



In order to offer the Nazareth community a standardized and fully functional survey tool, Qualtrics has been selected for use by all faculty, staff and students.



This is to replace the need for the myriad of survey solutions that individuals and departments have had to rely on in the past. There is no longer a need to use very basic free online survey tools, nor will you ever need to pay out of pocket or department funds for having a fully functional survey tool. You may also find this to be a great alternative to using Scantron paper forms.

Roles in Nazareth Qualtrics

- Administrators
- Survey Approvers
- Survey Creators

To enable all of our users to have appropriate access to this survey tool, we have established three specific roles: Administrators, Survey Approvers, and Survey Creators.

Roles in Nazareth Qualtrics

- **Administrators**
 - Manage Accounts
 - Provide Support
- Survey Approvers
- Survey Creators

Our Nazareth Qualtrics Administrators will manage all of our Nazareth accounts and provide training and support for our users.

Roles in Nazareth Qualtrics

- Administrators
- **Survey Approvers**
 - Can create/edit surveys
 - Can approve surveys
 - Can distribute surveys
- Survey Creators

Administrators can set up Survey Approver accounts for anyone who needs to be able to create and edit surveys as well as distribute them without any approval. Generally this role would be limited to most faculty and staff, but there may be occasions for some students to be given such roles.

Roles in Nazareth Qualtrics

- Administrators
- Survey Approvers
- **Survey Creators**
 - Can create surveys
 - Must submit to Approver before distributing

Administrators can also set up Survey Creator accounts for those who need to be able to create and edit surveys, but who also need approval before distributing. This role might be needed by support staff who must have the approval of a supervisor before distributing or for students in a class who need to create surveys but need instructor approval before distributing the survey.

Setting Up Your Account

First, request an **Upgrade Code**

- **Approver Code:** create and distribute
- **Creator Code:** students or others who will need approval prior to distribution of surveys

If you go to the Nazareth Qualtrics site before your account has been set up, it is basically a read-only site. While you can view all of the training materials available there, you will not be able to actually do anything in Qualtrics. So your first step in setting up your account is to submit a request to our Nazareth Qualtrics Administrators for an Upgrade Code. You will need to specify which type of code you are requesting. You can also request Creator codes for others for which you will serve as the Approver, such as an instructor requesting creator codes for your students.

https://naz.qualtrics.com

Nazareth
COLLEGE

[Please click here to create an account.](#)

[Forgot your password?](#)

[Log In](#)



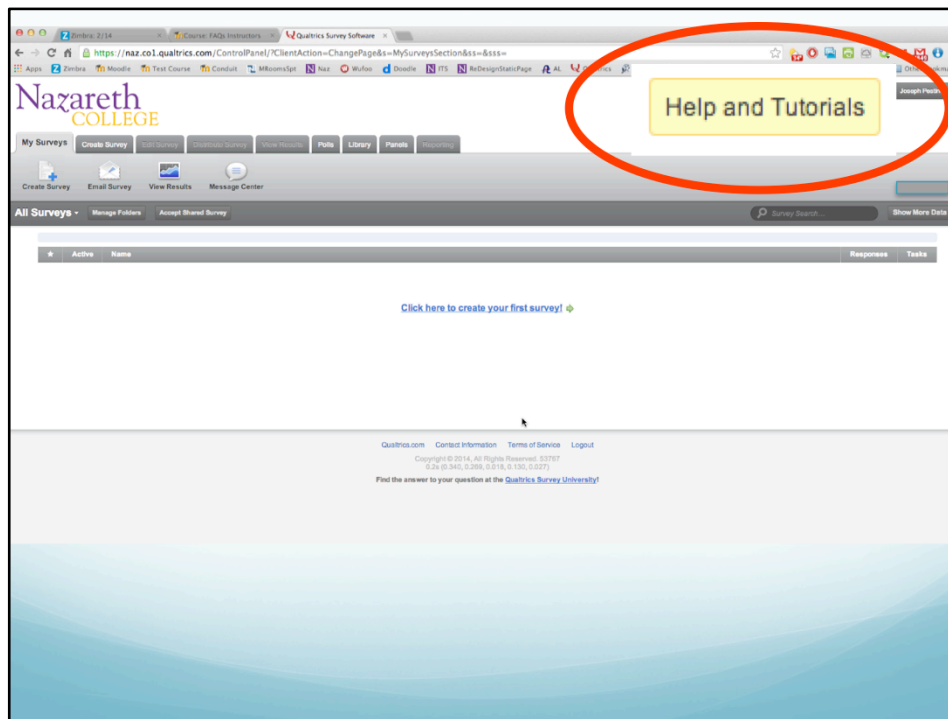
Qualtrics Insight Summit - Salt Lake City, Feb 18-20 [Learn More...](#)

When you receive your code(s) you will also receive detailed instructions on logging in the first time. Once you have received your code you can go to the Nazareth Qualtrics site to begin the login process.

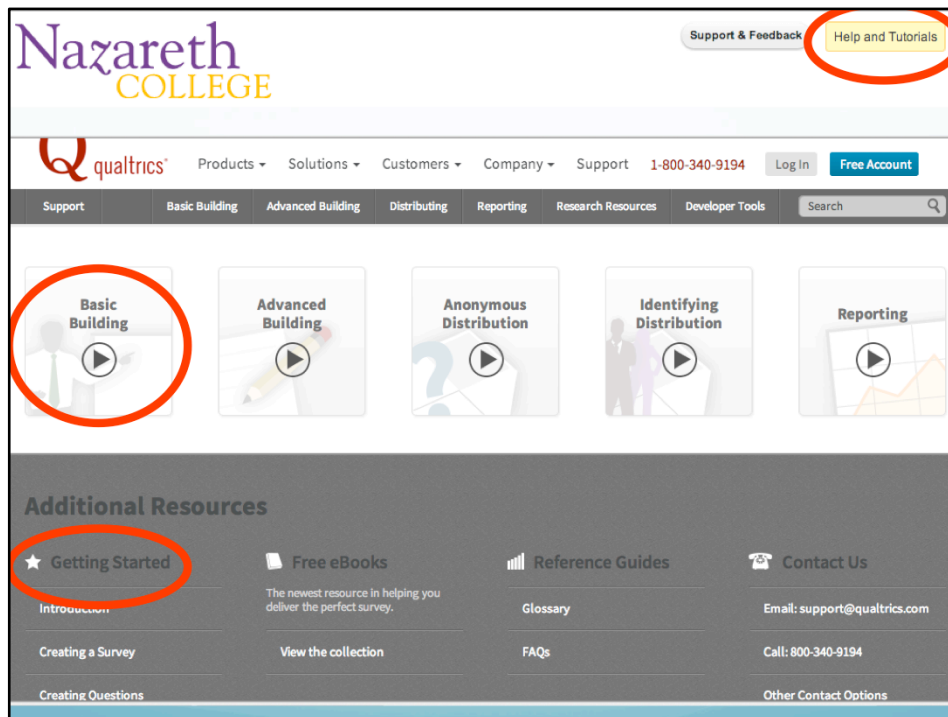
Logging In to Qualtrics for the First Time

- Login using your Nazareth username/password
- Create your NEW account
- Enter your code
- Get started

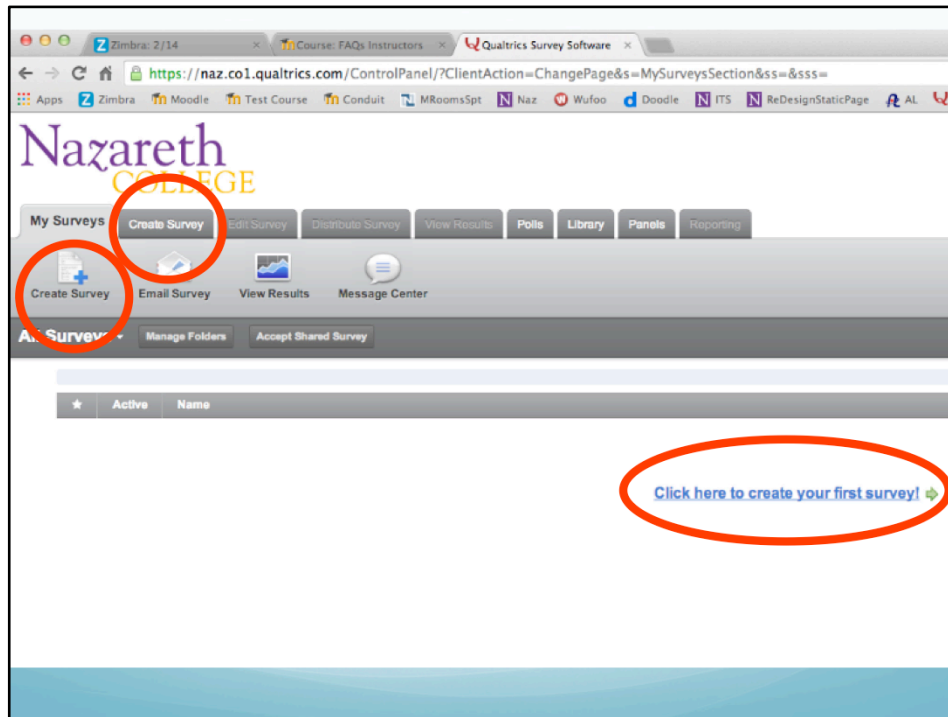
Login to the site using your Nazareth user name and password. The first time you login you will see a popup window indicating that you need to set up a new account. This is where you will need to enter your code. Once the code has been entered you will be logged in to Qualtrics with the appropriate role and will not need to use the code again.



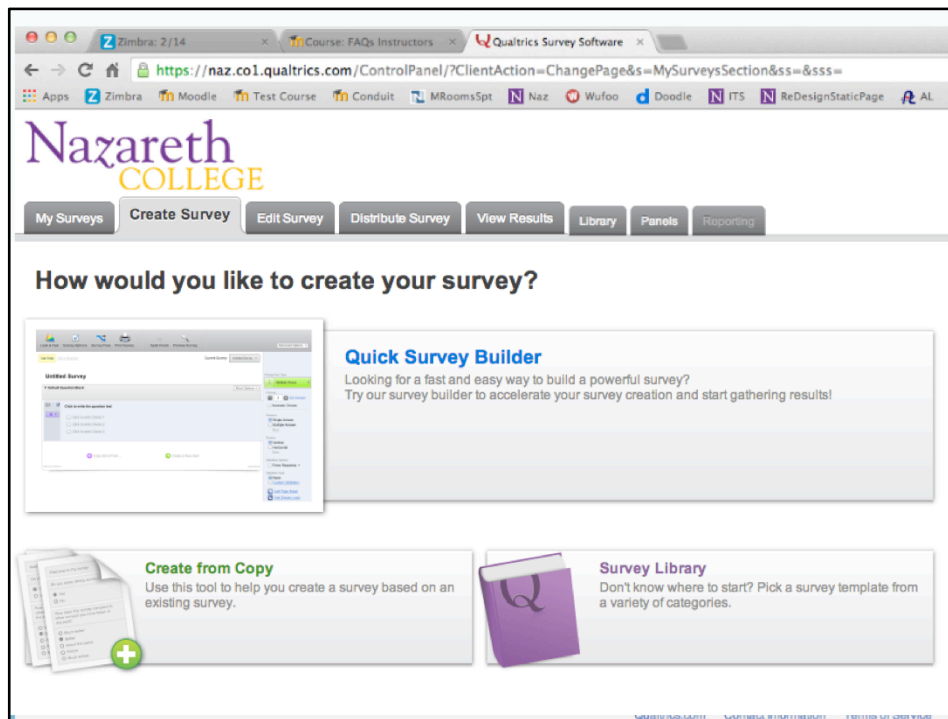
It is strongly suggested that before starting to construct a survey, take the time to click the Help and Tutorial button at the top of the page.



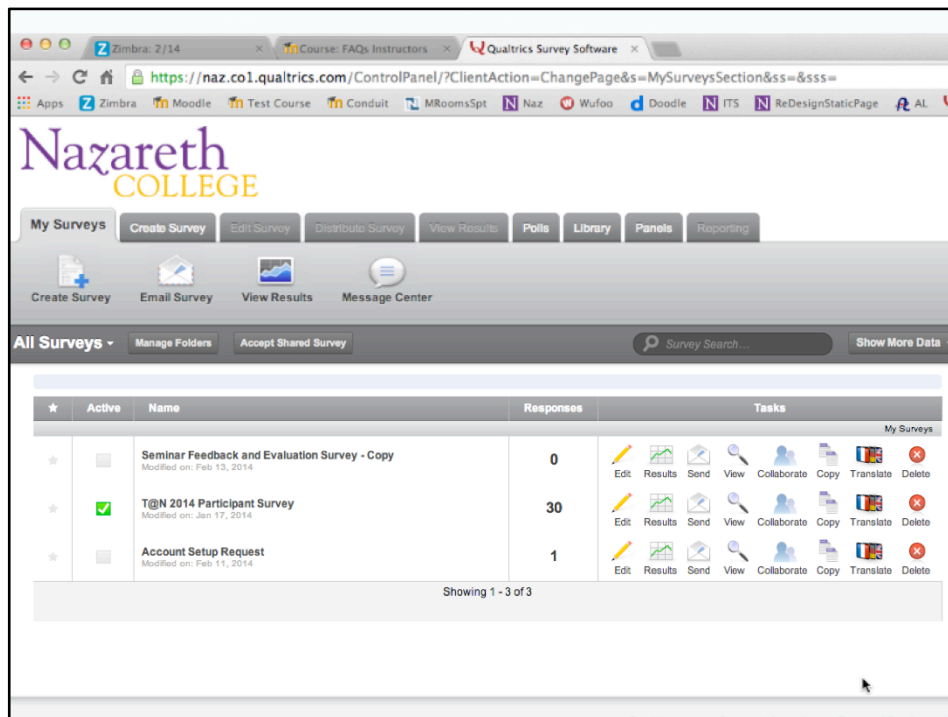
There you will find a wealth of information to both get you started as well as learn how to do virtually everything in Qualtrics. There is a series of video tutorials if you like that format, or in additional resources there is complete text documentation as well. The entire help site is also searchable.



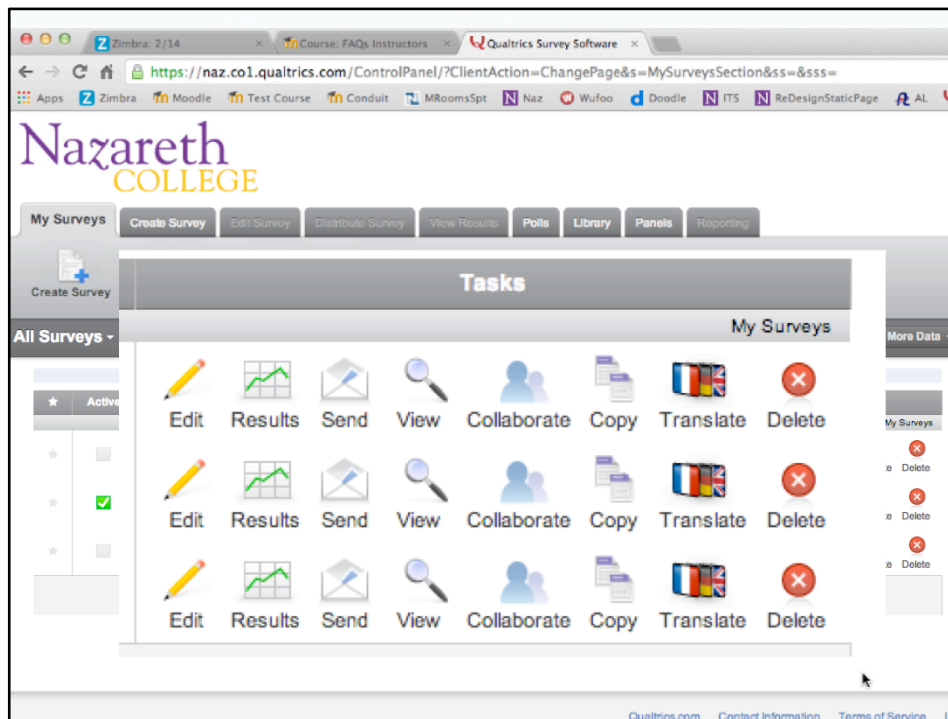
When you feel that you are ready you can begin survey construction. I will not take you through the step by step process of building a survey in this session, but will give you an overview of how to use the site. You will notice that there are tabs across your page. When you first login you will have no surveys, so it opens with a prompt to create your first one. There are always multiple ways of doing things in Qualtrics.



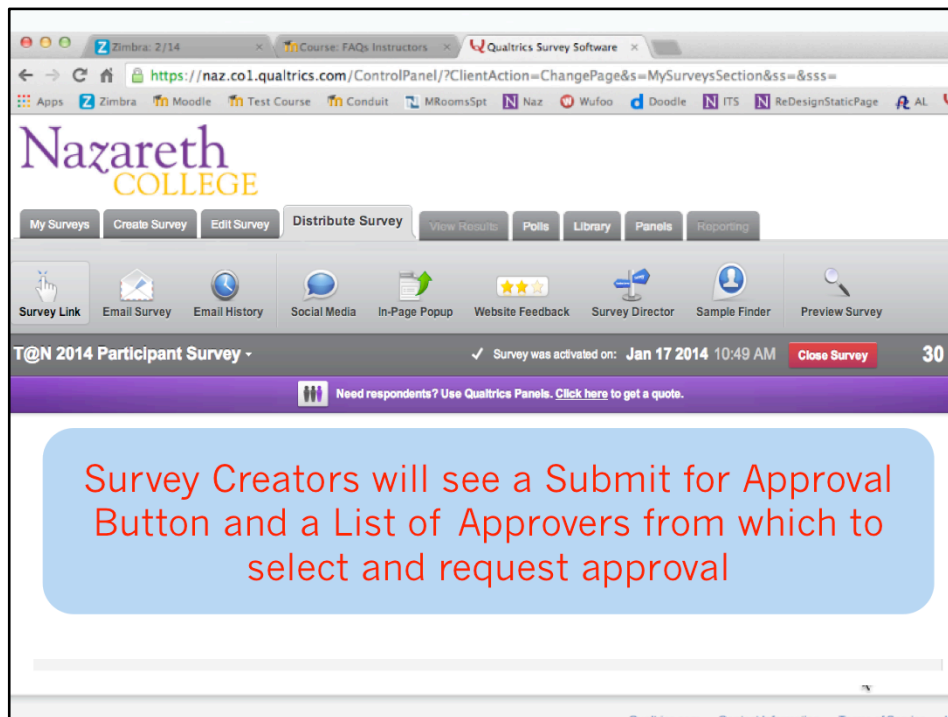
When you begin creating you will be prompted to choose to begin from scratch using the Quick Survey Builder, copy from an existing survey, or scan through a survey template from among those supplied by Qualtrics.



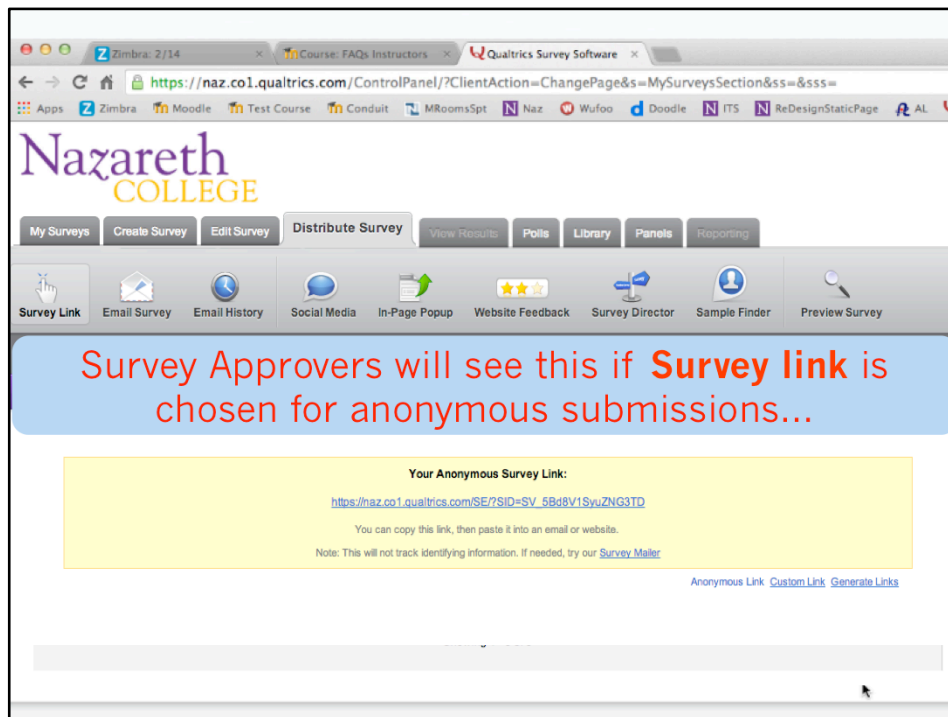
Once you have created surveys and saved them, opening the My Surveys tab displays the surveys, their status, the number of responses to date, and a task bar.



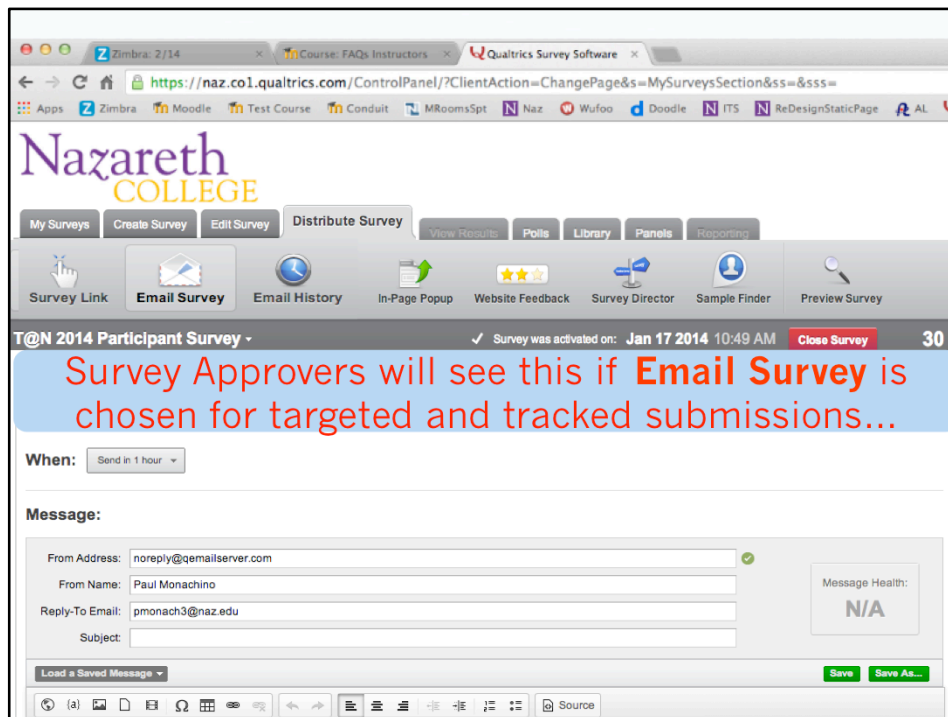
The task bar is a quick way to do some of the very same things you could do by selecting other tabs. Note the Collaborate enables you to share a survey with other colleagues in order to collaborate on its construction and editing.



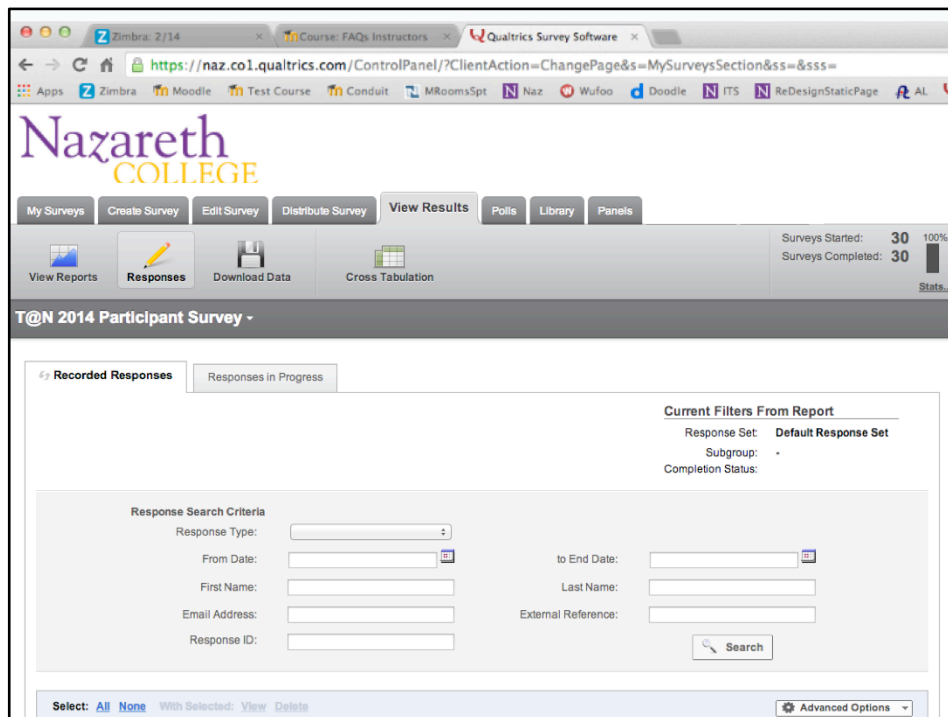
Once you have created a survey and are ready to distribute it, the next step will differ depending upon your role. If you are a Survey Creator, then clicking Distribute will prompt you to select an Approver from a menu of names. You would select the appropriate name and submit. That individual will be able to see your survey, comment on it if necessary, and either deny or approve it. Once approved, you will be able to distribute, as seen on the next slides.



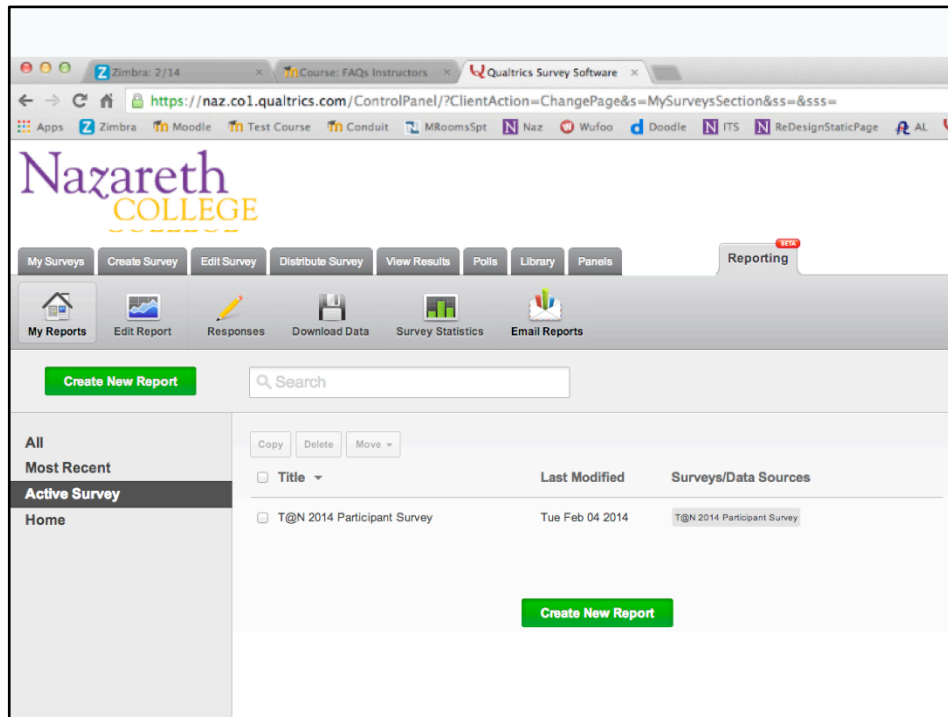
For those who are Approvers, selecting the distribute tab presents you with several options, the first two being the most common. If you select Survey Link you will be copying the URL of the survey and distributing the survey yourself via an email message or other type of posting. This enable anonymous responses to be collected.



If you instead need to have a targeted group whose responses you need to be able to track, then selecting Email Survey creates a unique link in the body of the recipient's email which enables tracking of the submitted replies. You can add multiple addresses in several ways.



Once responses start coming in you can select the View Results tab to view the basic response information and do some filtering of data.



For more detail there is the Reporting tab which enables a variety of reports to be generated, viewed, downloaded and shared.

Next Steps

- Submit a request for an upgrade code
<http://www.naz.edu/its/qualtrics>
- Upon receipt, login and review the training materials
<https://naz.co1.qualtrics.com>
- Create your first form
- Contact Paul Monachino for on campus support and/or training
pmonach3@naz.edu

So, what are your next steps?

If you think this is a tool that you would like to use, submit a request for an upgrade code.

Upon receipt, follow the instructions to login and upgrade your account. Look over the Help materials available, and if they prove sufficient, get started. Otherwise contact Paul Monachino for clarification of your questions or to schedule some individualized training or support.