Creating a Qualtrics Survey

- After logging in using your PNW credentials, you will be asked to create a **New, Blank Project**. Give the project a name and click **Create Project**.

- Locate the personalization panel on the right-hand side of the screen to change the aspects of the survey.
- **Change Question Type**: Qualtrics will automatically default to a multiple-choice question for the survey. Hover your cursor over any of the question types to see an example of what it looks like.
- **Choices:** Personalize the number of choices for questions

- **Answers:** Press the **More** option to view examples of other types of answer responses.

- **Position:** Personalize the layout of answers.

- **Validation Options:** Force responses from students before answering additional questions in survey.
- **Actions**: Copy, rearrange order, and preview questions.

- To create a new multiple-choice question, click the green **Create a New Question** box, or select the drop down arrow to select another type of question format.

- To preview the survey, select **Preview Survey** icon in the upper right-hand side of the screen. This will take you to a new webpage for viewing on both mobile device and laptop.

- Select **Close Preview** to return to editing your project.