

SMU Qualtrics Accounts

Available to SMU faculty, staff & students

FAQs

What is Qualtrics? Qualtrics is a simple to use web-based survey tool to conduct survey research, evaluations and other data collection activities. Anyone can use this to build surveys, send surveys and analyze responses - all from any online location.

Why use Qualtrics? Qualtrics enables you to do surveys, feedback and polls using a variety of distribution means. Results can be viewed in reports and can be downloaded. Qualtrics allows you to share surveys and results as well as collaborating with other users.

What can I use Qualtrics for? As an aid to research, use Qualtrics to create surveys, reports on results from surveys, create polls.

Is Qualtrics secure? Yes, Qualtrics is secure. It uses an email login and password.

Can anyone access my data? Only people that you have shared/collaborated with will be able to view your data.

Where are the surveys/results stored? The surveys, polls, results and reports are stored on Qualtrics secure servers in Canada.

Can this be used on a Mac? Qualtrics can be used on a PC or a Mac.

Is there a preferred browser? No. Can be used with Internet Explorer, Firefox, Safari and Chrome.

Who can use Qualtrics? Faculty, staff and students using their id and password.

How do I get an account? Contact the SMU Brand Administrator at April.Scheller@smu.ca. An email with instructions and your login details will be

sent to you. Students must put in the email who their supervisor is before an account will be created.

What if I already have an account? If you set up a free trial account on the Qualtrics website, you will need to call Qualtrics directly to have the account deleted before a new account under the SMU Qualtrics license can be created for you.

Can I access my surveys/results off-campus? Yes, wherever you have internet access you can access Qualtrics.

How do I get help? From browser, navigate to <http://www.qualtrics.com>. Qualtrics offers very extensive online training.

How do people know/take my survey? You decide the method through the distribution process. This can be email, link embedded on a web page, link using a social network (e.g., Twitter, Facebook).

Can anyone see my survey? Depends upon how you published your survey.

Can I download my surveys or save them locally? Yes, export as a .qsf file for a backup copy.

When creating a survey what does display logic refer to? Basically, it is the order or if questions are asked. Display logic is too involved to answer here. From your browser, navigate to <http://www.qualtrics.com>, select Question options/display logic.

What happens to my results? Results are shown in an Initial Report. Very basic, reports number of responses, percentages and basic statistics.

Can I share my results? Yes. You decide on who has access to your raw data or you can make a report public.

Can I download my results? Yes. It can be downloaded as .csv, SPSS, xml or html.