

LEWIS-CLARK STATE COLLEGE

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.

The screenshot shows a web browser window with the Qualtrics interface. The browser's address bar displays the URL <https://lcsc.co1.qualtrics.com/Q/MyProjectsSection>. The Qualtrics logo is visible in the top left corner. The main content area shows a list of projects under the heading "Last 7 days". A single project is listed:

Survey	Status	Questions	Responses	12 day trend
LCSC Survey Bank - Copy to Use Modified Jul 18, 2019	ACTIVE	51

At the bottom of the page, it says "Showing page 1 of 1".

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Step 2

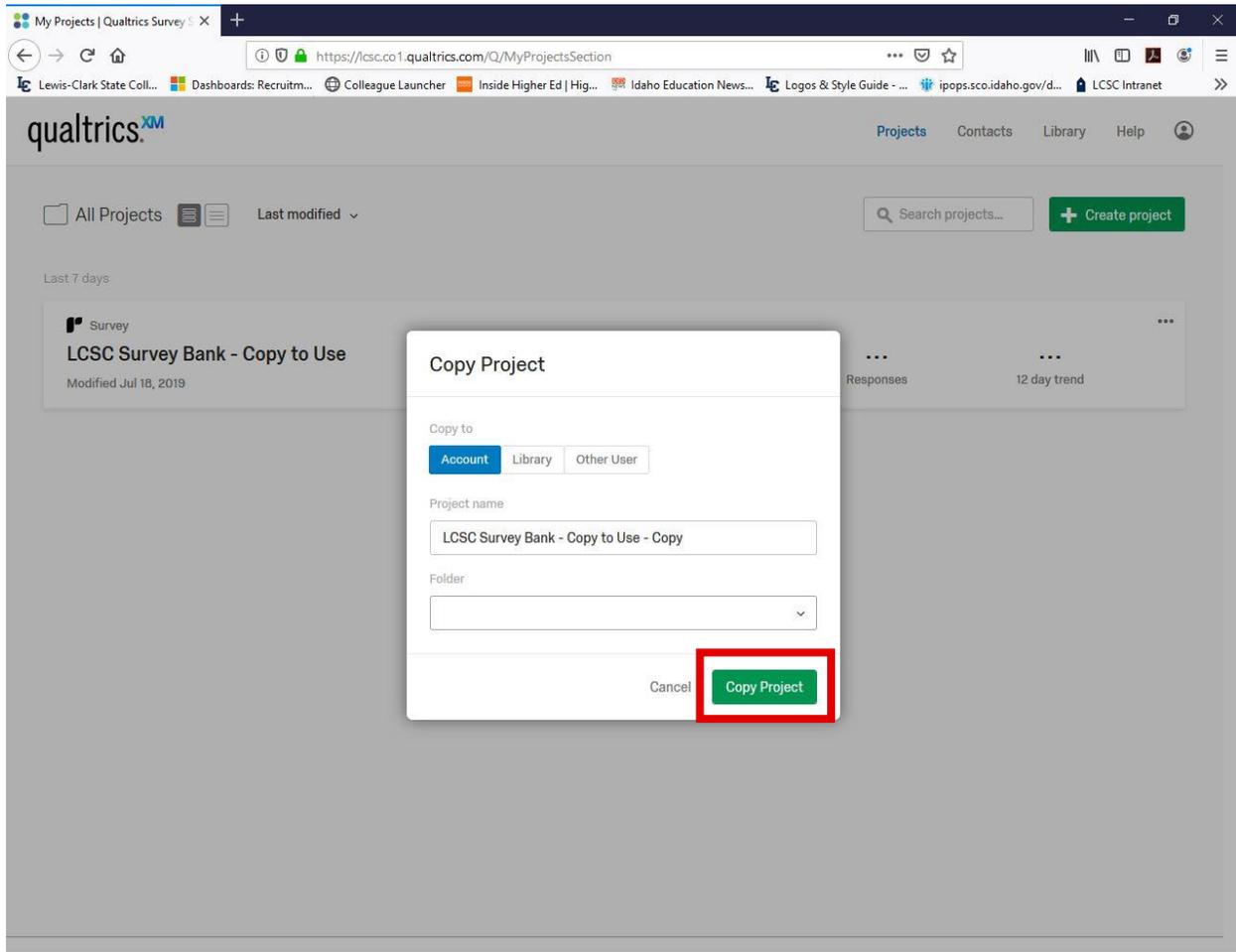
Click on the options menu on the right hand side of the survey. You will see an error message above the dropdown menu that reads, "You do not have permission to edit this survey. Please choose an available action below." Click on Copy Project in the dropdown options.

The screenshot shows a web browser window displaying the Qualtrics 'My Projects' page. The URL is <https://lcsc.co1.qualtrics.com/Q/MyProjectsSection>. The page header includes the Qualtrics logo and navigation links for Projects, Contacts, Library, and Help. Below the header, there is a search bar and a 'Create project' button. The main content area shows a list of projects under the heading 'Last 7 days'. One project is visible: 'LCSC Survey Bank - Copy to Use', which is 'ACTIVE' and has '51' questions. It was modified on Jul 18, 2019. To the right of the project name is a three-dot menu icon, which is circled in red. A dropdown menu is open from this icon, displaying a message: 'You do not have permission to edit this survey. Please choose an available action below.' The dropdown menu contains several options: Close, Collaborate, Reveal in folder, Rename project, Copy project (highlighted with a red box), Remove shared project, Edit survey, Preview survey, Translate survey, Distribute survey, Data & Analysis, View reports, and Delete project. The 'Copy project' option is the one to be selected according to the instructions.

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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.



The screenshot shows a web browser window with the Qualtrics interface. The browser address bar displays <https://lscsc.co1.qualtrics.com/Q/MyProjectsSection>. The Qualtrics header includes navigation links for Projects, Contacts, Library, and Help. Below the header, there is a search bar and a 'Create project' button. The main content area shows a list of projects, with one project titled 'LCSC Survey Bank - Copy to Use' (Modified Jul 18, 2019) selected. A 'Copy Project' dialog box is open over this project. The dialog box has the following fields and options:

- Copy to:** Radio buttons for 'Account' (selected), 'Library', and 'Other User'.
- Project name:** Text input field containing 'LCSC Survey Bank - Copy to Use - Copy'.
- Folder:** Dropdown menu (currently empty).
- Buttons:** 'Cancel' and 'Copy Project' (highlighted with a red box).

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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).

The screenshot shows a web browser window with the URL <https://lcsc.co1.qualtrics.com/Q/MyProjectsSection>. The browser's address bar has a red box around the refresh button. The Qualtrics interface displays a project titled "LCSC Survey Bank - Copy to Use" with a status of "ACTIVE", 51 questions, and 12 day trend. An error message dialog box is overlaid on the page, containing the text "Error" and "There was a problem with the request. Please refresh and try again." A red box highlights the "Close" button in the bottom right corner of the error message dialog.

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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.

The screenshot shows the Qualtrics 'My Projects' interface. At the top, there's a navigation bar with 'Projects', 'Contacts', 'Library', and 'Help'. Below that, a search bar and a 'Create project' button are visible. The main content area displays a list of surveys. The first survey, 'LCSC Survey Bank - Copy to Use - Copy', is highlighted with a red box. It has a status of 'NEW', 51 questions, 1 language, and an 'unavailable' response time. The second survey, 'LCSC Survey Bank - Copy to Use', is shown below it with a status of 'ACTIVE', 51 questions, and a '12 day trend'.

Survey Name	Status	Questions	Languages	Est. response time
LCSC Survey Bank - Copy to Use - Copy	NEW	51	1	unavailable
LCSC Survey Bank - Copy to Use	ACTIVE	51	...	12 day trend

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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.

The screenshot displays the Qualtrics Survey Editor interface for the 'LCSC Survey Bank - Copy to Use - Copy' survey. The top navigation bar includes 'Survey', 'Actions', 'Distributions', 'Data & Analysis', and 'Reports'. Below this, there are settings for 'Look & Feel', 'Survey Flow', 'Survey Options', and 'Tools'. A 'Preview' button and a 'Publish' button are visible on the right. The main content area shows a list of survey blocks, each with a small right-pointing arrow on the left and a 'Block Options' dropdown on the right. The first block, 'Demographics: Age, Gender, Sexual Identity, Ethnicity (7 Questions)', is highlighted with a red box around its arrow. Other blocks include 'Demographics: Marital Status, Children, Aging Family Members (4 Questions)', 'Demographics: Enrollment, Program (9 Questions)', 'Demographics: Education Earned, Educational Plans (6 Questions)', 'Demographics: Employment (5 Questions)', 'Demographics: Living Situation (5 Questions)', 'Demographics: Religion (2 Questions)', 'Demographics: Political (2 Questions)', and 'Demographics: US Armed Forces (3 Questions)'. An 'IQ Score: Fair' indicator is shown in the top right corner of the main content area.

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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.

LCSC Survey Bank - Copy to Use - Copy

iQ Score: Fair

Demographics: Age, Gender, Sexual Identity, Ethnicity

Block Options

Q138 What is your age?

Q94 Would you describe yourself as transgender?

Q132 Which gender identity do you most identify with?