# Creating a Survey in Qualtrics Using a Template

Qualtrics is a relatively easy to use survey software that gives a user many different options to create a survey. This set of screenshots will help you conduct a simple poll or survey in Qualtrics using one of the preconfigured templates. This will help you create a survey quickly and not get lost in the vast array of options available.

This set of screenshots will walk you through the process of

- <u>Creating a survey</u>
- Sharing your results with an Anonymous Link
- Getting the results
- <u>Reports</u>.

## Creating a survey

1. Open up any browser and type in the following URL into the search box:

### hanovercollege.qualtrics.com

### Then click Enter

- 	$\rightarrow$	С	0	hanovercollege.qualtr	rics.co	m		
0	Goo	ogle C	hrom	e isn't your default brow	vser	Set as default		

2. This is the first screen that you'll see if you've never used Qualtrics before. Click on the **Create a New Project** button



After you've set up one survey, the first screen that you'll see will look different – it will look like what you see below. You'll see your previously created surveys as well as the ones that you are currently working on arrayed vertically on the screen. You can either click on an older survey or click on the blue button to create a new one.

XM My Projects   Qualtrics	Experience × +				× –	o ×
$\leftrightarrow$ $\rightarrow$ C $$ http	ps://hanovercollege.qualtrics.com/Q/MyProjectsSection				☆ 🚯	* 🗶 🗄
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() A brand new hom	epage and redesigned Projects page are coming on Novemi	per 6, but available to try today! You can make the switch now, or kee	p using the existing exp	perience until then. Switch to the new experience	e or Learn more	
) 🗋 😫 🧮	Last modified 🖌			Q Search pro	jects Create new p	roject
Туре	Project name	Last modified 1	Status	Creation date	Responses	¢
* Survey	Poll about Stuff	Oct 19, 2021	o New	Oct 19, 2021	-	•••
* Survey	Qualtrics Info Session Examples	Oct 18, 2021	Active	Oct 6, 2021	0	•••
		1 of 1				

3. The first page will give you two options. You can either 1) make a survey up from scratch, or 2) use a template to create a survey. For this set of instructions, we'll be making a survey using a template. We're going to use the Quick Poll template, but note that there are many others – scroll down to see the full list.

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	Create a project		Q Search the catalog	\$
	All CoreXM CustomerXM	EmployeeXM ProductXM Bran	dXM DesignXM	
	From scratch			
	Survey			
Scroll down for more templates	Project templates Start building with a template developed	by subject-matter experts           Customer Satisfaction (CSAT)           Measure how happy consumers are with your products and services	Duick Poll Get quick feedback to help drive action	See all Ph Vote and Rank Have respondents vote on preferred options
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🕂 🔎 Type here to search	🖽 📻 ·el	🧿 🐖 😆 🤹	<u> – – – – – – – – – – – – – – – – – – –</u>	🥭 51°F Cloudy 🗕 📥 🤹 🔤 🧕

4. Click on the **Get Started** button to...get started.

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Create a project	EmployeeXM ProductXM Bra	Q Search the catal	g	Project Quick Poll Run a quick poll to interact with your team, customer base, or community.
From scratch survey Project templates Start building with a template developed	by subject-matter experts		See all	What's included . Pre-built survey
Qualtrics Surveys Question Tour Explore standard question types	Customer Satisfaction (CSAT) Measure how happy consumers are with your products and services	ALL Quick Poll Get quick feedback to help drive action	Vote and Rank Have respondents vote on preferred options	
Eg.			Ē.	Get started

5. Give the project a name – we'll call ours The Greatest Poll Ever Made. After we add the name to the field, we'll click on the blue button to create the project.

XM Catalog   Qualitrics Experience M: X +	
← → C	
	Create a new project
	Quick Poll
	Name
	The Greatest Poll Ever Made
	2 Create project
	Cancel

6. You'll see a message with some boilerplate instructions for you, the survey maker. Highlight this text and delete it on this first slide. Then add any introductory information and instructions for survey respondents onto this first page. This might be a good place to add IRB information, if it applies to your survey. Here is a <u>link to Hanover's Institutional Research Board website</u> for information and contacts to learn more if your survey may be classified as research on human subjects.



7. Here are the instructions that I've made for a fictious poll, the Greatest Poll Ever Made, which we'll imagine is being given by the New Yorker magazine, rather than someone at Hanover. Once you've added these, use the slider on the right to scroll down. Below this introduction will be a page break and then some pre-configured questions that come with the template.



8. You will see three different question types arrayed below the introductory text box. You can repurpose any or all of questions by clicking on the text of the question or the answers and changing the wording of them. You can copy question types, as well. If you can click on the three dots or elipsis in the upper right corner, you'll see a menu with a link that will allow you to copy a question, move it or delete it.

Here, I'm going to just delete these three questions and create new ones. I'll click on the three dots and then delete the questions.

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Distributions	Data & Ana	ilysis Rep	orts	
n		Tools 🗸	Saved at 10:48 AM Draft	Q Preview Publish
pe ntry	~			
S	~		01 Thanks for answering this quick set of questions!	Move question
e requirements			What is your #1 priority today?	Replace from library Add page break Preview question
			Page Break	Add note
behavior			02	Delete
gic			How comfortable or uncomfortable is your current workspace?	
			Extremely comfortable     Moderately comfortable	
noices			<ul> <li>Slightly comfortable</li> <li>Neither comfortable nor uncomfortable</li> </ul>	
t			Slightly uncomfortable     Moderately uncomfortable     Extremely uncomfortable	

9. Once I've deleted the three questions, I notice that each one had a page break separating the information from the first question. We'll delete two of them so that we have only one page break between the information and the first question. To delete a page break, click on the line of the page break and a red circle appears. Click on this red circle with your cursor and the page break will disappear. I'll do this with all three of the page breaks.

XM Edit S	iurvey   Qualtrics Experience 🗙 🕂			∨ - <b>d</b> ×
$\leftarrow \   \rightarrow$	C https://hanovercollege.qualtrics.com/	/survey-builder/SV_0Te4seSJ6HRSSkC/edit?SurveyID=SV_0Te4seSJ6HRSSkC&reso	urceTypeForNavContext=SurveyProject	x 😗 🕸 😩 E
XM	The Greatest Poll Ever Made 🗸			(?) 🗘 🖪
Survey	Workflows Distributions Data & An	alysis Reports		
Ê	Edit block	Tools V Saved at 10:49 AM Draft		Q Preview Publish
l) (= R	Block behavior     Question randomization     Loop & merge	Thanks for being a part of this. You will recieve a \$5 gift card from Starbucks fo	r your participation.	
	- Format	Move cursor on line and click red circle icon to remove page break	Page Break	Import from library + Add new question
			Add Block	
		End of Survey		

10. Now that I have just one page break between the introductory information and the rest of the poll, I'm going to click on the blue button to create a new question.

$\leftarrow \   \rightarrow$	C https://hanovercollege.qualtr	$\label{eq:comstant} trics.com/survey-builder/SV_0Te4seSJ6HRSSkC/edit?SurveyID=SV_0Te4seSJ6HRSSkC&resourceTypeForNavContext=SurveyProject$	☆ 🙆 🗯 🏝 🗄
XM	The Greatest Poll Ever Mad	de 🗸	? <u></u>
Survey	Workflows Distributions Da	Data & Analysis Reports	
	Edit question	Tools V Saved at 10:56 AM Draft	Q Preview Publish
E	Question type	Answer the questions as best you can.	
P	🔚 Text / Graphic 🗸 🗸	Your answers will be compiled into the Greatest Feature Article Ever Made that	
٩	✓ Content type	will appear as a cover story in the New Yorker magazine. It will rock the world and change society as we know it in so many ways that we cannot even begin	
	Text	v to fathom.	
		Thanks for being a part of this.	
	Add validation	You will recieve a \$5 gift card from Starbucks for your participation.	
	- Question behavior		
	💪 Display logic	Page Break	
	🔐 Skip logic	Import fr	om brary + Add new question
	> JavaScript	Add Block	
		End of Survey	
		We thank you for your time spent taking this survey.	
>		Your response has been recorded.	
			FNC 1055 AM

11. We'll select a multiple-choice question to add here.

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Survey	Workflows Distributions Da	& Analysis Reports	
	Edit question	Tools ~ Saved at 10:57 AM Draft Q Preview	w Publish
00 (h~	Question type       Image: Text / Graphic       Content type       Text       Response requirements	Answer the questions as best you can. Your answers will be compiled into the Greatest Feature Article Ever Made that will appear as a cover story in the New Yorker magazine. It will rock the world and change society as we know it in so many ways that we cannot even begin to fathom. Thanks for being a part of this. You will recipre a S5 gift card from Starbucks for your participation	
	Add validation  Question behavior Question behavior Company logic Company logic Company logic	Page Break  Page Break  Add rev  Add r	w question
	> JavaScript	Add Block	
>		End of Survey We thank you for your time spent taking this survey. Your response has been recorded.	

12. We'll click near the question text to change what it says. When you click on the text, it highlights the text and allows you to make a change.



#### 13. We've added the text.

The dreatest Poll Ever M	ade 🗸		(?) 📮 R
Workflows Distributions	Data & Analysis R	eports	
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Question type	100	munits for being a part of ans.	•
€ Multiple choice ✓		You will recieve a \$5 gift card from Starbucks for your participation.	
Answer type			
Allow one answer		Page Break	
Allow multiple answers		) Q6	
Choices		Do you think that you'll ever have a cat as a pet?	
lumber of choices		O Definitely not	
- 5 +	Θ	O Probably not	
		O Might or might not	
dit multiple		O Probably yes	
_		O Definitely yes	
Jse suggested choices	D 🖕		
Yes - No	· •		Import from library + Add new question
Reverse order		Add Block	
Show all	End of 5	Survey	
Show first and last	<b>.</b>	We thank you for your time spent taking this survey.	-
	Workflows Distributions  idit question  Duestion type  i  Multiple choice   Answer type  Allow one answer  Allow multiple answers  Choices  Iumber of choices  - 5 +  dit multiple  ise suggested choices  Yes - No  Reverse order  thoice display Show all Show first and last	Workflows Distributions Data & Analysis R idit question Duestion type i Multiple choice Answer type Allow one answer Allow multiple answers Choices tumber of choices - 5 + dt multiple ise suggested choices Yes - No Reverse order thoice display Show all Show first and last	Workflows Distributions   Data & Analysis   Reports     Idit question   huestion type   #   Multiple choice     Allow one answer   Allow multiple answers     Of   Do you think that you'll ever have a cat as a pet?   Definitely not   Definitely

14. You can click on the three dots next to a question to pull up the menu. From there you can move the question, copy it, or delete it, etc.



#### 15. Click on Add a New Question.

XM	The Greatest Poll Ever Made	~ Э Д ®	
Survey	Workflows Distributions Data	a & Analysis Reports	
	Edit question	Tools ~ Saved at 11:03 AM Draft Q Preview Publish	
E	Question type	· · · · · · · · · · · · · · · · · · ·	*
7	€ Multiple choice ✓	Do you think that you'll ever have a cat as a pet?	
[∳]	Answer type     Allow one answer     Allow multiple answers	Definitely not     Probably not     Might or might not     Probably yes	
	- Choices	O Definitely yes	I
	Number of choices	Import from brary + Add new question	)
	Edit multiple	Add Block	I
	Use suggested choices	End of Survey	Ĩ
	Yes - No 🗸 🗸 🗸	We thank you for your time spent taking this survey.	
	Choice display	Your response has been recorded.	
>	<ul> <li>Show all</li> <li>Show first and last</li> </ul>	Trash     5 Questions	÷

16. We'll add another multiple-choice question as our next question.

Workflows Distributions Data	& Analysis Reports	
Edit question	Tools V Saved at 11:03 AM Draft	
Question type		
🗄 Multiple choice 🗸	Q6	ų Text entry
	Do you think that you'll ever have a cat as a pet?	Text / Graphic
<ul> <li>Answer type</li> </ul>	Definitely not	S Matrix table
Allow one answer	Might or might not	
<ul> <li>Allow multiple answers</li> </ul>	O Probably yes	G Form field
- Choices	O Definitely yes	1 Rank order
Number of choices		
- 5 +	*	Inport from library + Add new question
Edit multiple	Add Block	(
Use suggested choices	End of Survey	
Yes - No 🗸 🗸	We thank you for your time spe	ent taking this survey.
Reverse order	Your response has bee	en recorded.
Choice display		
Show all		

17. We'll write the text of the question in the box - 'Have you ever been to Indianapolis?'

Workflows Distributions Dat	a & Analysis Reports	
Edit question	Tools V Saved at 11:14 AM Draft	Q Preview P
Question type	Q6 Do you think that you'll ever have a cat as a pet?	
Answer type     Allow one answer     Allow multiple answers	Definitely not     Probably not     Might or might not     Probably yes	
Number of choices       -     3	Contractory yes	
Edit multiple Use suggested choices	Have you ever been to Indianapolis? Write the text then	
✓ Format	<ul> <li>Click to write Choice 2</li> <li>Click to write Choice 3</li> <li>Click to write Choice 3</li> </ul>	
List V Alignment	Import 1	from library + Add new question
vertical		

18. To change or remove answers, just hover over the end of the answer and a highlighted box will appear. Click on that highlighted box.

XM Edit	Survey   Qualtrics Experience X XM Add Page Bre	cak X +	~ - Ø ×
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XM	The Greatest Poll Ever Made ~		?
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	Edit question	Tools V Saved at 11:16 AM Draft	Q Preview Publish
	Question type	O Definitely not	
	I Multiple choice	O Probably not	
7	5_ Multiple choice •	O Might or might not	
¶∮.	<ul> <li>Answer type</li> </ul>	O Probably yes	
	Allow one answer	O Definitely yes	
	Allow multiple answers	+ Add page break	
	- Choices	✓ Q8	
	Number of choices	Have you ever been to Indianapolis?	
	- 5 +	O Definitely not	
		O Probably not	rs,
	Edit multiple	<ul> <li>Might or might not</li> <li>hover over the choice then c</li> </ul>	lick
		• Probably yes on the highlighted box	
		O Definitely yes	
	Yes - No 🗸		
	Reverse order	Import from	library + Add new question
	Choice display		
	Show all	Add Block	
>	<ul> <li>Show first and last</li> </ul>		
		End of Survey	EN/C 11-15 AM
£ /	O Type here to search	부 📮 🔍 🧕 🏜 🔛 🦂 🚈 👘 🧼 🧆 52°F Cloudy 🗉 👄 🕯	, 📟 💁 🖓 🤑 🧶 🕼 (10) ENG TE10 AM1 🔜

19. You'll also notice the down arrow next to the area where you can change the text. This will display a menu of various choices. In this case, I'm going to delete a couple of answers that were pre-populated for the question.

Edit question	Tools X Saved at 11:16 AM Draft		O Proview
Ealt question	Ious · Saved at 11.10 Am Dian		
Question type	<ul> <li>Definitely not</li> </ul>		
€ Multiple choice ✓	O Probably not		
	O Might or might not		
✓ Answer type	Probably yes     Definitely yer	Allow Text Entry	
<ul> <li>Allow one answer</li> </ul>	O Denintery yes	Text Entry Size	
<ul> <li>Allow multiple answers</li> </ul>		Text Entry Validation	
- Choices	Q8	Rich Content Editor	
Number of choices	Have you ever been to In	Insert Graphic	Box with down arrow appears
- 5 +	O Definitely not		click on the down arrow
E da escalateria	O Probably not	Exclude From Analysis	to get the menu
Lait multiple	O Might or might not 🗸	Insert Piped Text	>
Use suggested choices	O Probably yes	Add Display Logic	
Ver No	O Definitely yes		-
163-110		Assign To Group	>
Reverse order	•	Move Up	Import from library + Add new question
Choice display		Move Down	
<ul> <li>Show all</li> </ul>	(	Remove Choice	Block

20. You can click on the box with the down arrow and change the wording in the text for that answer.

t Poll Ever Made 🗸		(? 🗘 🗷
stributions Data & Analys	is Reports	
Î	Tools Y Saved at 11:19 AM Draft	Q Preview Publish
sice v	<ul> <li>Definitely not</li> <li>Probably not</li> <li>Might or might not</li> <li>Probably yes</li> <li>Definitely yes</li> </ul>	
inswers		
ces	<ul> <li>Q8</li> <li>Have you ever been to Indianapolis?</li> <li>Definitely not</li> <li>Probably not</li> <li>Probably yes</li> <li>Definitely yes</li> <li>Or Definitely yes</li> </ul>	
~	Import from lib	+ Add new question
	Add Block	

21. After changing answers and deleting answers, we get this. We'll click on the button to add a new question.

Ever Made 🗸				3 <u></u>
ons Data & Ar	nalysis Rep	orts		
Î	Tools 🗸	Saved at 11:21 AM Draft		Q Preview Publish
		O Definitely not		-
		O Probably not		
		O Might or might not		
		O Probably yes		
		O Definitely yes		
5				
		Q8		
		Have you ever been to Indianapolis?		
	Θ	O No		
	T	O Not really sure		
		O Yes		
				Import from library + Add new question
~			Add Block	
	End of Sur	/ey		

22. We'll add a Text Entry question type. Essentially this is a fill-in-the-blank question.

Ever Made 🗸		? <u></u>
ns Data & Analy	ysis Reports	
	Tools 🗸 Saved at 11:31 AM Draft	Q Preview Publish
	O Probably yes	
~	O Definitaly yes	
	Q8	
~	Have you ever been to Indianapolis?	
ts	○ No	
	O Not really sure	
0	○ Yes	
	Q9	
	If I had to describe an orange with one adjective, that word would be:	
		t from library + Add new question
	Add Block	

23. If you want to re-order your questions, click on the ellipsis (or three dots), then on the menu that populates, click on Move Question.

Made 🗸			? 4
Data & Ar	nalysis Rep	ports	
	Tools $\checkmark$	Saved at 11:31 AM Draft	Q Preview Publish
		O Probably yes	
~		O Definitely yes	
		2.,	Move question
~		Q8	Nove question
		Have you ever been to Indianapolis?	Сору
		○ No	Replace from library
0		O Not really sure	Add page break
		○ Yes	Preview question
0			Add note 1.
		Q9	Delete
		If I had to describe an orange with one adjective, that word would be:	
		A	
	• •		Import from library + Add new question
		Add Block	

24. You can select where the questions goes – top, bottom or before or after a particular question. We're going with Before. Don't click the Confirm button yet.

onegeo	partifica.com/au	ivey-bolider/	ov_oresessormosko/editra	arreyio=5+_0resessormaskooresourceryperormatcontext.	Surveyi toject	н 😈 н 🖷 с
ll Ever	Made 🗸					ЭД <b>В</b>
itions						
		Tools 🗸	Saved at 11:31 AM Dra			Preview Publish
	-					
	,		Move question to		×	
ments			Position Top of block			
r		•	Top of block Bottom of block Before	Cancel	Confirm	
		Θ	After	orange with one adjective, that word would be:		
		Ŷ				+ Add new question
				Add Block		
		The second second				- ENG 11:33 AM -

25. A new menu appears. Select the question that you want this question about oranges to move in front of. We'll move it before the Indianapolis question.

ver Made 🗸					0 A (	Þ
s Data &						
~	Tools ~	Saved at 11:31 AM Draf Probably yes Definitely yes	·		Q Preview Publis	
~		Move question to		×		
		Position Before V	Question Select one Instruction InstructionsThank you for taking the	time to take the Greatest Poll		
	•	Q9	Ever Made. 1 his information is very impor Important things. Even so, your answers will ren Page Break 1	rtant and let us do very nain confide		
_	•		Of the you chink that you it ever have a cat as a Q8 Have you ever been to Indianapolis? Q9 If I had to describe an orange with one adject be:	ctive, that word would	Import from library + Add now question	
	н		Ac	id Block	다	

26. Once that question populates in the menu, I'll click the blue Confirm button.

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~					₽ ®
a & Analy					
	Tools 🗸		t C	Preview	Publish
		Move question to	×		
		Position	Question		
		Before 🗸 🗸	Q8 Have you ever been to Indianapolis 🗸		
2			Cancel		
	Te	Q9			
		If I had to describe an	orange with one adjective, that word would be:		
	Θ				
	6				

27. To change the number of a question, just click on it, and a box appears with the number highlighted inside it. Just type in the new number and click Enter, and the question now has a new number.

Poll Ever Made N	× ·	? <u></u>
tributions Data 8	& Analysis Reports	
	Tools V Saved at 11:35 AM Draft	Q Preview Publish
pice 🗸		
	Page Break	
ar	Click on question number to change it	
	Do you think that you'll ever have a cat as a pet?	
ilswer5	O Definitely not	
	O Probably not	
	O Might or might not	
	O Probably yes	
	O Definitely yes	
	Add page break	
es 💽	09	
~	If I had to describe an orange with one adjective, that word would be:	
ast		
	▼ Q8	-

28. For each question, you can use the Edit Questions column to customize your question and its answers. These will apply to the activated question – the one with the box around it. This might be things like allowing one or multiple answers for a question, or adding more potential answers to the question, or formatting issues with how the question displays.



29. Further down the column, you can force users to answer a response to a specific question to continue, or you can validate the answer to ensure that the answer is give or stored in a correct format. This might be useful for things that require a certain format, like an email address or phone number.

ХМ	$\_$ The Greatest Poll Ever Made $\vee$			
Survey	Workflows Distributions Data & Ana	ilysis Rep	orts	
	Edit multiple	Tools 🗸	Saved at 11:38 AM Draft	Q, Previe
l i	Use suggested choices		□ q1 <b>Y</b> (	ou can force a response,
¢.			Do you think that you'll ever have a cat as a pet? Or	set it up such that answers
	List 🗸	Θ	Definitely not     Probably not	must be validated - or
	Alignment	Ĭ	Might or might not	comply with answers.
	Vertical 🗸		Probably yes     Definitely yes	
	Add choice group	•		A good example of this
	Response requirements		+ Add page bre	might be
	Add requirements		02 If I had to describe an orange with one adjective, that word would be:	validating a correctly formatted email
	Force response     Request response			address in a question
	Add validation			email address
	- Question behavior		Q3	*
	🖒 Display logic		Have you ever been to Indianapolis?	
>			○ No	

30. When you require a response for a specific question, you'll see an asterisk in the area near the upper right side of the question.

Made ∨			⑦ 众 <b>@</b>
Data & A	Analysis Rep	iorts	$\bigcirc$
	Tools 🗸	Saved at 11:38 AM Draft	Q Preview Publish
~		02 If I had to describe an orange with one adje	ctive, that word would be:
	0-		
		Q3	A -towick - management was wind
		Have you ever been to Indianapolis?	Asterisk = response required
	Θ	○ No	
		O Not really sure	
		) Yes	
	•		
	^		Import from library + Add new question
			Add Block
	End of Su	vey	
			We thank you for your time spent taking this survey.
			Your response has been recorded.

We'll click on **Preview** to preview the quiz.

31. Here is the preview. This is the first page for both the web and for the mobile user. The navigation buttons will the black button at the bottom right (and once we get into the survey, on the left) of the page.



32. Here is what the survey looks like. With no page breaks, we'll have to scroll down to get to the next question.

Restart Survey Place Bookmark	Mobile view on 🌔 Tools 🜱
	12:29
Do you think that you'll ever have a cat as a pet?	- 14 - 1
Definitely not	Do you think that you'll ever have a cat as a pet?
Probably not	Definitely not
Might or might not	Probably not
Deskablissee	Might or might not
Probably yes	Probably yes
Definitely yes	Definitely yes
If I had to describe an orange with one adjective, that word would be:	If I had to describe an orange with one adjective, that word would be:
University and here to indiananalia?	Have you ever been to Indianapolis?

33. For the multiple-choice questions, you'll want to click on an answer to activate it as a response.

Place Bookmark	Mobile view on 🏾 Tools 🗸
If I had to describe an orange with one adjective, that word would be:	↑ 0 12:29 → Might or might not
Please answer this question.	Probably yes
Have you ever been to Indianapolis?	Definitely yes
No	If I had to describe an orange with one adjective, that word would be:
Not really sure	Please answer this guestion.
Yes	Have you ever been to Indianapolis?
	No Not really sure
	Yes
	Powered by Qualtrics 🖆 🗸

34. At the end of the preview, you can click on a tab in your browser to get back to the quiz editing screen. There are also some options on the Tools menu in the upper right that you may or may not need for your survey.

XM Edit Survey   Qualtrics Experience: X 🚼 Preview - Online Survey Software: X XM Add Page Break X +	~ - <b>o</b> ×
← → C V THLps://hanovercollege.qualtrics.com/jfe/preview/SV_0Te4seSJ6HRSSKC?Q_CHL=preview&Q_SurveyVersionID=current	x 😗 🕸 😩 i
Restart Survey Place Bookmark	Mobile view on  Tools  Ignore validation Show hidden questions
Click on the tab to return to the editable version	12:29 View published version
of the poll	Scan QR code
We thank you for your time spent taking this survey. Your response has been recorded.	We thank you far your time coopt
	taking this survey. Your response has been recorded.

35. If you are satisfied, click on the Publish button to finalize your survey and begin the process of sharing it out.

r Made 🗸		? A R
Data & Analy	rsis Reports	$\bigcirc$
<	Tools V Saved at 11:38 AM Draft	Q Preview Publish
~	Q2 If I had to describe an orange with one adjective, that word would be:	
	Q3 Have you ever been to Indianapolis?	*
	<ul> <li>No</li> <li>Not really sure</li> <li>Yes</li> </ul>	
	•	Import from library + Add new question
	Add Block	
	End of Survey	
	We thank you for your time spent taking this survey.	
	I	

36. When you publish a survey, a menu appears with some recommendations for your survey. I'll click on the link to make the changes that they are recommending.



37. We'll click on their recommendation for Bot Detection and click on the button and then re-publish the survey.

			$\frown$
		We found <b>1</b> way to improve your survey.	Great
Severe	0	Bot Detection Response Fraud	Suggestion
Moderate	0	Enable checking for bots using the Google reCAPTCHA integration via Survey Options.	
Minor Suggestion	0	Enable Bot Detection Click then X out of the window and re-publish the survey	
Passed	12	End of Survey Scoring Set Up	Passed
Filter by issue type All issue types Suprey Error		Survey Error Scorel Your end of your survey scoring is good to go. Learn More	
Methodology		Minimal Use of Matrix Tables	Passed
Compliance Assist		Methodology	
Response Fraud		You're a pro! By limiting the number of Matrix questions, you'll have better chances of survey completion.	

38. When we come back to this page, we'll click on the blue box to publish it.



## Sharing your Survey via an Anonymous Link

39. After you've published your results, you'll be notified by a tab with 'Published' in green ink. To share out your survey, you'll want to click on the **Distribution** tab on the Qualtrics screen. There are several ways to distribute it.



40. There are many ways to distribute the survey. We'll start by talking about using links to send out access to the survey.

There are two different ways to send out a survey by links – by an **Anonymous Link**, which will send out a link to the survey that does not allow you to track respondents or by a **Personal Link** which will allow you to track an individual's response.

This will show you how to send it via an **Anonymous Link**:

Click on the **Copy this Link** button and it saves the link to a clipboard. You can paste this link into an email, website, document or Moodle page.

`		an-gengaara waxaaniyaaa aayaa aayaya teyaya teyaya taaasa ahaanaya ahanyina waxanna					
X	The Greatest Poll Ever Made 🗸						
Surv	Survey Workflows Distributions Data & Analysis Reports						
0	Pause response collection						
=	Distribution summary	Get an anonymous survey link					
ෙ	Anonymous link	Paste this reusable link into emails or onto a website; it can't be tracked, and can't be used to identify respondents					
	Emails	https://hanovercollege.qualtrics.com/jfe/form/SV_0Te4seSJ6HRSSkC					
P	Personal links	A Read-only					
ŝ	Social media						
	Offline app						
050 2002	QR code						

41. You'll see the 'Link copied' label when you've clicked on the Copy Link button.

The Greatest Poll Ever Made Y								
Survey Workflows Distributions Data & Analysis Reports								
Pause response collection								
E Distribution summary	Get an anonymous survey link							
P Anonymous link	Paste this reusable link into emails or onto a website; it can't be tracked, and can't be used to identify respondents							
🗹 Emails	https://hanovercollege.qualtrics.com/jfe/form/SV_0Te4seSJ6HRSSkC							
Personal links	A Read-only ✓ Link copied Copy this link							
🗞 Social media								
G Offline app								
QR code								
. ✓ Downloads								

42. You can copy this link onto a website, a Moodle class, a document or into an email. Here, I'm sending the survey out through a link in an email to Joe Student.

$\triangleright$	То	O <u>Student</u> , Joe;
Send	Cc	
	Bcc	
	Subject	Invitation to take the Greatest Poll Ever

Joe,

On behalf of the New Yorker Magazine, I'd like to invite you to take the Greatest Poll Ever. The results of this poll promise to shake the very foundations of our society and usher in a time of peace, wisdom, wealth and tranquility for humankind.

Afterward, for your troubles, you'll also be receiving a separate email with a \$5 Starbucks card.

Here is a link to the survey: https://hanovercollege.qualtrics.com/jfe/form/SV\_0Te4seSJ6HRSSkC

Best,

Vernon T.C. Havisham Managing Editor New Yorker Condé Naste Magazines

### Getting the Results

43. Click on **Data and Analysis** to view responses to the survey. Since we used Anonymous Link, we cannot piece together what response was Joe Students and which was someone else's.

MX	$\mathbb{M}$ $\equiv$ The Greatest Poll Ever Made $\checkmark$					
Survey	Workflows Distri	butions Data & Analysis Reports				
<b>ata</b> ⊺∈	ext iQ Weighting	Here are the scores	from each test.			
Add Filter v anonymous Response Quality COOP						
With Selected $\checkmark$ Page 1 of 1 $\checkmark$ > L Export & Import $\checkmark$ Edit $\checkmark$ Tools						
	Recorded Date	Q2 - If I had to describe an orange with one adjective, that word would be:	Q1 - Do you think that you'll ever have a cat as a pet?	Q3 - Have you ever been to Indianapolis?	Actions	
	Oct 22, 2021 11:10 AM	orange	Definitely yes	Yes	~	
	Oct 22, 2021 11:07 AM	round	Definitely not	Yes	~	
	Oct 22, 2021 11:06 AM	Round	Definitely yes	Not really sure	~	
	Oct 22, 2021 9:47 AM			Not really sure	~	

44. The **Tools** menu gives you some options for what you can compile and analyze.

XM	The Greatest F	Poll Ever Made 🗸			
Survey	Survey     Workflows     Distributions     Data & Analysis     Reports     Tools will also allow you to       Survey     Workflows     Distributions     Data & Analysis     Reports     make changes to the data or how is displayed in the survey				
Add Fil	lter 🗸			Response Quality (100%)	Recorded Responses 4 Responses in Progress 0
With S	elected ~	< 1	Page 1 of 1 ~ >	L Export & Import →	Edit Tools ~
	Recorded Date	Q2 - If I had to describe an orange with one adjective, that word would be:	Q1 - Do you think that you'll ever have a cat as a pet?	Q3 - Have you ever been Indianapolis?	Delete Custom Field
	Oct 22, 2021 11:10 AM	orange	Definitely		Save Layouts > Delete Data >
	Oct 22, 2021 11:07 AM	round	Select All Definitely Survey Metadata	>	Choose Columns > Select Page Size >
	Oct 22, 2021 11:06 AM	Round	Definitely Embedded Data	>	~
	Oct 22, 2021 9:47 AM		<ul> <li>Q1 - Do you think the pet?</li> <li>Q2 - If I had to dess adjective, that work</li> </ul>	hat you'll ever have a cat as a cribe an orange with one	~
			Page 1 of 1 > >	been to Indianapolis?	ENIG 1:18 PM

45. The tick boxes to the left of the screen enable you to pick which responses to include in reports and visualizations. Click on the topmost box to create a report that visualizes data from all of the responses.

Use the Export or Import button to export or import data. The menu offers several different ways of doing this. We'll click on the first one listed – **Export Data**.

		· · · · -				-	-
XM	The Greatest F	Poll Ever Made 🗸	Not to state t	Not to state the obvious, but		? Q	R
Survey	Workflows Distrik	outions Data & Analysis Reports	Export and I				
Data Tex	kt iQ Weighting		export you	r survey data			
Add Fil	iter 🤟			Response Quality 100%	Recorded	l Response	es 4 ess 0
With S	Tick tł elected ↓ from each	ne topmost box to display data all respondents. This will tick < 1 of the individual responses.	Page 1 of 1 ~ >	Export & Import ~	Edit	کر Toc	ols ~
×	Recorded Date	Q2 - If I had to describe an orange with one adjective, that word would be:	Q1 - Do you think that you'll ever have a ca as a pet?	Import Data	n to	Action	IS
X	Oct 22, 2021 11:10 AM	orange	Definitely yes	<ul> <li>Response Export Automation</li> <li>Response Import Automation</li> </ul>		~	
×	Oct 22, 2021 11:07 AM	round	Definitely not	Manage Previous Downloads		~	
×	Oct 22, 2021 11:06 AM	Round	Definitely yes	Not really sure		~	]
X	Oct 22, 2021 9:47 AM			Not really sure		~	]
		<	Page 1 of 1 🗸 🔿				

46. There are a variety of formats that you can use to export the data. We'll click on **Excel** and then click the **Download** button.

XM	The Greatest Pol	l Ever Made 🗸		? L C
Survey	Workflows Distribut	ons Data & Analysis	Reports	
Data Te	at iQ Weighting		Download a data table  1. Choose the format  Response Quality 0000	ed Responses 4
	ielected ~		CSV TSV Excel XML SPSS Google Drive User-submitted files Comma separated values This is a .csv file that can be imported into other programs. Each value in	Tools ~
	Recorded Date	Q2 - If I had to describ V	the response is separated by a comma and each response is separated by a newline character. If your responses contain special characters and you will open this export in Microsoft Excel we recommend using the TSV export. Quatrics CSV exports use ILTE-8 encoding which Excel will not	Actions
	Oct 22, 2021 11:10 AM	orange	open correctly by default. Learn more	~
	Oct 22, 2021 11:07 AM	round	Download all inelds     Use numeric values     Ves     Use choice text	~
	Oct 22, 2021 11:06 AM	Round	2. Not really sure	~
	Oct 22, 2021 9:47 AM		More options Clase Download Not really sure	~

47. Here is the poll data downloaded to an Excel sheet.

In Excel, if you see hashtags or number signs in a cell, the data is too large for the current size of the cell. Just pick one of the borders of the cell (like the right edge of B and C in the circle below) at the very top of the table and move it right to expand the size of the cell. At a certain point, they'll become legible characters.

А	utoSave 💽 🕅 📙	] ∽ ୯ · <del>-</del> Th	e Greatest Po	oll Ever Made	_October 22	, 2021_11.2	3 - Protect	ed View 👻 🔎 S	earch (Alt+Q)		R	teiley Noe 🌘			o /×	
Fi	e Home Ir	nsert Page Layout I	Formulas	Data	Review	View	Developer	Help					🖻 Sh	are 🛛 🖓 C	omments	
Û	PROTECTED VIEW	Be careful—files from the Int	ernet can co	ntain viruses	. Unless you	need to edi	t, it's safer to	o stay in Protected View.	Enable Editing							×
A1		× √ ƒx StartD	ate													~
	А	в	C	D	Е	F	G	н	I.	J	к	L	м	N	0	
1	StartDate	EndDate	Status	IPAddress	Progress	Duration	(Finished	RecordedDate	Responseld	Recipient	L Recipient	tF RecipientE	ExternalR	LocationLa	LocationL	
2	Start Date 📑	End Date 🔹	Respon *	IP Addr 🔻	Progres *	Duratio -	Finishe	Recorded Date	Response ID 🔹	Recipie *	Recipie	Recipie 👻	Externa *	Locatio 🝷	Locatio	
			Survey						R 2VQ1iWe0Zll3lU							
3	10/22/2021 9:45	10/22/2021 9:47	Preview		100	108	True	10/22/2021 9:47	w					38.7103	-85.4783	
				400.000.4												
4	10/22/2021 11:05	10/22/2021 11:06	iP Address	192.200.1 29.117	100	61	True	10/22/2021 11:06	R 25NNshXkJ3ZilPG					38.7103	-85,4783	
	,,	,,						,,	,,,,,,, _							
			IP	192.200.1					R_2Y2O8Wc6w9cLB							
5	10/22/2021 11:07	10/22/2021 11:07	Address	29.163	100	17	True	10/22/2021 11:08	7f					38.7103	-85.4783	
			IP	192.200.1					R 3essUXxaNEaPVz							
6	10/22/2021 11:09	10/22/2021 11:10	Address	29.163	100	28	True	10/22/2021 11:10	0					38.7103	-85.4783	
7																
8																
9 10		If yo	ou see	the var	ious nu	umber	signs o	or hastags, jus	t move the							
11		6	excel s	heet co	lum to	the le	ft and	a number will a	appear.							
12																
13																

## **Reports**

48. There are many options to the reports available to Qualtrics, but we'll look at only some very basic options. At the end of this document, you'll find more information on more advanced reporting options.

XM = The Greatest Poll B	Ever Made 🗸						(	? 🗘 R
Survey Workflows Distribution	ns Data & Ana	lysis Reports						
Results Reports								
Report: Default Report ~ Add f	Filter 🗸						Share Report	ort v
✓ Add Report Breakout ~	Q_Recaptcl	naScore					1	Page Options 🗸
<b>Q</b> Search Questions								
+ Create Custom Page	#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
O_RecaptchaScore	1	Q_RecaptchaScore	1.00	1.00	1.00	0.00	0.00	3
• Q1 - Do you think that you'll ever have a cat as a pet?								
Q2 - If I had to describe an orange with one adjective, that word would be:			4	Add Note	dd Visualization			
• Q3 - Have you ever been to Indianapolis?								
							FA	1-25 DM

### 49. Each survey question has its own page complete with a visualization of the data from the survey.

Report: Default Report ~ Add R	er v			Share Report ∨
✓ Add Report Breakout ~	T Back t	о Тор		
Search Questions     Create Custom Page	Q1 - Do you think that you'll ever have a cat as a pet?			Page Options 🗸
entries entries entries Q_RecaptchaScore	<b>v</b> A			:
• O1 - Do you think that you'll ever have a cat as a pet?	Definitely not			
A Q2 - If I had to describe an orange with one adjective, that word would be:	Probably not 			
• — Q3 - Have you ever been to • — Indianapolis?	Probably yes			
	Definitely yes	0.8 1 1.2	1.4 1.6	1.8 2 2.2
	# Field	Minimum Maximum	Mean Std Deviation	Variance Count

50. Beneath each visualization is data about each question.

Report: Default Report ~ Add Filt	~							Share Report	t v	~
✓ Add Report Breakout ✓	#	Field	T Back to Top	Minimum	Maximum	Mean	Std Deviation	Variance	Count	
Search Questions     Create Custom Page	1	Do you think that you'll ever have a cat as	s a pet?	1.00	5.00	3.67	1.89	3.56	3	l
enter of the second sec										
Q1 - Do you think that you'll ever have a cat as a pet?		I	Beneath the th	e graph is e respons	data abou es	it				J
<b>A</b> Q2 - If I had to describe an	# Field								Choice Count	
word would be:	1 Definitely no	t							33.33% 1	
• _ Q3 - Have you ever been to	2 Probably no	t							0.00% 0	
Indianapolis?	3 Might or mig	ht not							0.00% 0	
	4 Probably yes	5							0.00% 0	
	5 Definitely ye	S							66.67% <b>2</b>	
									3	
				Showing rows 1	- 6 of 6					

51. You can export the information on each page in a variety of formats.

Report: Default Report V Add F	ilter v			€. 0	Share Report ~
✓ Add Report Breakout ~		T Back to Top	Page options a in a	allows you to export t variety of formats.	the page
Q Search Questions	Q1 - Do you think that you'll ever have a cat	t as a pet?			Page Options 🗸
Protecte Custom Page				PDF Document	Export Page As > Move to Top Move to Bottom
• Q1 - Do you think that you'll ever have a cat as a pet?	Definitely not			CSV (Comma Separated)	Hide Page
A Q2 - If I had to describe an orange with one adjective, that word would be:	Probably not				
• _ Q3 - Have you ever been to Indianapolis?	Might or might not  Probably yes				
	Definitely yes				
	0 0.2 0.4	0.6 0.8	1 1.2	1.4 1.6 1.8	2 2.2
	# Field	Minim	um Maximum	Mean Std Deviation	Variance Count

52. The Default Report menu allows you to create new reports using the data from the survey or to copy reports.

Survey Workflows Distributio	ns Data & Analysis Reports											
Results Reports  Form: Default Report ➤ Add  Add  Create New Report  Copy Report	kport     Add F) * Use to copy or create   reports. Add the name of the   reports. Add the name of the     New Custom Page   survey to search   * Report   * Add Note   * Add Note											
New Custom Page				+ Add Note + Add	Visualization							
Q_RecaptchaScore												
• _ Q1 - Do you think that you'll ever • _ have a cat as a pet?	Q_RecaptchaScore							Page Options $\lor$				
A Q2 - If I had to describe an orange with one adjective, that word would be:	-	Field	Minimum	Maximum	Mean	Stri Deviation	Variance	Court				
• — Q3 - Have you ever been to • — Indianapolis?	1	Q_RecaptchaScore	1.00	1.00	1.00	0.00	0.00	3				
				+ Add Note + Add	Visualization							
	Q1 - Do you think that you	'll ever have a cat as a pet?						Page Options 🗸				

53. Down the left hand side, you can click on a tab to open up a visualization corresponding to each question.

$\epsilon  ightarrow arepsilon$ in the hyperpole in the second	anovercollege.qualtrics.cor	n/results/?surveyId=SV_0	e4seSJ6HRSSkC#/surveys/	SV_0Te4seSJ6HRSS	C/containers/61	72f0e0141dca000f8e70	)f3/pages/Page_2f	b59e2f-1962-4ec1-950	d-89dc2edc2 🍳 🕁	😗 🗯 😩 E
Report Default Report - Add F	ilter v								< St	are Report 🗸 🗘 🗸
- Add Report Breakout -	Q1 - Do you think that you	u'll ever have a cat as a pe	?	¥ Back	to Top					Page Options ~
Search Questions	Î î									1
+ Create Custom Page	Definitely not									
New Custom Page	Probably not	Each que	stion has it'	s own pa	nae in t	he report	with visi	alizations	s of the data	a
Q_RecaptchaScore	u anter the state of the state	at page you	ı can drill do	own into	results	for that c	uestion	and add o	ther visuat	lizations.
Q1 - Do you think that you'll ever have a cat as a pet?	Probably yes									
A Q2 - If I had to describe an orange with one adjective, that	Definitely yes									
Q3 - Have you ever been to	•	0.2	0.4 0.6	0.8	1	1.2	1.4	1.6	1.8 2	2.2
Indianapolis?	].		ield		Minimum	Maximum	Mean	Std Deviation	Variance	Count
	1	Do you think that you'l	ever have a cat as a pet?		1.00	5.00	3.67	1.89	3.56	3
$\smile$										
										Choice
	# Field									Count
	1 Deminely hot									33.3376 1

54. The center of the page includes visualizations of the response data from the survey.

Report: Default Report - Add	Filter v								<	Share Report 🗸 🏹 🗸
🔸 Add Report Breakout 🗸				¥ Back	to Tep					
Q Search Questions		Visual	izations	and dat	a are fo	und in the	e center	of the pa	ae.	
+ Create Custom Page	Q1 - Do you think that y	you'll ever have a cat as a pet?							5	Page Options 🗸
New Custom Page										
O_ReceptcheScore										
Q1 - Do you think that you'll ever have a cat as a pet?	Definitely not									
A Q2 - If I had to describe an orange with one adjective, that	Probably not									
Q3 - Have you ever been to     Indiananolis?	Probably yes									
	Definitely yes									
	0	0.2 0.4	0.6	6.0	i	12	14	1.6	1.8 2	2.2
	-	Field			Minimum	Maximum	Mean	Std Deviation	Variance	Count
	1	Do you think that you'll ever have a	cat as a pet?		1.00	5.00	3.67	1.89	3.56	3
	# Field									Choice Count
	1 Definitely not									33.33% 1
	2 Prohably not									0.00% 0

55. By double-clicking on your visualization, you will open up a menu that will allow you to change the type of visualization for your data, or customize it's look.

🂁 Mail - Reiley Noe - Outlook	X XM Report   Qua	altrics Experience N	Mar × +									× -	8 ×
$\leftarrow$ $\rightarrow$ C $\cong$ https://h	hanovercollege.qualtrics.c	om/results/?sur	veyId=SV_0Te4	seSJ6HRSSkC#	/surveys/SV_	0Te4seSJ6HRSSk0	C/containers/6172f	0e0141dca000	f8e70f3/pages/Page	2fb59e2f-1962-4ec1	-950d-89dc2edc2.	Q 🖈 🔇 🗯	- 🖪 - E
Report: Default Report ~ Add	Filter v											Share Report	· •
\prec Add Report Breakout 🗸 🗸						¥ Back to	тер					Data Source	×
Q Search Questions												ever have a cat as a pet	? ~
+ Create Custom Page	Q1 - Do you think that y	you'll ever have a	a cat as a pet?							_	Page Options 🗸	Metric Default (Choice Count)	~
New Custom Page	¥ ^											Decimal Places	
(MIN) Q_RecaptchaScore	1										,	Breakout By	
Q1 - Do you think that you'll ever have a cat as a pet?	Defekely not								-			Default (None)	Ý
A Q2 - If I had to describe an orange with one adjective, that	Probably not	if you	double	e-click	on th	e visual	lizations	field,	the men	to the		Title	_
word would be:	the grant of magnet and	right	appea	rs. It v	will al	low you	i to cust	omize	visualiza	tions.		E Vaulitation	-
<ul> <li>Q3 - Have you ever been to Indianapolis?</li> </ul>	Proceeding yes												
	0	0.2	D.4	e.s	a.a	i	ú	ź4	1.6	sia à		Display Options	
												Descending v	
	,		Field			Minimum	Maximum	Mean	Std Deviation	Variance	Count	Horizontal ~	
	1	Do you think the	at you'll ever have a c	at as a pet?		1.00	5.00	3.67	1.89	3.56	3	Show Y Axis Truncate Labels	
												Show Bar Labels	
												Auto 🗸	
											Chaire	Color Palette	
	# Field										Count	Reverse Colors	~
	Definitely not     Probably not										33.33% 1	Axis Values	
Type here to sea	arch	H.		0	6	a 📘 a	2 🗳		-	35°F Sunny 🙆 🗓	] 📥 🤹 📾 💁 1	도 🔹 🕼 ENG 11:01	AM

56. The gear button will allow you to change the default for the report. The Share Report button will allow you to export the survey data in a variety of formats, such as PDF or Word document, as PowerPoint slides, or as CSV data.

Report: Default Report v Add F	iter v										<	Share Report V	<b>Q</b> ~
Add Report Breakout					+	Add Note	to Tep Add Visualization	Thes	e buttons share the	allow y report o	ou to r	Deta Source Q1 - Do you think that you ever have a cat as a pet? Metric	× 11
New Custom Page								to chan	ge your a reports in	Qualtrio	ispiay o cs	Default (Choice Count) Decimal Places Default (2)	
Q1 - Do you think that you'll ever have a cat as a pet?	Q1 - Do you think that	you'll ever have a	cat as a pet?								Page Options ~	Breakout By Default (None)	~
A Q2 - If I had to describe an orange with one adjective, that word would be:	Definitely so											Title Default - Click to edit	
Ga - Have you ever been to Indianapolis?	Probably not											ی Vousization	20
	Probably yes											Display Options Sort Bar Values Descending  Show X Axis	
	Definitely yes	0.2	D.4	a.s	a'a	i	12	i.i	1.8 1.8	ż	22	Horizontal  Show Y Axis Truncate Labels Show Bar Labels	
	*		Field			Minimum	Maximum	Mean	Std Devlation	Variance	Count	Show Legend	
	1	Do you think the	t you'll ever have a cat	: as a pet?		1.00	5.00	3.67	1.09	3.56	3	Horizontal Bars Color Palette  Reverse Colors Asts Values	· ·

57. You can further filter your data by using the Add Filter's button to the left. This could be metadata, like start date, IP address, duration or response ID (among others) or by contact information, like name or email address (among others), if applicable.

XM = The Greatest I	Poll Ever Made 🗸							? 🗘 🔋
Survey Workflows Distri	butions Data & Analysis Reports							
Results Reports								
Report: Default Report V	Add Filter 🗸		Use	the Add filte	rs button		Show the second seco	nare Report 🗸 🗘 🗸
🕂 Add Report Breakout	۹.		to f	urther filter	your data			Page Options 🗸
Q Search Questions	Saved Filters	Manage Filters						
+ Create Oustrom Page	Survey Metadata Contact Fields	>						
	Embedded Data	>		+ Add Note + Add	Visualization			
New Custom Page	Q1 - Do you think that you'll ever have a cat pet?	t as a						
etteri etteri etteri	Q2 - If I had to describe an orange with one adjective, that word would be:							
• Q1 - Do you think that you'll • have a cat as a pet?	Q3 - Have you ever been to Indianapolis?							Page Options 🗸
A Q2 - If I had to describe an								
orange with one adjective, that word would be:								
Q3 - Have you ever been to	#	Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count
Indianapolis?	1	Q_RecaptchaScore	1.00	1.00	1.00	0.00	0.00	3
				+ Add Note + Add	Visualization			
	Q1 - Do you think that you'l	l ever have a cat as a pet?						Page Options 🗸

58. If you have an active survey, notice the bell icon in the upper right when you log in. This is the notifications area. This will let you know if you have had some new survey results come through. Clicking on it will clear out the Red or Blue notifications. For more information on the notifications area, look at this link.

🗧 🔶 C 🔋 https://hanovercollege.qualtrics.com/results/?surveyid=SV_0Te4seSJ6HRSSKC4/surveys/SV_0Te4seSJ6HRSSKC/containers/617210e0141dca00018e7013/pages/Page_2fb59e2f-1962-4ec1-950d-89dc2edc2 🍳 🖈 🚯 🧎 🔛							
XM = The Greatest Poll Ever Made v							
Survey Workflows Distributions Data & Analysis Reports The bell notifies you of							Reiley Noe
Results Reports responses							Hanover College   Hanover College: UW
Report Default Report - Add Filter -							Notifications
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<ul> <li>Q2 - H1 hed to describe an orange with one adjustme, that word mould be:</li> <li>Q3 - Hane you ever been to Indianapolit?</li> </ul>	2 2 Q1 - Do you think that you'll en	Field Q_fiecapetholicore ver have a cat as a:pet?	500 Minimum 100	Mainum 1.00 I Add Note I Add	New 1.00 Weattactor	Stil Deviation	DVC 11112AM

<u>Qualtrics Basic Walkthrough</u> – Wagner College.