

QUALTRICS TIPS AND TRICKS

This document is intended to supplement Qualtrics' help resources with information specifically useful for Xavier users. Please refer to Qualtrics Webinars, "Research Success Kit" and "Help and Tutorials" link for comprehensive assistance.

A. Collaborating in Groups

1. In order to request a group in Qualtrics, where you can share access to surveys with multiple Xavier users, have all group members log in to Qualtrics at least once. Then [submit a request](#) with a Qualtrics Brand Administrator with the name of your group and the names of the persons who should be included.
2. Once your request has been fulfilled and your group has been created, follow Qualtrics' instructions on [collaboration](#).

B. Important Tips

1. Once your survey is launched, you will no longer be able to change anything on the survey.
2. Qualtrics has a [reporting tool](#) that you can use to build reports and visualizations.
3. If you need more in depth data analyses than the options available online through Qualtrics, you can simply [download the survey data](#) to be imported into Excel, Access, SPSS, etc.

C. Additional Guidance

1. Sign up for a Qualtrics [Webinar](#) (offered weekly) for basic information on creating and distributing surveys, as well as building reports.
2. Refer to Qualtrics "[Research Success Kit](#)" for best practices in survey methodology.
3. For all topics not listed on this document, please visit Qualtrics "[Support](#)" link and use the search bar or navigate through the "Survey Platform" tab on the right side of the page.
4. If you are unable to find what you are looking for, email (support@qualtrics.com), call Qualtrics at 1-800-340-9194, or use the "[Contact Us](#)" form on the Qualtrics Support page.