**ESS Assessment - *Qualtrics Basics***

* **How to create an account**
	+ <https://oie.wwu.edu/qualtrics/>
* **Survey basics**
	+ <https://www.qualtrics.com/support/survey-platform/survey-module/survey-module-overview/>
	+ How to start a project
		- Projects > Create Project > Survey (only option w/WWU license)
	+ How to add and configure questions
		- “Add New Question” button
		- “Create New Question Below” (plus-sign) button
	+ How to use display/skip logic
		- Question Behavior in Edit question menu
* **How to distribute a survey**
	+ Distributions menu
		- <https://www.qualtrics.com/support/survey-platform/distributions-module/distributions-overview/>
		- Anonymous link
		- Emails
			* <https://www.qualtrics.com/support/survey-platform/distributions-module/email-distribution/emails-overview/>
* **How to export results**
	+ Data & Analysis menu
		- “Export & Import” for raw data
	+ Reports menu
		- Results tab – preconfigured
			* Select items, add visualizations
			* Guidance: <https://www.qualtrics.com/support/survey-platform/reports-module/results-section/reports-overview/>
		- Reports tab – build from blank
			* More advanced
			* Comparison: <https://www.qualtrics.com/support/survey-platform/reports-module/results-vs-reports/>
			* Guidance: <https://www.qualtrics.com/support/survey-platform/reports-module/reports-section/paginated-reports-overview/>
		- “Share Report” to download file
* **Need help?**
	+ Try Qualtrics support: <https://oie.wwu.edu/qualtrics/qualtrics-training-and-support/>
	+ Contact matt.bryant@wwu.edu for permissions and advanced support