Qualtrics

Qualtrics is a robust online survey tool for research or information-gathering needs.

To learn how to use Qualtrics see the Qualtrics University Support and Training website for:

- **Training webinars**: Access live and pre-recorded training webinars about getting started with Qualtrics, advanced survey building, and working with reports. See their available Training Webinars.
- **Reference guides**: Browse answers to frequently asked questions about Qualtrics (see FAQs), or refer to their Survey Basics section.
- **Online documentation**: Learn about building and distributing surveys, viewing reports, and tabulating and analyzing responses. For more, see:
  - Getting Started
  - My Projects
  - Survey Module
  - Distributions Module
  - Data & Analysis Module
  - Reports Module
  - Contacts
  - Account Library

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**Install the Software**

All Brandeis community members may create a basic Qualtrics account with a Brandeis username at brandeis.qualtrics.com.

When visiting brandeis.qualtrics.com for the first time, select the 'No, I don't have a pre-existing account here'.

Faculty, staff, and graduate students may request an upgrade code to unlock greater functionality. Email Margarita Corral (mcorral@brandeis.edu) to request the upgrade.

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**Get Support**

Contact Academic Technology Support.

Qualtrics chat support tool: “Help” tab or at qualtrics.com/contact-support.

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**Type of License**

Site license - All Brandeis community members may use Qualtrics free of charge.

Expiration Date: N/A

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**Workshops & Consultations**

The Library offers Qualtrics workshops each semester. Check this page for sign-ups and the schedule: https://lts.brandeis.edu/courses/instruction/index.html

Margarita Corral, the Data Analysis Specialist at the Library offers one-on-one consultations. Contact her to schedule an appointment at mcorral@brandeis.edu