

Qualtrics: Getting Started



Qualtrics is a survey management system available to all university employees and students at UHD. Use Qualtrics to create custom surveys, schedule delivery of your surveys, and view the results from your audience. These instructions cover how to login to Qualtrics and how to get started making and deploying surveys.

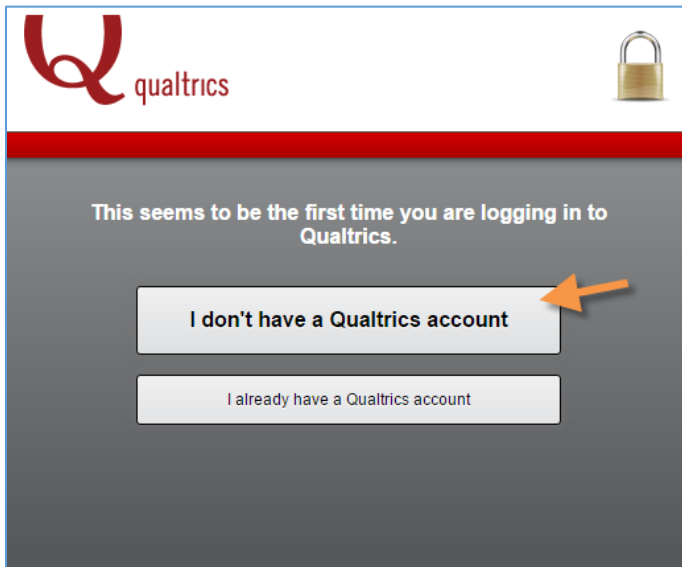
Logging In

1. Access the Qualtrics login page at <http://uhd.qualtrics.com/>
2. Enter your username and password where prompted (do not use your Email address, just enter your username.)



Please sign in with your organizational account

3. If this is your first time logging in, a message will say "This seems to be the first time you are logging in to Qualtrics."



Click the button labeled **I don't have a Qualtrics account**.

After logging in, you are taken to the My Surveys tab in the Qualtrics interface, where you can create new surveys or work with existing ones.

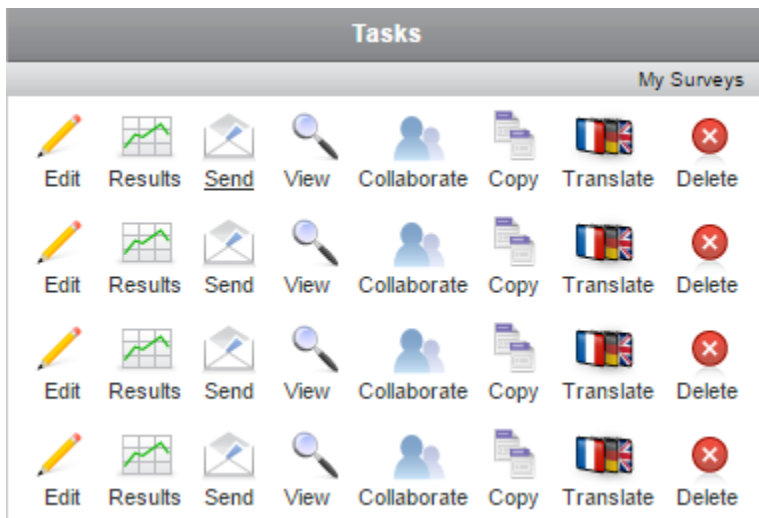
The My Surveys Tab

If you have not yet made any surveys in Qualtrics, the **My Surveys** tab displays the message **Click here to create your first survey!**

Once you have created a survey, there are many available options in My Surveys that let you quickly perform common tasks.

★	Active	Name	Responses
★	<input type="checkbox"/>	Rate your Trainer Modified on: Oct 2, 2015	2
★	<input checked="" type="checkbox"/>	Qualtrics Survey Modified on: Oct 14, 2015	7
★	<input type="checkbox"/>	New Survey Modified on: Oct 2, 2015	0
★	<input checked="" type="checkbox"/>	User Feedback Modified on: Oct 8, 2015	1

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Edit: Add or remove questions to your survey, and change the look and feel. More advanced options include adding logic, so that questions can be included or excluded based on a response to a previous question.

Results: Show the results of a survey. Robust reports are available from Qualtrics. The survey data is also available for downloading in several different formats.

Send: Activate and send your survey.

View: Preview the survey. The preview shows how the survey will look both in a computer's browser and

on a mobile device.

Collaborate: Invite others to work on your survey.

Copy: Create a duplicate of a survey, which can be further edited.

Translate: Create versions of your surveys in different languages. Your audience can then select which language to use.

Delete: Delete a survey you no longer need.

If you have any questions or comments regarding the steps outlined in this document, please contact UHD TLS Training Services by calling (713) 221-8200, or by sending an email to ttlctraining@uhd.edu.