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## How to Copy the LCSC Survey Bank

### Step 1

Log into Qualtrics. You will find a survey that is named LCSC Survey Bank – Copy to Use. If you do not have this survey and it has been over 5 business days since you have created your account, please contact the Associate Director of Institutional Research, Mercedes Pearson, at mdpearson@lcsc.edu in order to receive the survey.
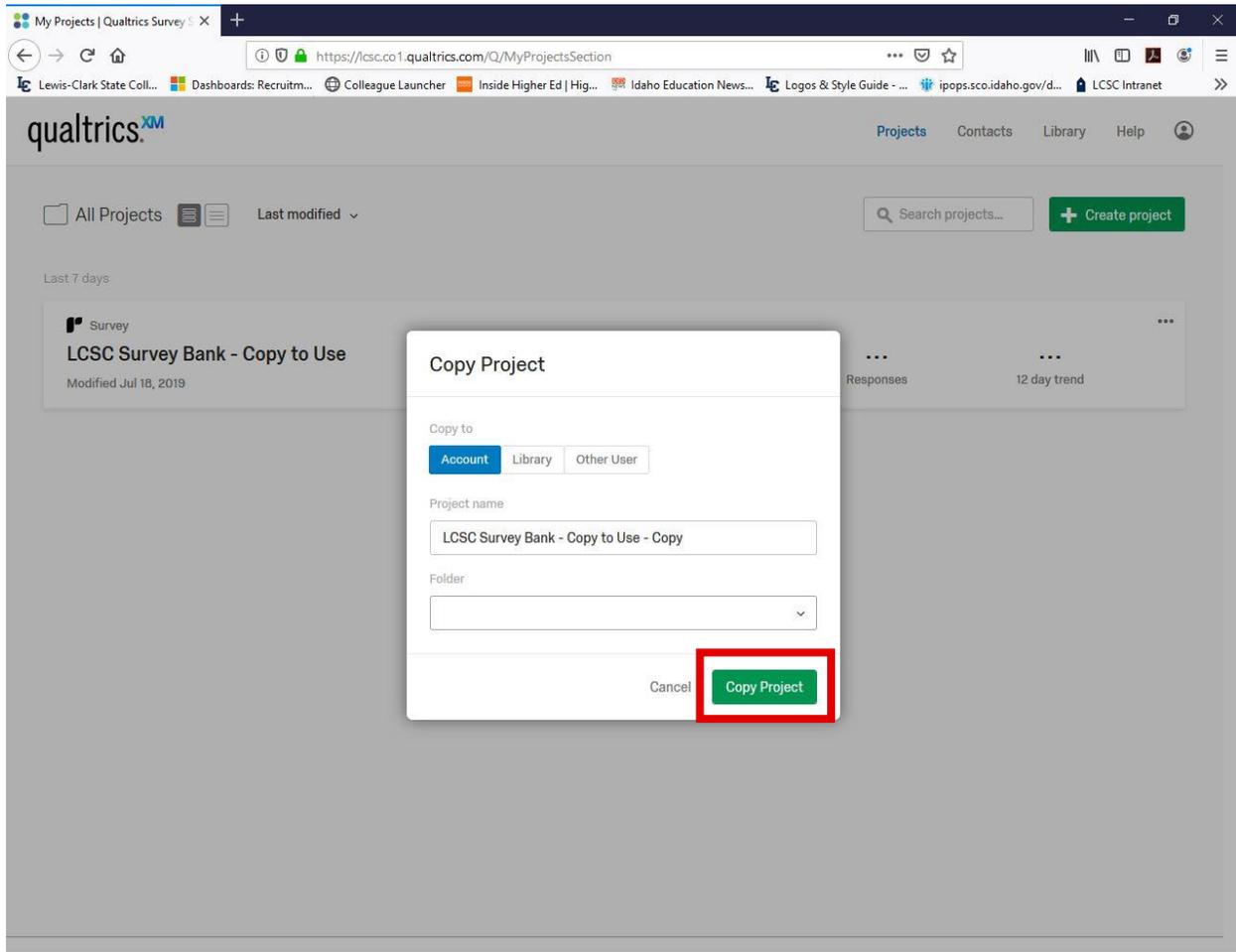
## Step 2

Click on the options menu on the right hand side of the survey. You will see an error message above the dropdown menu that reads, "You do not have permission to edit this survey. Please choose an available action below." Click on Copy Project in the dropdown options.

## Step 3

You will then have the option to rename the copy to a name of your choice. Once you type in the name of your choice, click the Copy Project button.

## Step 4

For some unknown reason (yay for bugs), you will then see an Error message that reads, "There was a problem with the request. Please refresh and try again." However, the page just needs to be refreshed. Click close and refresh the page. Once you refresh the page, you will see the copied survey with the name you chose previously (see in the next step).

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## Step 5

You may now view the questions in the LCSC Survey Bank to see if any are applicable to you survey(s). To view the questions, click on the survey.

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## Step 6

Clicking on the survey will take you to a view where you see each block (group of questions) in the LCSC Survey Bank. In order to view the questions in each block, you must expand each block by click on the small arrow on the left hand side of the block.

## Step 7

Once the block expands, you are able to view and edit questions from the LCSC Survey Bank. Keep in mind that the purpose of the campus-wide survey bank is to have the ability to directly compare findings across campus. Therefore, once a question is altered, the ability to directly compare findings to others on campus will not exist. Because of this, it is best to not alter questions unless, of course, it makes sense for your research.