



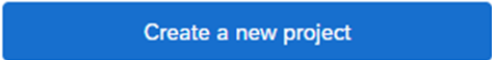
Qualtrics: Creating a Survey

Samantha Starr - 2024-05-17 - Qualtrics

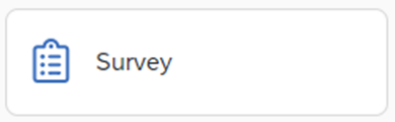
Creating a Qualtrics Survey

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


2. Select **Create New Project**



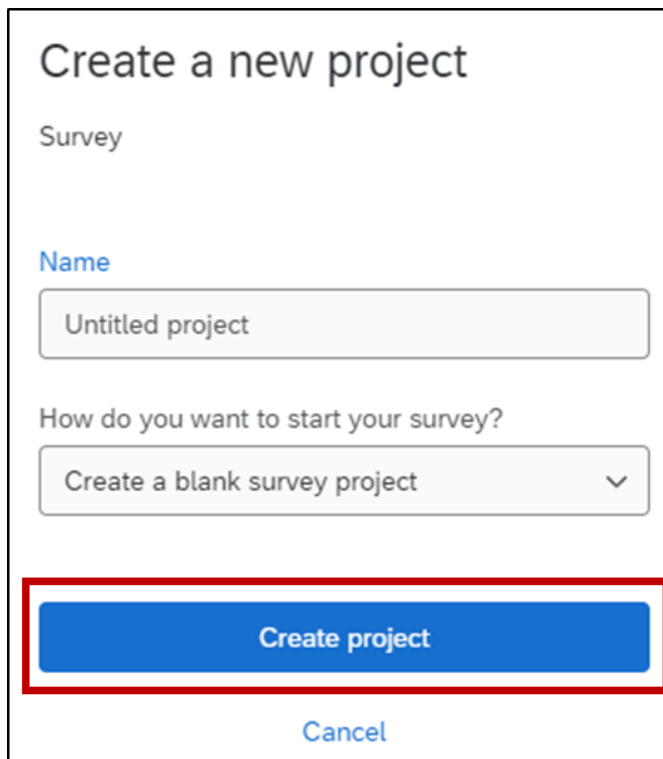
3. Select **Survey**



4. Select **Get Started**



5. Title your Survey then select **Create Project**



Create a new project

Survey

Name

Untitled project

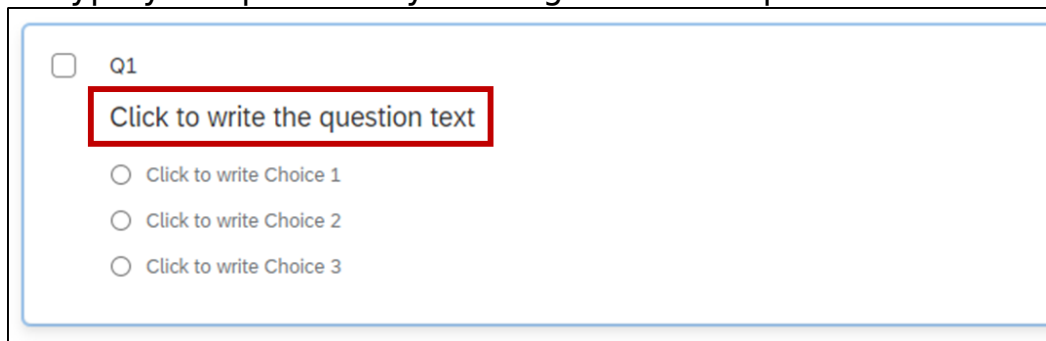
How do you want to start your survey?

Create a blank survey project

Create project

Cancel

6. Type your question by clicking inside the question box



☐ Q1

Click to write the question text

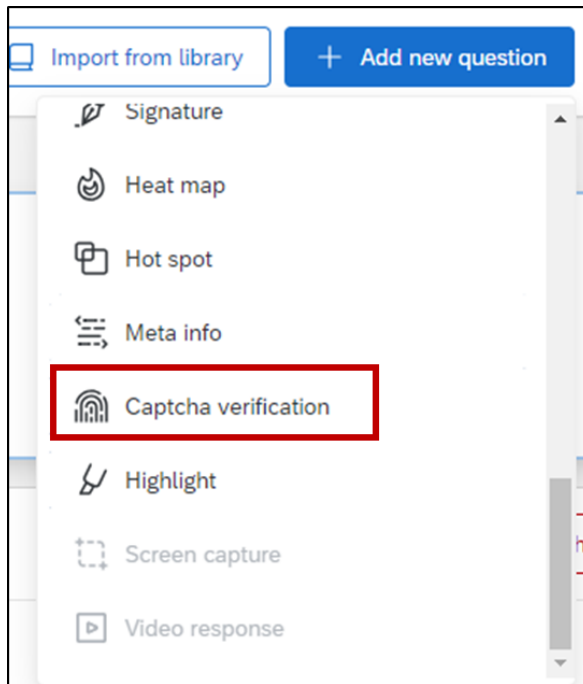
☐ Click to write Choice 1

☐ Click to write Choice 2

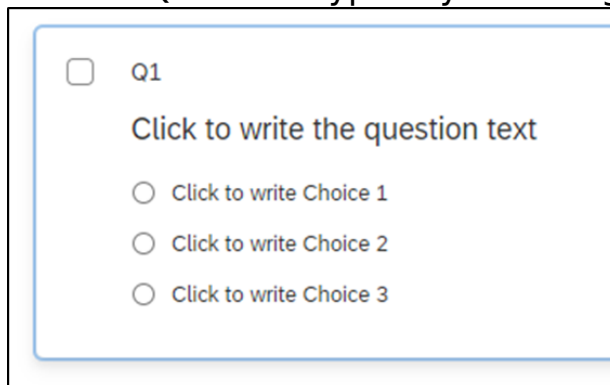
☐ Click to write Choice 3

7. Choose **Add a New Question** and select a question type

Tip: Add a Captcha Verification question to add security to your survey



7.1 Edit Question Types by selecting question box



7.2 Locate the left column to edit question including Question Type, Answer Type, Choices, and Format

Edit question

Question type

Multiple choice

▼ Answer type

☒ Allow one answer

☐ Allow multiple answers

▼ Choices

Number of choices

– 3 +

[Edit multiple](#)

8. Once you have added all your questions, select **Publish**,

[Preview](#) [Publish](#)

then **Preview** your Survey

Tip: If you preview your survey, your response(s) will be saved in the results.

Tags

create a survey

creating a survey

qualtrics

survey