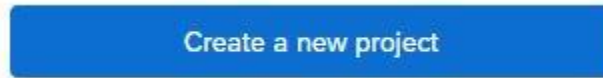
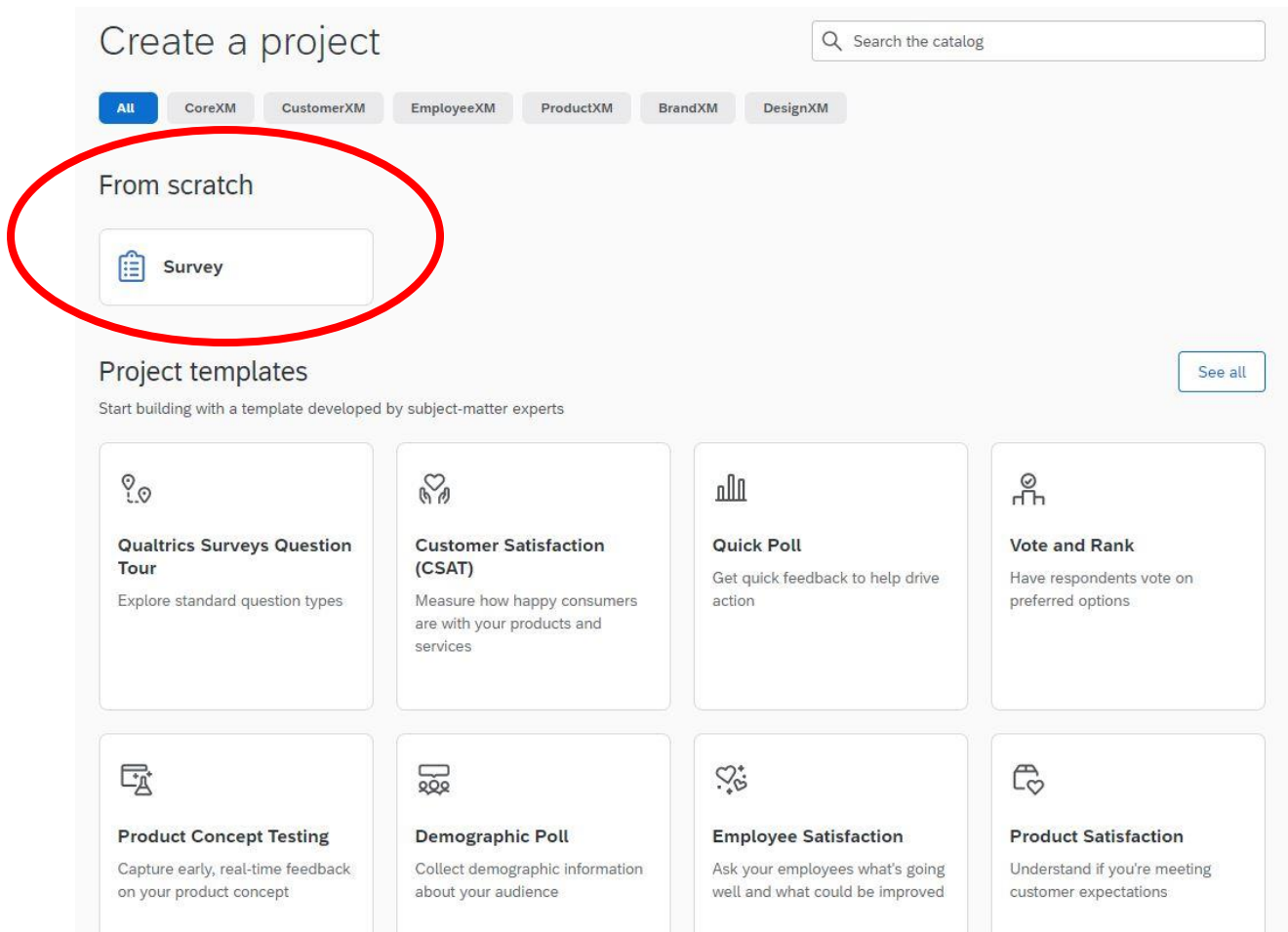


HOW TO CREATE AND DISTRIBUTE A SURVEY ON QUALTRICS

STEP 1. Click the “Create a new project” button.



STEP 2. Click the “Survey” button under “From scratch.” You can also browse the survey project templates from subject matter experts at Qualtrics.



STEP 3. A pane on the right will appear, click on “Get started”

HOW TO CREATE AND DISTRIBUTE A SURVEY ON QUALTRICS

Project

Survey

Begin a survey from scratch or get started with a previous file.

Best used for

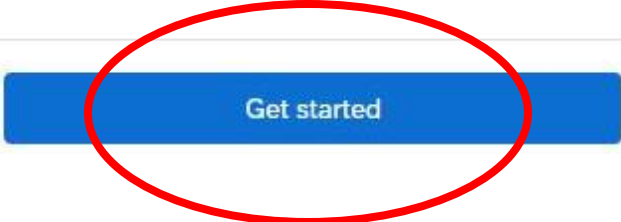
- Creating ad-hoc surveys

What's included

- Blank survey

Related links

[Learn how to create a survey](#)



Get started

HOW TO CREATE AND DISTRIBUTE A SURVEY ON QUALTRICS

STEP 4. Name your new project. For this demo, I have named my survey *test*. Click “Create project” when you’re done.

Create a new project

Survey

Name

Test

How do you want to start your survey?

Create a blank survey project

Create project

Cancel

STEP 5. Design your survey! To get started, type your questions and choices. Click “Add new question” to add more. Use the right pane to play with the settings. Click “Publish” in the top right when you are done.

Survey Workflows Distributions Data & Analysis Reports

Tools Saved at 11:35 AM Draft

Search Preview Publish

IQ Score: Great

Test

Default Question Block

Q1

Click to write the question text

Click to write Choice 1

Click to write Choice 2

Click to write Choice 3

Import from library + Add new question

Add Block

End of Survey

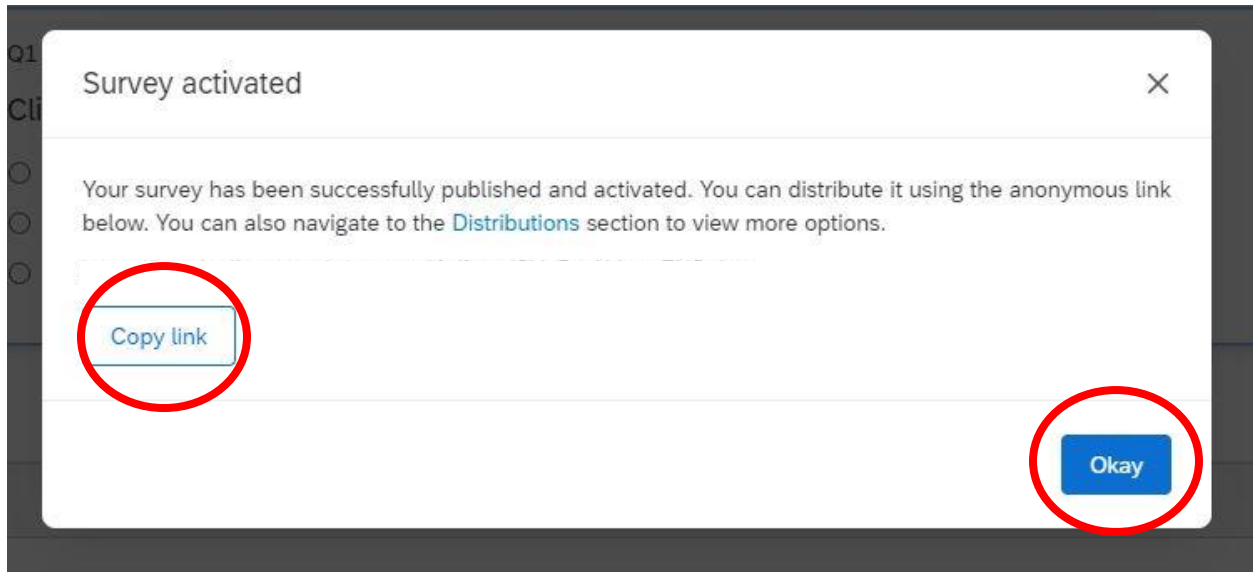
We thank you for your time spent taking this survey.

Your response has been recorded.

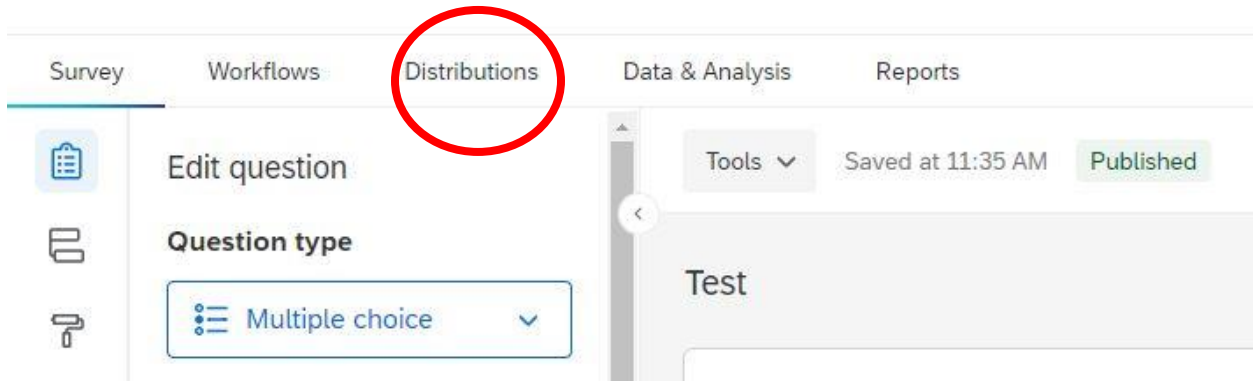
Trash | 0 Questions Empty trash

HOW TO CREATE AND DISTRIBUTE A SURVEY ON QUALTRICS

STEP 6. When you publish your survey, you'll receive a note saying your survey is activated. The anonymous link for your survey will be provided, press "copy link" to copy the link. Press "Okay" when you're done.



STEP 7. If you want to distribute the survey using another method, go to the "Distributions" tab at the top of the page.



HOW TO CREATE AND DISTRIBUTE A SURVEY ON QUALTRICS


STEP 8. The distributions page will display the other methods of distributing the survey: emails, personal links, social media, offline app, QR code. Click the method you wish to explore how to distribute your survey.


 Anonymous link

 Emails

 Personal links

 Social media

 Offline app

 QR code

 Downloads