**ESS Assessment – *Qualtrics Advanced***

* **Workflows**: used to automate a process based on survey activity
	+ Can be used to:
		- Send an email (Basic Needs survey ex.)
		- Set a calendar appointment (Scheduling survey)
		- Receive notifications
		- Etc.
	+ Guidance: <https://www.qualtrics.com/support/survey-platform/actions-module/setting-up-actions/>
* **Data & Analysis**: used to analyze and export survey data
	+ Text IQ: used to code qualitative responses
		- Can search for text
		- Can assign codes
		- Can filter text by code
		- Guidance: <https://www.qualtrics.com/support/survey-platform/data-and-analysis-module/text-iq/text-iq-functionality/>
		- Note: advanced features not available under WWU license
	+ Stats IQ: used to do statistical analysis of response data
		- Expert training topic
		- Guidance: <https://www.qualtrics.com/support/stats-iq/getting-started-with-stats-iq/overview-stats-iq/>
	+ Crosstab: used to create a table of results
		- Pivot table function within interface
		- Compare responses based on other responses, metadata, embedded data
		- Can also apply filters to further disaggregate data
		- Guidance: <https://www.qualtrics.com/support/survey-platform/data-and-analysis-module/cross-tabulation/cross-tabulation-overview/>
	+ Weighting: used to change weights of fields to better reflect population
		- Expert training topic
		- Guidance: <https://www.qualtrics.com/support/survey-platform/data-and-analysis-module/response-weighting/>
* **Results**: generates a default report for analysis and export
	+ Overview provided in Basics Qualtrics training
	+ Report can be customized (visualizations, etc.)
	+ Report can be shared publicly (URL)
	+ Filters can create reports of disaggregated data
	+ Guidance: <https://www.qualtrics.com/support/survey-platform/reports-module/reports-section/paginated-reports-overview/>
* **Reports**: tool for generating a custom report for analysis and export
	+ Highly customizable
	+ Can include custom disaggregation within a single report
	+ Results vs Reports: <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/>
* **Need help?**
	+ Try Qualtrics support: <https://oie.wwu.edu/qualtrics/qualtrics-training-and-support/>
	+ Contact matt.bryant@wwu.edu