**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](mailto:matt.bryant@wwu.edu) for permissions and advanced support