

QUALTRICS

Getting Started Guide

for

Springfield College

Faculty/Staff & Graduate Students

Getting Started Topics

- I. Creating a Trial Account
 - A trial account will enable you to do the online training
 - A trial account has very limited privileges
- II. Learning Qualtrics
- III. Complete Comprehensive Review & Submit Scores
- IV. Upgrading Your Account
- V. Additional Information

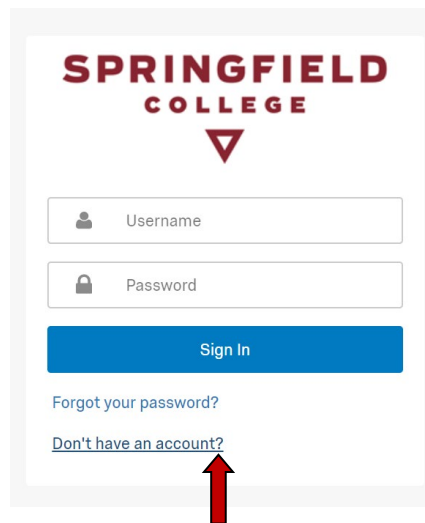
This guide is intended to provide enough training to create and distribute your own Qualtrics surveys for Springfield College academic use. The entire training and comprehensive review quiz should take roughly 45 minutes to an hour. The initial trial account is limited and only gets you through the training, therefore you **must** complete the training and pass the quiz before you are given an account with privileges to create your own surveys.

I. CREATING A TRIAL ACCOUNT

1). Access the Qualtrics login page at:

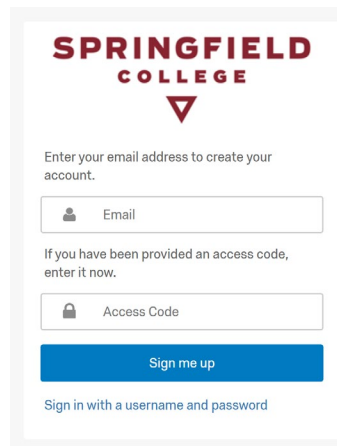
<https://springfieldcollege.co1.qualtrics.com>

2). Click on the “*Don’t have an account?*” link to create an account:



The image shows a login page for Springfield College. At the top is the Springfield College logo. Below it are two input fields: 'Username' and 'Password'. A blue 'Sign In' button is positioned below the password field. Underneath the button are two links: 'Forgot your password?' and 'Don't have an account?'. A red arrow points to the 'Don't have an account?' link.

3). Enter your SC email address.



The image shows an account creation page for Springfield College. At the top is the Springfield College logo. Below it is the text 'Enter your email address to create your account.' followed by an 'Email' input field. Below that is the text 'If you have been provided an access code, enter it now.' followed by an 'Access Code' input field. A blue 'Sign me up' button is positioned below the access code field. At the bottom, there is a link that says 'Sign in with a username and password'.

Create a password that is different from your college email password. Then, click “Get Started”. You will need to enter some information about yourself (First name, last name, and phone number) on the next screen.



4). Enter this access code to activate your ***trial*** account:

JBUOQKQYGTUBLE



All Finished!
To finish, you must enter your access code below.

I Have An Access Code

5). You will then see a screen to verify your email address. Check your email and you should find a link within the email from Qualtrics. Click on this embedded link to activate your account. Then you will be prompted to login with your username and password and will need to accept the terms of service.

II. LEARNING QUALTRICS



1). Keep your homepage open in Qualtrics. Open a new window and click ***Learn to Use Qualtrics for Research*** – in Qualtrics XM basecamp:
<https://basecamp.qualtrics.com/page/learn-to-use-qualtrics-research-core>

2). Upon clicking the link, you should see a page titled **Learn to Use Qualtrics for Research** with 6 Modules. **You will only need to complete Modules 1-4** to develop a basic understanding of Qualtrics and to successfully pass the **Comprehensive Review Quiz**.

3). To start, **select Module 1 (Configuring your Research Project)** and click **Begin**.



4). This should bring you to a page containing the title of Module 1, as well as a button that says **Register** and a button that says **Sign In**. **Click Sign In** and enter in your Qualtrics Login Information that you created for your trial account in Step I. After logging in, click “Register” to begin.

5). You will then be brought to a page containing a series of videos for Module 1, each of which need to be watched. After completing a video, look to the **left-hand side of the screen to select the next video**. You can also click the **Back Button in your browser** at any time to go back to the page containing each video for the module. If you continue to click the Back Button in your browser, you can also return to the main page in *Learn to Use Qualtrics for Research*.

6). As you watch the videos in each module, your progress will be saved. You can stop and go back to the module videos at any time.

7). Upon completing the last video in Module 1, click **End of Course**. This will mark the module as complete. This should bring you to a screen that says **Current Journey: Learn to Use Qualtrics for Research** and **Next Course: Customizing Your Research Project**.

8). **Click on Next Course: Customizing Your Research Project**. This will bring you to the title page for Module 2. **Click Register** to begin watching videos for Module 2. Again, after completing a video, look to the **left-hand side of the screen to select the next video**. You can also click the **Back Button in your browser** at any time to go back to the module home page.

9). Continue this process for Module 3 (Sharing Your Research Project) and Module 4 (Collecting Research Feedback). *Modules 5 and 6 are optional*.

10). Upon the completion of Module 4, you are ready to take the **Comprehensive Review Quiz**.

III. COMPLETING THE COMPREHENSIVE REVIEW & SUBMITTING SCORES

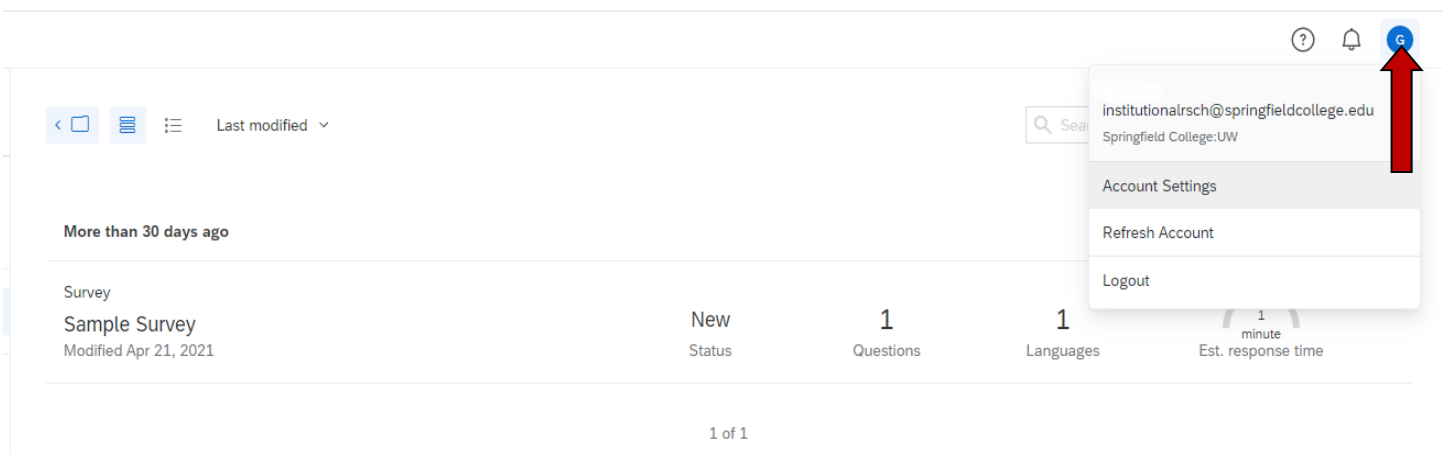
1). Use this link to access the Comprehensive Review

https://springfieldcollege.co1.qualtrics.com/jfe/form/SV_2gl3ARHsyPrJam0

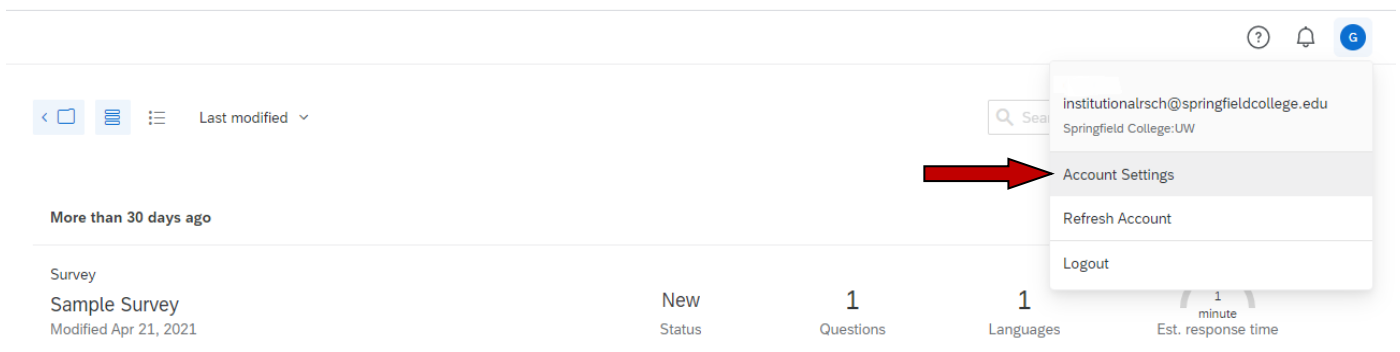
2). Upon completion of the Comprehensive Review, you will see your final score. The Institutional Research Office will receive an email confirming your score and we will then send you a code to upgrade to a Qualtrics account that grants access to begin creating your own surveys.

IV. UPGRADING YOUR ACCOUNT

1). Login to your Qualtrics homepage. Click on the icon with the letter in the upper right-hand corner of the screen to access the dropdown menu.

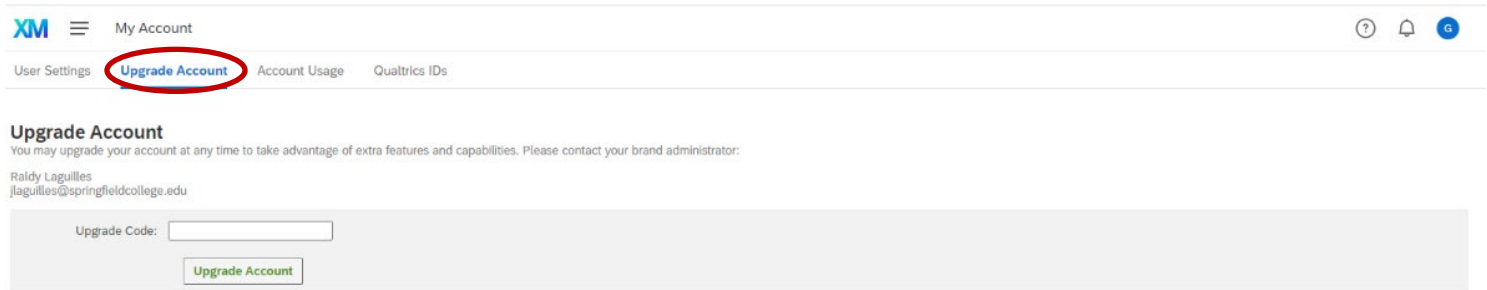


2). Then click on **Account Settings**.

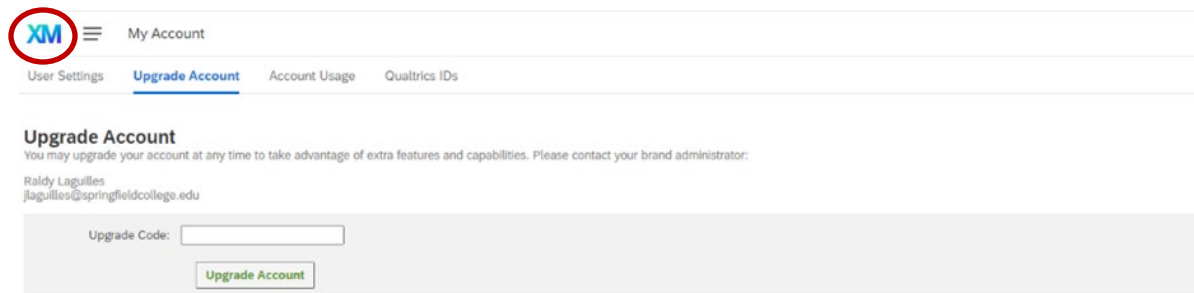




3). Next, click on **Upgrade Account** and enter the Upgrade Code provided by IR through your email in the space provided (*note, no clear visual changes will occur after you submit the upgrade code*).

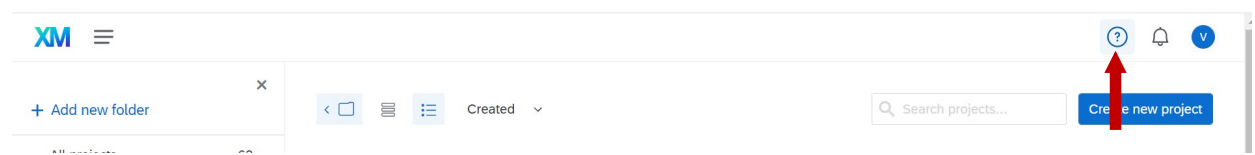


4). Click the **XM** icon in the top left-hand corner to return to your homepage to being creating surveys.



V. ADDITIONAL INFORMATION

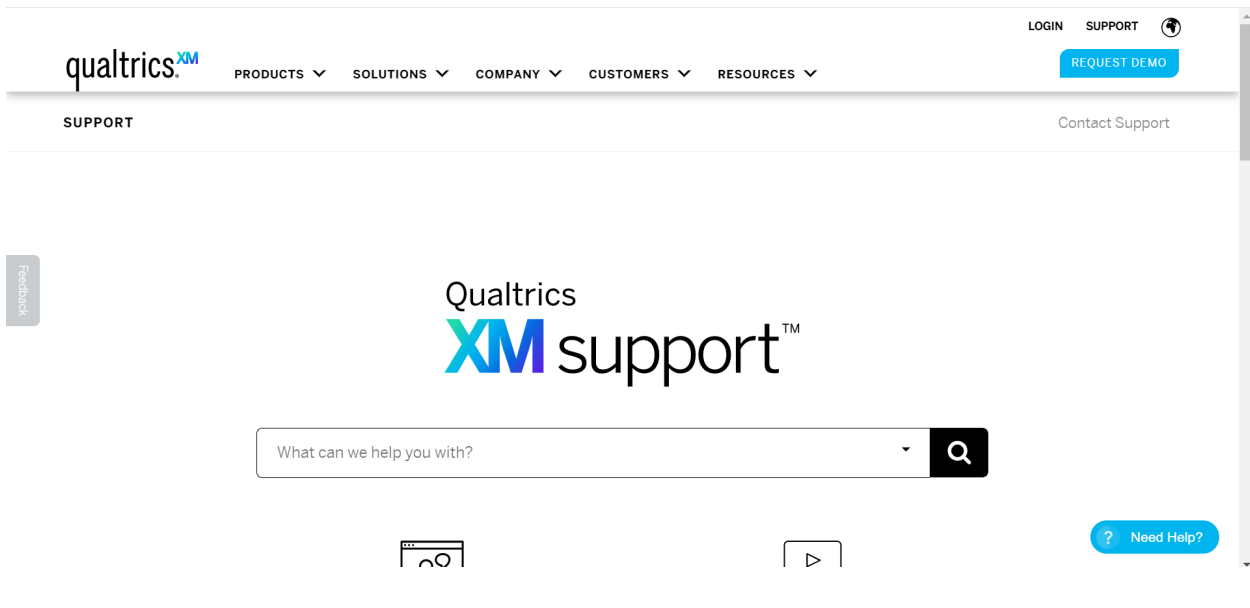
1). Click the **Help** icon on your Qualtrics homepage to access additional resources within the Qualtrics support website.





2). The Qualtrics support website provides comprehensive support via drop-down menu categories, advanced search features, pre-recorded video trainings, documents, and over the phone consultation -

<https://www.qualtrics.com/support/>



3) Still have questions?

E-mail: institutionalrsch@springfieldcollege.edu

Call: Raldy Laguilles x 3244
Victoria Long x3839