

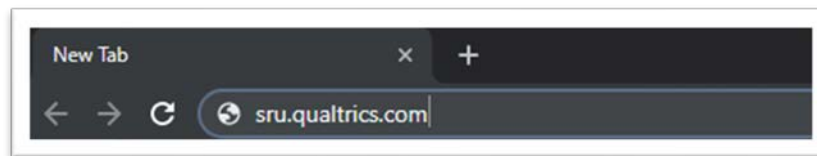
## SRU Qualtrics Guides:

### 1. Logging in and Basic System Features

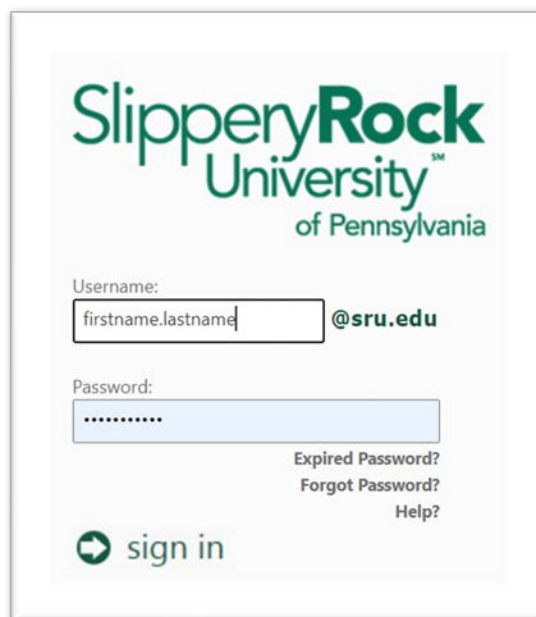
sru.qualtrics.com

Last Updated: 8/30/21

1. Navigate to the address tab of your chosen browser, type in **sru.qualtrics.com** and hit enter.



2. Sign in using your My SRU login credentials where you will be taken to the main Qualtrics page. If you have previous projects you will see them listed here.

A screenshot of the login page for Slippery Rock University. The page features the university's logo at the top, which includes the text 'Slippery Rock University of Pennsylvania'. Below the logo, there are two input fields: 'Username:' with a placeholder 'firstname.lastname' and '@sru.edu', and 'Password:' with a masked password '.....'. To the right of the password field, there are three links: 'Expired Password?', 'Forgot Password?', and 'Help?'. At the bottom left, there is a 'sign in' button with a circular arrow icon.

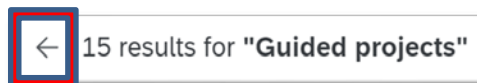
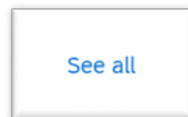
3. To start a new project, click on the blue **Create New Project** button. This button will appear in the middle of the screen if it is your first time using Qualtrics and in the top right of the screen on subsequent logins.

Create new project

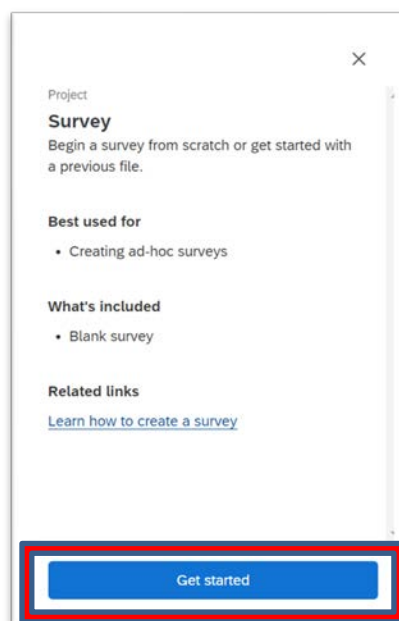
4. From the **Catalog Screen** - You will have a choice to select a premade survey (**Guided Projects**) or to create your own survey (**Projects from Scratch**).

- **Projects from Scratch:** Begin a survey from scratch or get started with a previous file. Best used for creating ad-hoc surveys. A blank survey is included.
- **Guided Projects:** Click on the individual tiles for a brief description. You have the option of **Project Templates**, **COVID-19 Projects**, and **Academic Project Templates**.

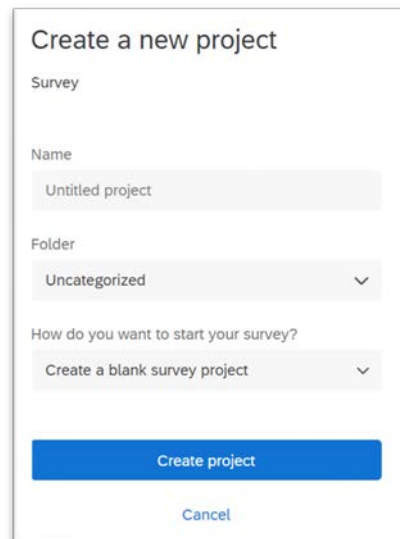
Clicking on the **See All** button on the right-hand side of the screen will show you all options under a particular heading. To return to the **Catalog Screen**, click on the small black arrow to the left of **Results**.



5. Once you select the report type you want, a pop-up description will appear on the right-hand side of the screen. Scroll down to the blue **Get Started** button and click it. The **Create New Project Screen** will open.



6. From here you can **Name** your survey, select the **Folder** you want this survey filed under, and how you want your survey to **Start**. Click on the blue **Create Project** button once finished making your selections.



Create a new project

Survey

Name

Untitled project

Folder

Uncategorized

How do you want to start your survey?

Create a blank survey project

Create project

Cancel

### Additional Resources:

<https://www.sru.edu/offices/planning-resource-management-and-assessment/services> - PRMA page with additional Qualtrics guides – Under the **Survey Requests** accordion/**Qualtrics Self-Help**

<https://www.qualtrics.com/support/survey-platform/getting-started/survey-platform-overview/> - Qualtrics Training Manual - Main

<https://www.qualtrics.com/support/survey-platform/my-projects/my-projects-overview/?parent=p002> – Qualtrics Training Manual - Projects Basic Overview

<https://www.qualtrics.com/support/survey-platform/my-projects/creating-a-project/> - Qualtrics Training Manual – Creating a Project