Introduction to Qualtrics

What is Qualtrics?

Qualtrics is a suite of services used by Hamilton College to develop and support all aspects of forms and surveys. Various departments, including ITS, the Career Center, the Writing Center, and the Psychology Department already use it. It possesses an incredibly robust set of features to collect and analyze data either within itself, or by downloading datasets into Excel and SPSS.

How do I log in to Qualtrics?

1. Go to https://hamilton.qualtrics.com/
2. Enter your username and password, and then click Login.

How do I log out of Qualtrics?

To log out of Qualtrics, click on your name in the upper right of the Qualtrics window and select
How do I have a group created?

1. Have each group member log in to Qualtrics at least once.
2. Have a Hamilton employee send a request to course-support@hamilton.edu, including a list with the last name and first name for each group member and the preferred group name.

How do I share a survey?

You can share a survey with an individual or a group by following these steps:

1. Click on the Collaborate button to the right of your survey.

2. Type the username of the user and click Add or, to add a group, click on the User and Group Address Book link.

3. Click on the group name to highlight it and then click on the Add Selected button.
How to Collaborate with non-Hamilton Qualtrics users

1. Click on the **Collaborate** button to the right of your survey.
2. Type in the email address of the person with whom you wish to collaborate
3. Instruct your collaborator to look in their email for an invitation from Qualtrics
4. Instruct your collaborator to click on the **Register** link in the email to create his/her free Qualtrics account.
5. Instruct your collaborator to click the email confirmation link in the message generated by Qualtrics.
6. Instruct your collaborator to **disregard the link sent from Qualtrics to your survey.** Instead, have your collaborator log into Qualtrics directly, using the url originally designated by Qualtrics when the account was created. Do not follow the link to s.qualtrics.com. Hamilton College users, go to [hamilton.qualtrics.com](http://hamilton.qualtrics.com).

7. Instruct your collaborator to click on the **Accept Shared Survey** button under the **My Surveys** tab in Qualtrics.

**Qualtrics Support**

Qualtrics has an expansive help suite called "Qualtrics University." To access it, select **get help** from any screen in Qualtrics. Some specific pages are listed below:

**Creating a Survey**

**Distributing a Survey Link**

**Inviting Collaborators**

**View Results**

**Downloading Data**

**Creating Panels**

**Creating Samples of a Panel**

Surveys can also belong to "Groups." To have a group created, email course-support@hamilton.edu with the desired name and members of the group.

*Last Updated: November 16, 2015*