



Qualtrics: Sharing a Survey

Samantha Starr - 2024-05-17 - Qualtrics

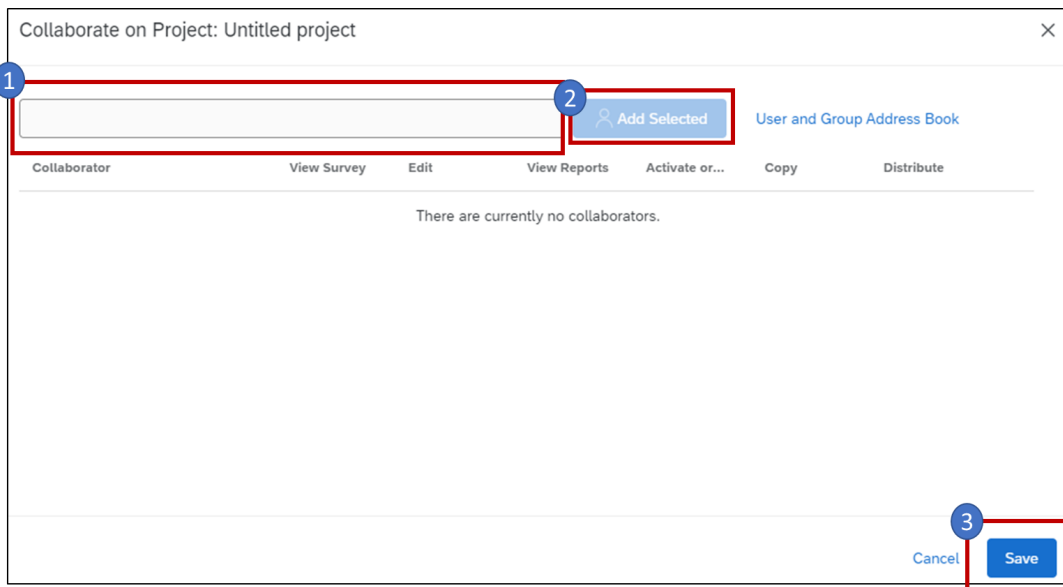
Sharing a Qualtrics Survey

1. Navigate to **fau.qualtrics.com**

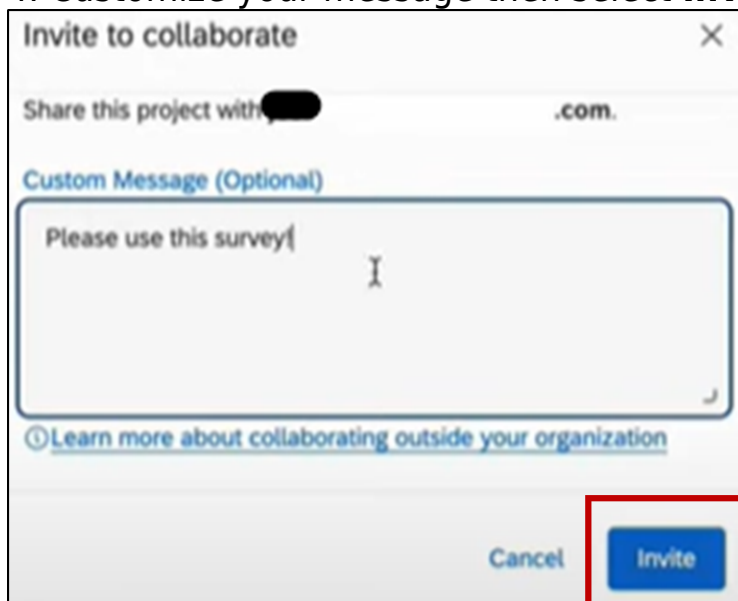
2. In your Qualtrics Project (Survey), Select **Tools** then **Collaborate**.

The screenshot shows the Qualtrics interface. At the top left, there is a 'Tools ^' button with a dropdown arrow, highlighted with a red box. To its right, it says 'Saved at 3:37 PM' and 'Draft'. The dropdown menu is open, listing several options: 'Auto-number questions', 'Reset recode values', 'Manage reusable choices', 'Generate test responses', 'Review >', 'Collaborate' (highlighted with a red box), 'Versions >', 'Import/Export >', and 'Keyboard shortcuts Ctrl /'. In the background, the Florida Atlantic University logo and name are visible, along with the text 'Schmidt College of Medicine' and 'Complete the following survey'.

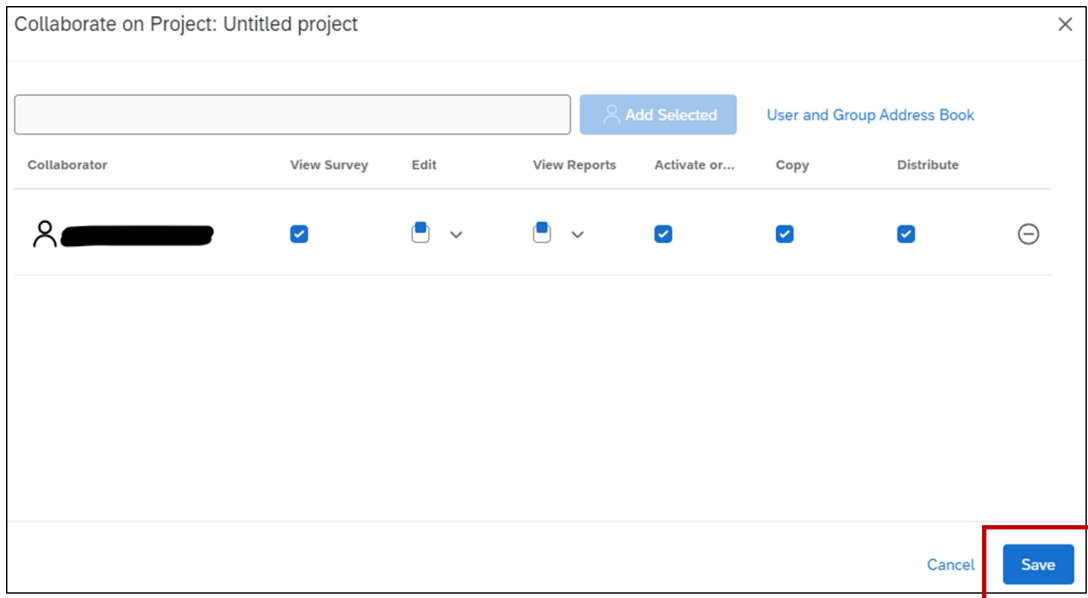
3. Type the name of the collaborator in the search box, select **Add Selected** and **Save**.



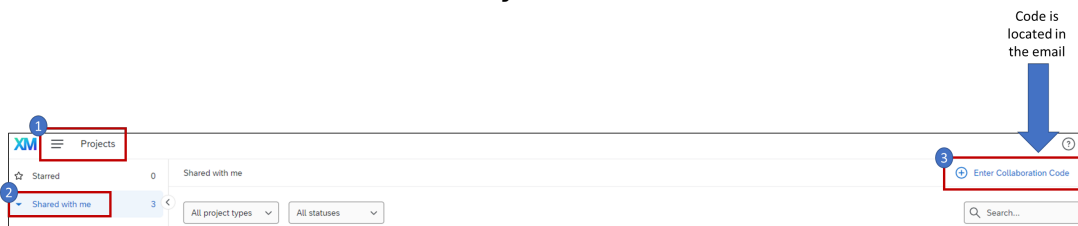
4. Customize your message then select **Invite**.



5. Give permissions to the collaborator by checking/unchecking the boxes then select **Save**.



6. The new collaborator will receive an **email** that a Qualtrics Survey was shared with them. They will need to follow the directions to access the survey.



Tags

qualtrics

survey