

Qualtrics Training University of San Diego

Training Agenda:

1. How to get your Qualtrics account
2. Data security
3. Collaboration
4. Example survey

5. Creating surveys
 - a. Creating a question
 - b. Question "types"
 - c. Library functions
 - d. Logic capability
 - e. Experimental design elements (randomization, multi-media, etc.)
 - f. Advanced options
 - g. Look and Feel

6. Distributing surveys
 - a. Generic survey link
 - b. Embedded survey
 - c. "Pop-Up" survey
 - d. Using the survey mailer

7. Reporting & Data
 - a. Downloading into CSV, SPSS, XML, HTML
 - b. Recoding options
 - c. Exporting into Word, PowerPoint, Excel, or PDF
 - d. Public Reporting
 - e. Subgrouping/filtering

8. Support and training
 - a. Help and Tutorials (Qualtrics University)
 - b. Contacting support
 - c. Contacting training
 - d. Weekly webinars
 - e. Qualtrics user community