Qualtrics: The Basics

Video 1 – Introduction – 3:27 minutes

Timestamp	**Content**

00:20   Overview of presentation components

In this video series, we will briefly introduce Qualtrics as well as explain how to create a Qualtrics account. We will then provide a demonstration of how to create a survey, including adding and formatting questions and other survey options and settings. We will briefly cover survey logic followed by activation and distribution of a survey using the Qualtrics Mailer feature and anonymous links. Finally, we will discuss reporting results.

00:37   What is Qualtrics?

Qualtrics is a survey administration platform that is applicable to many projects. It is useful for research, course evaluations, informational forms, customer feedback, and more. The customer service agents are easy to work with and quick to respond. Qualtrics is sleek and easy for beginners to use. It is not free like some other survey platforms, but most OSU employees have access either through their colleges or offices.

01:38   Resources for Support

There are many options for finding support when using Qualtrics.

- These services are provided by Qualtrics and offer a variety of support through detailed instructions and screenshots
    - Qualtrics support page: https://www.Qualtrics.com/support
    - Qualtrics basecamp: https://basecamp.qualtrics.com/?utm_lp=ss+homepage
- Google & Youtube
- You College IT department, or if you are not affiliated with a college, the IT HelpDesk
- University Assessment and Testing (assessment@okstate.edu)

02:33   Creating a Qualtrics Account

If you are affiliated with a college, you can reach out to your college IT department for help creating an account. If you are not affiliated with a college, you can get the same help from IT HelpDesk at helpdesk@okstate.edu.

3:10   Signing in to Qualtrics

https://okstate.az1.qualtrics.com

Use your OKstate SSO login: Okey shortname/email and password