







Qualtrics – Survey Design and Development

College Surveys: Templates to Build – On Jan. 20, 2020.

Laura Blasi, Director, Institutional Evaluation

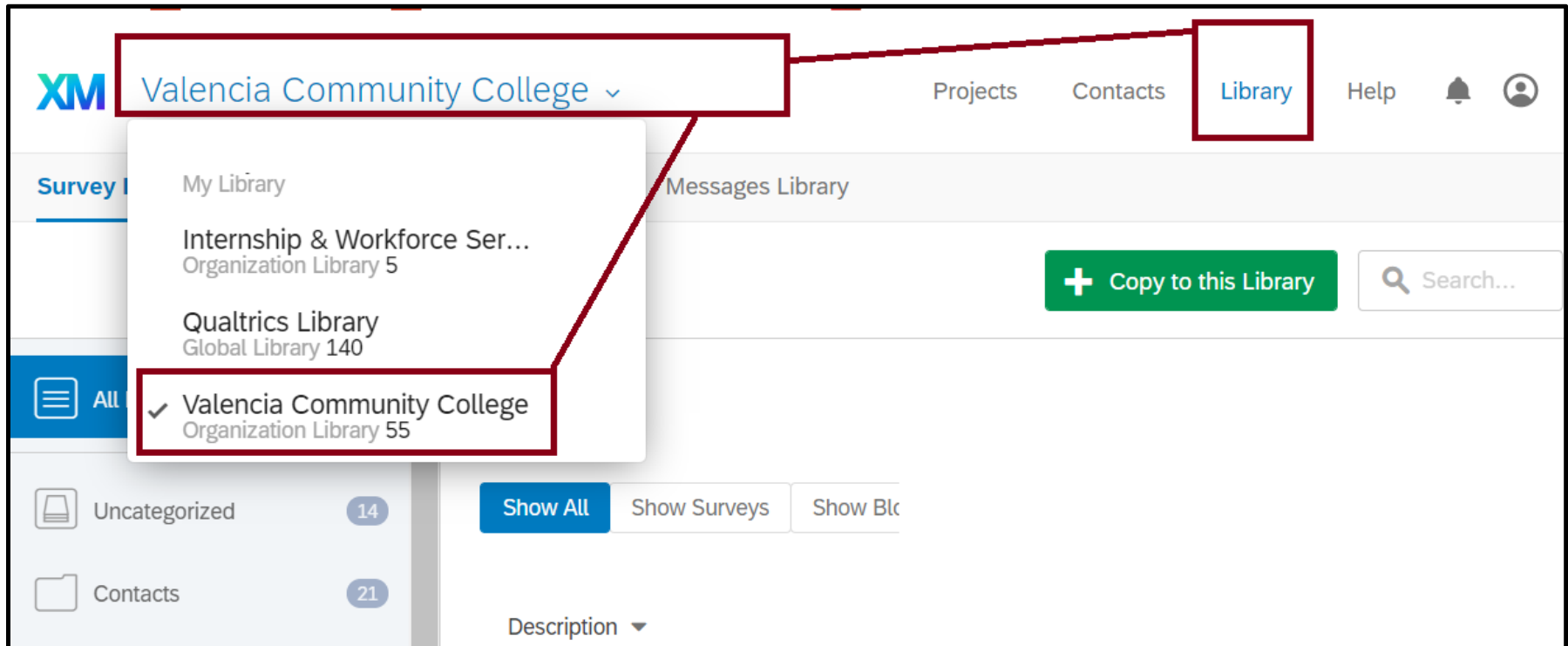
Description ▼

-  Advising Appointment Links - Jan. 2020 Christopher Garner-Quintero from Osceola Campus
-  Book Orders - Jan. 2020 Dawn Cheshire from East Campus
-  Mentee Evaluation Form - Jan. 2020 Dawn Cheshire from East Campus
-  Student Engagement and Transfer Readiness Survey - Jan. 2018 Katy Miller Title V from the East Campus
-  Student Scheduling - Career and Technical Education - Jan. 2020 Odette De Leon from Osceola Campus
-  Purchase Request - Jan. 2020 Dawn Cheshire from East Campus

- In the college survey library in Qualtrics you can access, copy, and adapt the templates for surveys being used on various campuses. If you have specific questions about a template please contact the survey's author.

How to find the templates

1. Go to the library link (top right)
2. Then select the Valencia library (top left)
3. Go to the “templates” folder



The screenshot displays a user interface with a left-hand navigation pane and a main content area. The navigation pane lists several folders: 'All Folders' (54), 'Uncategorized' (14), 'Contacts' (21), 'EC Math' (7), 'GenEd' (3), and 'Misc Surveys'. The 'Templates' folder is highlighted in blue and has a red border around it. Below the folders is a green button labeled '+ New Folder'. The main content area is titled 'Templates' and features a dropdown menu. Below the title are four filter buttons: 'Show All' (active), 'Show Surveys', 'Show Blocks', and 'Show Questions'. A 'Description' dropdown is also present. A list of template items follows, each with a document icon and a title: 'Advising Appointment Links - Jan. 2020 Christopher Garner-Quintero from Osceola Campus', 'Book Orders - Jan. 2020 Dawn Cheshire from East Campus', 'Mentee Evaluation Form - Jan. 2020 Dawn Cheshire from East Campus', 'Mentor Evaluation Form - Jan. 2020 Dawn Cheshire from East Campus', and 'Part-Time Instructor Availability Survey - Jan. 2020 Dawn Cheshire from East Campus'. A red arrow points from the 'Templates' folder in the navigation pane to the first item in the list.

A. How one of the templates can be used to schedule advisors (example from the Osceola campus)

- For **Scheduling Advising** – They share a “bit.ly” link out to Osceola faculty, staff, and students. Through a couple questions, it helps the user to navigate the appropriate advisor/resource to meet with. Through that, if the advisor has an appointment link, they embed that to help students get scheduled with an advisor. The appointment link is then connected to the “Who’s Next” appointment scheduler.

Here is the front facing link they share out publicly: www.bit.ly/OSCadvising.

Christopher Garner-Quintero

cquintero2@valenciacollege.edu

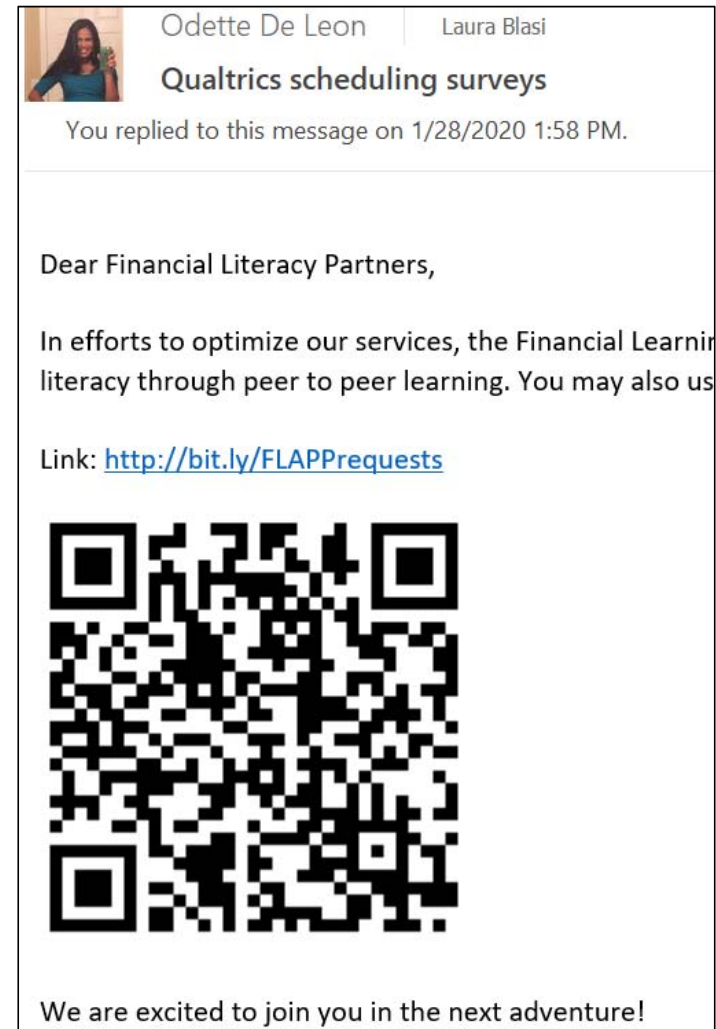
Assistant Director of Advising, Osceola

B. Here is an example of communication from the office to potential participants inviting them to take the **scheduling survey** (for Career and Technical Education on the Osceola campus).

Odette De Leon

odeleon1@valenciacollege.edu

Financial Aid Specialist, Osceola Campus



C. Other Templates Available in the Library Include...

- A Syllabus Checklist
- A Purchase Request
- Part-Time Instructor Availability Survey
- A Student Survey (Spring & Summer)

Please see Dawn's directions for creating links through Canvas – she has noted that creating a Canvas Module is useful for online forms that faculty members will use routinely. Qualtrics is compatible with Canvas. Since both these programs are mobile friendly, instructors always have access to Qualtrics through Canvas as a Module.

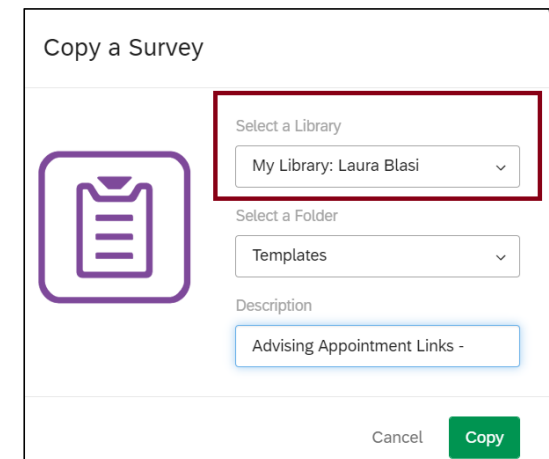
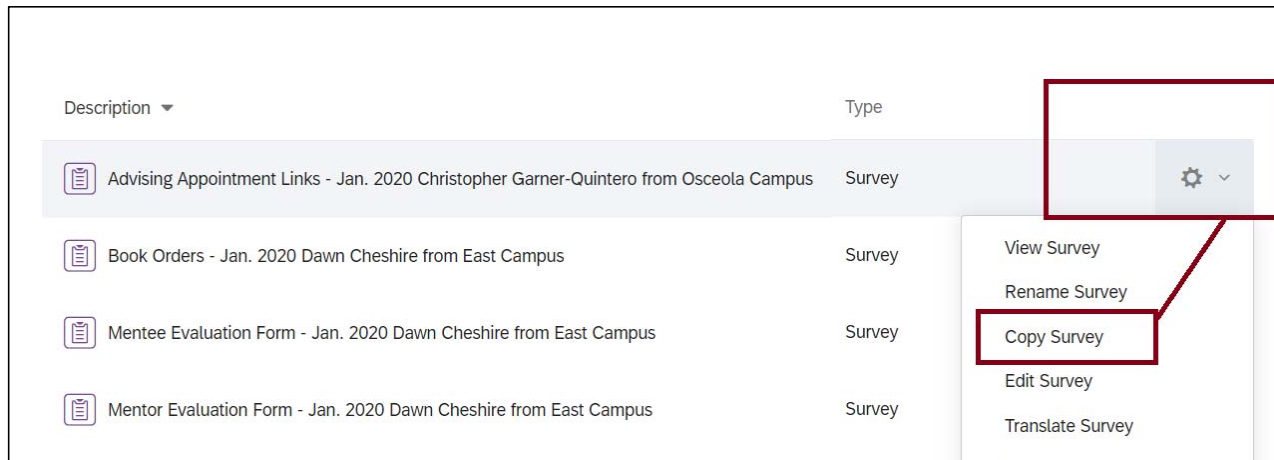
Dawn Chesire

dchesire@valenciacollege.edu

Administrative Assistant, East Campus

How to Copy a Survey from the Library

1. Go to the far right of the survey you want to copy and click the cog
2. Select “copy survey”
3. Select “my library” as the location to save the copy



Register for your Qualtrics account following these steps:

<https://valenciacollege.edu/academics/analytics-and-planning/institutional-effectiveness-planning/institutional-assessment/saicc/documents/toregisterandcreateyourqualtricsaccount.pdf>