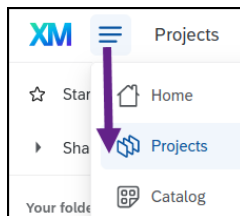


QUALTRICS: How to create a new survey

Begin by logging into the ISU licensed Qualtrics site. You will need an ISU netID and password to use this software. You can reach Qualtrics in several ways:

- Go to <https://iastate.qualtrics.com>
- Go to ISU home page, <https://www.iastate.edu/> > Index > Q > Qualtrics
- Go to ISU home page > Sign Ons > More Sign Ons > Qualtrics
- Go to ISU Homepage > Sign Ons > OKTA > login and add the Qualtrics app to your dashboard

Figure 1: How to access the projects page from the menu button.

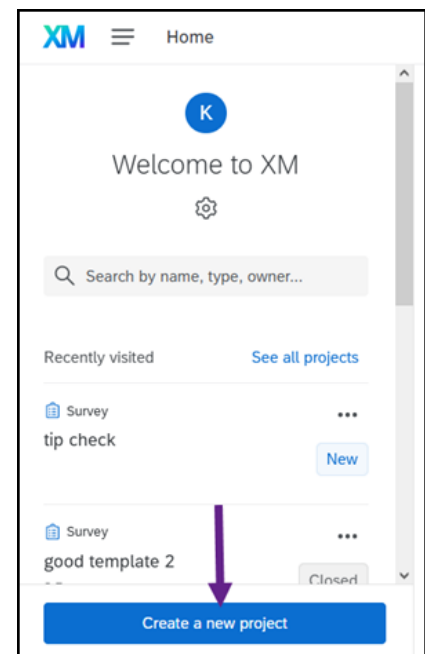


Note: Qualtrics opens on your [Home](#) page. You can create a new survey (also called 'project') from the Home page or by moving to your [Projects](#) page.

The **Projects** page lists all the surveys you own along with those which have been shared with you, in a folder-file structure you create.

To access your Projects page, click the 3 horizontal bars in the upper left corner and select Projects from the drop down menu.

Figure 2: Home Page



Creating a New Survey

You can create a new survey project from either the Home page or the Projects page. Both options take you to the “Create a project” screen.

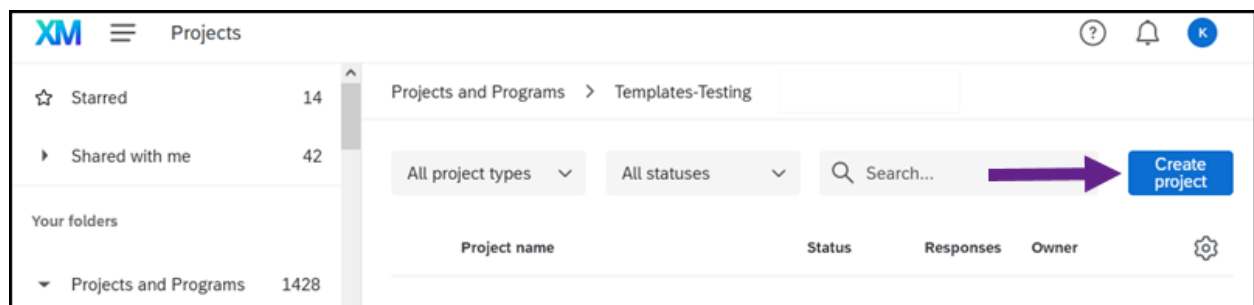
1a: Home Page

To create a new survey from the Home Page, click the blue “**Create new project**” button on the bottom of the left panel.

1b: Projects

To create a new survey from the Projects page, click the blue “**Create project**” button in the far upper right of the screen (you may need to widen your window to see the button).

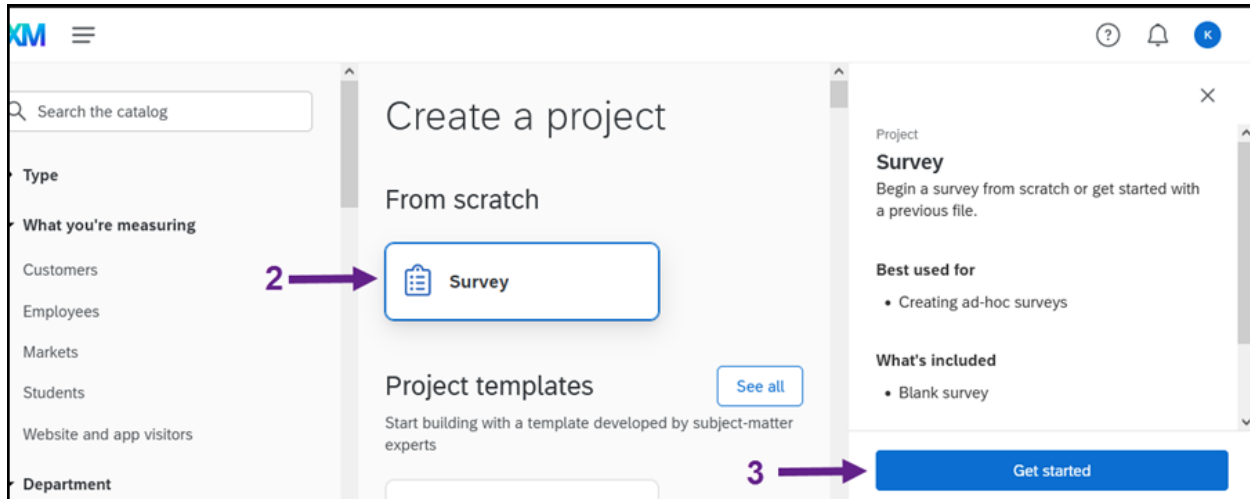
Figure 3: Projects Page



2. Under the heading “From scratch”, click “Survey”

3. A new panel appears on the right. Click the blue “Get started” button at the bottom of the panel.

Figure 4: Steps 2 and 3 shown on the “Create a Project” Screen.



4. Fill in the requested project details:

- Enter a name for the survey project
- Optional: Indicate which storage folder the new survey should be placed into
- Indicate whether you wish to start with a blank survey or with a copy of another project.
 - Typically start by creating a blank survey project.

5. Click the blue “Create project” button.

Your new Qualtrics survey project shell opens in edit mode. You can now add instructions, questions, a design template, and adjust the delivery and storage settings. Changes are saved automatically.

To return to a survey, login to Qualtrics. If you have only a few surveys, you may be able to access it by clicking its name on your Home page. However, if you have many surveys or have not recently used the one you wish to access, move to the Projects screen and find it in your master list of surveys.

Figure 5: Project details interface, where you follow steps 4 and 5.