

Sharing Qualtrics Survey to your teammates

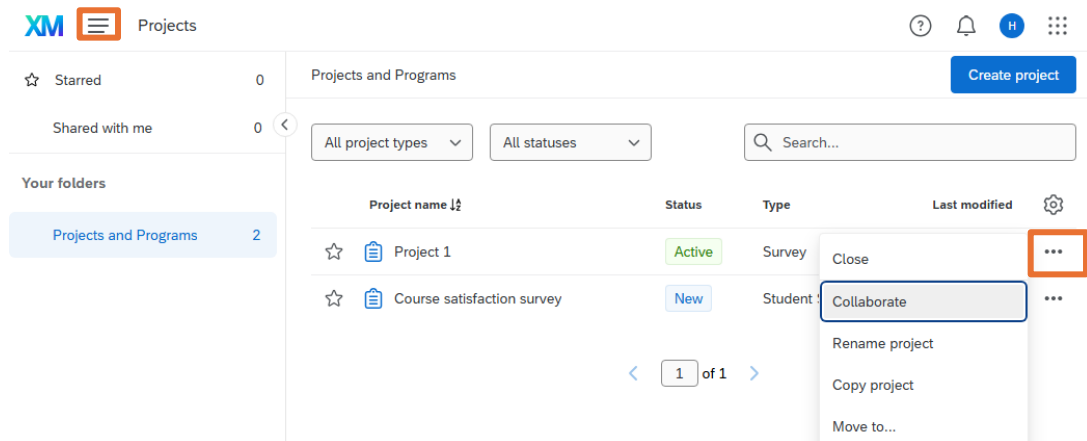
1. Log in to Qualtrics

- Use your EID login with the following link.

<https://go.cityu.hk/qualtrics>

2. Share a Survey

- Only the owner/creator can share their survey.
- Click on the main menu and select "Projects".
- Click the three dots "... " next to the survey you want to share and click "Collaborate".



- Search the user by EID, select the user account from the list, and click the "Add Selected" button. If the user is not found, ask them to log in to Qualtrics to create an account first.

Collaborate on Project: Project 1

Add the people you want to collaborate with

esu_elearning CityU (esu_elearning#cityu)

Add Selected

User and Group Address Book

- Manage individual user permissions and click save to share the survey.

Collaborate on Project: Project 1 ×

Add the people you want to collaborate with

Add Selected User and Group Address Book

Collaborator	View...	Edit	View...	Acti...	Copy	Distr...
esu_learning CityU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ▾	<input checked="" type="checkbox"/> ▾	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Save

Setting Permissions

Permission	Description
View Survey	Allows the collaborator to view the survey but not make any changes.
Edit	Allows the collaborator to make changes to the survey content.
View Reports	Allows the collaborator to view survey results and reports.
Activate or Close	Allows the collaborator to activate or deactivate the survey.
Copy	Allows the collaborator to copy the survey to create a new survey/project.
Distribute	Allows the collaborator to distribute the survey to respondents.

3. Access a Shared Survey

- You will receive a notification when someone shares a survey with you after log in.

XM ☰ Home

E

Welcome to XM

Recently visited See all projects

Survey

Project 1 ⋮

3 Responses Active

Important notifications

shared "Project 1" with you

Click here to view the survey.

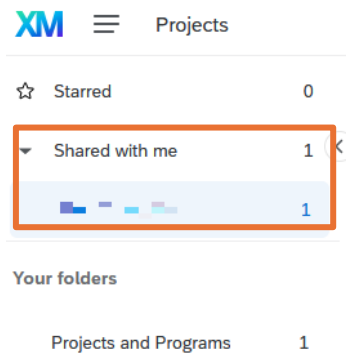
Collaboration 17 minutes ago

[See more](#)

Learn how to create a project from scratch

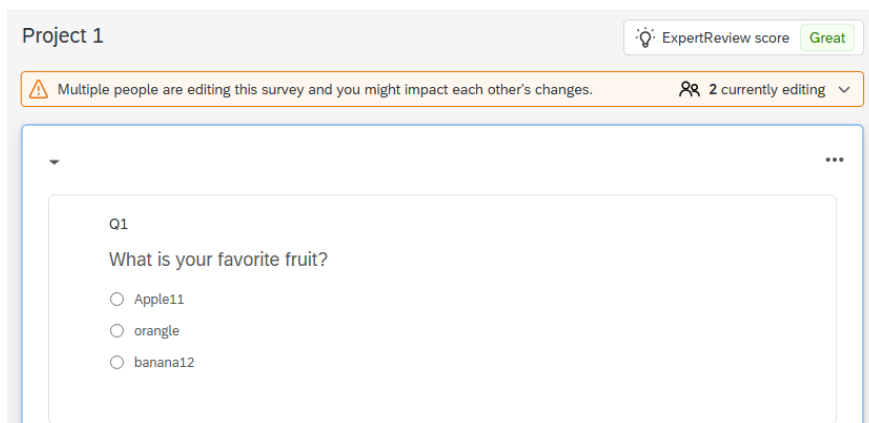
Watch our free, on-demand training to learn survey

- Or find the shared survey under “Projects” > “Shared with me.”

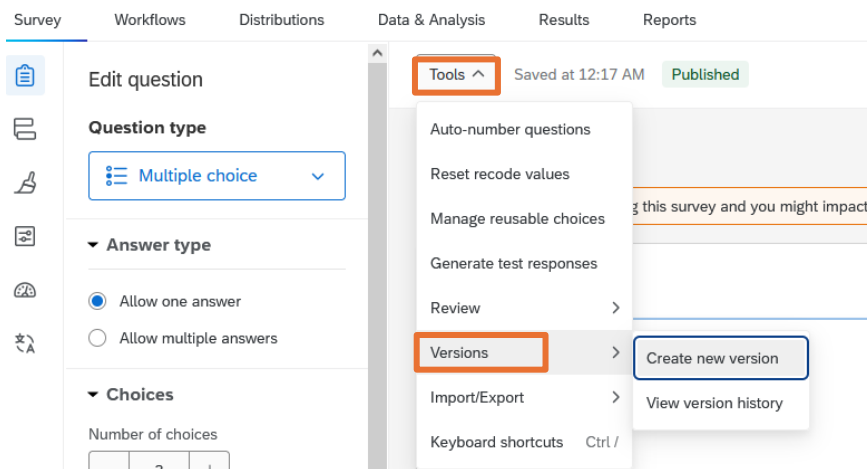


4. Editing a Shared Survey

- If multiple users are editing the same survey, a warning message will appear.



- It is better to create a backup version before making changes: Click “Tools” > “Versions” > “Create new version.”



- To restore a previous version: Click “Tools” > “Versions” > “View version History,” select the version, and click “Restore this version.”

Version history

Only show published versions

Order by saved dates

- 12/11/2024, 3:16 PM
- 12/11/2024, 3:14 PM**
- 12/11/2024, 3:13 PM
- 12/11/2024, 11:26 AM
- 12/11/2024, 11:25 AM
- 12/11/2024, 10:20 AM
- 12/11/2024, 10:14 AM
- 12/11/2024, 9:35 AM
- 12/10/2024, 2:47 PM

Selected version

✓ Saved, 12/11/2024, 3:14 PM, esu_elearning CityU

[View in survey builder](#)

Restore this version

Description

collaborate version 1

Changes since last version

Questions

Q1 - What is your favorite fruit? Multiple Choice Modified

[Close](#)

5. Copy the Shared Survey to Edit

- Create a new survey/project from scratch: In the main menu, click “Project” > “Create project” > “Survey” > “Get started”.
- Enter the survey name.
- Select “Copy a survey from an existing project”.
- Select “Shared with me” and choose the survey from the list.
- Click “Create project” to copy the survey.

Create a new project

Survey

Name

Copy - Shared Survey

How do you want to start your survey?

Copy a survey from an existing project

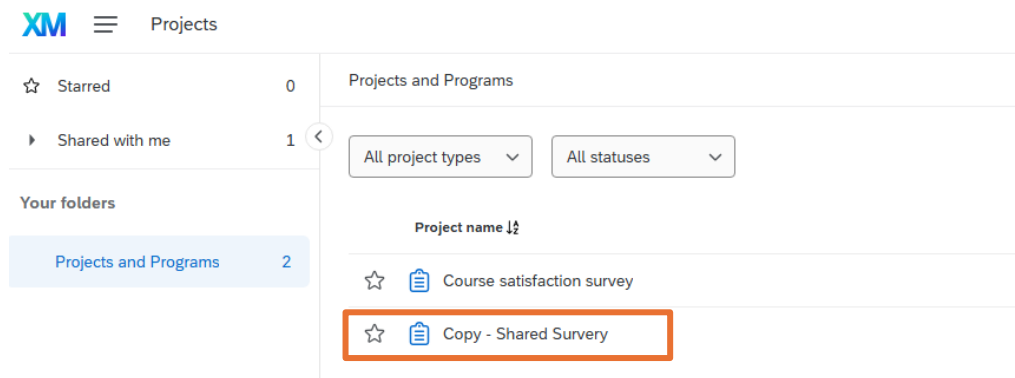
Survey

Course satisfaction survey

[Create project](#)

[Cancel](#)

- You will find the copied survey under “Projects” and start editing.



6. Transfer a Survey

- Only survey owners can share their surveys. If the owner leaves CityU, submit a work request to transfer survey ownership to another person.
- The collaboration setting will be reset; the new owner needs to re-share the survey after the transfer.