



CREATING A SURVEY

**Creating an original survey and
a generating an editable
version of a copied survey**

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LOGIN TO QUALTRICS

1. Login in to Qualtrics.
2. Enter your Username and Password.
3. Click *Sign In*.

VALENCIA



Sign In

or



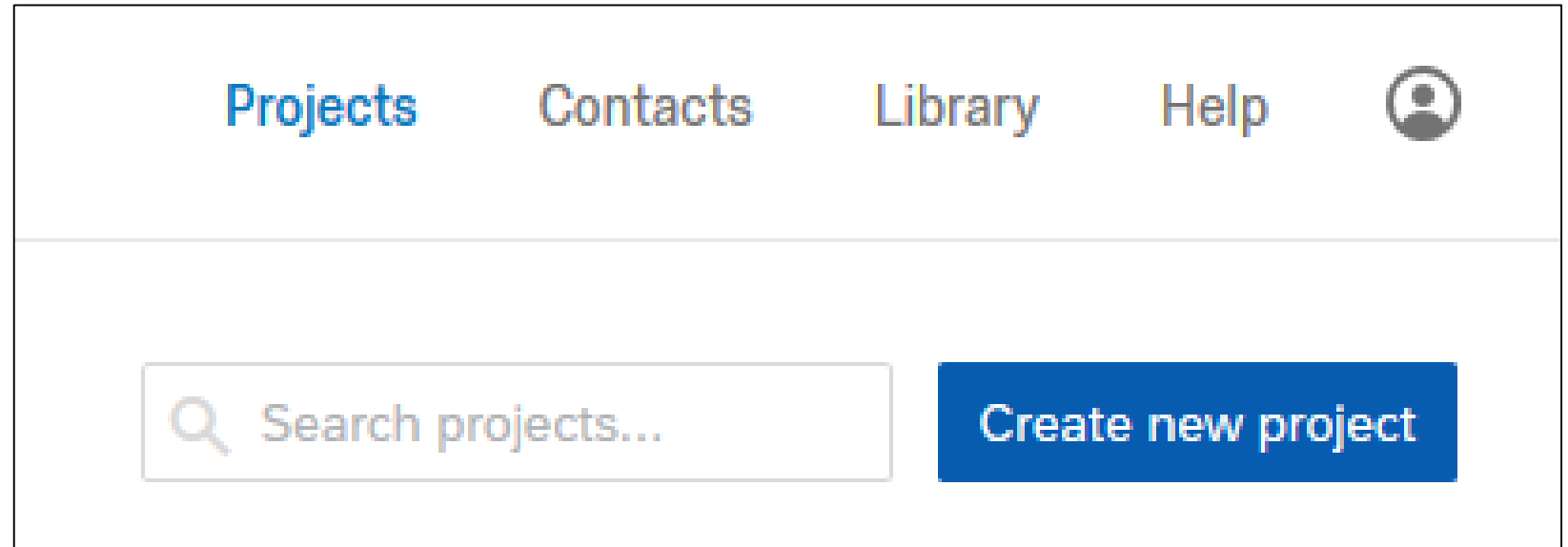
Sign In with Google

[Forgot your password?](#)

[Don't have an account?](#)

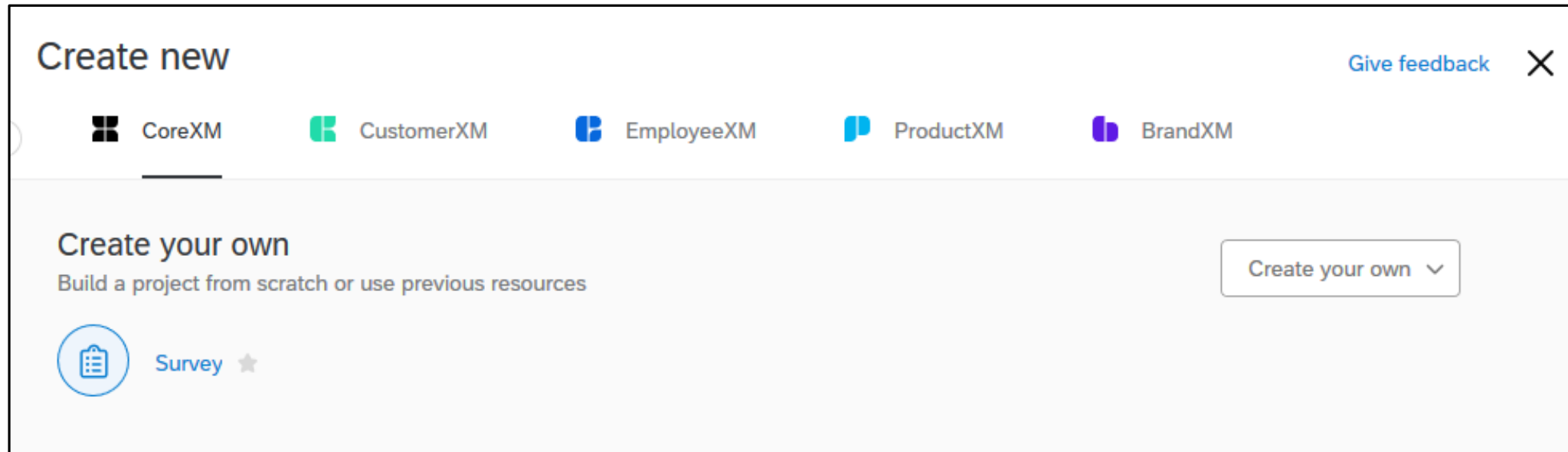
CREATE A NEW PROJECT

1. Navigate to *Projects* on the toolbar
2. Select *Create New Project*.



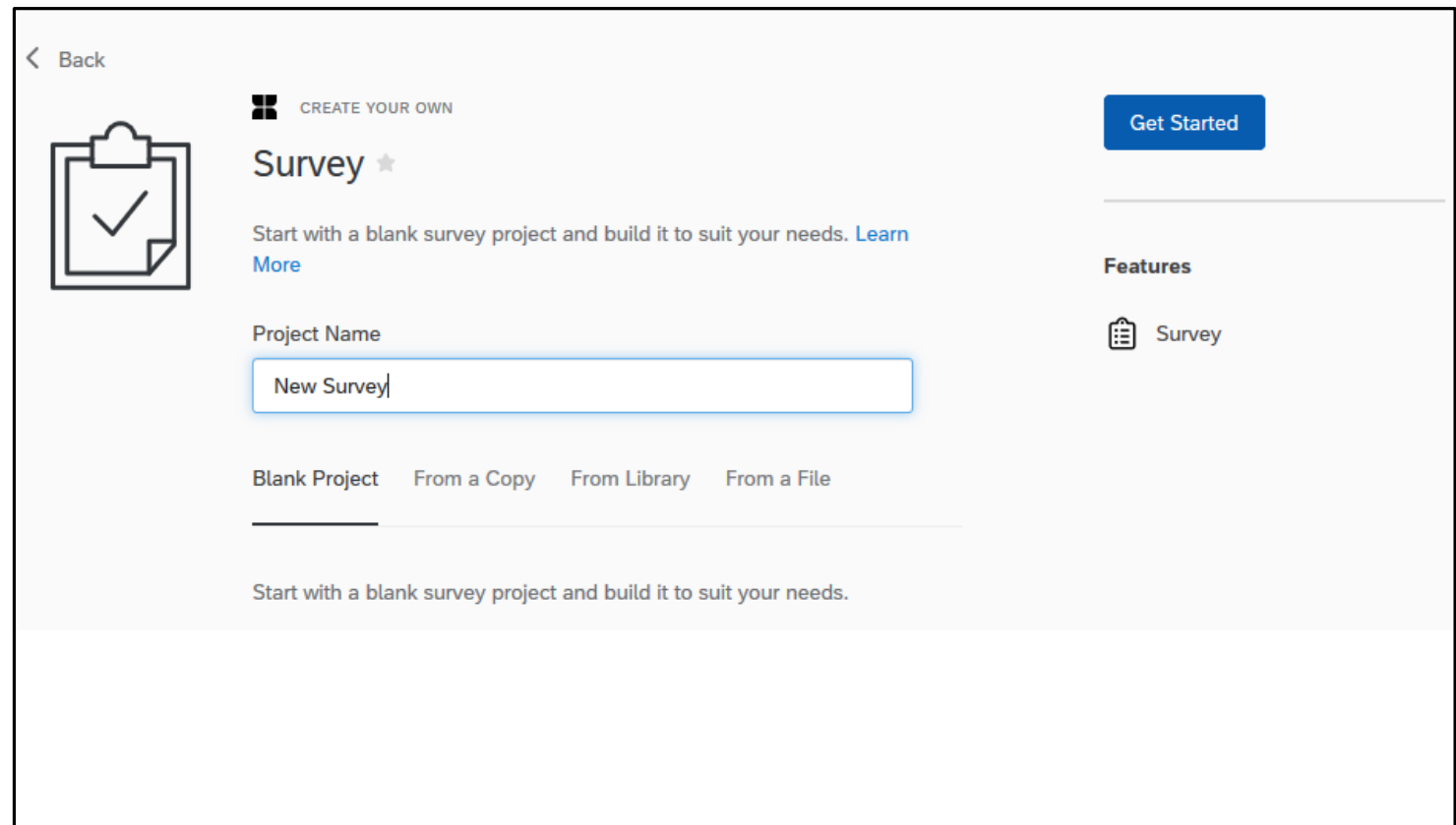
CREATE YOUR OWN..

1. Under the Create your own menu, select *Survey*.
2. Click on the *blue Survey button* to continue.




GENERATE YOUR NEW SURVEY — AN ORIGINAL

1. Under *Project Name*, type in the name of the your new survey.
2. In the menu below, select *Blank Project*.
3. To generate the new and editable project, click the *Get Started* button.



< Back

 CREATE YOUR OWN

Survey ★

Start with a blank survey project and build it to suit your needs. [Learn More](#)


Project Name

Blank Project From a Copy From Library From a File

Start with a blank survey project and build it to suit your needs.

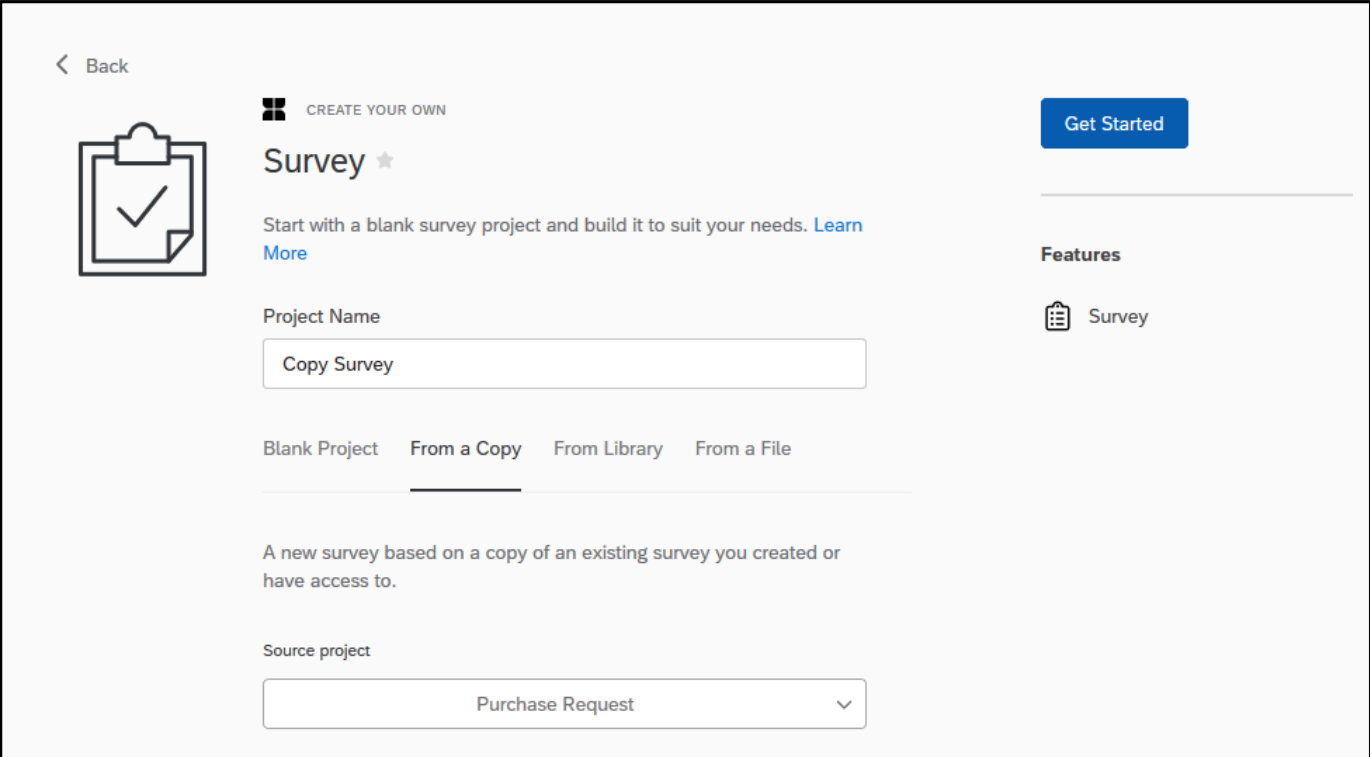
Get Started

Features

 Survey

GENERATE YOUR NEW SURVEY — FROM A COPY

1. Under *Project Name*, type in the name of the your new survey.
2. In the menu below, select *From a Copy*.
3. Go to the *Source Project* menu. Choose the project that you would like to copy from the menu.
4. To generate the new and editable project, click the *Get Started* button.



The screenshot shows a web interface for creating a survey. At the top left is a '< Back' link. Below it is a clipboard icon with a checkmark. To the right of the icon is the text 'CREATE YOUR OWN Survey ★'. Further right is a blue 'Get Started' button. Below the icon and text is a description: 'Start with a blank survey project and build it to suit your needs. [Learn More](#)'. Underneath is a 'Project Name' input field containing the text 'Copy Survey'. Below the input field are four tabs: 'Blank Project', 'From a Copy' (which is selected and underlined), 'From Library', and 'From a File'. Below the tabs is a paragraph: 'A new survey based on a copy of an existing survey you created or have access to.' At the bottom is a 'Source project' dropdown menu with 'Purchase Request' selected and a downward arrow.