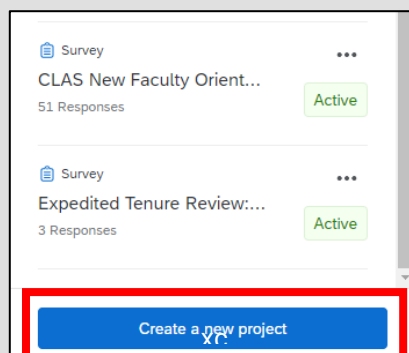# CREATING AN ANONYMOUS QUALTRICS SURVEY
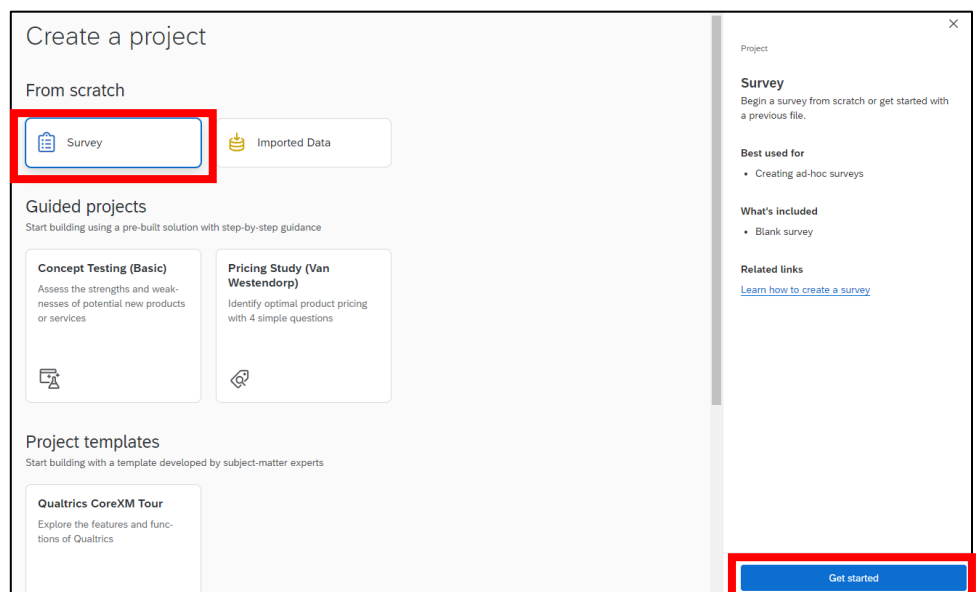
Creating Surveys

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

DCG Vote: Dow

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

DCG Vote: Dow

▾ Default Question Block

6. Type in the question and answer options

☐ 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

Saved at 2:24 PM   Draft

Once responses are recorded or deleted, respond

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

Survey availability
You can leave your survey open for responses ind

○ 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

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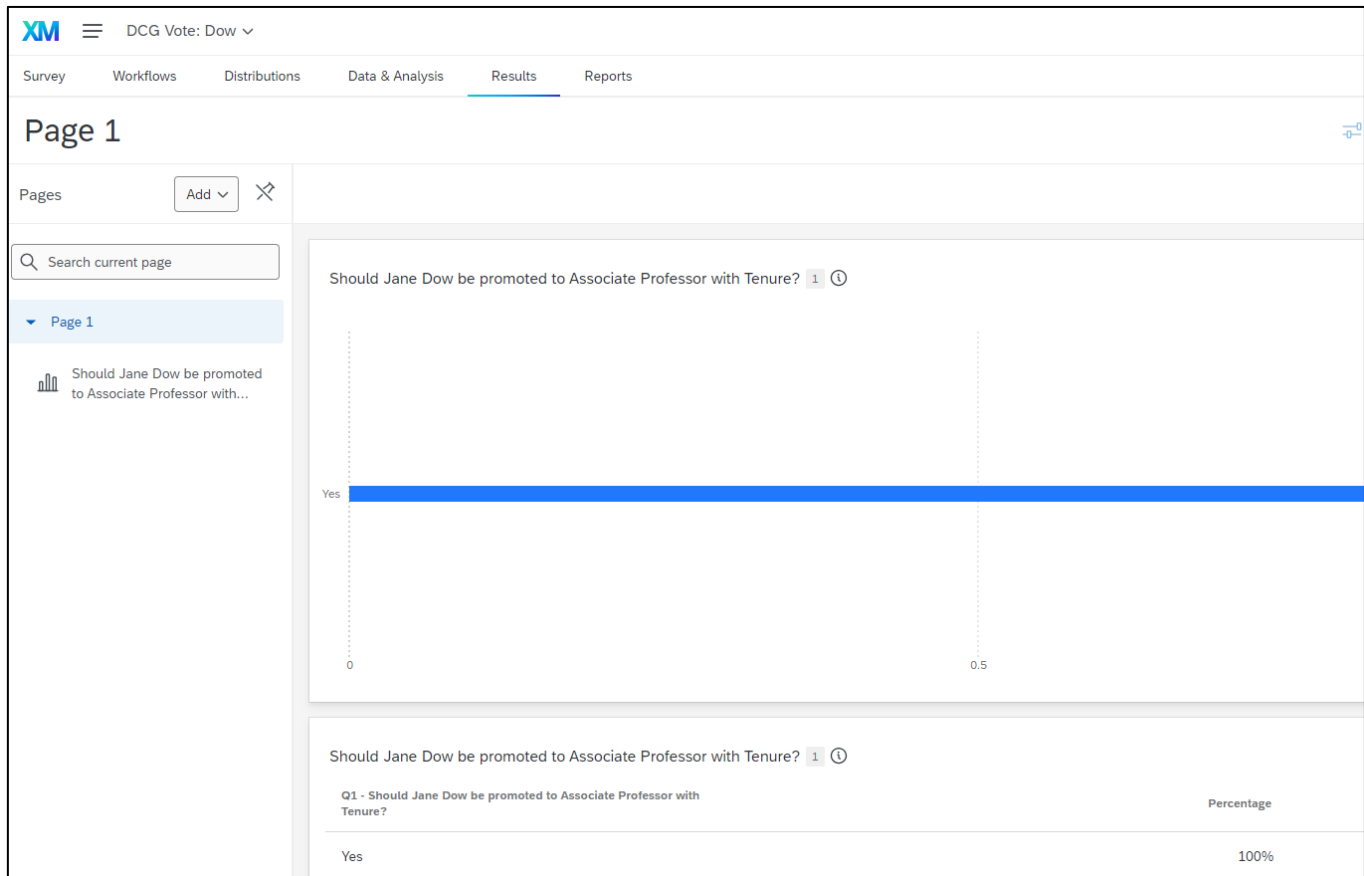

9. In the top right corner, select **Publish**

Sending Surveys

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

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