

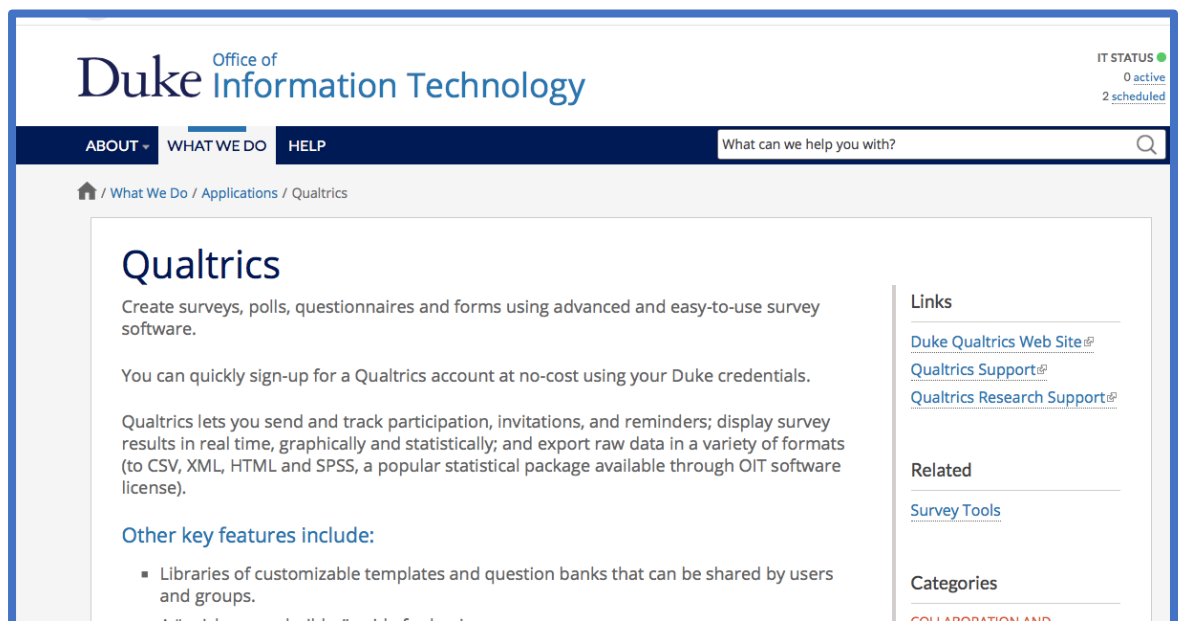
How to use Qualtrics to create a survey?

Written by Ray

(*Note: this instruction is only applicable to students or faculty who hold a Duke Net ID; for those who from other institutions, the process is similar --- which means this instruction is also applicable for non-duke users after making some adjustments.)

1. Access to Qualtrics

Search “duke qualtrics ” on Google, and you’ll find the link to the page where you can access to the Qualtrics.



Scroll down to the yellow bar of “ACCESS QUALTRICS” and click on it.

Other key features include:

- Libraries of customizable templates and question banks that can be shared by users and groups.
- A “quick survey builder” guide for beginners.
- Survey translation capabilities, allowing respondents to select a language or default to a browser language preference, then tracking those selections in survey results.
- Continuous file saving, minimizing potential data loss due to browser crashes.
- Folders for survey organization.
- Collaboration with other Qualtrics users at Duke and external organizations

ACCESS QUALTRICS

Survey Tools

Categories

[COLLABORATION AND COMMUNICATION](#)

[WEB AND APPLICATIONS](#)

2. Initiate a Survey

Input your NetID and password so that you will be transferring to the Qualtrics page.

Duke Log In

You are on the correct Duke login page if the above begins with: <https://shib.oit.duke.edu>.

NetID

Current students, faculty, staff, sponsored guests

Log in with NetID

NetID

Password

[Forgot your password?](#)

Log In

OneLink


All other visitors ([is this you?](#))

Log in with OneLink

[OneLink help](#)

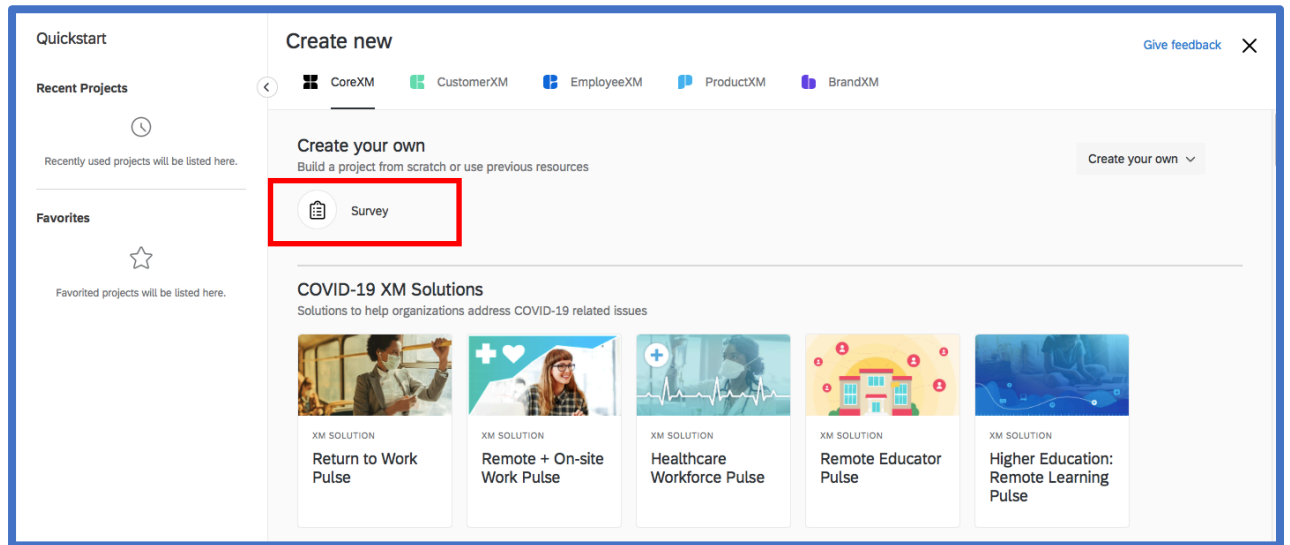
qualtrics^{XM}

Projects Contacts Actions Library Help

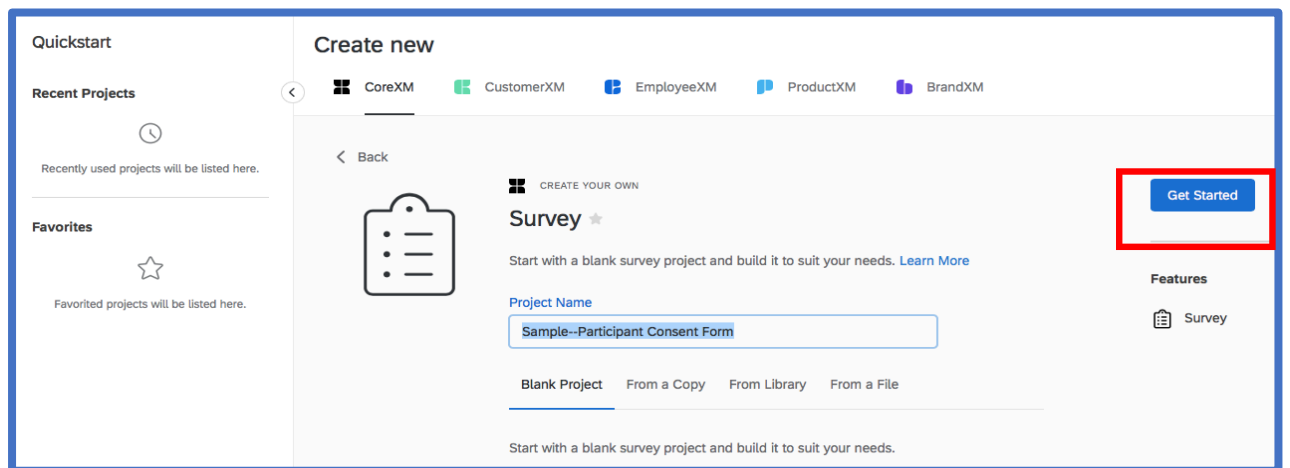

CustomerXM EmployeeXM ProductXM BrandXM

Start getting feedback from the people who matter by creating a new project. You can either build something from scratch or use predesigned solutions and templates to help kick things off.

Create new project

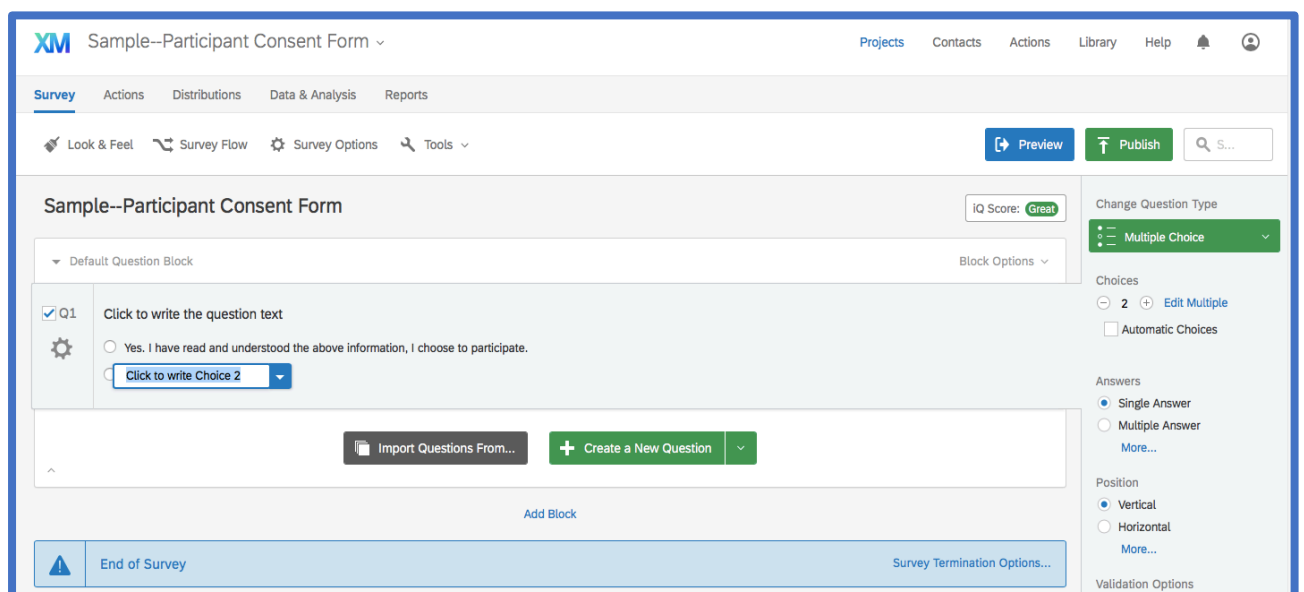


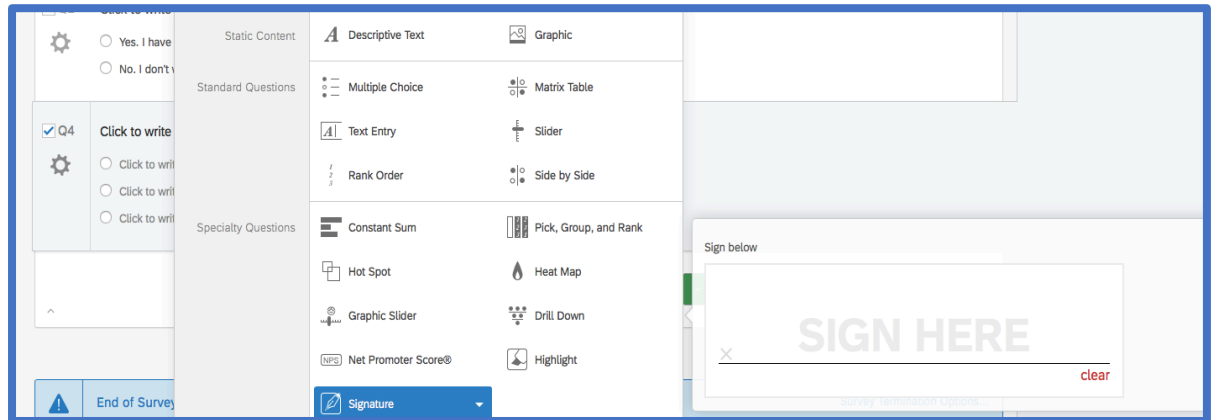
Type your project name in the bar highlighted in blue, and then click on “Get Started”.



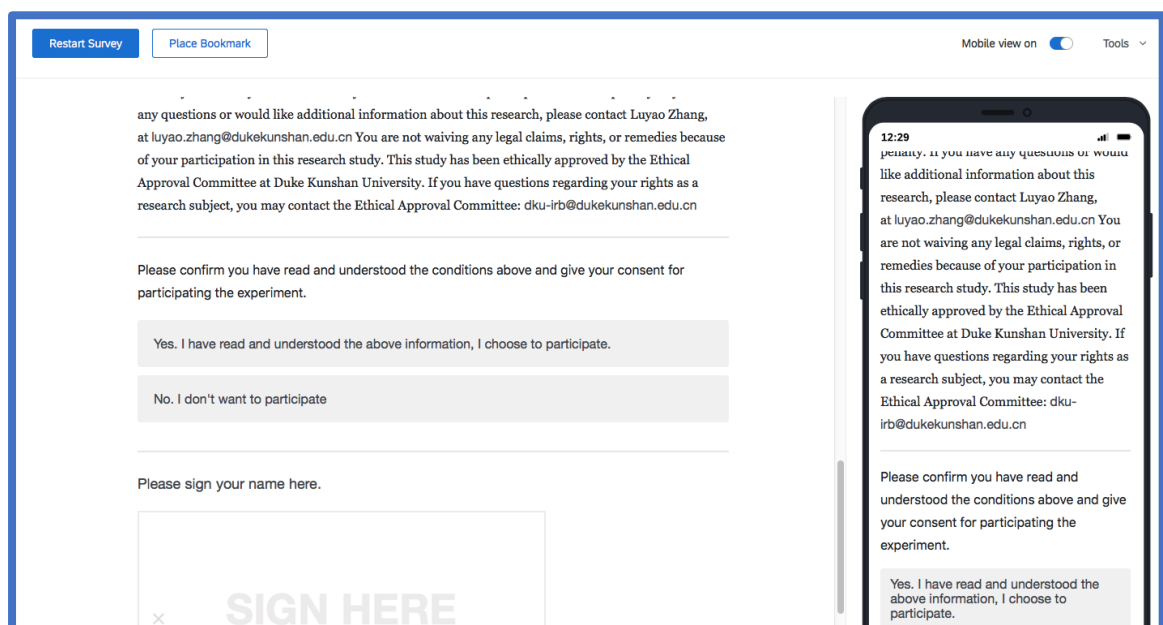
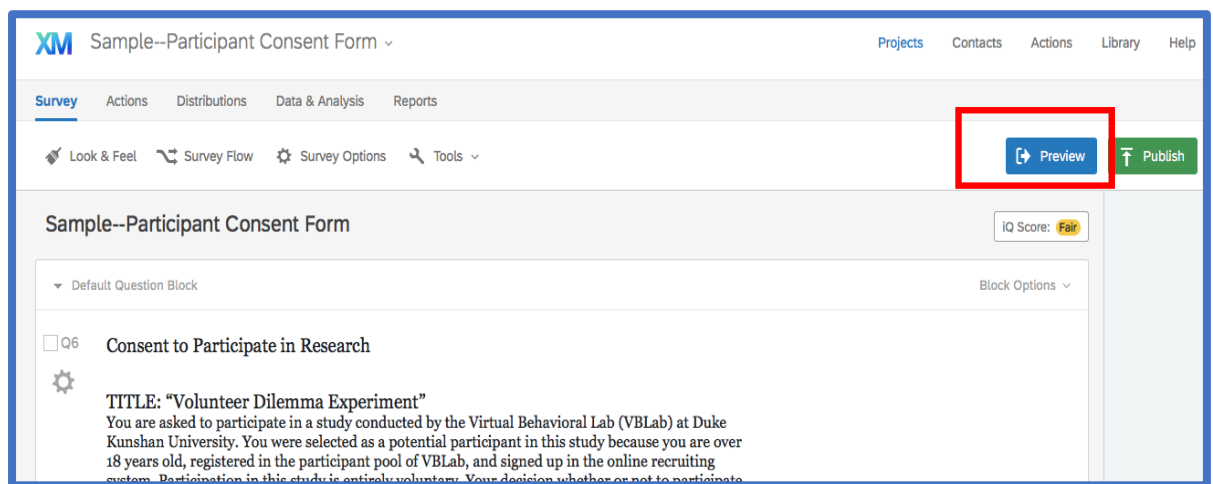
3. Edit Your Survey

You can type text in the blue box, or add sections on the right part (as shown in green).

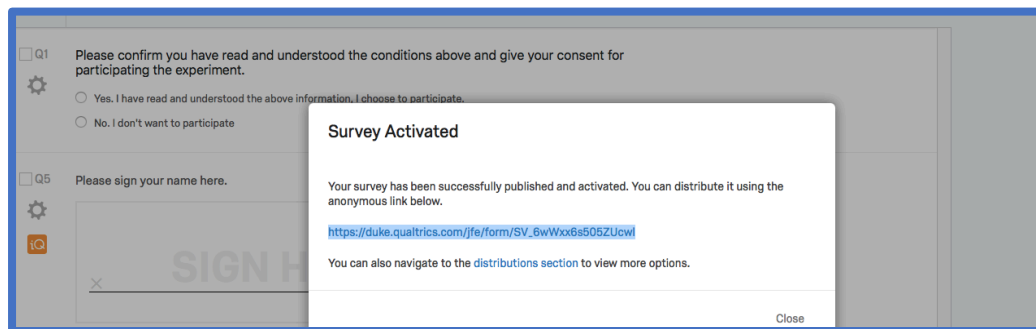
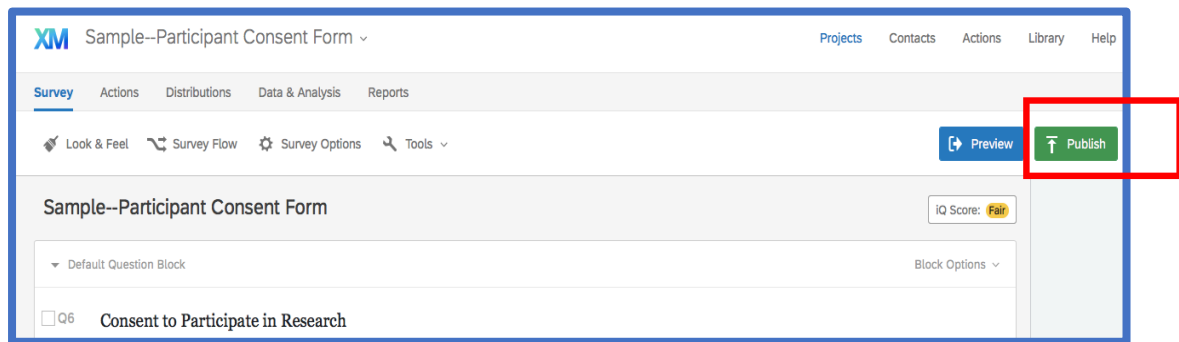




Click on “Preview” to have a preview before generating the link, in case you have some revisions to make.



At the end of the day, click on “publish”. Then you can share the link to your subjects!



https://duke.qualtrics.com/jfe/form/SV_6wWxx6s505ZUcwl