Overview of New Survey Tool
AGENDA

• What is Qualtrics
• Requesting an account and SSO
• Queen’s Training and Support
• An overview of terminology (FluidSurveys to Qualtrics)
• Qualtrics overview video
• Security and data server
• My Project – creating a survey, question features
• Distribution options
• Data & analysis
• Reports
• Sharing and collaborating on a project
• Libraries
• Groups (Divisions)
What is Qualtrics?

• The university has selected Qualtrics as the new enterprise survey software. www.qualtrics.com

• Over 8,000 corporations and organizations worldwide use Qualtrics, including a number of Canadian universities.

• Qualtrics offers a wide range of desirable features, including central account management, flexible group permissions, SSO login, experimental design capabilities and excellent analytics/graphics.

• It is an intuitive, powerful cloud-based system.
Requesting a Qualtrics Account

• Queen’s faculty members, graduate students conducting research with faculty supervisor authorization, and staff undertaking approved surveys are eligible to receive a Qualtrics account.

• To request a Qualtrics account please fill out the following online form:

  https://www.queensu.ca/itrack/survey-tool/acnt-req.php
Qualtrics Training and Support

Queen's University

OFFICE OF Planning and Budgeting

Welcome to the Office of Planning and Budgeting

The Office of Planning & Budgeting (P&B) is guided by the Strategic Framework and its academic, research, financial, enrollment, and international components. Many of the projects undertaken within P&B are related to providing data and analysis support to the...
Queen’s Qualtrics SSO Login Page

- **https://queensu.qualtrics.com/** Please bookmark this!
- Accept security terms on first use
## A note on terminology (FluidSurveys to Qualtrics)

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• Qualtrics went through both phases of Queen’s Security Privacy Risk Assessment (SPRA), evaluated by ITS.

• Data collected by Queen's University will be stored in Canada. The data center is in Toronto with backup data in Montreal.

• Qualtrics’ head office is in the US, however they have Canadian operations.
Survey: Adding Questions

Link to Survey Module Overview
Advanced Question Options
Distribute

Link to Distributions Overview
Distribution via Email list

Compose Email

To: Select Contacts

From: saramonto@qemailserver.cc
From Name: Sara Montgomery
Reply-To Email: sara.montgomery@queensu

When: Send in 1 hour

Subject: test of qualtrics survey invitation email

Message:

Your text here

Follow this link to the Survey:
S($://SurveyLink?d=Take the Survey)

Or copy and paste the URL below into your internet browser:
S($://SurveyURL)

Follow the link to opt out of future emails:
S($://OptOutLink?id=Click here to unsubscribe)
Anonymous Survey Link

A reusable link that can be pasted into emails or onto a website, and is unable to track identifying information of respondents.

https://queensu.qualtrics.com/jfe/form/SV_aVnL0dk8QmAajBz

Customize Link
## Data & Analysis

### Link to Data & Analysis Overview
Groups and Libraries

- Qualtrics allows all account holders to share individual surveys with other users with “Share a Project”.
- However, To set up a multi-project or multi-user environment and to be able to share contacts, a Group must be created for you. If you would like to request a Group, email akerblom@queensu.ca.
Help and Support

- Click on Help menu item (top right)
- Qualtrics offers 24/7 online support
- Use Qualtrics University for any survey support questions.

- Contact: oirp@queensu.ca for any administrative support with Qualtrics.
Training Session Dates

Hands-On Computer Sessions

• Thursday Aug 3 at 9:00 – Mac-Corry Lab - INTRO (FULL)
• Thursday Aug 3 at 2:00 – Jeffery Hall Lab - INTRO
• Tuesday Aug 15 at 2:30 – Jeffery Hall Lab - INTRO
• Friday Aug 18 at 9:00 – Mac-Corry Lab – ADVANCED (FULL)
• Tuesday Aug 22 at 2:30 – Jeffery Hall Lab - ADVANCED
• Thursday Aug 24 at 9:00 – Mac-Corry Lab - DROP IN

Click [here](#) to book online
QUESTIONS?

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