

Using Qualtrics for creating Web-Based Surveys

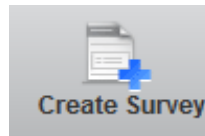
Log into Qualtrics

1. Visit <http://websurveys.bentley.edu>
2. Log in using your Bentley e-mail address and network password

Create survey

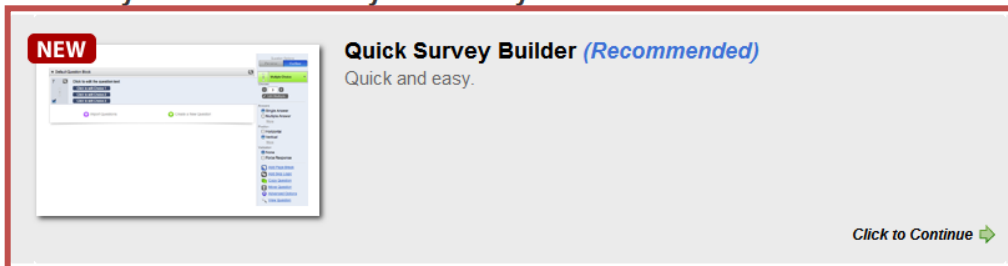
Step 1 – Creating a survey

Click on the **Create Survey** button.



You will be prompted with a screen “How do you want to build your survey?”. Select the **Quick Survey Builder (Recommend)** option

How do you want to build your survey?



Fill out the **survey name**, select a folder for the survey (optional), click on **Create Survey**.

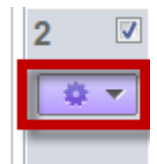
Step 2 – Adding questions

Click on the **green plus sign** (Create a new question)



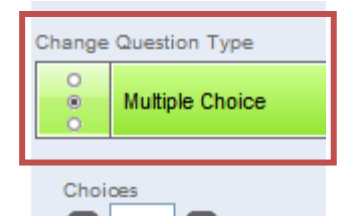
Click in the box next to the question number to begin writing the survey question.

To format the question text (bold, italicize, underline) or add images to your question, click on the purple colored **Advanced Question Options** button (found right under the question number) and then click on **More Advanced Options**



To select a question type, use the right-hand side menu which offers a variety of question types and a preview for each question type.

You may select a different type of question by clicking on the drop down arrow under Change Question Type.



You may also change the number of question choices by clicking on the – or + symbol underneath Statements.

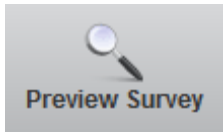
You may select answer types: Single Answer, Multiple Answer, or Dropdown List (click on More to get the dropdown option)

To learn more about different question types, visit

http://www.qualtrics.com/wiki/index.php/Question_Types_for_Building_Great_Surveys

To add more questions, click on the **green plus sign** (Create a new question)

You may preview your survey at any time by clicking on the Magnifying Glass: **Preview Survey** button on the top of the page.

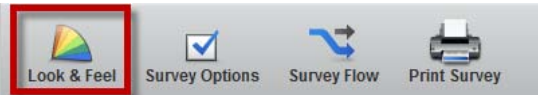


Step 5 – Account welcome page

Once you are finished with the survey click the **My Surveys** tab to go back to your **account welcome page** which lists all the surveys that you have created.

Look and feel of survey

To change the look and feel of the survey, click on the Look and Feel button up at the top,



You have five different the themes to choose from.

A screenshot of the "Survey Look And Feel" configuration window. It features a header and footer text area, next and previous button text fields, and a progress bar dropdown. Below these are dropdowns for "Look and Feel Library" (set to Bentley) and "Type" (set to Multiple Questions Per Page). A large grid of five theme preview cards is shown, with a red box around them and a text box that says "Themes you can choose to apply to your survey". The themes are Bentley, Plain, Plain Logo, Bentley V2, and Bentley V3. At the bottom are "Cancel" and "Save Changes" buttons.

Survey Distribution

To get a link to the survey, you will need to **activate** your survey. On the account welcome page, find the Active column and place a check mark next to the survey name that you would like to activate.

★	Active	Name	Response
★	<input checked="" type="checkbox"/>	TechTalk2008 Modified on: Nov 12, 2008	1
★	<input type="checkbox"/>	AndOne Modified on: Nov 11, 2008	0

Once a survey is made active, you will see a green check box next to your survey on your welcome page.

To distribute your survey, click on the **Distribute Survey** tab.

The link to the survey will now be displayed for you to copy and paste into an e-mail message (make sure the survey link button is selected)

