

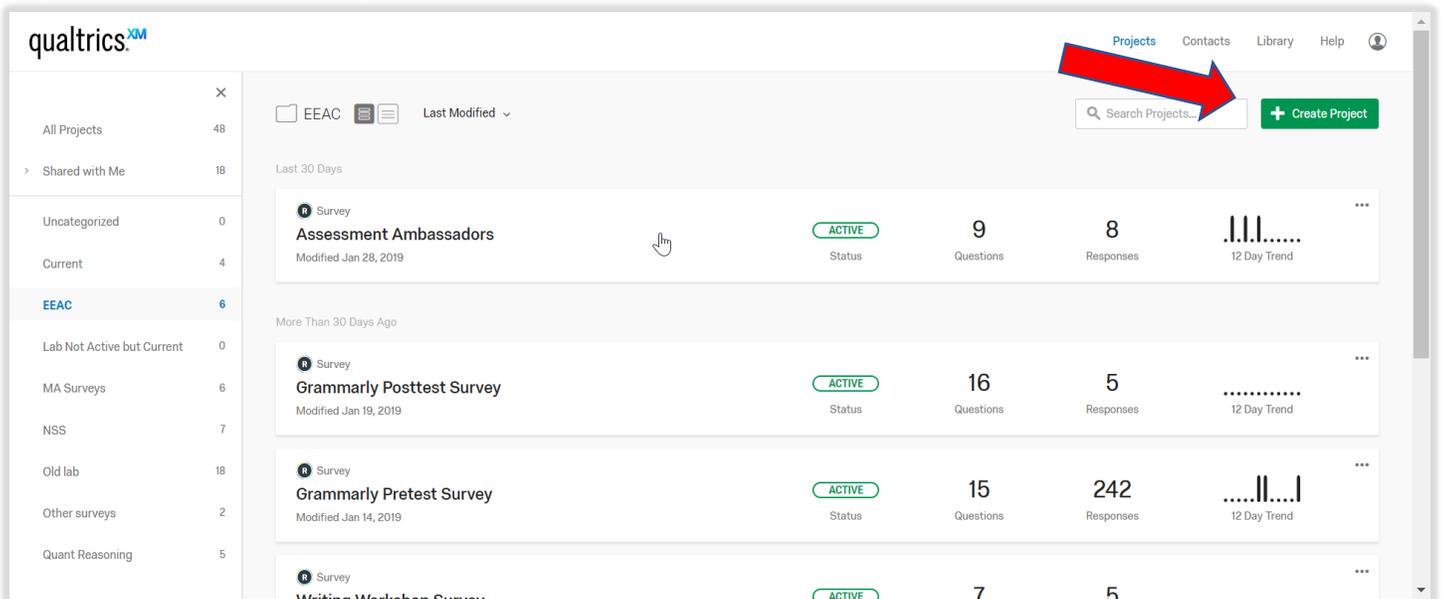
# Qualtrics: Creating Surveys

## Handout # 1

Once you have your survey items finalized please the following steps to create and gather data via Qualtrics:

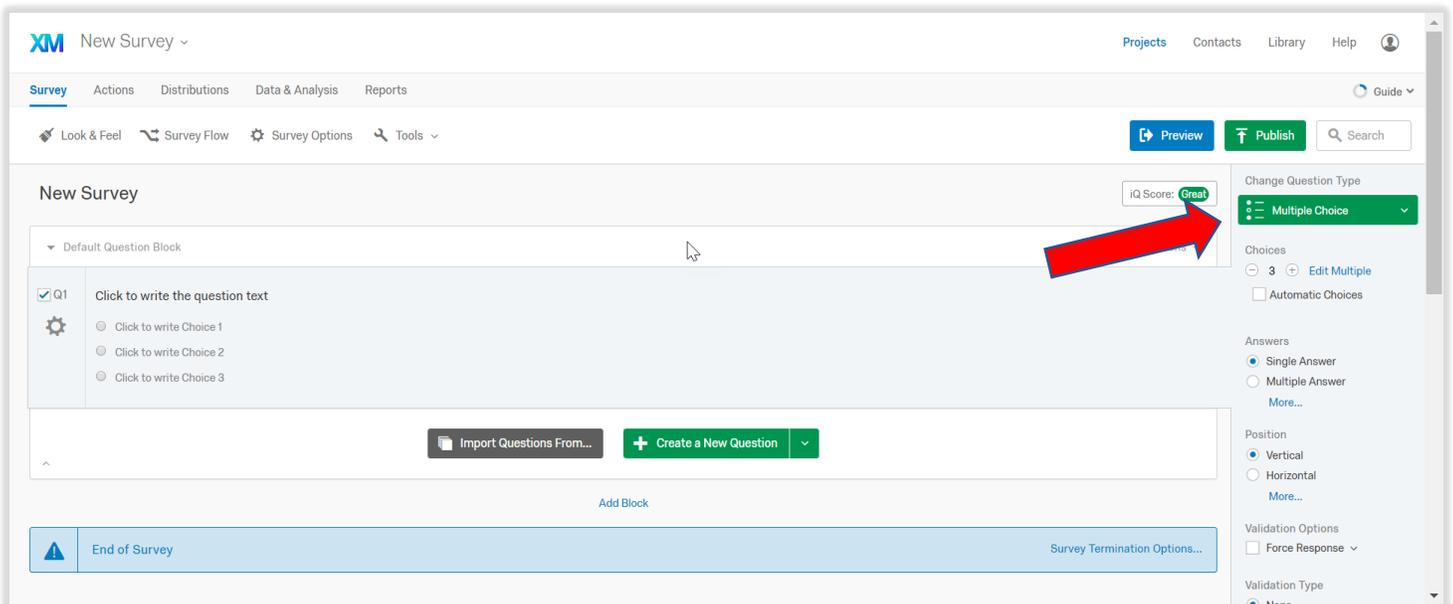
**Step 1:** Log into My Cal State LA and Click on Qualtrics located on the left-hand column

**Step 2:** Click on “Create Project”



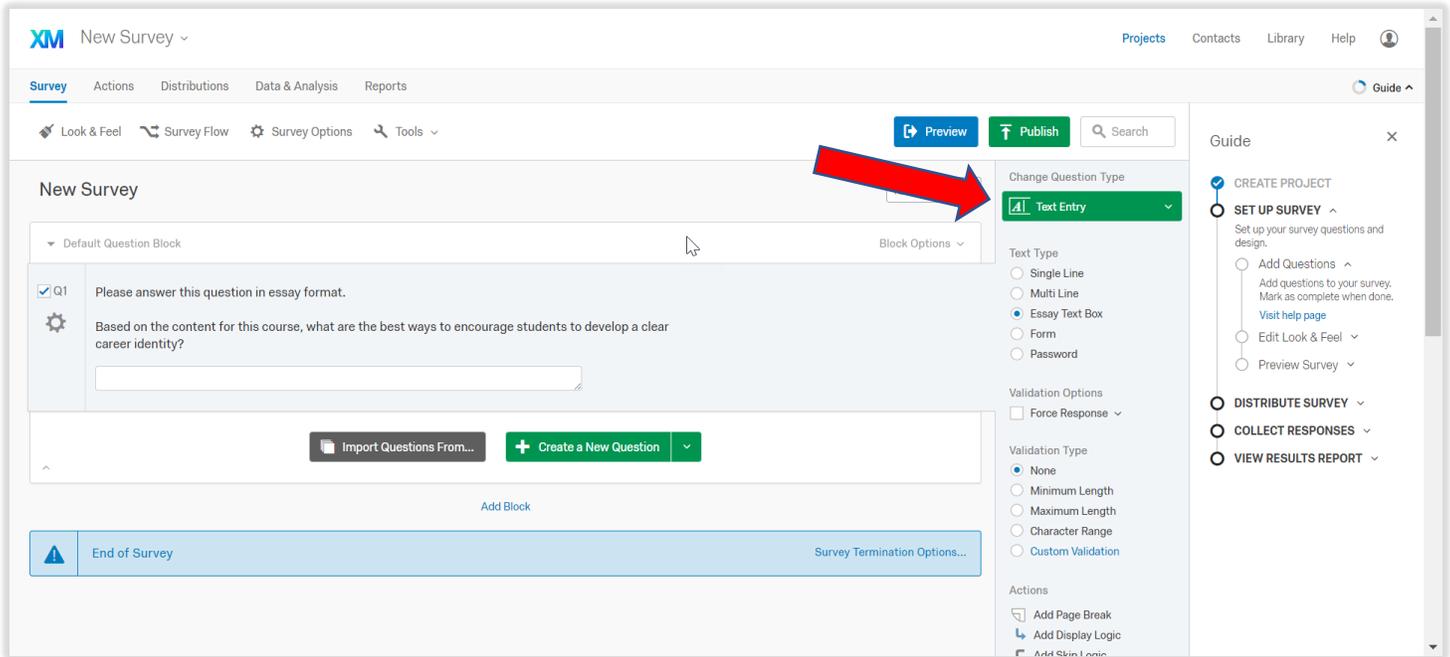
The screenshot shows the Qualtrics dashboard interface. On the left is a navigation menu with categories like 'All Projects', 'Shared with Me', 'Uncategorized', 'Current', 'EEAC', 'Lab Not Active but Current', 'MA Surveys', 'NSS', 'Old lab', 'Other surveys', and 'Quant Reasoning'. The main area displays a list of projects under the 'EEAC' filter. The projects listed are 'Assessment Ambassadors', 'Grammarly Posttest Survey', and 'Grammarly Pretest Survey'. Each project card shows its status (ACTIVE), number of questions, number of responses, and a 12-day trend chart. A red arrow points to the '+ Create Project' button in the top right corner of the dashboard.

**Step 3:** Add questions—multiple choice, open ended

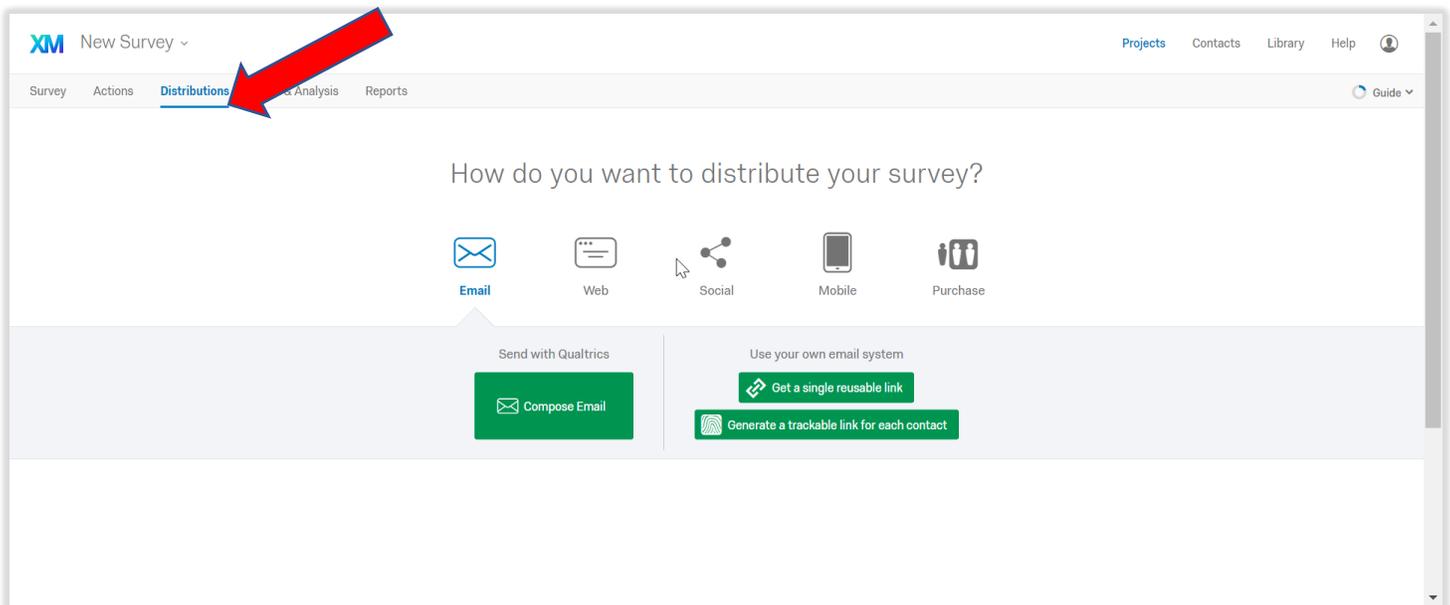


The screenshot shows the 'New Survey' editor interface. At the top, there are tabs for 'Survey', 'Actions', 'Distributions', 'Data & Analysis', and 'Reports'. Below these are various tool icons like 'Look & Feel', 'Survey Flow', 'Survey Options', and 'Tools'. The main area is titled 'New Survey' and contains a 'Default Question Block' with a question text field and three choice options. A red arrow points to the 'Multiple Choice' option in the 'Change Question Type' dropdown menu on the right side of the editor. Other options in the dropdown include 'Single Answer', 'Multiple Answer', and 'Automatic Choices'. The bottom of the editor shows 'End of Survey' and 'Survey Termination Options...' buttons.

#### Step 4: Use text entry questions to collect student responses to essay prompts



#### Step 5: Distribute the survey with trackable or reusable links (depending upon your data needs)



## Step 6: Download your data as Excel or SPSS file format

Grammarly Posttest Survey

Survey Actions Distributions **Data & Analysis** Reports

Data Text Cross Tabs Weighting

Add Filter

Recorded Responses **5**  
Responses in Progress **0**

With Selected Page 1 of 1

Export & Import Edit Tools

|                          | Recorded Date         | Q21 - What is the name of your instructor for this course this semester? | Q33 - What is your last name? | Q20 - Please indicate the course you are taking. | Q36 - How often did you use Grammarly for your academic writing tasks this semest... | Q40 - How often did you use Grammarly for non-academic writing tasks this semeste... | Q37 - How helpful is Grammarly for improving your writing? | Actions |
|--------------------------|-----------------------|--|-------------------------------|--|--|--|--|---------|
| <input type="checkbox"/> | Jan 28, 2019 11:28 AM |  |                               |  |  |  |  |         |
| <input type="checkbox"/> | Jan 21, 2019 3:24 PM  |  |                               |  |  |  |  |         |
| <input type="checkbox"/> | Jan 21, 2019 11:21 AM |  |                               |  |  |  |  |         |
| <input type="checkbox"/> | Jan 20, 2019 8:58 AM  |  |                               |  |  |  |  |         |
| <input type="checkbox"/> | Jan 19, 2019          |  |                               |  |  |  |  |         |

## Step 7: You can also view results using the Reports tab and download it as a PDF document

Grammarly Pretest Survey

Survey Actions Distributions Data & Analysis **Reports**

Results Reports

Report: Default Report Add Filter

Share Report

Q20 - Please indicate the course you are taking.

ACCT 3250  
BUS 3050  
CRIM 3010  
MGMT 5970

| Course    | Count |
|-----------|-------|
| ACCT 3250 | 58    |
| BUS 3050  | 85    |
| CRIM 3010 | 70    |
| MGMT 5970 | 18    |