



Student Affairs Qualtrics Survey Process

Abbreviations:

AL – Assessment Liaison

DU – Departmental User

AER –The Assessment, Evaluation, and Research Team account

Survey creation:

- AL creates the survey project, starting title with dept name/acronym. This allows for within-department tracking of all projects.
- AL collaborates it with the DU and AER.

Collaborate on Project: Qualtrics Training (Prep)

[User and Group Address Book](#)

User	Edit	View Reports	Activate/Deactivate	Copy	Distribute
Training User	<input checked="" type="checkbox"/> Details	<input checked="" type="checkbox"/> Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="−"/>
AER Team (assessment@sa.utah.edu)	<input checked="" type="checkbox"/> Details	<input checked="" type="checkbox"/> Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="−"/>

- AL & DU develop survey, with consultation from AER. AL reviews survey settings and finalizes survey.
- AL requests approval from AER, including the type of project (formative/pulse or program assessment) in the comment box.

Survey approval:

- Formative/Pulse assessment: AER approves without formal review.
- Program Assess: AER reviews and edits/approves or notifies AL of changes needed.
- When AER approves, AL is notified via email.
- AL distributes survey.

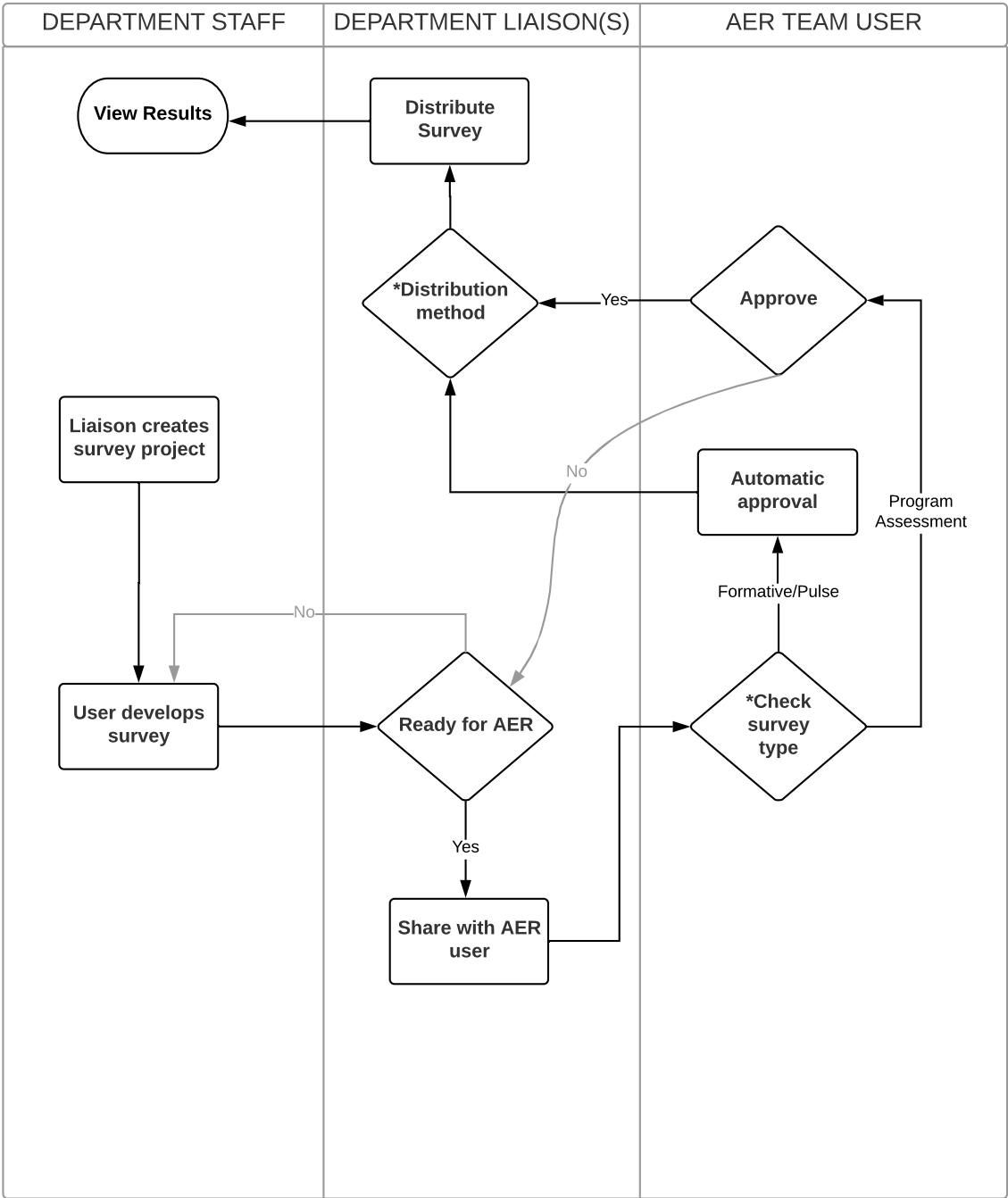
Request Approval

You must request approval from one of the following users to activate your survey.

Add a comment regarding this project below.

Results Review

- DU is able to review results once data collection begins.



- *Distribution Methods**
- Qualtrics mailing using unid@utah.edu
 - Qualtrics app for off-line data collection
 - Generic link distributed outside of Qualtrics
 - Additional methods available with AER consultation

- *Check Survey Type**
- Formative/Pulse: to make immediate and short-term adjustments
 - Program Assessments: to demonstrate outcomes; anything related to budget