu includes options like 'Auto-number questions', 'Reset recode values', 'Manage reusable choices', 'Generate test responses', 'Review', 'Collaborate', 'Versions', 'Import/Export', 'Show internal IDs', and 'Keyboard shortcuts'. The 'Import/Export' option is highlighted with a red circle '2'. The 'Import/Export' submenu is open, showing options like 'Print survey', 'Import survey', 'Export survey', and 'Export survey to Word'. The 'Export survey to Word' option is highlighted with a red circle '3'.

Choose which options you want to include in your export. See below for a description of each option. If your survey has been translated from English, you will also have the option to select which languages to export.



Export survey to Word

When exporting your survey to Word, question presentation may be different and may not reflect all formatting customizations.

- ☒ Show question numbers
- ☒ Show logic
 - ☐ Use question numbers
 - ☐ Use recode values
- ☒ Show coded values
- ☒ Strip HTML tags from all questions and answers
- ☒ Condense dropdown choices
- ☐ Show survey flow
- ☐ Include graphic

☒ Use brand's default logo
☐ Select from library (Nothing selected)

Cancel Export

Show question numbers: export the question numbers.

Show logic: shows display and skip logic, either through question numbers or recode values.

Show coded values: shows the corresponding recode value next to each answer choice.

Strip HTML tags: questions are presented in plain text, except for **bolding** or *italicizing*.

Condense dropdown choices: dropdown format questions will show the first and last choices instead of the entire list.

Show survey flow: puts the survey flow on the first page of your Word document.

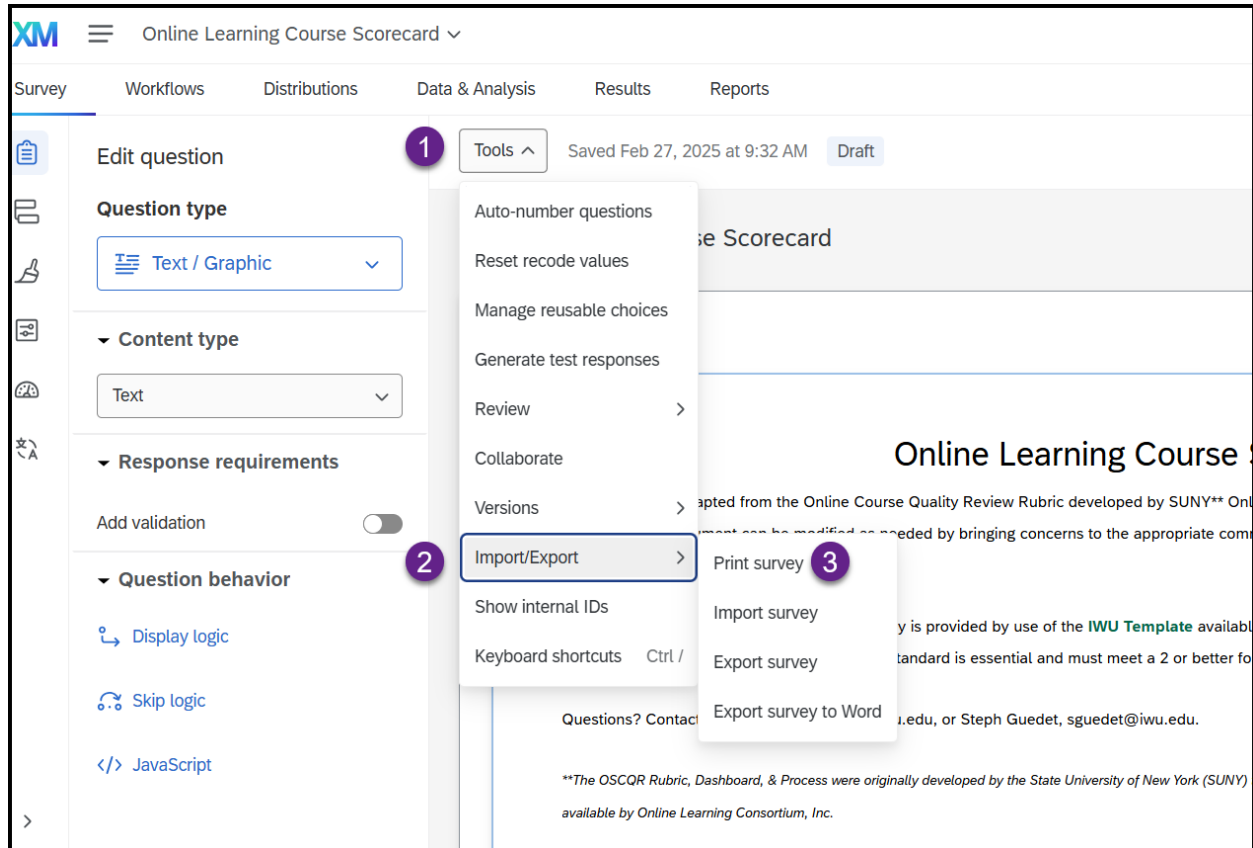
Include graphic: includes an image of your choice in the header of your Word document.

Once you have made your selection, click **"Export."** This will download a Word document to your computer Downloads folder.

Printing/Saving a PDF Version of your Survey

The Print survey option is available for you to print out a physical copy of your survey or save it to a PDF. For detailed instructions, please visit the [Qualtrics support page for survey printing](#).

Under “Tools,” choose Import/Export and select “**Print Survey**.”

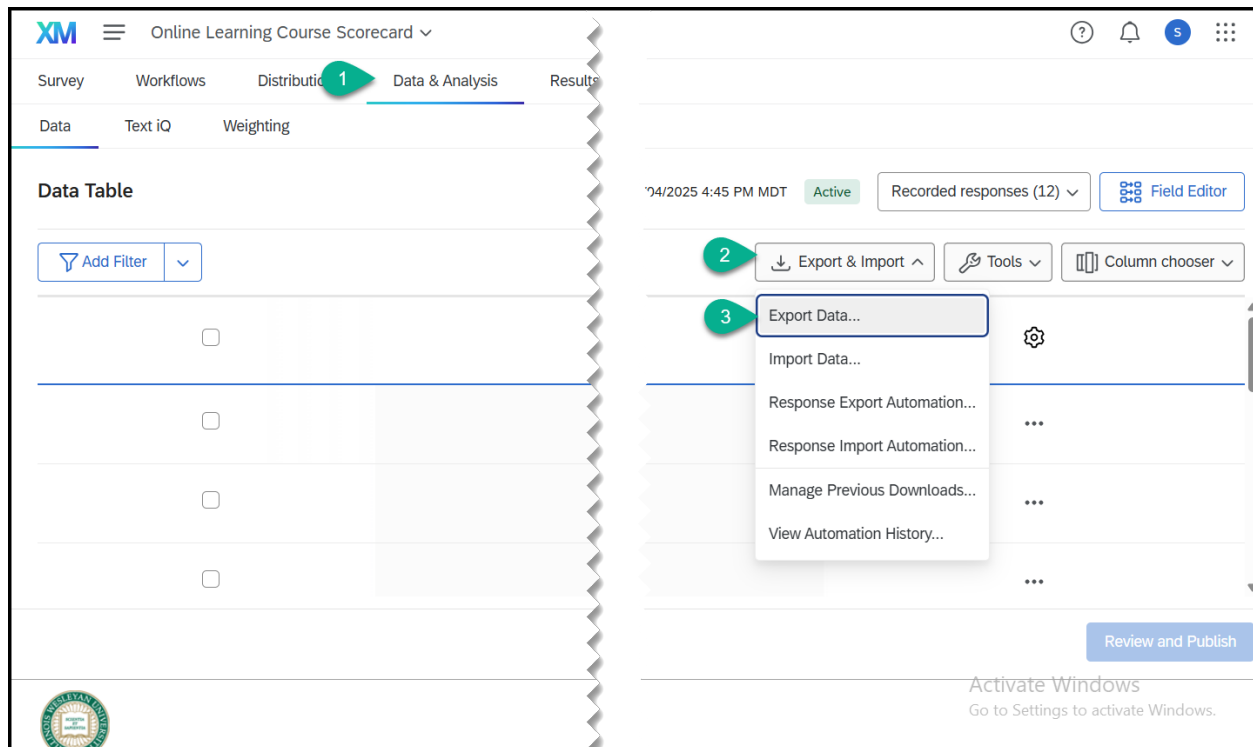


This will open a preview/dialog box where you can set the **Destination** to “Save as PDF” or select a printer location. Once you select **Save**, this will download a PDF to your computer Downloads folder.

Exporting Response Data

When you export response data from Qualtrics, you can save data to your computer for analysis in another software, to share the file with a trusted colleague, or even to import back into another survey. Each row of the file is a different respondent, and each column is a question of the survey they answered, survey metadata (e.g. Recorded Date, IP Address, etc.), contact fields, and any embedded data you may have recorded for each respondent.

STEP 1: To export your data, make sure you are in the **Data** section of the Data & Analysis tab. Then click on **Export & Import** and choose “**Export Data.**”



STEP 2: Select your desired file format. For a full breakdown of each format, visit the [Qualtrics Export Data Overview support page](#).

STEP 3: Select **Download all fields** to export all of the data you collected.

STEP 4: Choose whether you want to download data in a numeric format (**Export values**) or with the answer choices as written (**Export labels**).

STEP 5: Click **More options** to see additional export options if needed.

STEP 6: Select **Download**. This will save a zip file of your designated file format to your computer Downloads folder.

