LOGGING IN FOR THE FIRST TIME
http://duke.qualtrics.com
Please identify yourself to NetID service handleservice at host shibboleth.duke.edu.

Please enter your NetID and password:

NetID: 
Password: 

Enter

Don't know what a NetID is? Not sure if you have one? Find out.

Forgot your password? Click here.
This seems to be the first time you are logging in to Qualtrics.

I don't have a Qualtrics account

I already have a Qualtrics account
Account Information

Please Update Your Account Information

Username: netid@duke.edu

Email: email@law.duke.edu

First Name: Your

Last Name: Name

I am a student

Graduation Date: (Real or Estimated)

[Cancel] [Update]
CREATING A SURVEY
How would you like to create your survey?

**Quick Survey Builder**
Looking for a fast and easy way to build a powerful survey? Try our survey builder to accelerate your survey creation and start gathering results!

**Create from Copy**
Use this tool to help you create a survey based on an existing survey.

**Survey Library**
Don't know where to start? Pick a survey template from a variety of categories.
How would you like to create your survey?

Quick Survey Builder
Looking for a fast and easy way to build a powerful survey? Try our survey builder to accelerate your survey creation and start gathering results!

Create a New Survey

Survey Name

Folder

Cancel Create Survey
New Survey

Default Question Block

Q3

My favorite kind of juice is:

Orange
Appled
Click to write Choice 3

Choices

3

Automatic Choices

Single Answer
Multiple Answer
More

Position

Vertical
Horizontal
More

Validation Options

Force Response

Validation Type

None
Custom Validation

Add Page Break
Add Display Logic
Add Skip Logic
Copy Question
Move Question
Preview Question
Use plus or minus buttons, or enter numerals in the box to change the number of response options.
Use green plus button to add a question above or below the current question.
Use red subtract button to delete current question.
Check “Force Response” to make question mandatory.
A New Survey

Hover over different categories to show a preview
A New Survey

What best describes your living situation?

- Rent
- Own
- Live with Parents / Family

Use “Show All Question Types” to show a complete list of question types
New Survey

Default Question Block

Q2  In which state do you currently reside?

Alabama

Click here to edit choices

Copy Items From... Create a New Item
USING DUKE LAW BRANDING
Use the “Look & Feel” button to change survey template.
In which state do you currently reside?

Select an option:
In which state do you currently reside?

The “>>” here isn’t very specific or helpful, is it?
Use the “Next Button Text” field to change the text for page submit.

In which state do you currently reside?

[Select State]
In which state do you currently reside?

This is more specific.
In which state do you currently reside?

Submit my response
In which state do you currently reside?

Submit my response
Click “Standard” to reveal available templates.
Select “BusinessBlue” template
New Survey
Look and Feel

Qualtrics
BusinessBlue

Next Button Text: Submit my response
Back Button Text: <<
Progress Bar: None
Questions Per Page:

In which state do you currently reside?

Submit my response

Survey Powered By Qualtrics®
Click “Advanced”
In the “External CSS” field, enter the following URL:

https://www.law.duke.edu/survey/qualtrics.css
Click “Save”
New Survey

Q2  In which state do you currently reside?

Alabama
Use the “Preview Survey” button to see what your survey will look like.
In which state do you currently reside?
GIVING ACCESS TO EDIT THE SURVEY
<table>
<thead>
<tr>
<th>Active</th>
<th>Name</th>
<th>Responses</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>✨</td>
<td>Jj's Special Event Request Form Copy</td>
<td>0</td>
<td>January 30</td>
</tr>
<tr>
<td>✨</td>
<td>2012 LLM Reception RSVP</td>
<td>78</td>
<td>February 8</td>
</tr>
<tr>
<td>✨</td>
<td>Meeting Request Form</td>
<td>49</td>
<td>February 20</td>
</tr>
<tr>
<td>✨</td>
<td>New Survey</td>
<td>0</td>
<td>March 5</td>
</tr>
<tr>
<td>✨</td>
<td>this</td>
<td>0</td>
<td>January 31</td>
</tr>
<tr>
<td>✨</td>
<td>TESTING SURVEY</td>
<td>1</td>
<td>January 31</td>
</tr>
<tr>
<td>✨</td>
<td>JD Library Orientation Tour</td>
<td>3</td>
<td>Aug 11, 2011</td>
</tr>
<tr>
<td>✨</td>
<td>Jj's EMQ Test</td>
<td>8</td>
<td>February 13</td>
</tr>
<tr>
<td>✨</td>
<td>A New Survey</td>
<td>0</td>
<td>February 16</td>
</tr>
<tr>
<td>✨</td>
<td>Evaluation Scheduling</td>
<td>72</td>
<td>March 5</td>
</tr>
<tr>
<td>✨</td>
<td>Class of 2012 Survey</td>
<td>208</td>
<td>February 6</td>
</tr>
<tr>
<td>✨</td>
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Shared: Jason Belk Surveys

Shared: Jennifer Carpenter Surveys

Shared: Michael Wright Surveys
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</table>

Click “Collaborate” to allow others to edit or access results.
Enter the name or email address of your collaborator.
<table>
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<th>Modified</th>
<th>Tasks</th>
</tr>
</thead>
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<tr>
<td></td>
<td>Jj’s Special Event Request Form Copy</td>
<td>0</td>
<td>January 30</td>
<td>Edit, Results</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Send, View</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Collaborate,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Copy, Translate,</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Delete</td>
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<td></td>
</tr>
</tbody>
</table>

**New Survey**

![User](pehouse@du) **Add**

Press the “Add” button

User table:

<table>
<thead>
<tr>
<th>User</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy House</td>
<td></td>
</tr>
</tbody>
</table>

[Options: Cancel, Save]
### New Survey

<table>
<thead>
<tr>
<th>User</th>
<th>Edit</th>
<th>View Results</th>
<th>Activate/Deactivate</th>
<th>Copy</th>
<th>Distribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy House (<a href="mailto:jehouse@duke.edu">jehouse@duke.edu</a>@duke)</td>
<td>☑</td>
<td>☑ Details</td>
<td>☑ Details</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

**Cancel**  **Save**
Checkboxes enable access to editing, viewing results, etc.
Make sure to hit save when you’re done.
HOW TO RECEIVE EACH SURVEY RESPONSE AS AN EMAIL
Click on the “Advanced Options” pulldown

New Survey

Default Question Block

Q3
Click to write the question text
Click to write Choice 1
Click to write Choice 2
Click to write Choice 3

Q2
In which state do you currently reside?
- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Illinois

javascript: void(0)
Mouse over “Triggers”
Click on “Email Triggers”
New Survey

Q3
Click to write the question text
- Click to write Choice 1
- Click to write Choice 2
- Click to write Choice 3

Q2
In which state do you currently reside?
- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
Fill in the email address to receive the survey.
Make sure “Include Response Report” is checked.
Click to write the question text:

Q3

Click to write Choice 1
Click to write Choice 2
Click to write Choice 3

Q2

In which state do you currently reside?

Alabama
Alaska
Arizona
Arkansas
California
Colorado
Connecticut

Press “Save Trigger”
Press “Save Triggers”
ACTIVATING AND SENDING YOUR SURVEY
In which state do you currently reside?
Press “Launch Survey”
Survey Is Not Active

Activate your survey to collect responses

Your survey is inactive for the following reasons:

- **Quality Control**
  The survey cannot be taken by recipients and allows you to review it before it can be taken.

- **Ease of Building**
  In "Edit Survey" you have access to quick and simple build modes that are not available with active surveys.

- **Data Integrity**
  Since no one can take an inactive survey you don’t need to worry about invalidating your data. Once data has been collected you must be careful not to invalidate results when modifying the survey.

A survey should not be activated until you are ready to collect responses from recipients.

Press “Activate your survey to collect responses”
Your Anonymous Survey Link:

https://duke.qualtrics.com/BE/2SD=xSV_SmkERaAJjR8w2Q

You can copy the link, then paste it into an email or website.

Note: This will not track identifying information. If needed, try our Survey Maker.

This is the hyperlink to access your survey
THAT LITTLE
“SOMETHING EXTRA”

Also known as “survey options”
Use the “Survey Options” button to change survey name, expiration and end of survey message.
**Survey Options**

<table>
<thead>
<tr>
<th>Survey Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Back Button. Enable respondents to change their responses.</td>
</tr>
<tr>
<td>□ Save and Continue. Allow respondents to save and continue later.</td>
</tr>
<tr>
<td>□ Show Export Tags. Helpful for survey collaboration.</td>
</tr>
<tr>
<td>□ Use Custom Survey Validation Messages...</td>
</tr>
</tbody>
</table>

**Survey Language:** English

**Survey Title:** Survey | Qualtrics Survey Software

**Meta Description:** Survey Software, Enterprise Survey

**Survey Protection**

- Open Access. Allow anyone to take this survey.
- By Invitation Only. Allow only those who receive invitation emails to take the survey (this will reject anonymous links).
- Password Protection. This password must be entered to take this survey.
- Prevent Ballot Box Stuffing. Keep people from taking this survey more than once.
- HTTP Referrer Verification. The user must come from this URL to take the survey:
- Prevent Indexing. A tag will be added to the survey to prevent search engines from indexing it.
- Survey Expiration. The survey will only be available for a specified date range.

**Survey Termination**

- Default end of survey message.
- Redirect to single response report.
- End of survey message from a library...
- Send additional thank you email from a library...
- Anonymize Response. Do NOT record any personal information and remove panel association (not recommended).

**Inactive Surveys**

- Default inactive survey message.
- Display inactive survey message from a library...

**Partial Completion**

How long to wait before partially completed surveys are closed and data is recorded.

Please note, the recipient cannot continue taking the survey once their data is recorded.

Use this field to change the title of the survey which shows up on browser bar.
Use this option to change dates when the survey will be available.
Use this option to change the end of survey message. “Thanks” is always appreciated.
If you make changes on this page, remember to “Save Changes”
New Survey

Your Anonymous Survey Link:

https://duke.qualtrics.com/9E/39D=SV_SmkERTaLXRPhzQ

You can copy the link, then paste it into an email or website.

Note: This will not track identifying information. If needed, try our Survey Maker.

This is the hyperlink to access your survey.
Questions?
Thank you for your attention