

# UoA Qualtrics

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# Today

- About Qualtrics – UoA
- Overview of creating a survey and tools
- Create a Project (Survey)
- Share a Project (Survey)
- Create/Import Questions
- Question Types
- Logic
- Recoding.....

# What is Qualtrics and using it at UoA

Web-based survey tool to conduct surveys for research, evaluations and other data collection activities

It has lots of functionality!

University of Auckland license -  
<https://auckland.au1.qualtrics.com/>

Privacy <https://www.qualtrics.com/uk/platform/gdpr/>

# Examples of Types of Questions

- Multiple Choice
- Text Entry
- Constant Sum
- Rank Order
- Pick, Group, and Rank
- Hot Spot
- Timing
- Matrix Table
- Text/Graphic
- Slider
- Side by Side
- Drill Down
- Heat Map
- Meta Info Question

# UoA Qualtrics and Projects

<https://auckland.au1.qualtrics.com/>

# Links to Qualtrics help

Projects Overview: <https://www.qualtrics.com/support/survey-platform/my-projects/my-projects-overview/>

Creating a Project: <https://www.qualtrics.com/support/survey-platform/my-projects/creating-a-project/>

Creating Questions: <https://www.qualtrics.com/support/survey-platform/survey-module/editing-questions/creating-questions/>

Importing Questions <https://www.qualtrics.com/support/survey-platform/survey-module/survey-tools/import-and-export-surveys/#PreparingASimpleFormatTXTFile>

Formatting Answers <https://www.qualtrics.com/support/survey-platform/survey-module/editing-questions/formatting-answer-choices/>

Recoding Values <https://www.qualtrics.com/support/survey-platform/survey-module/question-options/recode-values/>

Using Blocks <https://www.qualtrics.com/support/survey-platform/survey-module/block-options/block-options-overview/>

Branch Logic <https://www.qualtrics.com/support/edit-survey/survey-flow/standard-elements/branch-logic/>

Checking Accessibility <https://www.qualtrics.com/support/survey-platform/survey-module/survey-tools/check-survey-accessibility/>

Data Analysis <https://www.qualtrics.com/support/survey-platform/data-and-analysis-module/data-and-analysis-overview/>

Data Export <https://www.qualtrics.com/support/survey-platform/data-and-analysis-module/data/download-data/export-data-overview/#Introduction>

Free Course on using Qualtrics <https://basecamp.qualtrics.com/series/qualtrics-platform-essentials-certification>