**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](mailto:matt.bryant@wwu.edu)