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