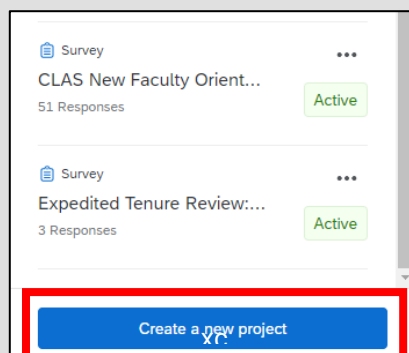


# CREATING AN ANONYMOUS QUALTRICS SURVEY

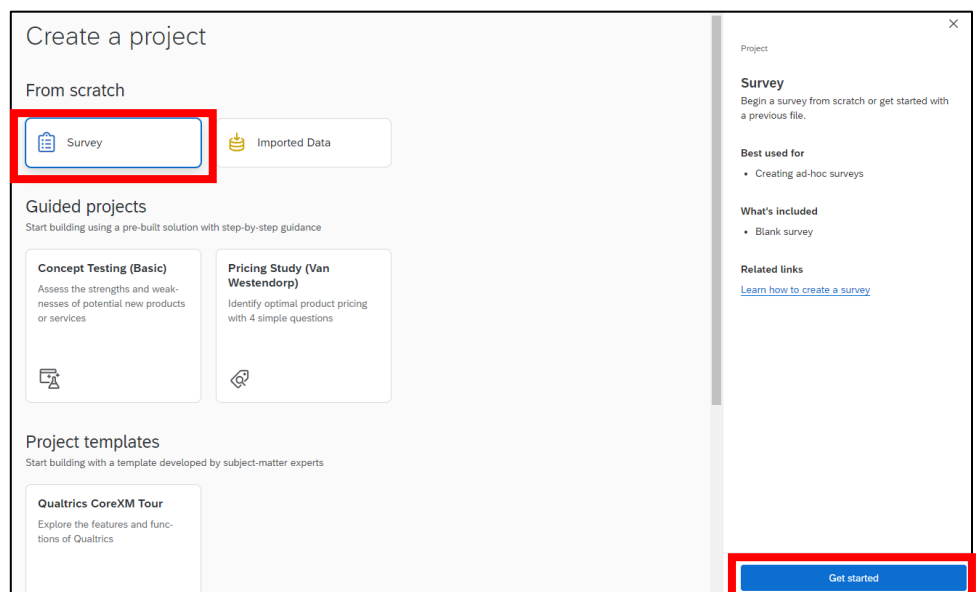
## Creating Surveys

1. Log in to the [UI Qualtrics](#) site using your HawkID and password

2. In the bottom left corner, select **Create a new project**



3. Under From scratch, select **Survey** then **Get started**



4. Name your survey and select **Create project**

### Create a new project

Survey

Name

Folder

Projects and Programs

How do you want to start your survey?

Create a blank survey project

Create project

5. Determine the type of question and the answer options best suited for your survey

### Edit question

Question type

Multiple choice

Answer type

☒ Allow one answer  
☐ Allow multiple answers

Choices

Number of choices

- 2 +

[Edit multiple](#)

Use suggested choices ☐

Format

List

Alignment

Vertical

[Add choice group](#)

6. Type in the question and answer options

DCG Vote: Dow

▼ Default Question Block

☐ Q1

Should Jane Dow be promoted to Associate Professor with Tenure?

☐ Yes

☐ No

7. If you would like the survey to run for a specific duration, select **Survey options** on the left, then select **Responses**. Scroll down to the Survey availability section, select **Set specific start and expiration date** and enter your desired availability

Options

General  
Language, title, survey description

**Responses**  
Survey expiration, incomplete responses, back button and more

Security  
Passwords, file uploads, bot detection and more

Post-Survey  
Thank you emails, completed survey messages, and triggers

Advanced

Scoring  
Attach point values to specific answers

Saved at 2:24 PM Draft

Once responses are recorded or deleted, respond

**Survey availability**  
You can leave your survey open for responses indefinitely

☐ Leave survey open to collect responses

☒ Set specific start and expiration date

**Survey availability**

Survey start  
09/27/2024 at 12:00 AM

Survey expiration  
10/27/2024 at 12:00 AM

Time zone is based on your account settings

Edit survey availability

**Expired survey message**

☒ Default

☐ Custom

7. On the left, select **Survey options** then **Security**, then turn the **Prevent multiple submissions** toggle to On

The screenshot shows a survey configuration interface with a left sidebar containing icons for General, Responses, Security, and Post-Survey. The main area is divided into three columns. The first column lists sections: General (Language, title, survey description), Responses (Survey expiration, incomplete responses, back button and more), Security (Passwords, file uploads, bot detection and more), Post-Survey (Thank you emails, completed survey messages, and triggers), and Advanced. The second column shows the 'Security' section selected, with a red box around the 'Security' header and its description. The third column shows settings for 'Survey access' (Available to anyone selected), 'Password protection' (Off), 'Add a referral website URL' (Off), and 'Prevent multiple submissions' (On, with a red box around the toggle).

8. Scroll down and turn the **Anonymize responses** toggle to On

The screenshot shows the 'Uploaded files access' section with two radio button options: 'Only users with permission to view responses' (selected) and 'Anyone with the link to the file'. Below this is the 'Anonymize responses' section, which is highlighted with a red box. It includes the text 'Don't record respondents' IP address, location data, and contact info.' and a toggle switch set to 'On'.

9. In the top right corner, select **Publish**

The screenshot shows two buttons: 'Preview' (light blue) and 'Publish' (dark blue). The 'Publish' button is highlighted with a red box.

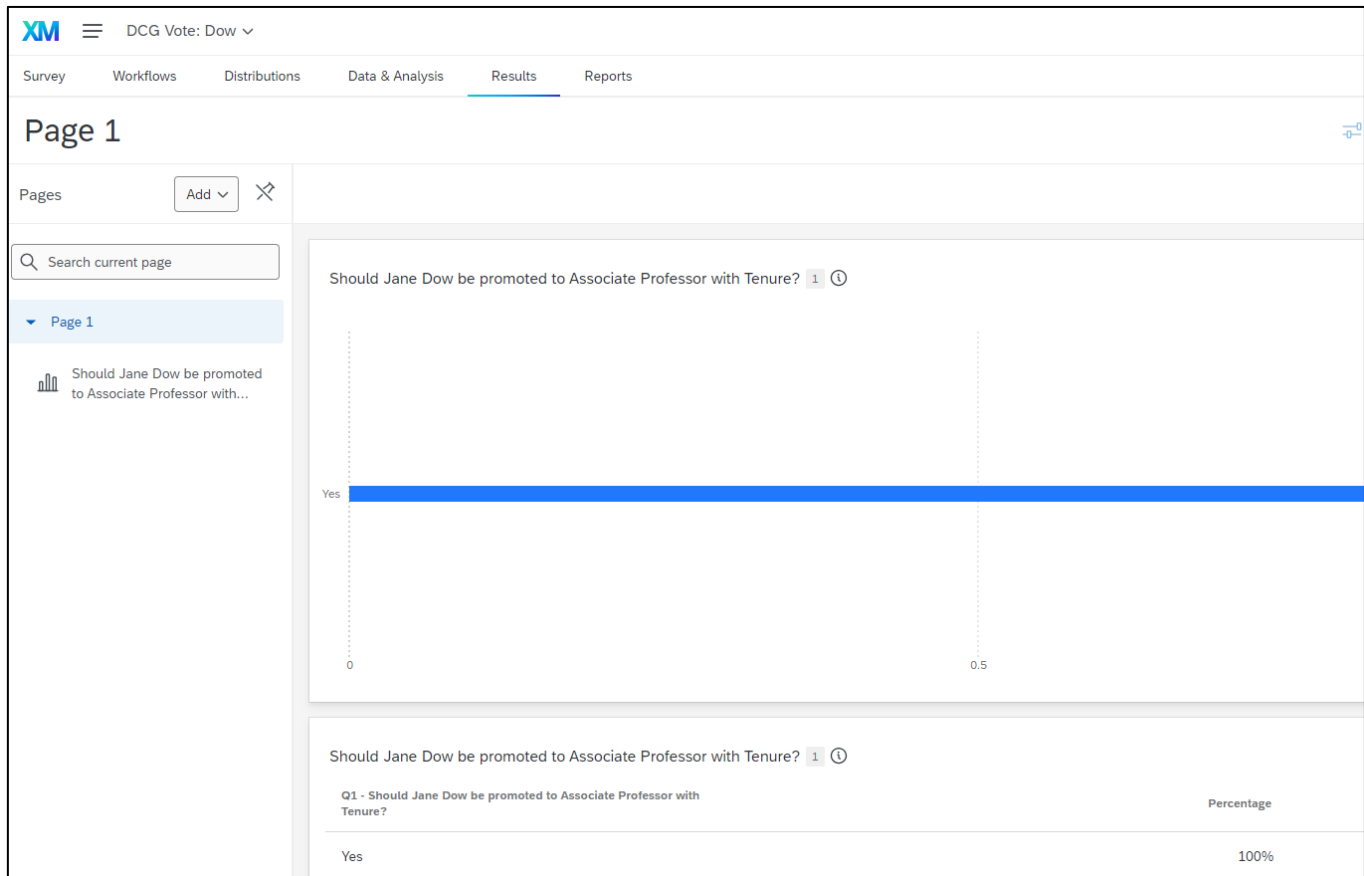
## Sending Surveys

Select **Distributions** in the top toolbar, then select **Email** then **Get a single reusable link**

The screenshot shows the Qualtrics interface for sending surveys. At the top, there is a dropdown menu labeled 'DCG Vote: Dow'. Below it, a horizontal toolbar contains several tabs: 'Workflows', 'Distributions', 'Data & Analysis', 'Results', and 'Reports'. The 'Distributions' tab is highlighted with a red box. Below the toolbar, the main area displays the question 'How do you want to distribute your survey?'. Under this question, there are five icons representing different distribution methods: 'Email' (highlighted with a red box), 'Web', 'Social', 'Mobile', and 'Online panel'. Below the 'Email' icon, there are two columns of options. The left column is titled 'Send with Qualtrics' and contains a blue button labeled 'Compose Email'. The right column is titled 'Use your own email system' and contains two blue buttons: 'Get a single reusable link' (highlighted with a red box) and 'Generate a trackable link for each contact'.

## Survey Results

To view results, navigate back to the survey under **Projects**. Select **Results** from the toolbar at the top.



To export results, in the top right corner select the down arrow icon then select **Download dashboard** and export

