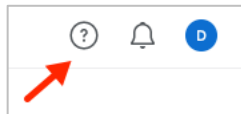


QUALTRICS: SUPPORT

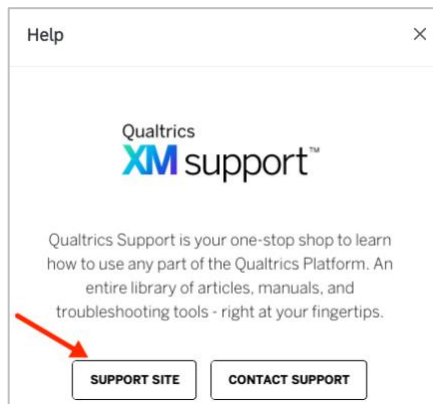
The university has an institutional license for Qualtrics, a site where surveys can be created to collect data. Qualtrics has built-in support for knowledge on many topics related to creating surveys and collecting data.

Instructions

1. With your mouse, **right click on the link below** and choose “open link in a new window (or tab)” <https://jwu.qualtrics.com>
2. Click on **My organization’s single sign-on (SSO)**.
3. To access the library of user guides for Qualtrics, click on the **(?)** icon in the top right corner of the browser while on the Qualtrics site.



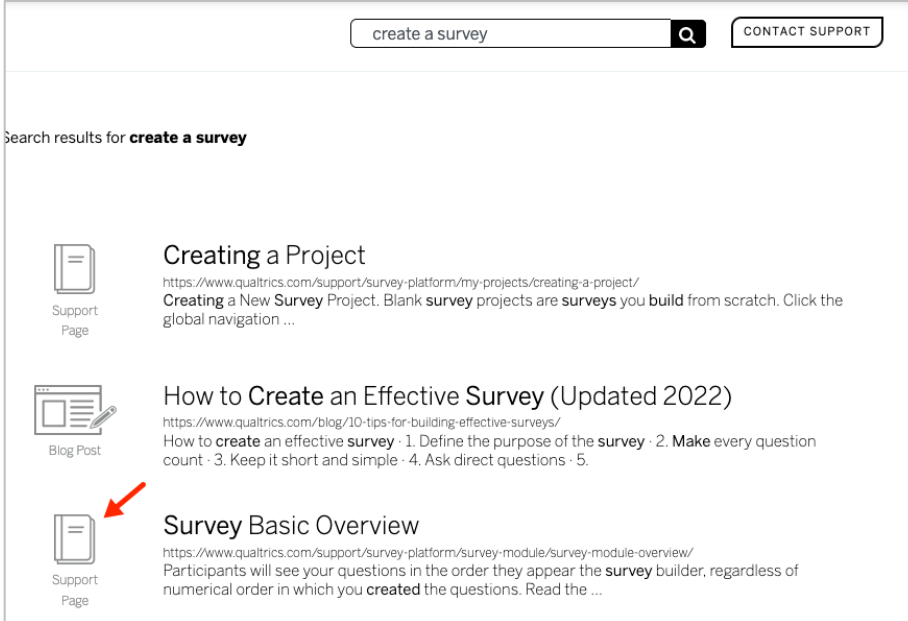
4. Click on **Support Site**.



5. A new browser window or tab opens.
6. Begin **typing in the search box** a topic that you need help with. Then, click the **magnifying glass** icon to search that topic.



7. Various search results appear. Click the one that interests you.



The screenshot shows a search interface with a search bar containing the text "create a survey" and a magnifying glass icon. To the right of the search bar is a button labeled "CONTACT SUPPORT". Below the search bar, the text "Search results for **create a survey**" is displayed. Three search results are listed:

- Creating a Project**
Support Page
<https://www.qualtrics.com/support/survey-platform/my-projects/creating-a-project/>
Creating a New Survey Project. Blank survey projects are surveys you build from scratch. Click the global navigation ...
- How to Create an Effective Survey (Updated 2022)**
Blog Post
<https://www.qualtrics.com/blog/10-tips-for-building-effective-surveys/>
How to create an effective survey · 1. Define the purpose of the survey · 2. Make every question count · 3. Keep it short and simple · 4. Ask direct questions · 5.
- Survey Basic Overview**
Support Page
<https://www.qualtrics.com/support/survey-platform/survey-module/survey-module-overview/>
Participants will see your questions in the order they appear the survey builder, regardless of numerical order in which you created the questions. Read the ...

A red arrow points to the "Survey Basic Overview" result.