

Qualtrics

Qualtrics is a provider of Online Survey Software. UF recently signed a contract with Qualtrics making the software available free to all UF Faculty, Staff, and Students.

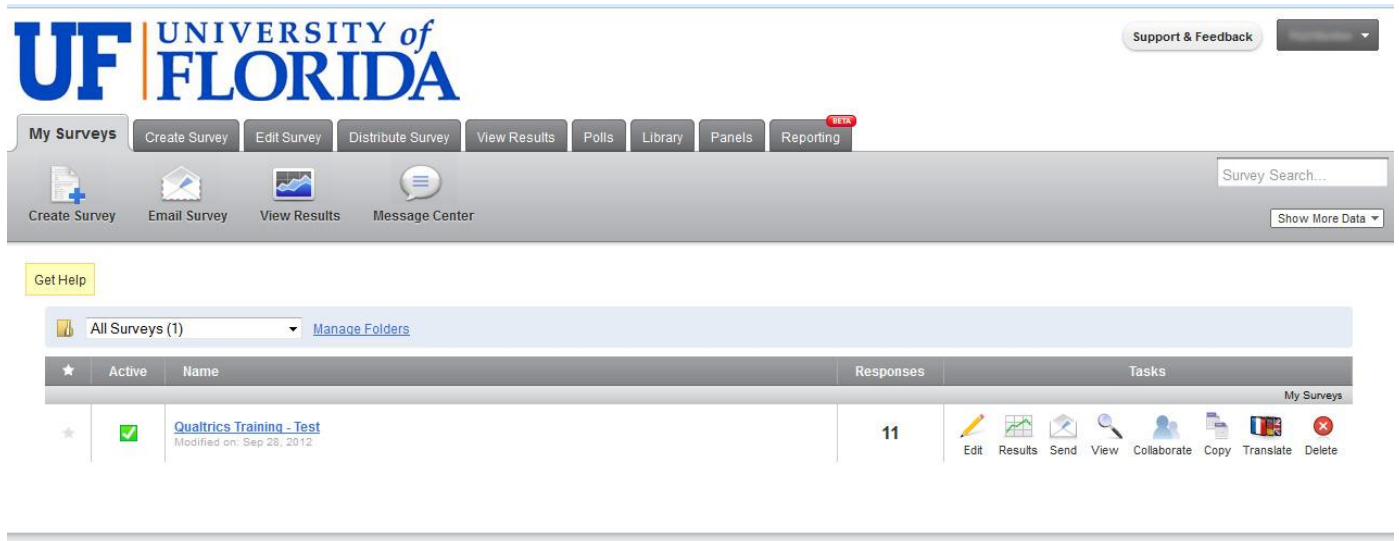
To access Qualtrics, begin by navigating to UF's e-Learning Support Services webpage, www.lss.at.ufl.edu. The *Research Tools* tab at the bottom of the page has a login link for the Qualtrics software:

The screenshot shows the University of Florida e-Learning Support Services webpage. The header includes 'UF | e-Learning Support Services' and 'University of Florida'. The main navigation bar has 'Home', 'Services', 'Training', 'Help', and 'Message Us'. The sidebar on the left contains sections for 'e-Learning Login', 'Faculty Links', 'Student Links', 'Learning Support Services', and 'External Sites'. The main content area includes 'Announcements', 'Teaching Tools', and 'Research Tools'. The 'Research Tools' section lists 'Qualtrics (Online Survey Software)' with a highlighted 'Login' button.

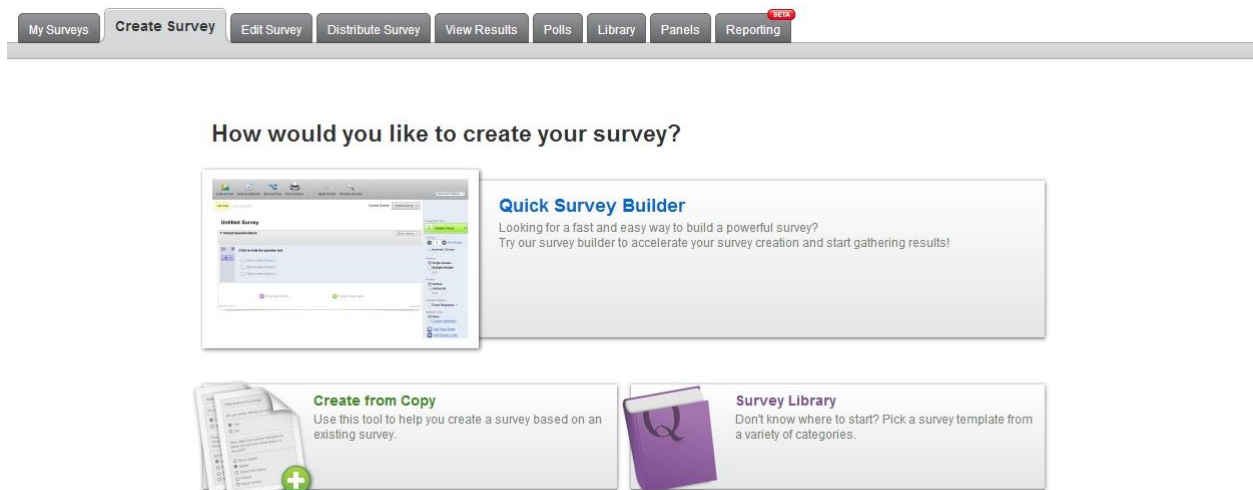
After clicking this link, you will login with your Gatorlink ID and password.

Once you are logged in, Qualtrics will display its homepage (also known as the dashboard) for the software beneath the University of Florida logo. There

are nine tabs: My Surveys, Create Survey, Edit Survey, Distribute Survey, View Results, Polls, Library, Panels, and Reporting.



If you want to create a new survey, select the *Create Survey* tab. The *Quick Survey Builder* is a great place to start – it will help you build a survey quickly and effectively.

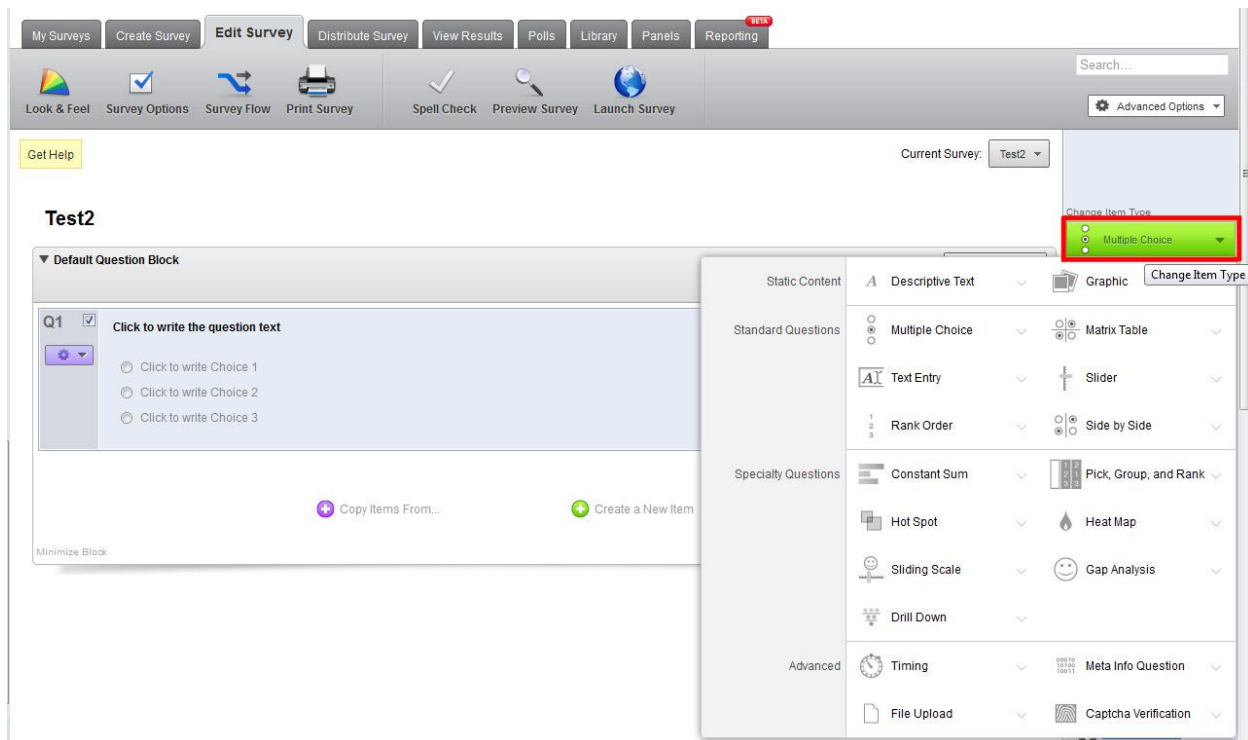


After creating and naming your survey, you can begin adding questions to your survey. To do this, simply press the green “plus sign” icon labeled “Create a New Item.”

Test2



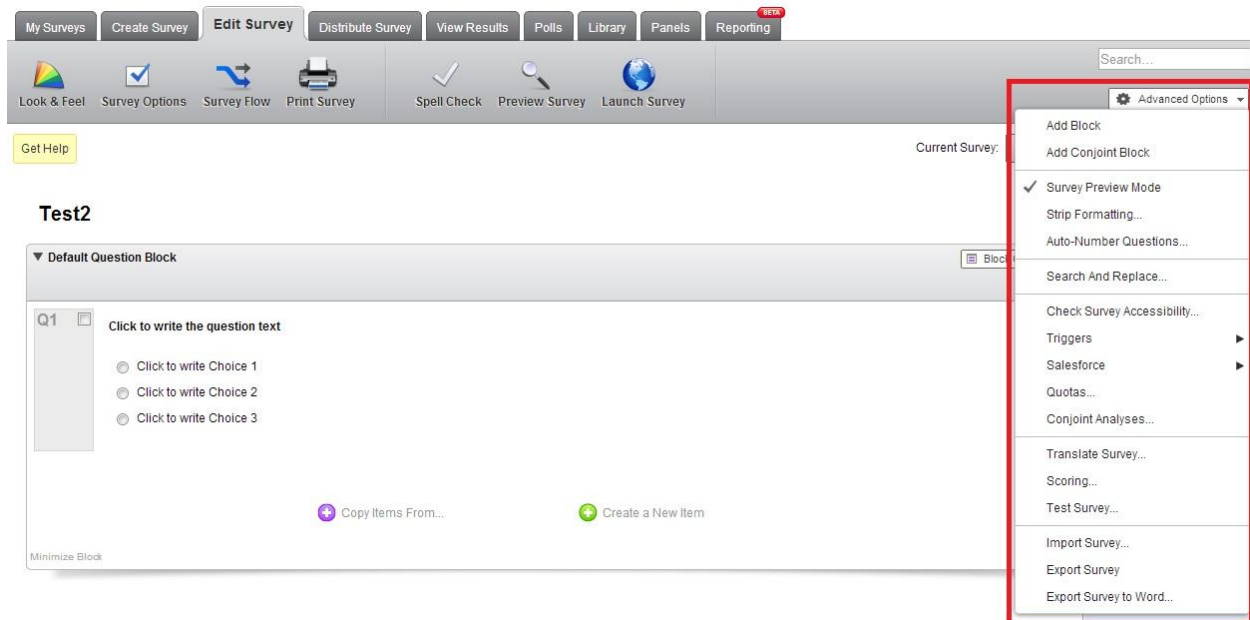
When a new question is created, the default question type is multiple choice. To use this question type, you can simply click on the field that says “Click to write the question text,” and fill in choices in the correct fields below. If you want to change the question type, you can do so by selecting the large green button on the right side of the screen:



This menu lists all of the possible question type in Qualtrics. As you can see, there are a broad range of question types that can be used to gather quantitative, graphical, and text responses.

When you have completed your survey, you can use the *Distribute Survey* tab to activate and create a public link for your survey. Advanced options in

Qualtrics allow the user to password protect surveys, associate participant's emails with their responses, and more.



Results can be viewed and analyzed in the *View Results* tab. Reports can be downloaded as .csv files to be viewed in Microsoft Excel or easily viewed on the Qualtrics webpage.

Our friend Andrew Kellenberger, College of Pharmacy Education Coordinator, has created a brief video to introduce Qualtrics and show some of its features in action:

<https://elearning2.courses.ufl.edu/access/content/user/andrew/Public%20Flash%20Content/qualtrics/results.html>

Qualtrics also provides some excellent training videos on their website at the following url:

<http://www.qualtrics.com/university/researchsuite/learn-qualtrics-in-5-steps>

If you have any questions about Qualtrics or would like further assistance, please don't hesitate to **contact Instructional Support!** We can be reached at:

[Instructional Support Website](#)

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