



**THE OHIO STATE UNIVERSITY**

---

# Exploring the New Qualtrics Platform

Heather Lansky, [lansky.8@osu.edu](mailto:lansky.8@osu.edu)

Manager – Quality Data Reporting  
Office of Research

146 Arps Hall | 1945 N High Street



## OBJECTIVES

- Explain governance structure
- Walk through the Insight Platform
- Highlight new features
- Questions
- Tinker / In Depth Look at Feature



# **First, some reassurance ...**

**The upgrade will not affect current or past surveys/data.**

**Everything will migrate as is, with the addition of new functionality.**

**Until June 21, you can toggle between the “old” and the “new.”**



## OCIO Governance Structure

- Qualtrics enterprise-wide, OCIO managed
  - The only tool on contract\*
  - Must have use-case for other tools (e.g. SurveyMonkey)
- Governance structure under development

\*Source OCIO Knowledge Base KB04697



## WHY DID THEY DO THIS??

- Rebuilt from the ground up
- Previously different “flavors” of Qualtrics
  - We’ve had the Research Suite
  - Redesign integrates all to a single platform
- Opportunity to improve functionality
- Add new features



# GETTING THE NEW PLATFORM

**2015 SERVICE LEARNING INVENTORY** 8 Total Responses

QUOTA 0/0

RESPONSES: STARTED (blue), COMPLETED (green)

EMAIL DISTRIBUTIONS:

SENT	129 / 129 (100%)
OPENED	44 / 129 (34%)
STARTED	13 / 44 (29%)
COMPLETED	4 / 13 (30%)

2016 P-12 Surveys - Manage Folders Accept Shared Survey

Active	Name
<input checked="" type="checkbox"/>	2015 Service Learning Inventory Modified on: Mar 22, 2016
<input type="checkbox"/>	2016 P12 Summer Program Modified on: Feb 10, 2016
<input checked="" type="checkbox"/>	P12 Migrant Celebration RSVP Modified on: Apr 13, 2016

Research Suite

Support & Feedback

Help and Tutorials

Heather Lansky



**The Qualtrics Insight Platform is Here!**

We can't wait for you to check it out.

[Experience the Qualtrics Insight Platform](#)

[Learn More](#)

You can return any time before your organization-wide transition to the Qualtrics Insight Platform on **June 21, 2016.**

[Dismiss](#)



# SUMMARY OF CHANGES

My Projects

Projects Contacts Library Admin Help & Feedback

Folders


All Projects

- ★ 2014 Inventory Results for Comparison  
Last Modified: Nov 4, 2015 11:44 AM
- ★ 2014 OSU School Engagement Review - Dental WOW  
Last Modified: Sep 17, 2014 11:30 AM
- ★ 2014 Partnership Inventory  
Last Modified: May 28, 2015 10:19 AM
- ★ 2014 Partnership Inventory - Original  
Last Modified: Sep 29, 2015 11:50 AM

Welcome to the Qualtrics Insight Platform!

Now, you can:

- Easily **categorize comments** and text responses
- Create **custom visualizations** to display your data
- Stay organized with **drag & drop folders** and projects
- Organize responses with our customizable data grid and **response tagging**
- Enjoy the updated **look and feel**

 [See What's New in Qualtrics](#)

[Visit Our Support Site](#)

Click off to the side to exit menu



My Projects

Projects

Contacts

Library

Survey Director

Help & Feedback



All Projects

Sort By: Project Name

	Status	Questions	Est. Response Time	Languages	
<p>★  2014 Inventory Results for Comparison Last Modified: Nov 4, 2015 11:44 AM</p>	New	103	61 minutes	1	▼
<p>★  2014 OSU School Engagement Review - Dental WOW Last Modified: Sep 17, 2014 11:30 AM</p>	Inactive	3	Complete: 2 Partial: 1	Completion Rate: 67%	▼
<p>★  2014 Partnership Inventory Last Modified: May 28, 2015 10:19 AM</p>	Inactive	217	Complete: 131 Partial: 86	Completion Rate: 60%	▼

- Projects, Contacts, and Libraries are separated and moved to the upper right-hand corner.
- My Projects is in the upper left corner and is a navigation to project folders
- These sections are visible from every screen, allowing you to easily move between functions from anywhere within the platform.





**Create a Project**

New Project

Create From Existing

- From a Copy
- From a Library
- From a File

Create a Project from Scratch

Project Name

Folder

2015 P12 Completed

Cancel Create Project

Projects Contacts Library Help & Feedback

+ Create Project Search Projects...

Sort By: Project Name

Status	Questions	Est. Response Time	Languages	
New	103	61 minutes	1	
Status	Responses	Complete	Partial	Completion Rate
Inactive	2	2	1	67%
Status	Responses	Complete	Partial	Completion Rate
Inactive	131	131	86	60%
Status	Responses	Complete	Partial	Completion Rate
Inactive	150	150	44	77%

Create Survey renamed to Create Project



# EDIT SURVEY = SURVEY MODULE

My Projects > P12 Minigrant Celebration RSVP

Survey Distributions Data & Analysis Reports

Look & Feel Survey Flow Survey Options Tools

## P12 Minigrant Celebration RSVP

Default Question Block

Q1 The P12 Minigrant Celebration and final presentations will be held **from 4:00-5:30pm at the EHE College Commons** (2024) [change of location](#).  
There is space for up to 80 guests and we'd like to get a sense of how many people you would like to invite, how much food to order.  
Please RSVP and indicate the number of guests you plan to bring (please do their own RSVP) as well as any technology needs for the presentation.

Tools

Auto-Number Questions...

Search And Replace...

Strip Formatting...

Spell Check

Test Survey...

Check Survey Accessibility...

Triggers

Salesforce

Quotas...

Conjoint Analyses...

Scoring...

Translate Survey...

Create New Revision...

View Revision History...

Print Survey...

Export Survey to Word...

Export Survey

Import Survey...

Projects Contacts Library Admin Help & Feedback

Preview Survey

Search Questions...

Block Options



My Projects

Folders

All Projects

- 2014 Inventory Results for Comparison  
Last Modified: Nov 4, 2016 11:44 AM
- 2014 OSU School Engagement Review - Dental WOW  
Last Modified: Sep 17, 2014 11:30 AM
- 2014 Partnership Inventory  
Last Modified: May 28, 2015 10:19 AM
- 2014 Partnership Inventory - Original  
Last Modified: Sep 29, 2015 11:50 AM



Click Folders to navigate surveys

My Projects

Folders

All Projects 82

Shared with Me 44

- Uncategorized 45
- 2014 P-12 Surveys 4
- 2015 P12 Completed 22
- 2016 OR Surveys 2
- 2016 P-12 Surveys 3
- Surveys Not Deployed 6

+ New Folder



The screenshot shows a dashboard with a blue header containing navigation links: Projects, Contacts, Library, Admin, Help & Feedback, and a user profile icon. Below the header is a search bar with a '+ Create Project' button and a search input field. A 'Sort By: Project Name' dropdown is visible. The main content is a table of projects. The first project is highlighted with a red arrow pointing to its dropdown menu.

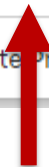
Status	Questions	Est. Response Time	Languages
New	103	61 minutes	1
Inactive	2	Complete: 2, Partial: 1, Completion Rate: 67%	
Inactive	131	Complete: 131, Partial: 86, Completion Rate: 60%	
Inactive	150	Complete: 150, Partial: 44, Completion Rate: 77%	

- Activate
- Edit Survey
- Preview Survey
- Translate Survey
- Distribute Survey
- Data & Analysis
- View Reports
- Rename Project
- Copy Project
- Share Project
- Delete Project

Survey tasks moved to the Project Options dropdown



- ✓ Activate
- ✎ Edit Survey
- ➡ Preview Survey
- 🗨 Translate Survey
- ✈ Distribute Survey
- 💬 Data & Analysis
- 📊 View Reports
- 📄 Rename Project
- 📁 Copy Project
- 🔗 Share Project
- ✕ Delete Project



Share Project: 2016 RIS Inventory

chacko | Add

Jacob Chacko (chacko.7@osu.edu)

Rebecca Chacko (chacko.9@osu.edu)

Activate Copy Distribute

Collaborate with Rebecca Chacko (chacko.9@osu.edu)

Share this project with Rebecca Chacko (chacko.9@osu.edu).

Custom Message (Optional)

Here is the RIS survey for your review.

Cancel

Survey collaboration simplified  
Everyone gets an email notification and  
collaboration codes are no longer necessary



# Panels have been renamed Contacts Use Dropdown beside survey name contact management

## CONTACTS

Contacts : Heather Lansky > 2015 Service Learning Inventory ▾

Project **Contacts** Library Survey Director Help & Feedback

[+ Add Contacts](#) List Options ▾

**Add Filter** ▾

[✓ Apply Filter](#)

No Items Selected ▾

<input type="checkbox"/>	Opted In	First Name	Last Name	Email
<input checked="" type="checkbox"/>	✓	Michelle	Abate	abate.30@osu.edu
<input checked="" type="checkbox"/>	✓	Eric	Anderman	anderman.1@osu.edu
<input checked="" type="checkbox"/>	✓	Theresa	Anggraini	anggraini.4@osu.edu
<input checked="" type="checkbox"/>	✓	Bruce	Arnold	arnold.1041@osu.edu
<input checked="" type="checkbox"/>	✓	James	Austin	austin.38@osu.edu

← Click for full contact info

**Michelle Abate**

[Edit](#) [View History](#)

Email: abate.30@osu.edu

Language: Not Specified

FromList: Active Pis

Group: Faculty



# LIBRARIES

Current Library: **Heather Lansky** ▾

Projects | Contacts | **Library** | Admin | Survey Director | Help & Feedback |

Survey Library G

All Folders

Uncategorized 38

New Folder

- ✓ Heather Lansky  
My Library 38
- EHE-SNAP-ED  
#LibraryTypeDivision 2
- Office of Research eheosu  
Group Library 17
- Undergraduate  
Organization Library 54

New Message

- Show All
- Invites
- Reminders
- Thank You
- End of Survey
- Inactive Survey
- Validation
- General
- Look and Feel
- Email Subjects

Description ▾	Type	Last Modified	
2015 No current program	End of Survey	Oct 2, 2015 8:14 AM	▾
2015 Service Learning Survey	Email Invite	Mar 22, 2016 1:49 PM	▾
4H Invite	Email Invite	Nov 3, 2015 1:08 PM	▾



# SURVEY DIRECTOR

[+ Create New Director](#)

▼ **Untitled Survey Director 1**

[Generate Link](#) Director Options

If  of

Then Link To

[Embedded Data](#)

[Add Conditional Statement](#)

Always Link To

[Embedded Data](#)

[+ Add Action Set](#)





# New Functionality



My Projects

Folders

- All Projects (84)
- Shared with Me (44)
- Uncategorized (45)
- 2014 P-12 Surveys (4)
- 2015 P12 Completed (22)
- 2016 OR Surveys
- 2016 P-12 Surveys

Surveys Not Deployed (6)

+ New Folder

Surveys Not Deployed

- ★ 2014 OSU School Engagement Review - Dental WOW  
Last Modified: Sep 17, 2014 11:30 AM
- ★ 2014 Partnership Inventory - Revised  
Last Modified: Sep 19, 2014 1:02 PM
- ★ Service Learning Inventory - Copy  
Last Modified: Mar 30, 2015 1:11 PM  
Status: Inactive  
Responses: 10  
Complete: 10  
Partial: 0  
Completion Rate: 100%
- ★ [Survey Title]  
Last Modified: Sep 17, 2014 11:30 AM
- ★ P12 Program Inventory  
Last Modified: May 1, 2014 1:23 PM

Drag and drop surveys into folders



Static Content	Descriptive Text	Graphic
Standard Questions	Multiple Choice	Matrix Table
	Text Entry	Slider
	Rank Order	Side by Side
Specialty Questions	Constant Sum	Pick, Group, and Rank
	Hot Spot	Heat Map
	Graphic Slider	Gap Analysis
	Drill Down	Net Promoter Score®
	Highlight	Signature
Advanced	Timing	Meta Info Question
	File Upload	Captcha Verification
Replace From Library	Question Library	

## New question types:

- Highlight
- Signature



### P12 Minigrant Celebration RSVP

Default Question Block

Block Options

Q1  The P12 Minigrant Celebration and final presentations will be held on **Tuesday, April 19 from 4:00-5:30pm at the EHE College Commons** (260 Ramseyer Hall). [Note this is a change of location.](#)

There is space for up to 80 guests and we'd like to get a head-count so we know how to set up the room and how much food to order.

Please RSVP and indicate the number of guests you plan on bringing (each team member should do their own RSVP) as well as any technology needs you may have for your presentation.





Survey Distributions Data & Analysis Reports

Pause Response Collection

+ Distribute Survey

Distribution Summary

Anonymous Link

Emails

Personal Links

Social Media

Offline App

QR Code

Purchase Respondents



No responses have been collected for this survey yet.



How do you want to distribute your survey?



Email



Web



Social



Mobile


Combined  
Email Survey  
and  
Email History

Send with Qualtrics

 Compose Email

Use your own email system

 Get a single reusable link

 Generate a trackable link for each contact

Cancel



### Compose Email

To:

From:

When:

Subject:

Save As

Message:

Follow this link to the Survey:  
\${://SurveyLink?d=Take the survey}

Show Advanced Options

Cancel

Link Type:

Link Expiration:

Do not mark responses as "In Progress" until survey is started.



Survey Distributions Data & Analysis Reports

Pause Response Collection

+ Distribute Survey

Distribution Summary

- Anonymous Link
- Emails
- Personal Links**
- Social Media
- Offline App
- QR Code
- Purchase Respondents

Generated links renamed

Recent Responses



All Responses

Distribution Channel	Audience Size	Surveys Started	Responses	Completion Rate
Anonymous Link	N/A	N/A	2	N/A
Invite Over Email	129	13	5	31%
Uncategorized	N/A	N/A	1	N/A





How do you want to distribute your survey?



Email



Web



Social



Mobile

Post your survey to a variety of social networks

 Use Social Media



in

g+



Cancel

When sharing a survey through this section, the social media site the respondent comes from will be recorded in each response as an embedded data field.



SMS is currently only available as a purchased add on.

- Send to known mobile numbers
- Post a send-to number (e.g. text Qualtrics to 12345)



## INLINE EMAIL QUESTION

Only Single Answer Multiple Choice and NPS question types can be used

Compose Email

To: Test Panel [View 2 Contacts](#)

From: From Address: noreply@qemailserver.com From Name: Heather Lar...

When: Send Now

Subject: Inline Email test

Message: **Inline Email Question**

Search...

Did you attend the Qualtrics presentation on April 26 >

://SurveyLink?d=Take the survey}

copy and paste the URL below into your internet browser:

://SurveyURL}

Color Scheme

- White
- Blue
- Gray
- Custom >

Follow this link to the Survey:  
\$[://SurveyLink?d=Take the survey}

Or copy and paste the URL below into your internet browser:  
\$[://SurveyURL}

Show Advanced Options Cancell



## DESIGN VIEW

Design View of a question in Qualtrics. The question text is represented by the placeholder `#{q://QID2/QuestionText}`. Below the question text are two choice descriptions, each represented by a placeholder: `#{q://QID2/ChoiceDescription/1}` and `#{q://QID2/ChoiceDescription/2}`. The choices are displayed as blue rectangular buttons.

## SURVEY VIEW

Survey View of the same question. The question text is "Did you attend the Qualtrics presentation on April 26?". Below the question text are two blue rectangular buttons representing the choices: "Yes" and "No".



## MANAGING EMAILS

Survey **Distributions** Data & Analysis Reports

Pause Response Collection + Compose Email

- Distribution Summary
- Anonymous Link
- Emails**
- Personal Links
- Social Media
- Offline App
- QR Code

### Emails

Email to Contact List: **Test Panel** 2 ✓ 2 Emails Sent  
Sent On: **25 Apr 2016 11:54 AM EDT** 2 Surveys Started  
1 Survey Finished [Show Details](#)

+ Schedule Reminder + Schedule Thank You Message

Showing 1-1 of 1



My Projects > P12 Minigrant Celebration RSVP

Projects Contacts Library Admin Help & Feedback

Survey Distributions **Data & Analysis** Reports

# Replaces View Results

Data Text Cross Tabs

Add Filter

Completed Responses **19**

Responses in Progress **0**

With Selected

Page 1 of 1

Export/Import Tools

<input type="checkbox"/>	Q3 - Complete the following information about your project - Your first name	Q3 - Complete the following information about your project - Your last name	Q3 - Complete the following information about your project - Your email (osu name.#)	Q6 - Guest 1 (FirstName LastName)	Q7 - Guest 2 (FirstName LastName)	Q14 - Which type of laptop	Q15 - Which type of microphone?	Actions
<input type="checkbox"/>	"Kelly"	"Capatosto"	"capatosto.3@osu.edu"			Mac		<input type="button" value="v"/>
<input type="checkbox"/>	"Kelly"	"Crawford"	"crawford.492@osu.edu"					<input type="button" value="v"/>
<input type="checkbox"/>	"Ari"	"Kirsh"	"kirsh.7"					<input type="button" value="v"/>
<input type="checkbox"/>	"Clare"	"Cui"	"cui.163"			PC		<input type="button" value="v"/>
<input type="checkbox"/>	"Lauren"	"Palmar "	"palmar.1@osu.edu"	"Andi Palmar"			Lavaliere (clips to your shirt)	<input type="button" value="v"/>



# EDIT FIELDS

Projects Contacts Library Admin Help & Feedback

Completed Responses 19  
Responses in Progress 0

t/Import Tools

- Create Custom Field...
- Delete Custom Field...
- Edit Custom Fields
- Delete Data >
- Choose Columns >**
- Select Page Size >

3 - Guest 1 (FirstName LastName) Q7 - Guest 2 (FirstName LastName)

PC

Lavaliere (clips to your shirt)

idi Palmar

Survey Metadata >

Contact Fields >

Q2 - Are you planning to attend the event on April 19? >

Q3 - Complete the following information about your project >

Q5 - How many guests do you plan to bring? >

✓ Q6 - Guest 1 (FirstName LastName)

✓ Q7 - Guest 2 (FirstName LastName)

Q8 - Guest 3 (FirstName LastName)

Q9 - Guest 4 (FirstName LastName)

Q12 - Will you need technology to be available (projector, laptop, etc.)?

Q13 - What type(s) of technology will you need? Check all that apply. >

✓ Q14 - Which type of laptop

Q15 - Which type of microphone? >

t/Import Tools

- Create Custom Field...
- Delete Custom Field...
- Edit Custom Fields
- Delete Data >
- Choose Columns >**
- Select Page Size >

Lavaliere (clips to your shirt)



# CUSTOM FIELDS

My Projects > P12 Minigrant Celebration RSVP

Projects Contacts Library Admin Help & Feedback

Survey Distributions

Data Text Cross Tab

Add Filter

With Selected

### Create New Field

Field Name

Field Type

Close

Completed Responses 19  
Responses in Progress 0

/Import Tools

- Create Custom Field...
- Delete Custom Field...
- ✓ Edit Custom Fields
- Delete Data >
- Choose Columns >
- Select Page Size >

<input type="checkbox"/>	Q3 - Complete the fo information about your Your first name							
<input type="checkbox"/>	"Kelly"							
<input type="checkbox"/>	"Kelly"	Crawford	crawford.492@osu.edu					
<input type="checkbox"/>	"Ari"	"Kirsh"	"kirsh.7"					
<input type="checkbox"/>	"Clare"	"Cui"	"cui.163"					
<input type="checkbox"/>	"Lauren"	"Palmar "	"palmar.1@osu.edu"	"Andi Palmar"				

Lavalliere (clips to your shirt)





The screenshot shows a survey data management interface. On the left, a sidebar menu is open with 'Embedded Data' selected. The main area displays a list of survey questions (Q2-Q15) and a table of data. A 'Tools' dropdown menu is open, showing options like 'ATTENDANCE', 'Choose Columns', and 'Select Page Size'. A red arrow points from the text 'STEP TWO' to the 'ATTENDANCE' option. Another red arrow points from the text 'STEP ONE' to the 'Tools' dropdown menu, which is circled in red.

Completed Responses 1

Responses in Progress 0

ATTENDANCE

STEP TWO

STEP ONE



# POPULATE THE NEW FIELD (MANUALLY)

Survey Distributions **Data & Analysis** Reports

Data Text Cross Tabs

Add Filter Completed Responses **19**  
Responses in Progress **0**

With Selected Page 1 of 1 Export/Import Tools

<input type="checkbox"/>	Q3 - Complete the following information about your project - Your first name	Q3 - Complete the following information about your project - Your last name	Q3 - Complete the following information about your project - Your email (osu name.#)	Q6 - Guest 1 (FirstName LastName)	Q7 - Guest 2 (FirstName LastName)	Q15 - Which type of microphone?	ATTENDANCE	Actions
<input type="checkbox"/>	"Kelly"	"Capatosto"	"capatosto.3@osu.edu"				ATTENDED	<input type="button" value="v"/>
<input type="checkbox"/>	"Kelly"	"Crawford"	"crawford.492@osu.edu"				NO SHOW	<input type="button" value="v"/>
<input type="checkbox"/>	"Ari"	"Kirsh"	"kirsh.7"				ATTENDED	<input type="button" value="v"/>
<input type="checkbox"/>	"Clare"	"Cui"	"cui.163"				ATTENDED	<input type="button" value="v"/>
<input type="checkbox"/>	"Lauren"	"Palmar "	"palmar.1@osu.edu"	"Andi Palmar"		Lavaliere (clips to your shirt)	ATTENDED	<input type="button" value="v"/>



# CUSTOM FIELDS

**FILTER BY CUSTOM FIELD**  
Filtering also allows nestable logic sets

Data Text Cross Tabs

Add Filter

Add Filter



Survey Metadata

Contact Fields

Embedded Data

ATTENDANCE

Q2 - Are you planning to attend the event on April 19?

Survey Distributions Data & Analysis Reports

Data Text Cross Tabs

Filtering by ATTENDANCE - ATTENDANCE Is ATTENDED

Completed Responses 19

Responses in Progress 0

With Selected

Page 1 of 0

Export/Import Tools

	Q3 - Complete the following information about your project - Your first name	Q3 - Complete the following information about your project - Your last name	Q3 - Complete the following information about your project - Your email (osu name.#)	Q6 - Guest 1 (FirstName LastName)	Q7 - Guest 2 (FirstName LastName)	Q15 - Which type of microphone?	ATTENDANCE	Actions
<input type="checkbox"/>	"Kelly"	"Capatosto"	"capatosto.3@osu.edu"				ATTENDED	<input type="checkbox"/>
<input type="checkbox"/>	"Ari"	"Kirsh"	"kirsh.7"				ATTENDED	<input type="checkbox"/>




## EXPORTING DATA

Export/Import ▾ Tools ▾

- Export Data...
- Import Data...
- Manage Previous Downloads


### Export Data

#### Download This Table



Download the columns and filtered data currently included in the Data tool. This download cannot be imported into Qualtrics.

#### Export Complete Data Set

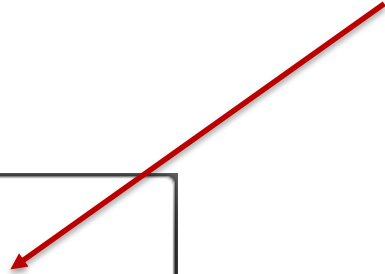


Download all fields and responses for this project except for tags and custom columns. This export can be imported into Qualtrics.

Close




## CUSTOM FIELDS / DATA EXPORT



< Download Data Table

CSV TSV XML SPSS

 Comma separated values

This is a Comma Separated Values format of the raw data that can be easily imported into Excel, Access, or other programs. Each value in the response is separated by a comma, and each response is separated by a newline character.

Use commas for decimals

Close [Download](#)



# CUSTOM FIELDS / DATA EXPORT

## New field is exported and data set is filtered

	A	B	C	D	E	F	G	H
1	QID3_1	QID3_2	QID3_3	QID6_TEXT	QID7_TEXT	QID15	ATTENDANCE	
2	Q3_1 - Your first name	Q3_2 - Your last name	Q3_3 - Your email (osu name.#)	Q6 - Guest 1 (FirstName LastName)	Q7 - Guest 2 (FirstName LastName)	Q15 - Which type of microphone?	ATTENDANCE	
3	Kelly	Capatosto	capatosto.3@osu.edu				ATTENDED	
4	Ari	Kirsh	kirsh.7				ATTENDED	
5	Clare	Cui	cui.163				ATTENDED	
6	Lauren	Palmar	palmar.1@osu.edu	Andi Palmar		Lavaliere (clips to your shirt)	ATTENDED	
7	Nicole	Kwiek	Kwiek.1				ATTENDED	
8	Nira	Kadakia	kadakia.10@buckeyemail.osu.edu				ATTENDED	
9	Austin	Shaver	Shaver.90	Carol Housewoth		Podium	ATTENDED	
10	Ashley	Riegert	riegert.5	Karen McClellan	Janet Lybrook		ATTENDED	
11	Allysa	Johnson	Johnson.6406	Katie Boomhower		Podium	ATTENDED	
12	Eman	Tiba	tiba.5@osu.edu	Salam Tiba	Susie Mauck	Lavaliere (clips to your shirt)	ATTENDED	
13	Matt	Schneider	schneider.850@osu.edu				ATTENDED	
14	Norman	Noe	noe.54				ATTENDED	
15	Annelise	Dahl	Dahl.56	Flora Hong			ATTENDED	
16	Sarah	Fitzpatrick	Fitzpatrick.173			Podium	ATTENDED	
17	Joseph	Cusimano	joecusi@hotmail.com			Lavaliere (clips to your shirt)	ATTENDED	
18	Lauren	Wargelin	wargelin.2	Josh Reynolds			ATTENDED	



## Export Data

### Download This Table



Download the columns and filtered data currently included in the Data tool. This download cannot be imported into Qualtrics.

### Export Complete Data Set




Download all fields and responses for this project except for tags and custom columns. This export can be imported into Qualtrics.

Close



[<](#) Export Data Set

CSV XML SPSS HTML Fixed Field Text User Submitted Files

 Comma separated values

This is a Comma Separated Values format of the raw data that can be easily imported into Excel, Access, or other programs. Each value in the response is separated by a comma, and each response is separated by a newline character.

Use 2013 and earlier

Only include responses between:

Start Date:  End Date:

[More Options](#)

[<](#) Export Data Set

This is a Comma separated values format of the raw data that can be easily imported into Excel, Access, or other programs. Each value in the response is separated by a comma, and each response is separated by a newline character.

Use 2013 and earlier

Only include responses between:

Start Date:  End Date:

Use numeric values  
 Use choice text

Use commas for decimals

Recode seen but unanswered questions as -99

Export viewing order data for randomized surveys

Compress data as .zip file

Send email when file is ready to download

[Fewer Options](#) [Close](#) [Download](#)

Scroll down for options





# TEXT ANALYSIS

Survey Distributions Data & Analysis Reports

Data **Text** Cross Tabs

100%

View All Responses

Showing all 399 responses

- middle school
- middle school**
- middle schoolers
- middle schoology  
summary (200 words or less)

### Add Topic

Name

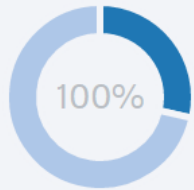
30 responses will be tagged

Cancel

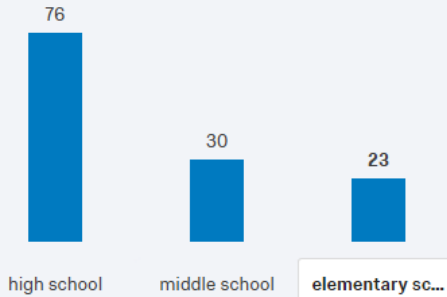
"Outstanding family films you won't find at the Cineplex plus children from many cultures. Zoom is offered every year the 1



Show apps



View All Responses



elementary school

< Page 1 of 2 >

Summary (200 words or less)

"4-H Club offered after school at Cleveland's George Washington Carver elementary."

"SNAP- Ed provided nutrition education to 3 elementary schools and one middle school in Wooster City School Districts during classroom time and at before/after school programs using the Balance My Day curriculum."

elementary school



middle school

elementary school





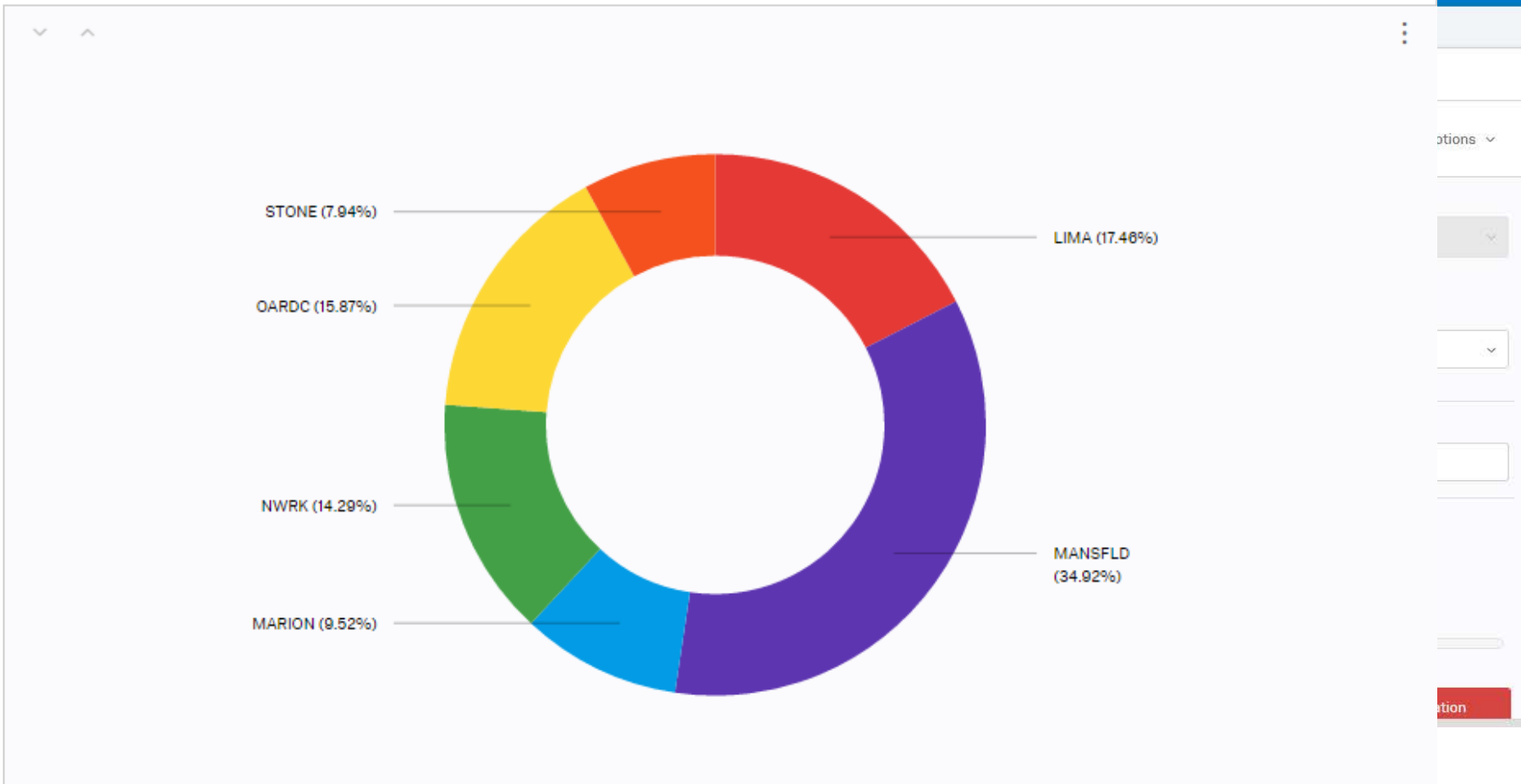
## TOPICS CAN ALSO BE USED IN FILTERING DATA

The screenshot shows a software interface with a navigation menu at the top. The menu includes 'Survey', 'Distributions', 'Data & Analysis' (which is highlighted), and 'Reports'. Below the main menu, there are sub-options: 'Data', 'Text', and 'Cross Tabs'. The 'Data' sub-option is currently selected. Below the navigation menu, there is a 'Filtering by' section. This section contains three dropdown menus: 'Q7 - Topics - Q7 - Topics', 'Excludes all', and 'high school'. To the right of these dropdowns are two circular icons, one with a minus sign and one with a plus sign.



# REPORTING

Q9 - Which campus? Choose all that apply.





## FILTER REPORT FURTHER USING “BREAKOUT BY” FEATURE

< Previous Page

Page Options ▾

Next Page >

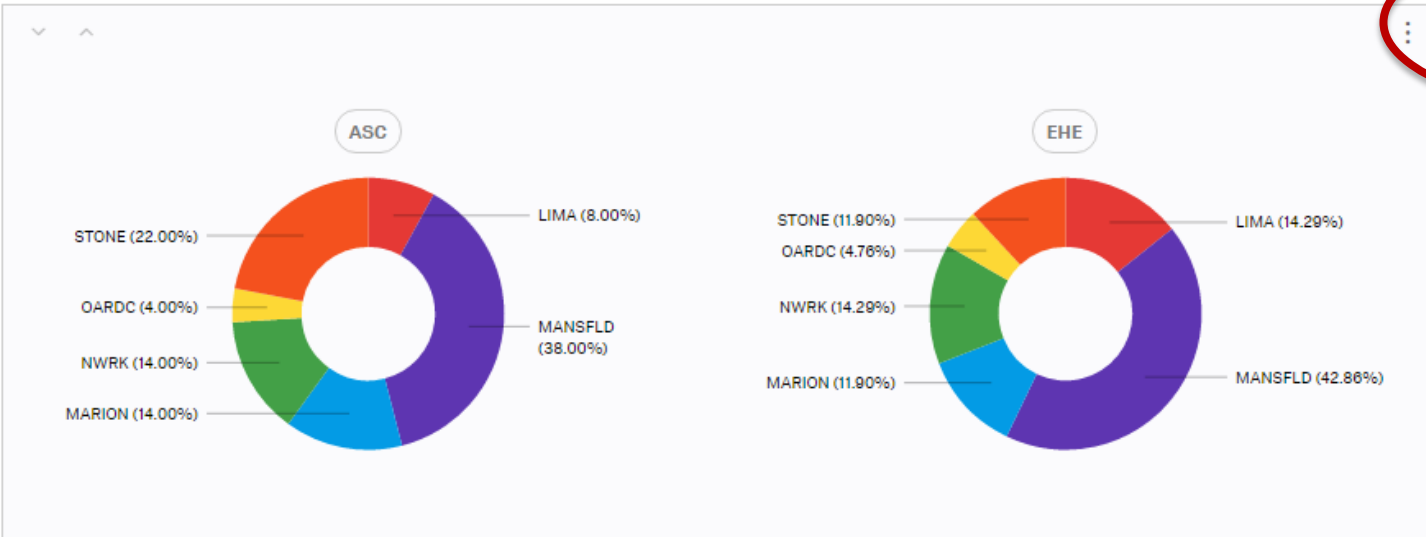
Data Source

Q9 - Which campus? Choose all that apply. ▾

Breakout By

Q10 - Which colleges/depart... ▾

Q9 - Which campus? Choose all that apply.



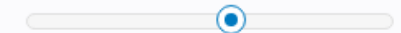
Title

Default - Click to edit

Visualization



Inner Radius



Show As Percentages



## CREATE PUBLIC REPORTS

Manage Public Report

On Public report available at the following link:

Off Access Code Protection

Cancel

REPORTS CAN BE PUBLISHED  
VIA A LINK

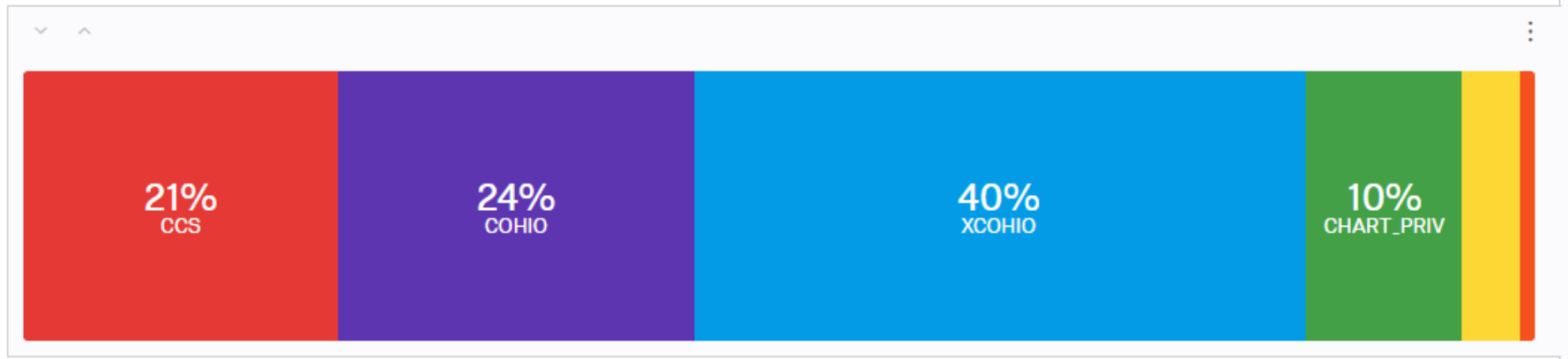
EITHER PUBLIC  
OR ACCESS CODE PROTECTED



EVEN IF YOU EXPORT DATA FOR ANALYSIS IN SAS, SPSS, ETC.

QUALTRICS REPORTING TOOLS CAN BE USED TO QUICKLY SPOT INTERESTING TRENDS (WHAT QUALTRICS CALLS INSIGHTS)

Q30 - What school district(s) did you work with on the program/project in the past year? Choose all that apply.





**Qualtrics**  
**Customer Service**  
**(800) 340-9134**





# Questions?

## Time for exploring