**Constructing a Questionnaire in Qualtrics**

Go to qualtrics.com (seattleu.qualtrics.com; register if needed).

Click on "Create a Survey"

Click on "Quick Survey Builder"

Click "Create a new question"

The default is "Multiple Choice" (You can modify it in many ways, using options on the right.) You can select a different form of question by clicking the green box (now says "multiple choice") on the right.

Add questions, using the lower + in the question box.

When completed, Preview, using "Preview Survey" at the top.

When satisfied, click "Distribute Survey" at the top.

Click "Activate your survey"

To generate a copy of the questionnaire, go the survey; click on "Tools" at the top and select "Export Survey to Word" (most of the way down the list).

To collect data, send the link to members of the populations, with a short description and a request to respond.

You can change the survey at any time. After data have been collected, you will get a warning that data have already been collected.