QUALTRICS QUICK GUIDE

Qualtrics is Northeastern’s supported survey tool.

LOGIN TO QUALTRICS
1. Go to neu.qualtrics.com
2. Read terms and policies
3. Click Accept and Login
4. Login with myNEU user name and password

QUESTION TYPES
- Descriptive Text
- Graphic
- Multiple Choice
- Text Entry
- Rank Order
- Matrix Table
- Slider
- Side by Side
- Constant Sum
- Hot Spot
- Graphic Slider
- Drill Down
- Pick, Group and Rank
- Heat Map
- Gap Analysis
- Net Promoter Score
- Highlight
- Signature

Learn more about Question Types: https://goo.gl/m7Oazs

NAVIGATING QUALTRICS

My Projects
1. Projects - Projects is where you create and organize surveys. Qualtrics calls surveys, project.
2. Contacts - Create, manage and share mailing lists. Contact lists are sometimes referred to as panels.
3. Library - You can store and share surveys, graphics, messages, and other files in Qualtrics libraries.
4. Folders - To organize Projects and Libraries you can use folders.

Create Project - To create a survey/project, click the Create Project button.

Status - In My Projects, each project displays quick status for projects/surveys.

Project Actions - Every project has a Project Action menu located in the drop-down to the far right.

QUALTRICS RESOURCES

Support
- Qualtrics Login - neu.qualtrics.com
- ATS Support - ats.neu.edu/qualtrics
- Qualtrics Support - qualtrics.com/support
- Qualtrics Phone - 1-800-340-9194

Tips
- Collaborate - Contact your Qualtrics Admin to create a group.
- FERPA - Confer with the FERPA site to ensure you are protecting student data.
- IRB - Review the HSRB website and resources to see if your project/survey needs IRB approval.