Using Qualtrics

Qualtrics is an online survey program used by the University of Iowa. It is a useful tool that allows students to contribute data while also giving them a protected space to discuss difficult subjects. This program is fairly intuitive, but we recognize that not all instructors will be familiar with it. Along with this document, you can contact the IDEAL team (ideal@uiowa.edu) or Student Instructional Technology Assistants (sita@uiowa.edu) for support. There are also video tutorials on the LibGuide (http://guides.lib.uiowa.edu/campuscultureproject) and the IDEAL team will lead a Qualtrics overview at the pre-semester teacher training.

Helping Your Students with Surveys and Document Submission

One week before any lesson plan using Qualtrics, the IDEAL team will email you a link to the relevant survey. You will simply copy and paste this link into an email to your students so that they can complete the survey.

For anonymous document submission, students should copy and paste their essays into the text box provided, complete any additional questions, and select their section number from the dropdown menu (this allows you to see which documents are from your class without having a specific name attached to them). When they hit the next arrow, they will see a confirmation page that contains a link. They should follow the link to a second survey that will ask them their name and section number. This will give you a list of names of people who have submitted documents without any connection to individual student responses.

Note: while it would take considerable ingenuity, there are a couple ways students could cheat the system. They also may just submit a substandard response knowing you can’t tell whose is whose. If you feel the need to warn your section away from such things, you can tell them that through a lot of work you could look at the time stamps on the responses for both lists of surveys and figure out who submitted which response. It would take a considerable amount of effort, but it is possible. You could also mention this if it becomes a problem after students submit.

Distributing Surveys to Students

Students use Qualtrics surveys to submit assignments during Week One, Week Six, and Week Nine of the semester. At the beginning of each of these weeks, the IDEAL team will send you an email with a link to the relevant survey. You can simply copy the link and include it in an email to your students.

If you somehow miss the email or class schedule works out so that you are, for example, teaching the Week Six lesson during Week Five, you can also distribute the surveys to your students yourself. Go to http://uiowa.qualtrics.com and log in using your HawkID and password, then select the “Send” icon (looks like an envelope) for the survey you want to distribute.
Once you do that you will see a link that you can copy and paste into an email to your students. Make sure you only email out the link to the three primary surveys (Our Guidelines on Campus, Expectations for Your College Experience, and Commitment to Campus Culture). If you email out the link to the Student Participation surveys you are effectively giving students a way to add their name to the completion list without submitting a document.

**Viewing Student Submissions**

To view student submissions go to [http://uiowa.qualtrics.com](http://uiowa.qualtrics.com) and log in using your HawkID and password. The IDEAL team will share the relevant surveys to instructors’ Qualtrics accounts. Once you log in, you should see a list of surveys (if you do not, click “My Surveys” near the top left corner):

- Expectations for Your College Experience
- Student Participation (Expectations of Your College Experience)
- Our Guidelines on Campus
- Student Participation (Our Guidelines on Campus)
- Commitment to Campus Culture

The surveys correspond to the student assignments, and the ones labeled “Student Participation” are the surveys in which students enter their names and section numbers to receive credit for anonymous submission.

To view your students’ responses, look at the options to the right of the survey that corresponds to the assignment you want to view. Click on the “Results” icon (the green line graph). You will see the following on your screen:
Click the blue “Create a New Report” link that appears near the center of the page under “Select a Report”. You will see a page that looks something like this:

Click the blue plus sign next to “Add a Filter to This Report”. In the drop down boxes that appear where the blue plus sign was, select “Question” (should automatically be selected) and then select the question that prompts students to pick their section number (usually the second question in the survey). When the next dropdown appears, select your section. When you are done, the page should look like this:
Hit “Apply Changes.” The report now contains only the responses submitted by your class. You can also do this with other people’s sections. For example, when selecting the “Expectations for your College Experience” documents that students will read in preparation for Week Two, you will want to specifically choose documents that weren’t submitted by your class. Once you’ve set the filter, you can export this report as a Word Doc, Excel Sheet, PowerPoint, or PDF to read the student responses. By exporting the report, you can see a breakdown of student responses, read students’ short essays, and save the report to your computer.

To view which students from your class have submitted an anonymous assignment, simply follow the same procedure for the corresponding “Student Participation” survey.