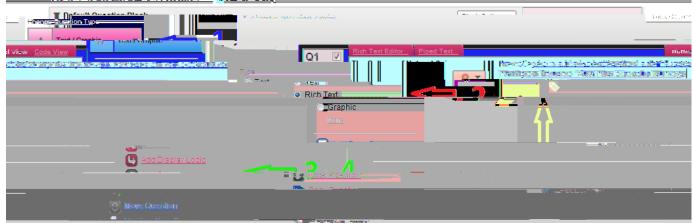
Qualtrics Training for Staff and Managers Christoph Maier ARL Coordinator June 23, 2010 from 11 am 12 pm

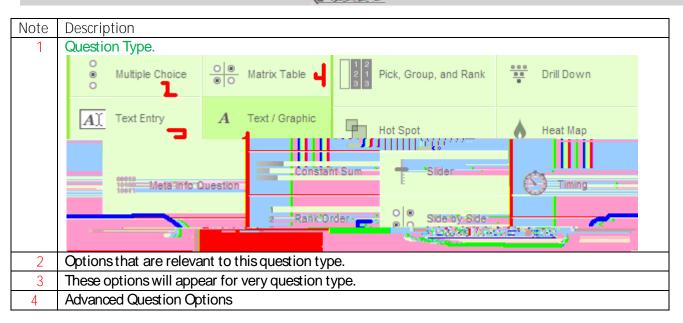
Part 1 www.qualtrics.com

Part 2 Creating and editing surveys: item # 1

Edit Survey

Invitations for Staff-Example Survey

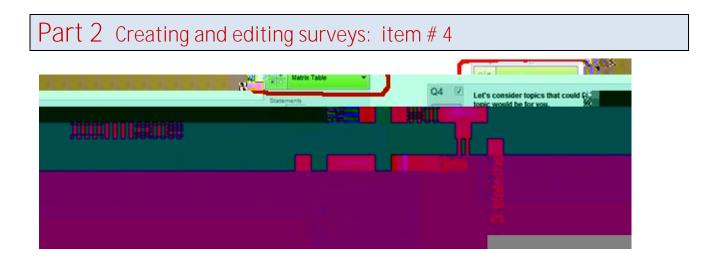




Part 2 Creating and editing surveys: item # 2

Part 2 Creating and editing surveys: item # 3

Note	Description
1	Question Type
2	



Part 2 Creating and editing surveys: item # 5 Rank Order 0 5 🖸 Edt Mutiple Automatic tems Type Drag and Drop Q5 🖓 Radio B Here are five possible time slots whe available during the corresponding in 1 represents your top choice, 2 A J Text Box ve could conduct the workshop. Place a number in a box if you are silor. Instance to the presents your preference in the second se 0 -More rej e - terçit *

Part 3 Setting up the email panel

Can send out surveys through

imail and put the survey link in the message, Qualtrics using a panel of email addresses.

Email addresses

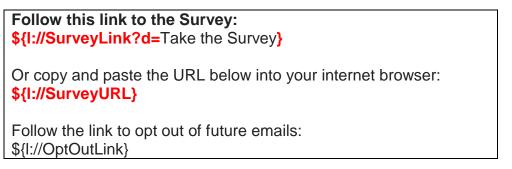
Part 4

Setting up the email messages

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

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	Library Overview	Survey Library	Question Library	Graphics Library	Message Library
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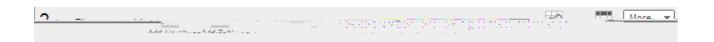
When you click on the "Create a New Message" button, you will see:



Do not change the parts that are colored in red!

Part 5 Distribute Survey Sending out the message
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Part 6 View Results Lo	ooking at Results
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n	Very Useless	Useless	Useful	Very Useful	Responses	Mean		#	Question
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4. Here are five possible time slots when we could conduct	
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