



Create a Survey

How to create a basic survey in Qualtrics.

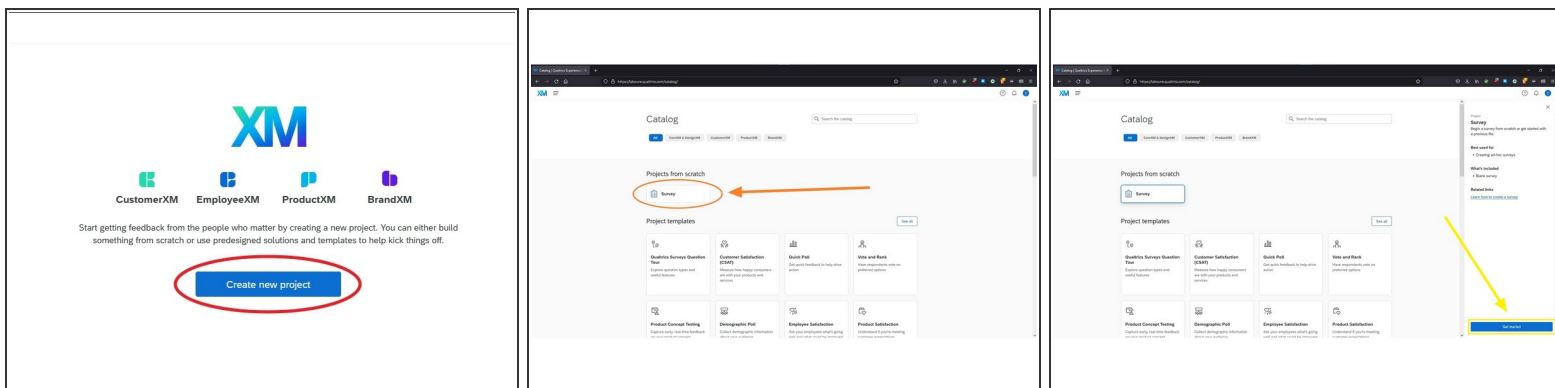
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Create a Survey

INTRODUCTION

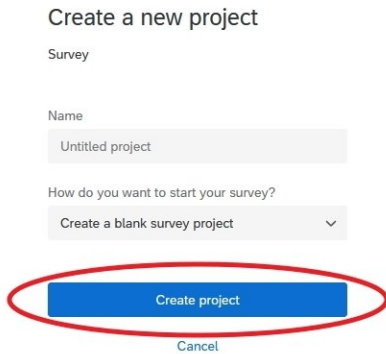
This guide covers how to create a simple survey in Qualtrics and is not exhaustive. Please refer to [the Qualtrics support site](#) for comprehensive tutorials.

Step 1 — Getting Started



- [Sign in to laboure.qualtrics.com](https://laboure.qualtrics.com) with your Labouré email and password
- Click **Create new project**
 - You will be taken to the **Catalog**. From here you can create a new survey from scratch or choose from dozens of templates for different needs including Quick Poll, Demographic Poll, Event Feedback, Student Recruitment, and Faculty or Student Satisfaction. For this guide, however, we will create a survey from scratch.
- Click **Survey**
- Click **Get started**

Step 2 — Getting Started



Create a new project

Survey

Name

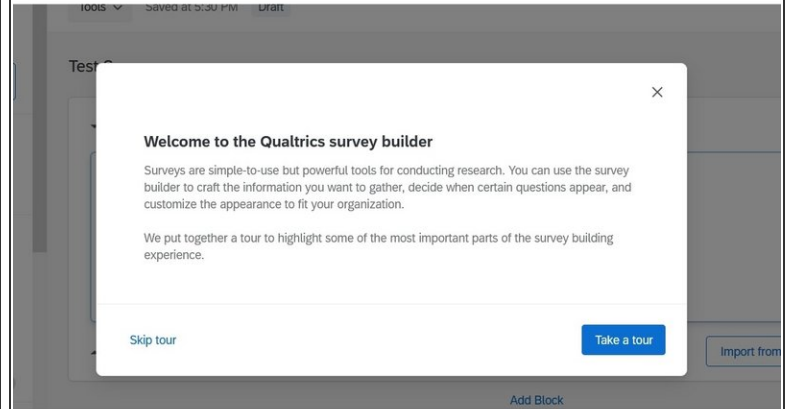
Untitled project

How do you want to start your survey?

Create a blank survey project

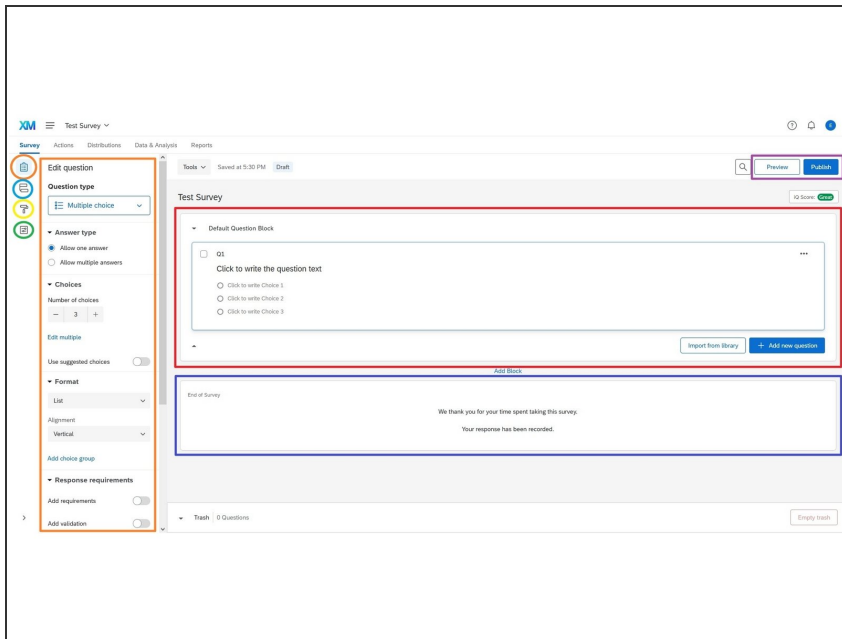
Create project

Cancel



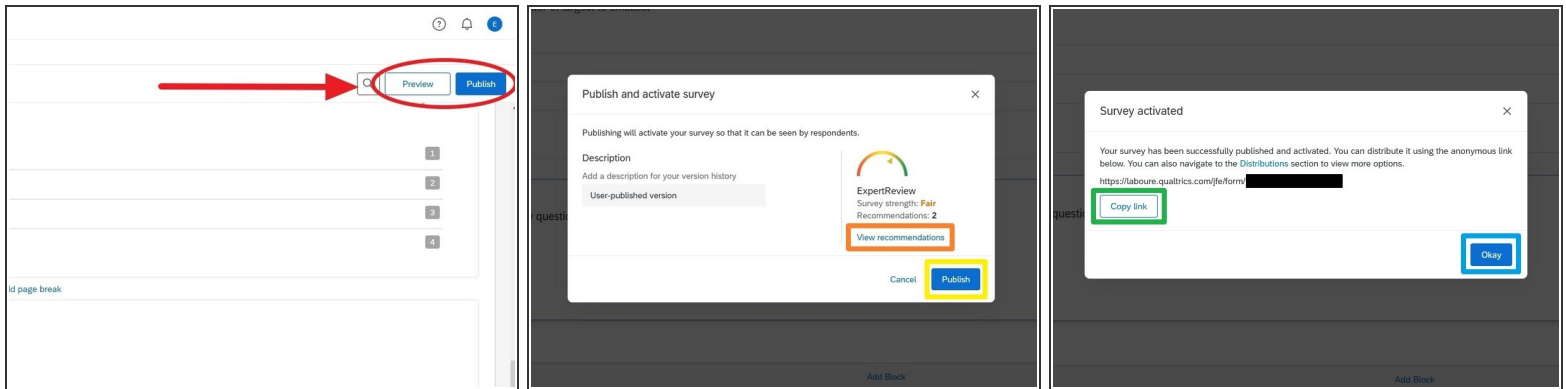
- After naming your project, you can choose to either create a blank survey project or copy or import an existing survey. In this guide, we will create a blank survey project.
- Click **Create project**
- Upon starting your first survey, you will be asked to take a quick tour that highlights the most important tools in the survey builder. You can choose to take the tour or skip it.

Step 3 — Creating and Editing a Survey



- The survey builder provides numerous options for editing and customizing your survey including:
 - Question and choice text and adding new questions
 - Question type (multiple choice, text entry, slider, rank order, and more), number of choices, formatting, requirements, and question behavior
 - The "look and feel" of the survey
 - Survey options such as password protection, expiration date, post-survey behavior, and scoring, and more
- Survey flow
- The text shown at the end of the survey
- Preview and publish your survey

Step 4 — Publishing Your Survey



- You can click **Preview** in the upper right corner at any time to view how your survey will look on both desktop and mobile. When you're finished with your survey and ready to publish it, click **Publish**.
- In the subsequent pop-up, you can choose to **View recommendations** from ExpertReview powered by iQ on ways to improve your survey including accessibility, bot detection, and mobile-friendliness.
- Click **Publish** to publish your survey.
- In the next pop-up, click **Copy link** to automatically copy the link to your survey to the clipboard. You can then easily share the link with other people.
- Click **Okay** when finished.