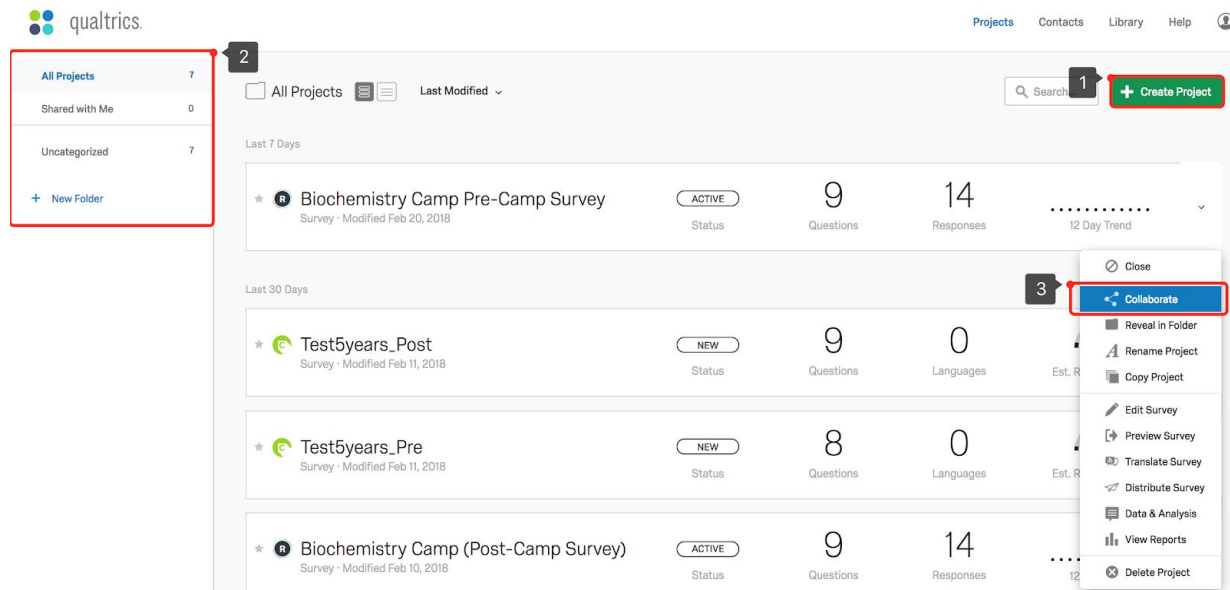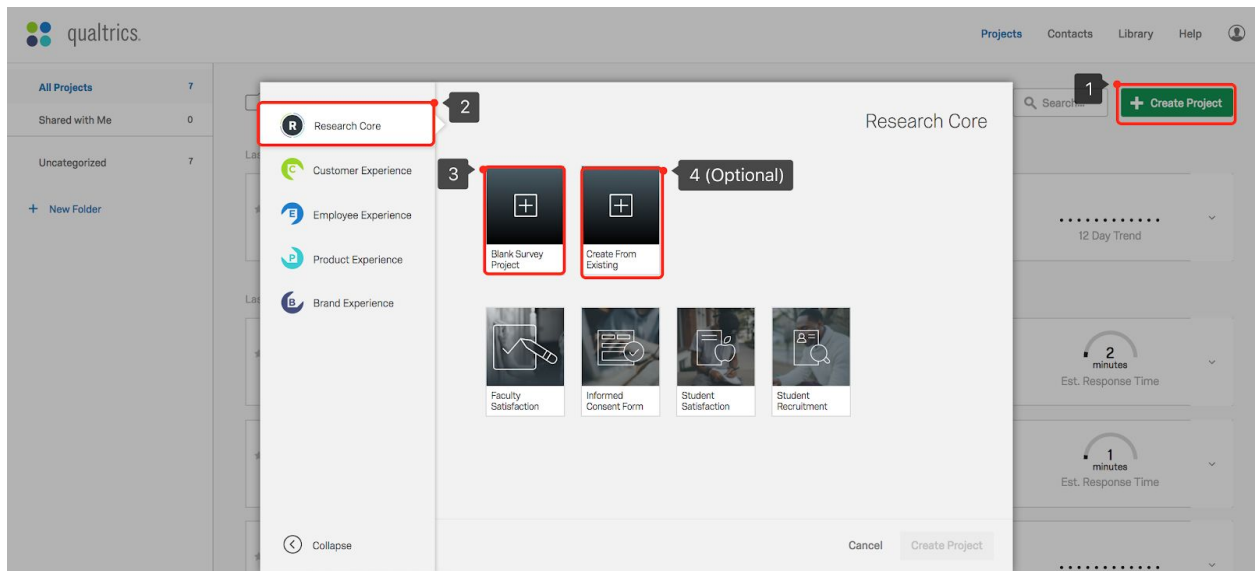# TUTORIAL
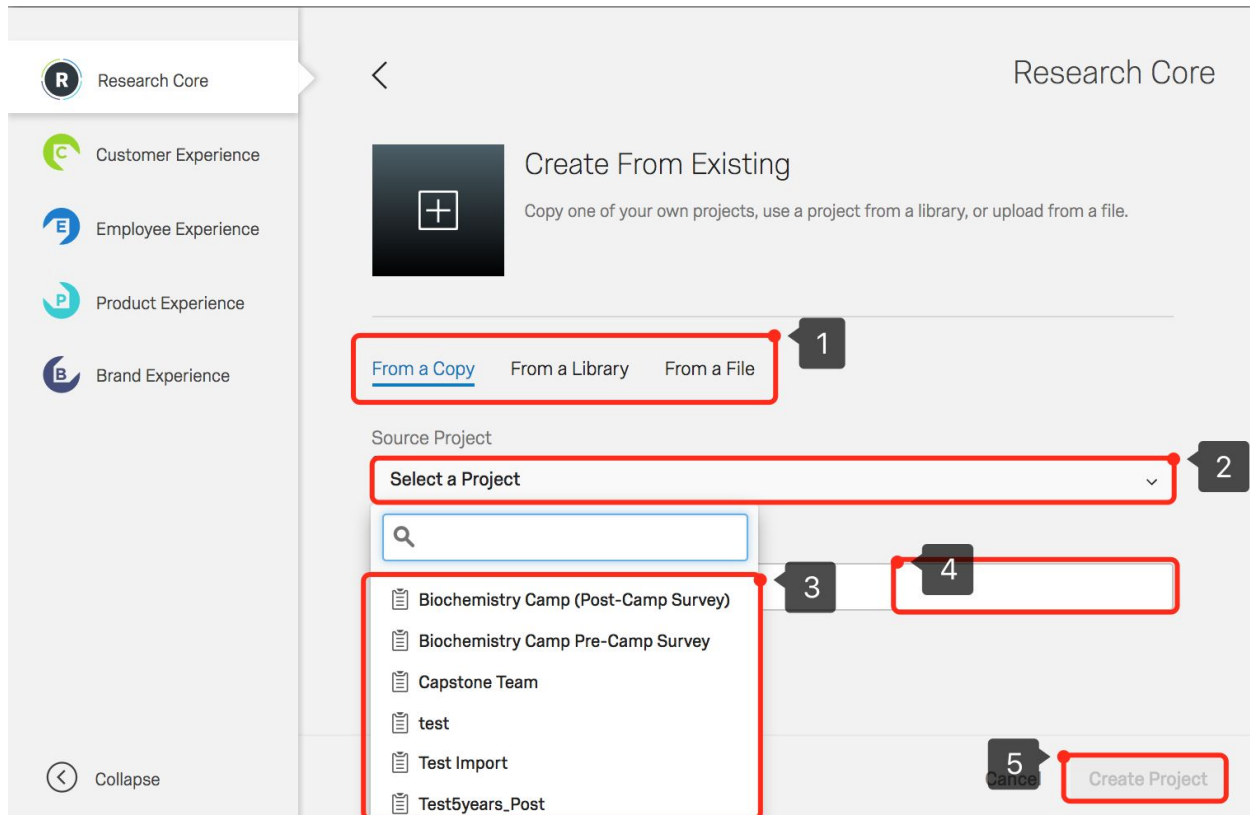
1. About the Projects Page


1.1 Create new projects.

1. Click **Create Project**
2. Choose **Research Core**
3. Choose **Blank Survey Project** if you want to create a new survey.
4. (Optional) You can also click **Create From Existing** beside **Blank Survey Project** which allow you to work on a existing survey as a template.

4.1 Choose the survey location
4.2 Click to select a project you want to work on
4.3 Select a project you want to work on
4.4 Name your new project
4.5 Create a Project

1.2 Project Folders
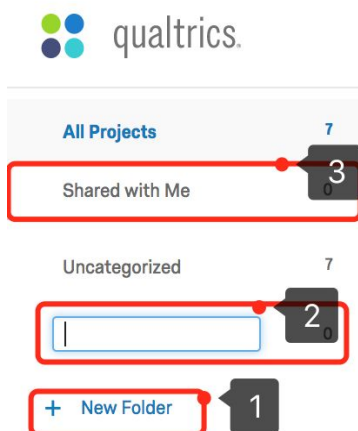
You can regard this as a directory on computer.
1. Click New Folder if you want to new a folder
2. Name you new folder after clicking New Folder.

3. (Independent) You can find surveys that someone shared with you.

1.3 Collaborate on projects with colleagues.
You can collaborate on surveys with others in your organization in different ways.

After clicking **Collaborate**

1. Input users you want to share
2. Click **Add**
3. Select the checkboxes for the permissions you want to grant each person or group you've added.
4. Click **Save**

2. Survey Basic Overview

1. Input the survey question
2. This is Question editing pane. You can select questions type by clicking the dropdown menu under **Change Question Type**. And other optionals
3. (Optional) You can import existing survey questions if you want
4. Add new question
5. You can preview your survey by clicking **Preview Survey**
6. To add more questions, hover over any existing question and click the green plus (+) buttons (either above or below the existing question). Click the red minus (-) sign to delete a question.

What' more

There are also more options for choice part.

1. This can help you design your survey, like choosing a theme, fonts, colors, and headers.
2. You can download/import your survey if you want.

It also contains more useful options

Multiple Campus in one survey

1. Click question you want to only show to some participants. And click the **setting button**.
2. Click **Add Display Logic**

After click, choose **Question.**

By choosing a certain question and choice, Qualtrics can know which participant needs to take which survey.

3. Survey Distribution

There are four options for the survey distribution in Qualtrics- Email, Web, Social and Mobile. The most appropriate option for this project would be Web. You can navigate to the Distributions tab under the current project and click on "Web". This provides you with a link to the survey. This link can be simply embedded in any web page, which will allow the camp participants to take the survey. You will be able to view the responses to the survey in the Qualtrics website, under the "Reports" tab of the respective survey project.

4. Data & Analysis

If you wish to change the responses for any question, you can do so under the "Data and Analysis" tab. These response data can be arranged as you choose, by adding a filter. These data can be exported by selecting "Export and Import" option on the top right. By clicking on "Export Data", a pop-up menu appears where you can select the file format and click on "Download" to export the pages.

5. How to generate a report

After clicking on the "create a report" we will be able to create a report. We can select the default report (existing report) and select the questions we want to add to the report.

You can download the report as a PDF

Change the settings accordingly

And share the report to public or keep it protected via a password

And this is how the report looks like

We can easily insert another question and add it as a pie chart, graph or breakdown bar.

DRUPAL TUTORIAL

Drupal is a free and open source content-management framework written in PHP and distributed under the GNU General Public License.

Add table
- **Click on the table button**

- **Then we see an option to create a table (can edit according to our convenience)**

- **Preview: This is how it would look**

Add Images
- **Click on the image button**

- **We see this as an option to add images from internet or desktop**

Add a link

- **Click on the link button, this allows one to add a link easily to the website**

- **This is how it will look**

- **There is also an option of how to unlink something we want**