

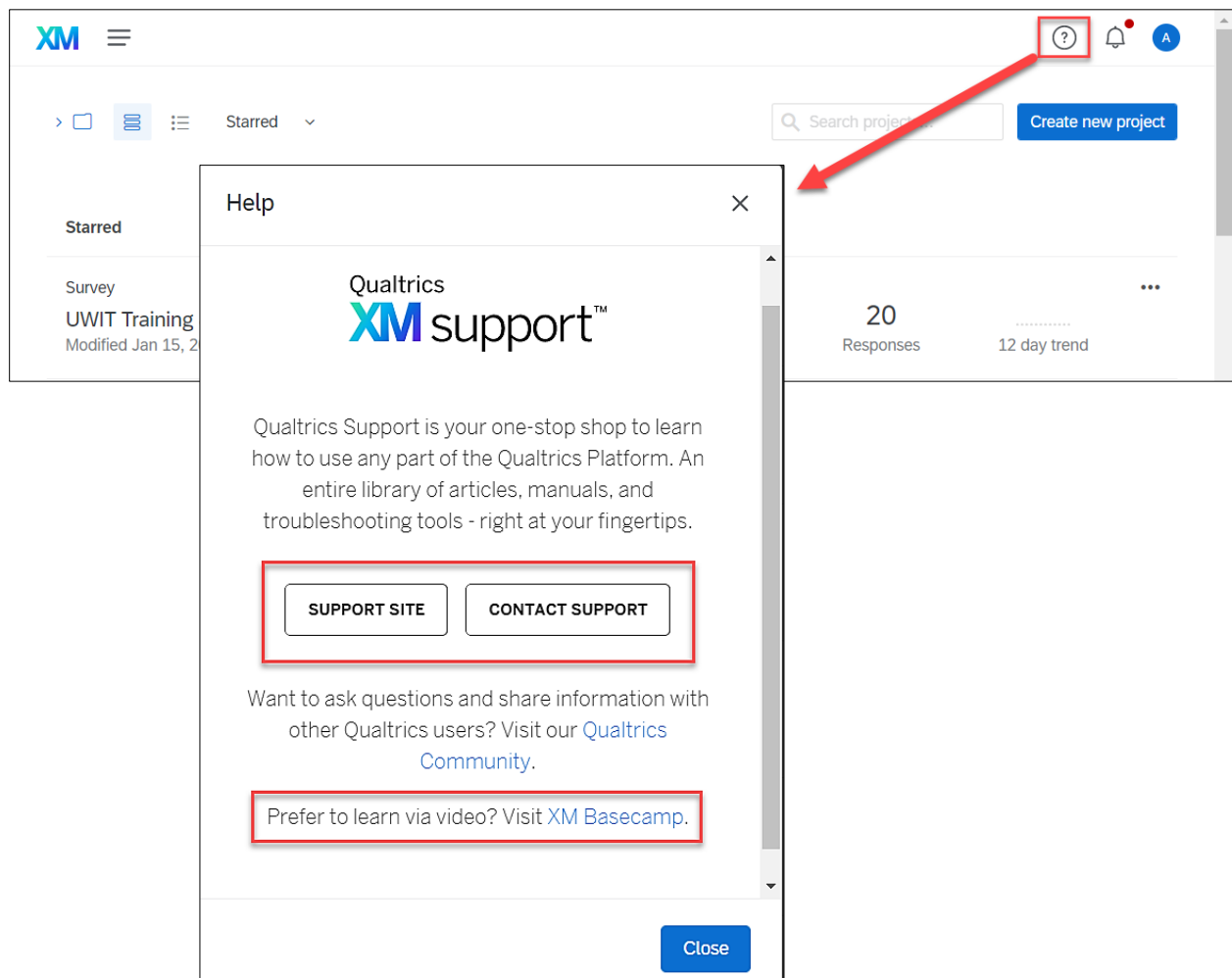
QUALTRICS TIPS

LOGGING IN

1. Visit <https://uwyo.qualtrics.com>
2. On a UW system: SSO ("single sign on") will automatically log you in. On a non-UW system, you will be asked for your UW credentials.

TRAINING AND SUPPORT

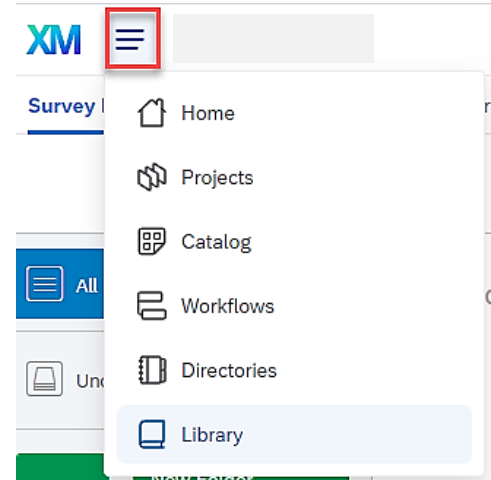
- **UWIT Training** offers the following self-paced training options (from <http://uwittraining.uwyo.edu>):
 - a. *Qualtrics: Getting Started (online)*
 - b. *Qualtrics: Canvas Integration (online)*
- For more advanced on-demand training, visit **Qualtrics XM Basecamp**
- Send questions regarding Qualtrics directly to **Qualtrics Customer Support** instead of submitting a ticket with the UWIT HelpDesk
- To access support and training, log into Qualtrics > Help menu



NAVIGATION

MAIN AREAS

1. Home: a dashboard with an overview of active projects, notifications, response rates, and more
2. Projects: a list of all survey projects
3. Catalog: a list of pre-built guided projects and templates
4. Workflows (previously called Actions): specific action triggers based on question responses
5. Directories: create and manage mailing lists
6. Library: create standard content that can be used across projects, such as graphics, files, and messages



PROJECTS PAGE

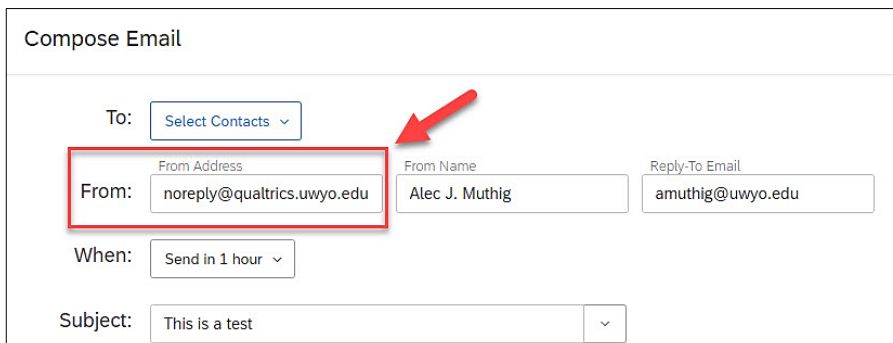
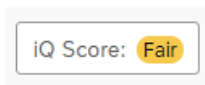
1. Lists all survey projects, along with status, responses, and other information
2. ... menu provides multiple options: collaborate (share), rename, copy, etc.
3. Open a project. Each survey project has multiple menus and tools.



- a. Survey: design, build, edit surveys
- b. Workflows (previously called Actions): allows you to trigger specific actions based on question responses
- c. Distributions: methods to deploy and distribute the survey
- d. Data & Analysis: analyze and export participant response data
- e. Reports: tools to present and visualize insights

GENERAL TIPS

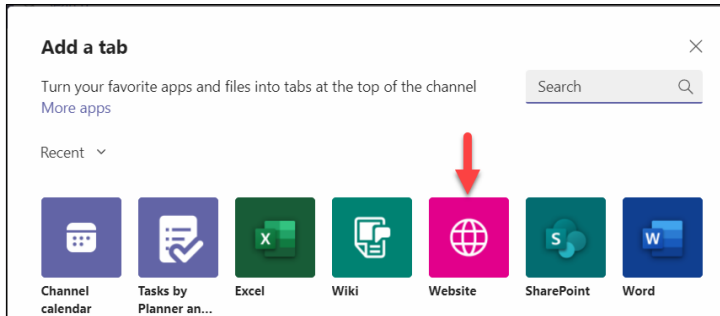
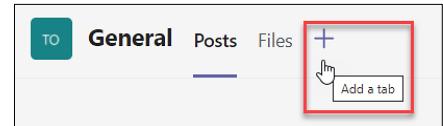
- Collaboration: Open a survey > Tools > Collaborate > add specific Qualtrics users (email addresses) (Someone must have an active Qualtrics account to be added.)
- Expert Review (IQ Score): Use Expert Review to ensure that surveys are accessible and mobile-friendly. To view suggestions, click on the survey's IQ Score button.
- Publishing: Once a survey has been distributed, it is automatically published. Just like web page editing, any changes require that the survey be manually re-published.
- Whitelisting: When sending emails through Qualtrics, such as invitations to complete the survey, change the default FROM address to noreply@qualtrics.uwyo.edu. This address has been whitelisted by the University of Wyoming so it will not appear to come from an external email address (potential phishing).



EMBEDDING FORMS IN MICROSOFT TEAMS

Qualtrics questionnaires can be embedded into Microsoft Teams as a channel resource so that the form is easy to access by your team.

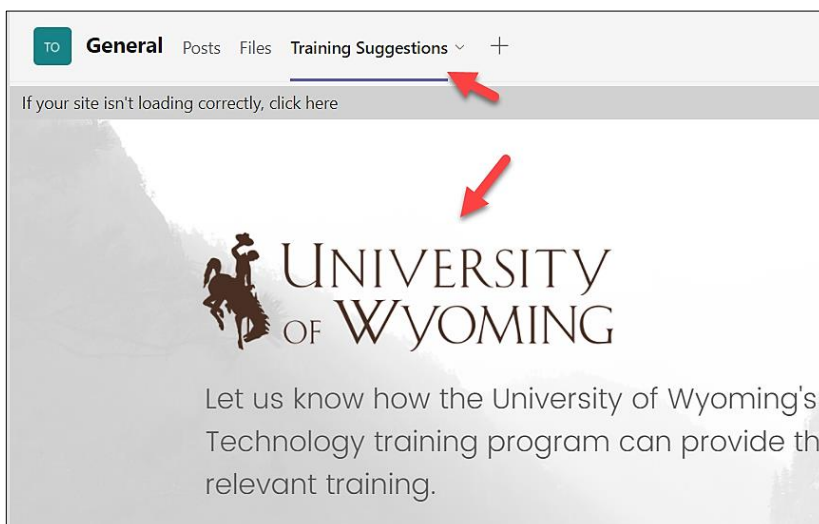
1. In Microsoft Teams, open the desired team and channel.
2. Click the + at the top of the channel to add a new tab (resource).
3. Add a new Website tab.



4. For the URL (web address), paste the distribution link for your selected Qualtrics questionnaire. (The anonymous link can be found in Qualtrics by opening the survey, going to the Distributions menu, and copying the anonymous survey link.)



5. Now, when someone clicks on the new channel tab, the questionnaire will be available.



INTEGRATION INTO CANVAS

Qualtrics is integrated to all instances of Canvas at the University of Wyoming, including WyoCourses and WyoLearn, so that questionnaires created in Qualtrics can be directly assigned to course enrollees.

See the self-paced course titled *Qualtrics: Canvas Integration* (<http://uwittraining.uwyo.edu>) for more extensive instruction, including how to assign and grade questionnaire completion.

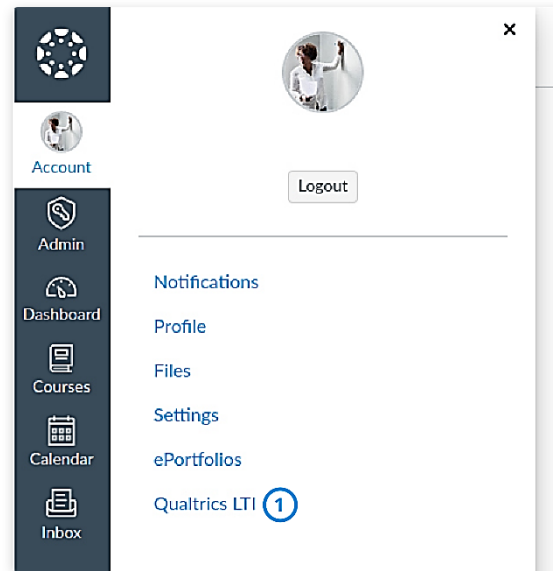
HOW TO ACCESS YOUR QUALTRICS SURVEYS IN CANVAS

When logging into Canvas you will find Qualtrics LTI/integration under your account in the global navigation in Canvas (1).

After clicking on Qualtrics LTI, you will be asked which Qualtrics domain you want to log in to. Please select the Qualtrics domain in which you want to start using your personal surveys.

Next, you can log in with your **SSO option** (single sign-on). Your organization ID is **uwyo**.

After a successful log-in, you have access to all your personal surveys.



ADD YOUR QUALTRICS SURVEYS TO YOUR CANVAS ACCOUNT

You can add a Qualtrics survey to your Canvas account by clicking on the 'Add survey' button (1) to add your surveys to Canvas.

Qualtrics LTI
INTEGRATION DEVELOPED BY DRIEAM

Your Surveys

3 Surveys Filters Search + Add survey

Survey name	Labels	Linked assignments	Status in Qualtrics	Enable survey for Canvas
Elise Sandbox Survey		4	Active	<input checked="" type="checkbox"/>
Sandbox survey 2.0		3	Active	<input checked="" type="checkbox"/>
Sandbox - Course Evaluation		2	Active	<input checked="" type="checkbox"/>

PRIVACY POLICY DEVELOPED BY DRIEAM

You will see the screen below where you can select the survey you would like to add.


Add survey from Qualtrics X

7 surveys

Name survey	ID	Status in Qualtrics
<input type="radio"/> Course Evaluation Business & Administration	AB_123456ABcDE	active <input type="checkbox"/>
<input type="radio"/> Course Evaluation Teacher involvement	AB_123456ABcDE	active <input type="checkbox"/>
<input type="radio"/> Graduation ceremony preferences	AB_123456ABcDE	active <input type="checkbox"/>
<input type="radio"/> Trial survey	AB_123456ABcDE	active <input type="checkbox"/>

After adding surveys, you can always see them in the overview as shown below. Here you can also check how many assignments the survey is linked to (2), what the status of the survey in Qualtrics (3) is, and if the survey is enabled to be used in Canvas (4). Finally, you can also visit your Qualtrics account (5).

Qualtrics LTI
INTEGRATION DEVELOPED BY DREAM

 **Your Surveys** ⋮

3 Surveys

Survey name	Labels	2 Linked assignments	3 Status in Qualtrics	4 Enable	
Else Sandbox Survey		4	Active	<input type="checkbox"/>	
Sandbox survey 2.0		3	Active	<input type="checkbox"/>	5
Sandbox - Course Evaluation		2	Active	<input checked="" type="checkbox"/>	

PRIVACY POLICY DEVELOPED BY DREAM

- Data Fields
- Labels
- Data Fields
- Go to Qualtrics
- Log out from Qualtrics

ADD A Qualtrics SURVEY TO A CANVAS ASSIGNMENT

You start by creating a new assignment in Canvas. We recommend giving the assignment a title but not a description to keep the view for students as simple as possible. If you do want to add additional information, we recommend adding this as static text to the first block of your Qualtrics survey.

You can set up the first part of the assignment as you would with any other assignment. Next, set the 'Submission type' to External tool (1). You can click on 'Find' (2) to select the Qualtrics LTI/integration.

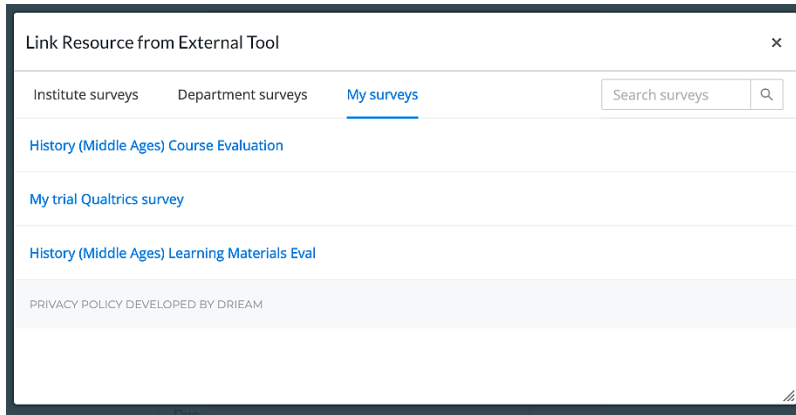
Submission Type 1

External Tool Options

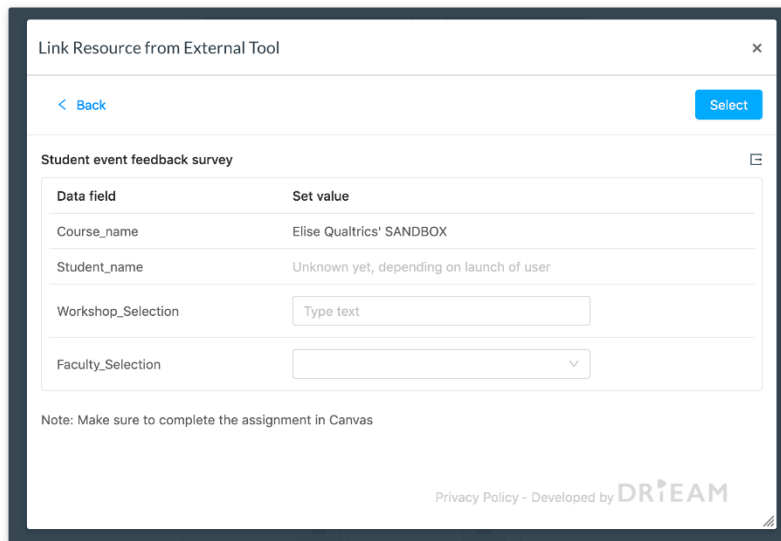
Enter or find an External Tool URL

2

Load This Tool In A New Tab



The following screen will appear. Here you can select the survey you wish to add to the assignment. After selecting the desired survey, you can edit a few settings as shown below.



Some surveys may contain an embedded data table. The data in this table is sent with the survey. Some of these data fields might be pre-filled while others you can set yourself. Click the "Select" button to add the survey to the assignment. You will be automatically redirected to the assignment settings where you can "Save" or "Save & Publish" your assignment.