Distributing and Analyzing Surveys
OUTLINE

1. Introduction
2. Quick PART 1 Recap
3. Distributing Surveys
   a) Distribution channels
   b) Data collection
   c) Collaborate
4. Analyzing Surveys
   a) Review results
   b) Data export
• **What is Qualtrics?**
  • An online software service that provides tools for designing, distributing and analyzing surveys
    • Satisfaction surveys, academic studies, assessments in general, event registrations, rubrics, etc...

• **Why Qualtrics?**
  • Information security
  • Quality control features
    • e.g. Prevent multiple submissions from respondents
RESOURCES

Visit the QUALTRICS WEBSITE for how-to information, short training videos, access to the Qualtrics Community, and other resources.

https://www.qualtrics.com/support
• Let’s check the results!

ONLINE REPORT

• Public Report Link

https://tamuc.co1.qualtrics.com/reports/public/dGFtdWmtNWW4Y2NkYmUwYWRkYTwMDIyMjMyNDJlLVVSXzNnYIBXbVczRHBzOWtZbA==
• If time allows, will be covered during presentation
• Suggest additional topics
  • Webinar Evaluation Survey
• Start with a Word document
• Backward Design
  • Objective / question to be answered
  • Audience / participants
  • Type of data needed
    • Question types
• Create survey
  • Add questions from Word document
  • Logic and Flow
  • Skip Logic
• Look and Feel
• Survey Options
PIT STOP

• QUESTIONS?
Once your survey is ready to go, head over to the Distributions tab to start collecting responses.

As the Distributions tab first opens, you’ll need to pick a distribution channel and a method within that channel to start collecting survey responses.

- **Email**: Send the survey to your respondents via email. E.g., email invites can be sent via the Qualtrics mailer or through your own email system.
- **Web**: Post the survey on the Internet for respondents to take.
- **Social**: Post the survey on social media sites for respondents to take.
- **Mobile**: Send the survey to your respondents’ mobile devices.

Options change depending on channel selected.

- Can use multiple distribution methods for the same project.
• Distribution methods on the left hand side
  • Anonymous Link
    • URL used to take your survey
    • Can paste link into email, website, etc...
    • Anyone who clicks on the link will be able to take the survey
      • Anonymous but DOES collect the user’s IP Address and location data
EMAILS

• Email distribution through Qualtrics
  • Can send customized email invitations to respondents, track their progress...
    • Contact List
      • Piped text
  • Personal Links
    • Emails send personal links
    • Can also export a list of links for distribution on your own
DISTRIBUTION CHANNELS

- Social Media
- QR Code
PIT STOP
DATA AND ANALYSIS TAB

• View results
  • Filter, classify, merge, clean, and statistically analyze your response data
    • Choose tabs
• Export data
  • Click the Export & Import dropdown menu to:
    • import responses,
    • combine responses from multiple surveys,
    • manage your previous downloads, or
    • export your data in various formats.
    • Select Export Data.
    • Select your desired file format. You have the following options:
      • Click Download
DATA FILE

• Excel file
  • Each row of the file is a different respondent,
  • Each column is a question of the survey they answered, and any data you may have recorded for each respondent

• Clean data
  • Data analysis
    • Excel
    • SPSS
REPORTS

• Create new report
  • Visualization type
    • Simple table
    • Bar chart
    • Line chart
    • Pie chart

• Share report
EVALUATION SURVEY

https://tamuc.co1.qualtrics.com/jfe/form/SV_8HxhkmuKzWLmTy

Please take the EVALUATION SURVEY
STAY TUNED!

Graduate Student
Professional Development Plan
{MAXIMIZE} Your Investment

https://pd.education/
THANK YOU!

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