Creating a Survey in Qualtrics – The Basics
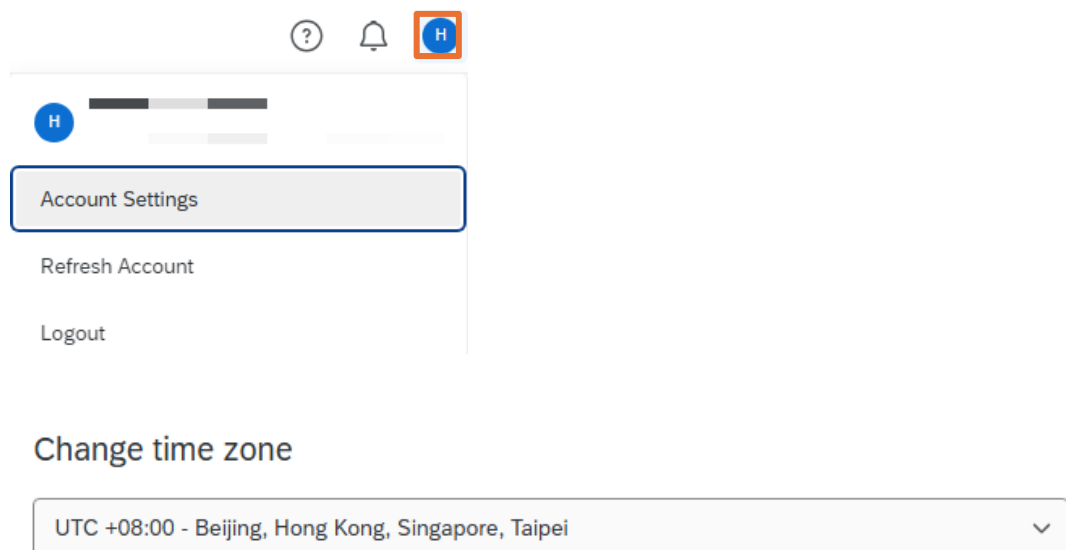
1. Log in to Qualtrics
   - Use your EID login with the following link.
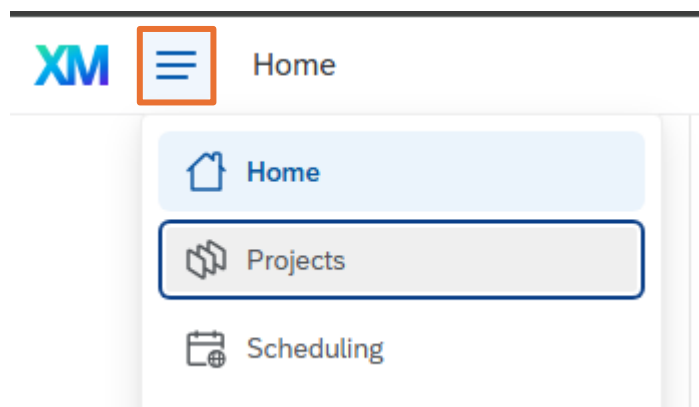   https://go.cityu.hk/qualtrics

2. Set Time Zone (First-time login)
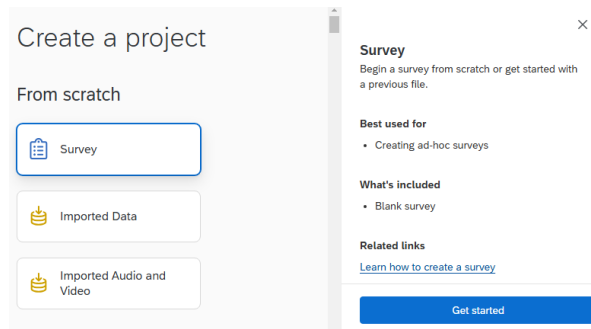   - Click your profile icon, select "Account Settings," and change the time zone to Hong Kong.

3. Create a Survey
   - To start building a survey, you need to create a new "Project". Go to the main menu, click "Projects," then "Create Project". Choose to start from scratch or use a template.

a. Create a blank Survey

- Click the "Survey" icon and then "Get Started.

- Enter the survey/project name and click "Create project."

- In the "Survey" builder tab:
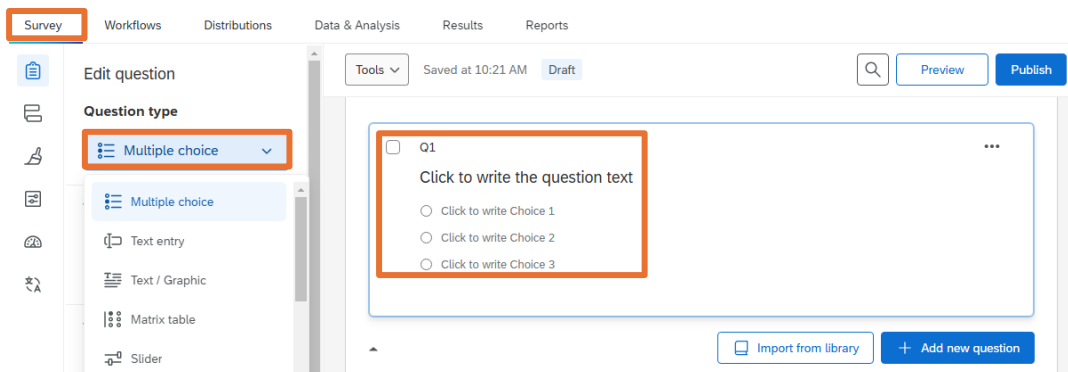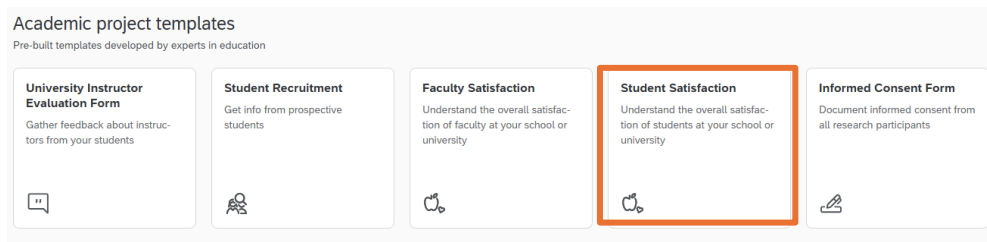 - Click on Question 1, select the question type (e.g., Multiple choice).
  - Enter the question text and options.
  - Click "Add new question" for additional questions.
  - Click "Preview" to review your survey.
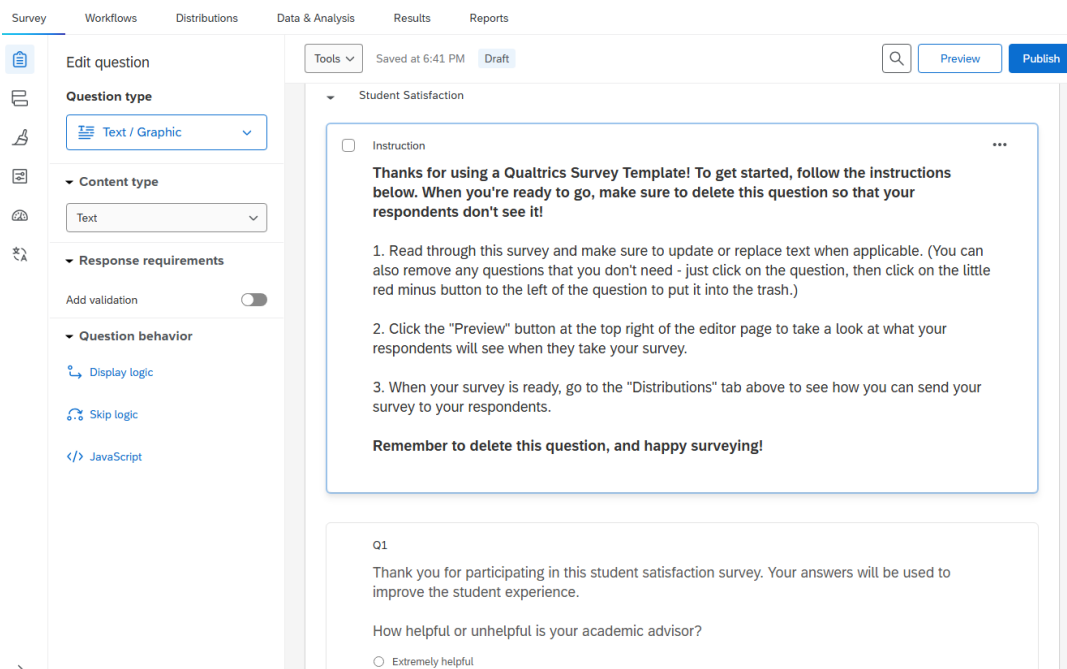 - Click "Publish" to generate a distribution link.

b. Use Survey Templates
- Select a pre-built template (e.g., Student Satisfaction).

- Click "Get Started", enter the survey title, and click the "Finish" button. It will pre-generate an introduction and questions for you to build the survey from the template.

4. Distribute a survey
   - Switch to the "Distributions" tab and choose a method (e.g., Anonymous link, Email, access code) in the "Distribution summary" to collect responses.
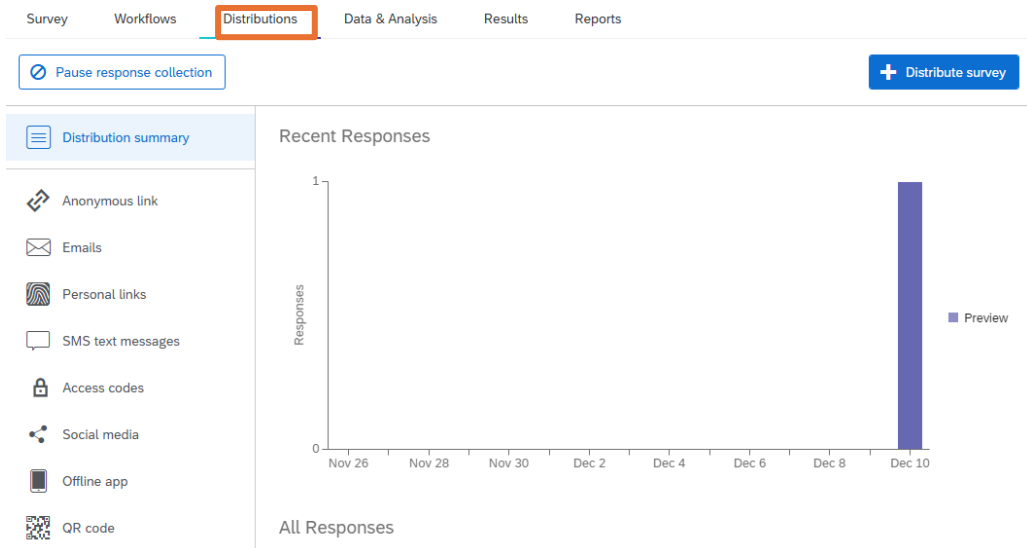
Email Distribution

   - In the "Distribution" tab, select "Emails," then "Compose Email."
   - Edit the email subject and content and schedule the email.
   - You can create a new email list or send an email to an existing email list to distribute the survey.

Create a New Email List

- Select "Contacts" and click "New Contact List."
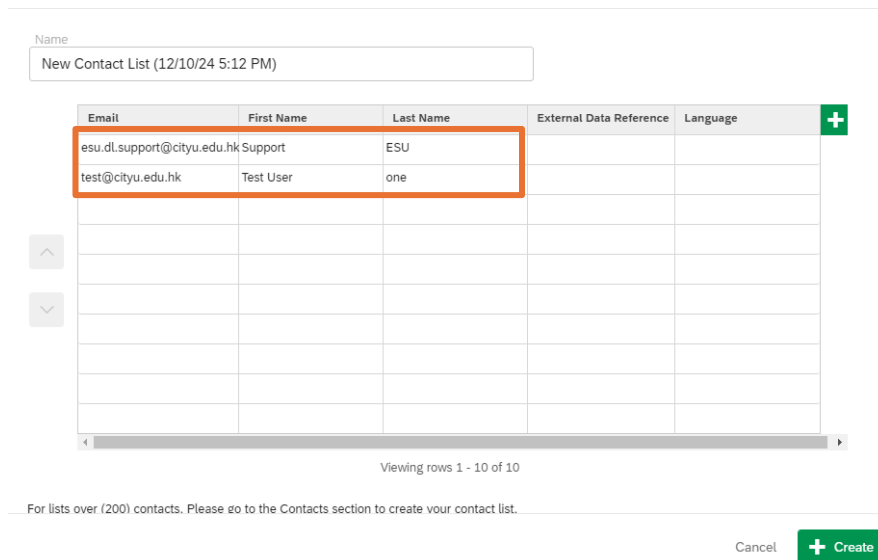
- Enter the respondents' Email, First Name, and Last Name, then click "Create."
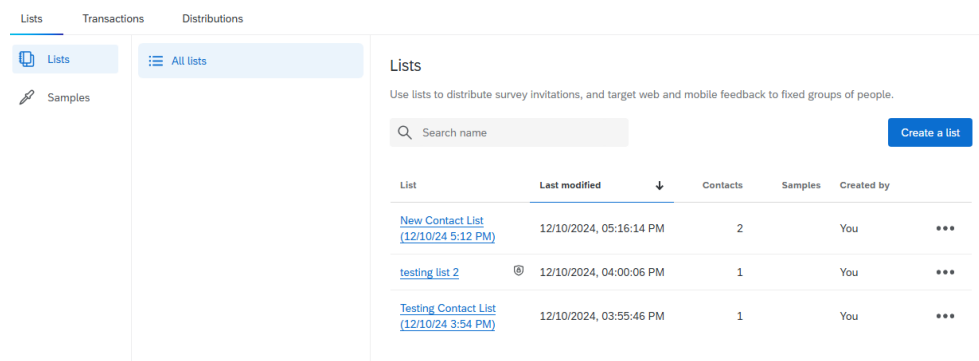- Click "Send" to distribute the survey.

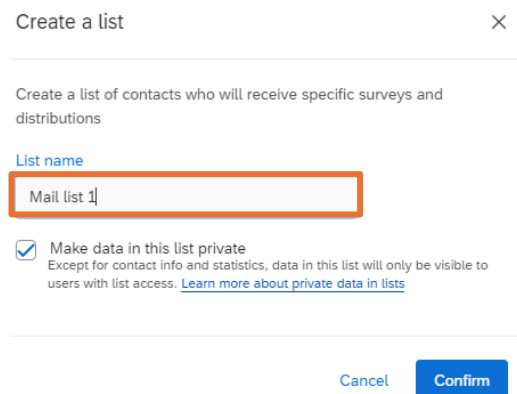## Bulk upload an Email List

- Go to the main menu and select "Directories."
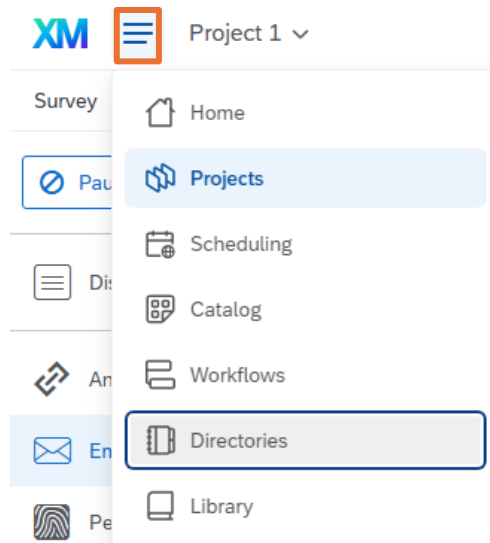
- Manage your mail lists here.

- Click "Create a list," enter the list name, and click "Confirm".

- Click "Upload a file," download the sample CSV template, and fill in the details (e.g. FirstName, LastName, Email)

- Select the CSV file to upload and click the "Next" button.

- Confirm the import fields, click "Upload the file" to upload the email list

5. Collect Response

- Switch to the "Data & Analysis" tab to view user responses.

6. References

[XM Community](#)
[Qualtrics Support Page](#)
[XM Basecamp: Learn Qualtrics with On-demand Training](#)