Getting Started: Qualtrics for New LCSC Users

Get Started	Instructions
LCSC Survey Policy	- First, carefully read through the [LCSC Survey Policy](). - The use of Qualtrics should adhere to the [LCSC Survey Policy]().
Register	- If you have not done so already, register online [here]().
Login to Qualtrics	- After registration, you should be able to log in here: [Staff/Faculty Sign In]() or [Student Sign In](). - Staff and faculty should use their LCSC log in information. Students should create a Qualtrics account if they have not done so previously.
Create a New Project	- Click the green **+Create project** button at the top right.  - You can create a simple project from scratch by selecting **Blank Survey Project**. - Name your project something clear and descriptive. - Click **Create Project.** - It is important to note that changes to your project will automatically be saved. CTRL+Z will undo changes.
Add and Modify Questions	- Once you are in your project, click the green **+Create a New Question** button toward the bottom.  - Multiple Choice is the default question type, but you can change this using the green button on the right-hand toolbar under **Change Question Type.** - Instead of having all questions on a single page, you can add a new page by clicking **Add Page Break** on the right-hand toolbar, under Actions.
Conditional Options (Advanced)	- If you want to show different follow-up questions based on respondents' answers, explore **Add Display Logic**. For example, if you would like to ask first-year students certain follow-up questions and transfer students separate follow-up questions, you would click Add Display Logic and select the question in which you asked what type of student they were (first-year or transfer).
Preview Your Project	- To view your project as if you were your respondents, click the blue **Preview** button.  - It is highly recommended that you preview your project frequently, as you are modifying questions and adding pages. - To change the colors, font size, and design features of your project, explore the **Look & Feel** tab. Once you click into the Look and Feel tab, you will find the LCSC 2019 theme. - If you are adding a form to the LCSC website, it is required that you use the LCSC 2019 theme.

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Activate and Distribute Your Project	- When your project is ready to be published and sent, click on the **Distributions** tab at the top left. - As you will see, there are many options. The simplest way to distribute your project is create an anonymous link that can be copied and pasted into emails and webpages.
View and Download your Results	- To quickly view individual responses, click the **Data & Analysis** tab. The default tab is Data, which is you where you can view the latest individual responses. - To download the data to Excel or SPSS, click **Data & Analysis -> Data -> Export & Import -> Export Data**. Then choose your file format (CSV opens in Excel). Click Download.
Close, Reactivate, Share, or Delete Your Project	- Most management features can be found on the **Projects** main page by clicking on the options menu on the far right of a project. ••• - To close an active project, click **Close** in the options menu. This does not delete the project, it only stops collecting new responses. - To re-activate a closed project, click **Activate** in the options menu. - To share a project with another Qualtrics user, click **Collaborate** in the options menu. Enter the email address of the Qualtrics user with whom you would like to have access to your project. You can also control their access to your project in this screen. - To delete a project, click **Delete project** in the options menu.
Protect your Data	- Always be mindful of who has access to your data, especially if your data contains identifying information. - Never include identifying information in reports unless you have explicit consent to do so from your respondents.