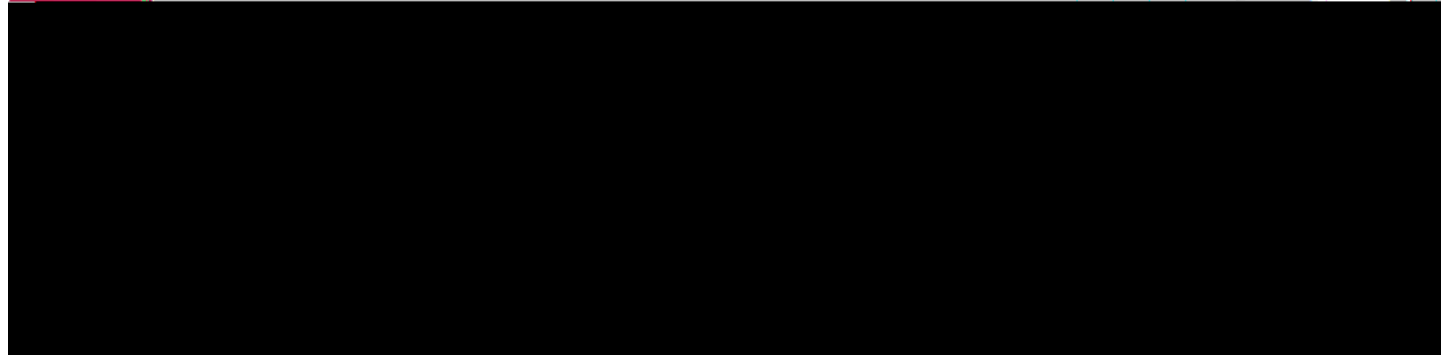


Qualtrics Training for Staff and Managers
Christoph Maier ARL Coordinator
June 23, 2010 from 11 am 12 pm

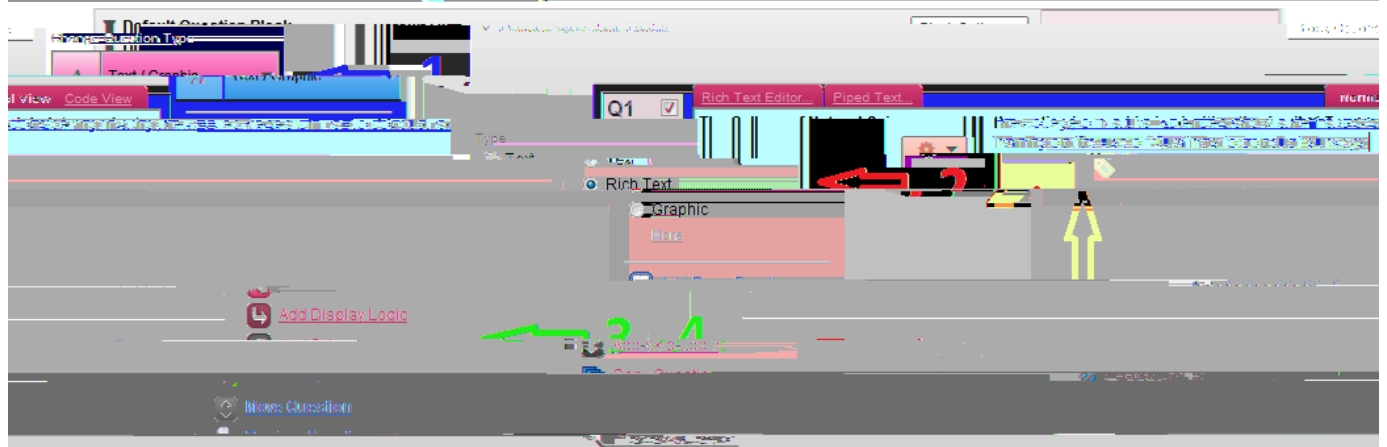
Part 1 www.qualtrics.com



Part 2 Creating and editing surveys: item # 1

Edit Survey

Invitations for Staff - Example Survey



Note	Description
1	
2	
3	
4	

Part 2 Creating and editing surveys: item # 2

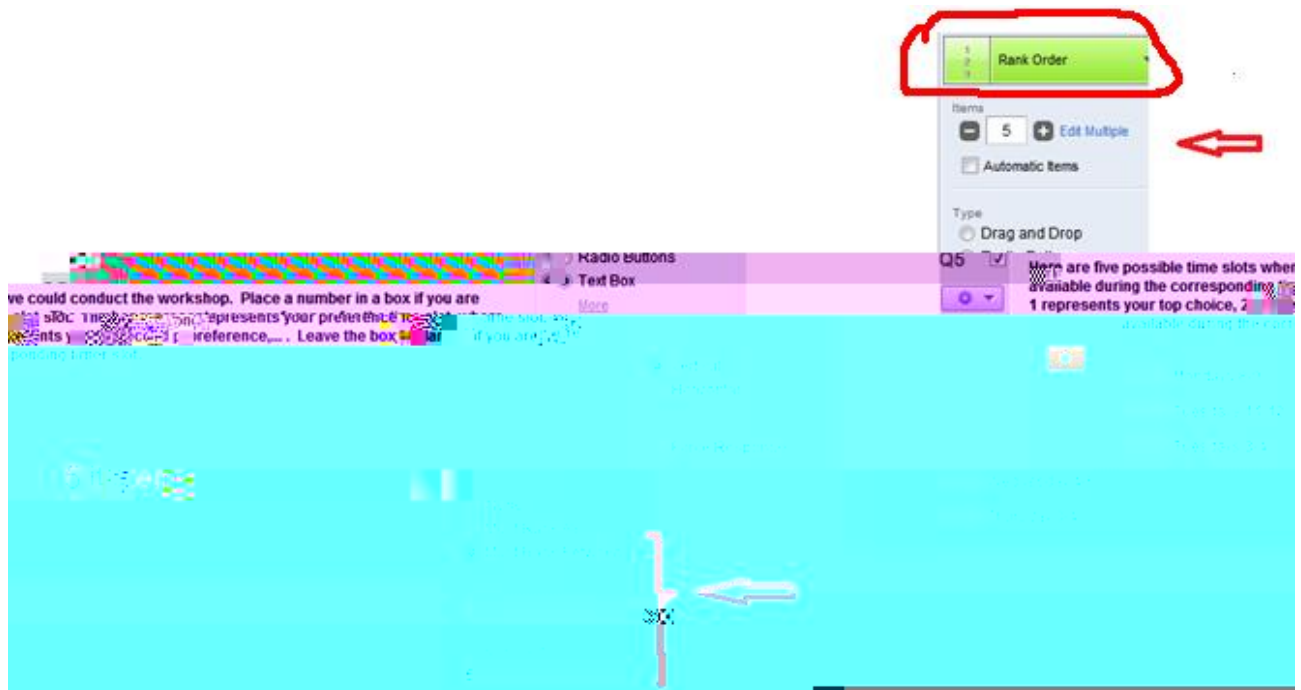
Part 2 Creating and editing surveys: item # 3

Note	Description

Part 2 Creating and editing surveys: item # 4



Part 2 Creating and editing surveys: item # 5



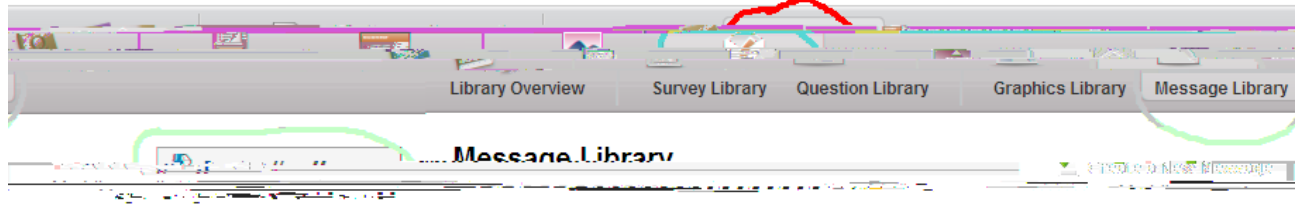
Part 3 Setting up the email panel

Can send out surveys through
email and put the survey link in the message,
Qualtrics using a panel of email addresses.

Email addresses

Part 4 Setting up the email messages

Create your invite message, then copy as a reminder message. Also create the end-of-survey messages.



When you click on the "Create a New Message" button, you will see:

Follow this link to the Survey:

`#{!://SurveyLink?d=Take the Survey}`

Or copy and paste the URL below into your internet browser:

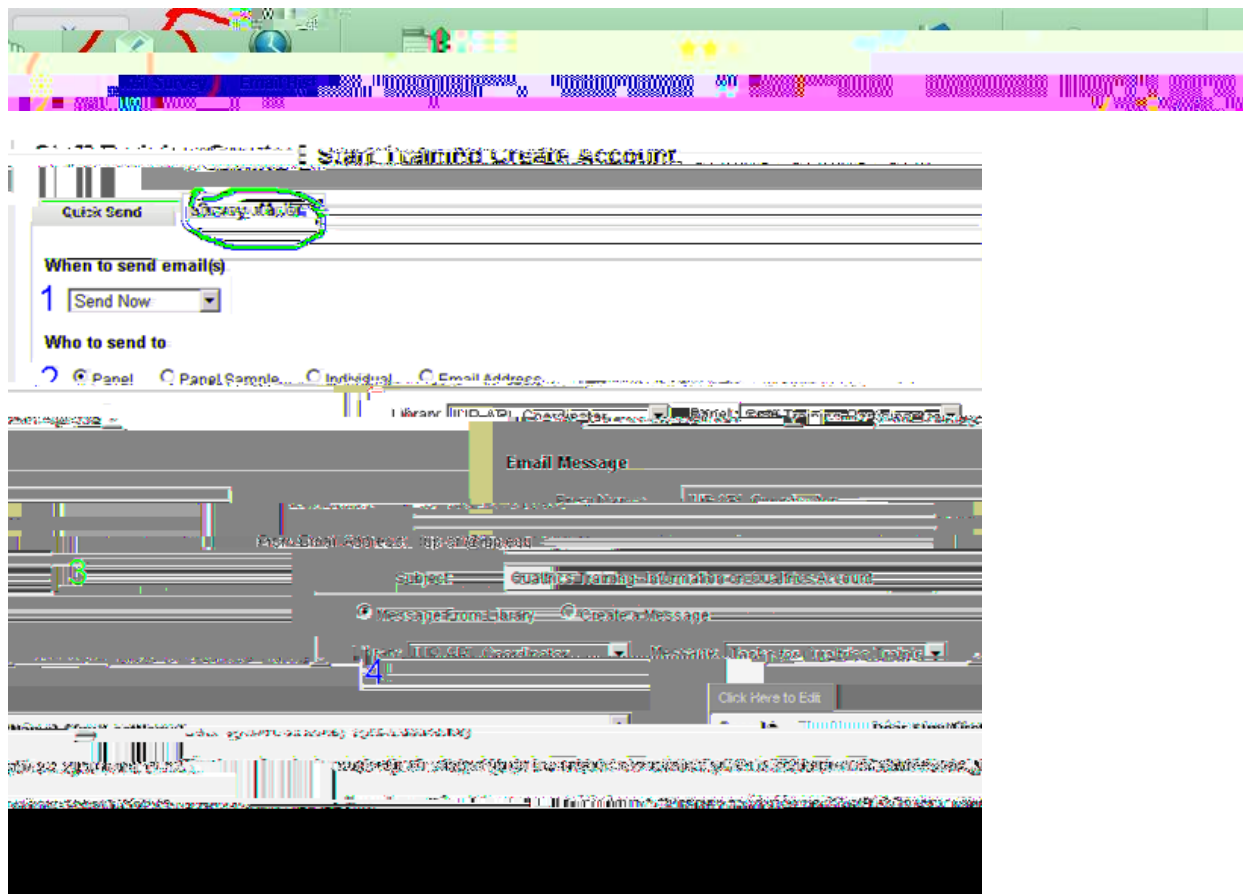
`#{!://SurveyURL}`

Follow the link to opt out of future emails:

`#{!://OptOutLink}`

Do not change the parts that are colored in red!

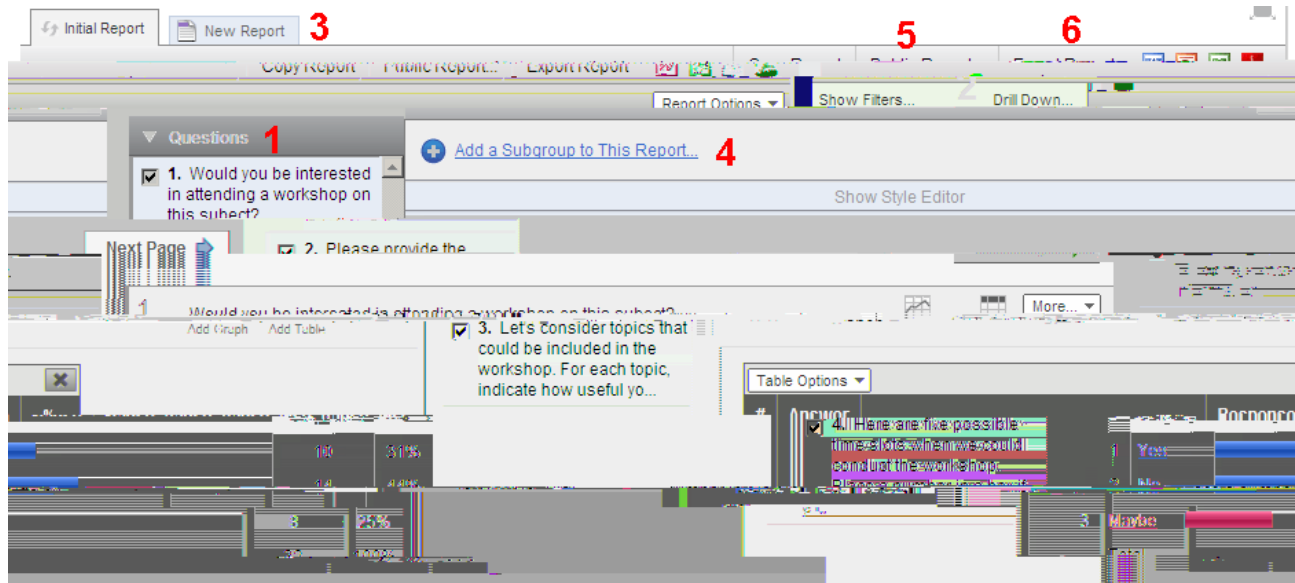
Part 5 Distribute Survey Sending out the message



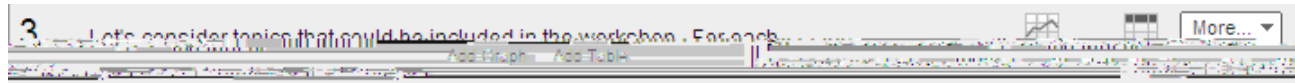
Part 6

View Results

Looking at Results



First Name	Last Name	Email Address	Phone Number	Department	First Name
Dan	Streams	dan.streams@iup.edu	724-357-0101	Mathematics	Dan
Ann	Moon	ann.moon@iup.edu	724-357-2021	Chemistry	Ann



Question	Very Useless	Useless	Useful	Very Useful	Responses	Mean	#	Question
1	5	2	4	6	17	2.65	1	Writing a
2	6	6	4	1	17	2.00	2	Sending
3	6	2	5	3	17	2.20	3	Appreci

4. Here are five possible time slots when we could conduct the workshop.

Please search online to find out if you are available during the proposed time slots. Please email your response to the course coordinator, Dr. [Name], by [Date].

Time Slot	Days	Time
1	Mondays	8-9
2	Tuesdays	10-12
3	Tuesdays	1-3
4	Wednesdays	8-9
5	Thursdays	1-4

