

Using Qualtrics to collect Teaching Feedback

Qualtrics is a powerful software tool that is intended for research studies and intensive data analysis. Here, we will show you how you can set up a form to collect feedback from your students.

A) To obtain a Qualtrics Account

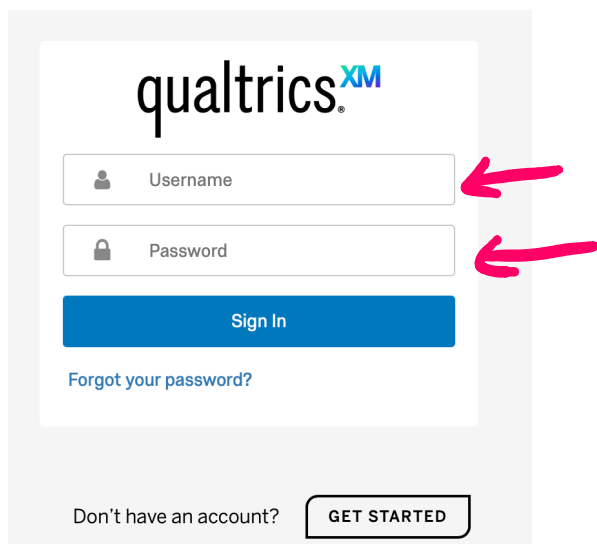
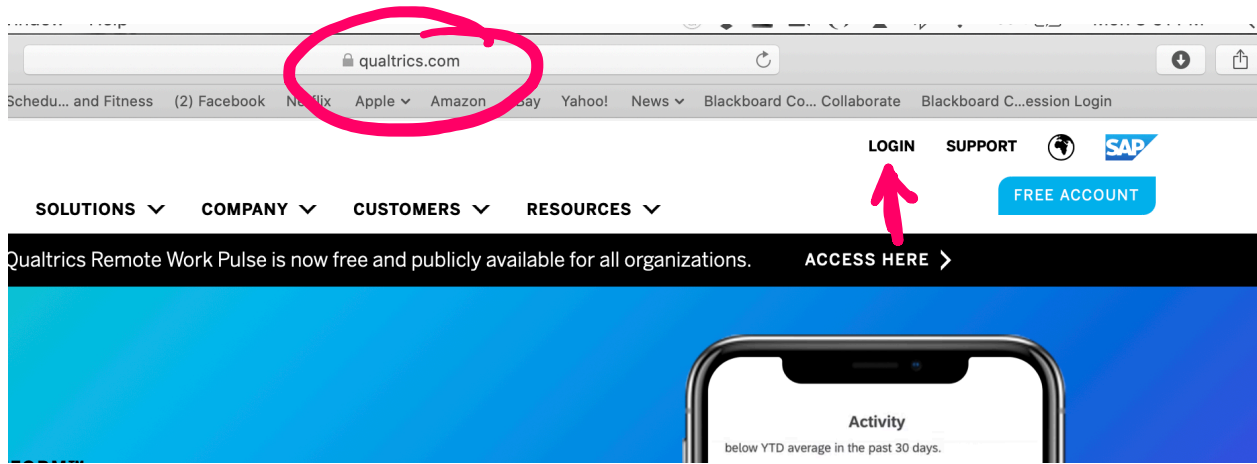
Before beginning, please ensure that you have a Qualtrics account.

1. Go to uwindsor.qualtrics.com.
2. If you have previously used Qualtrics but can not remember your password, enter your UWinID@uwindsor.ca in the **Username** field and click the **Forgot your password?** link. If you have an existing Qualtrics account a password reset email will be sent to your UWindsor email account.
3. If you are new to Qualtrics, click the **Please click here to create an account** link. Then enter your UWindsor email address (UWinID@uwindsor.ca) and create a password.

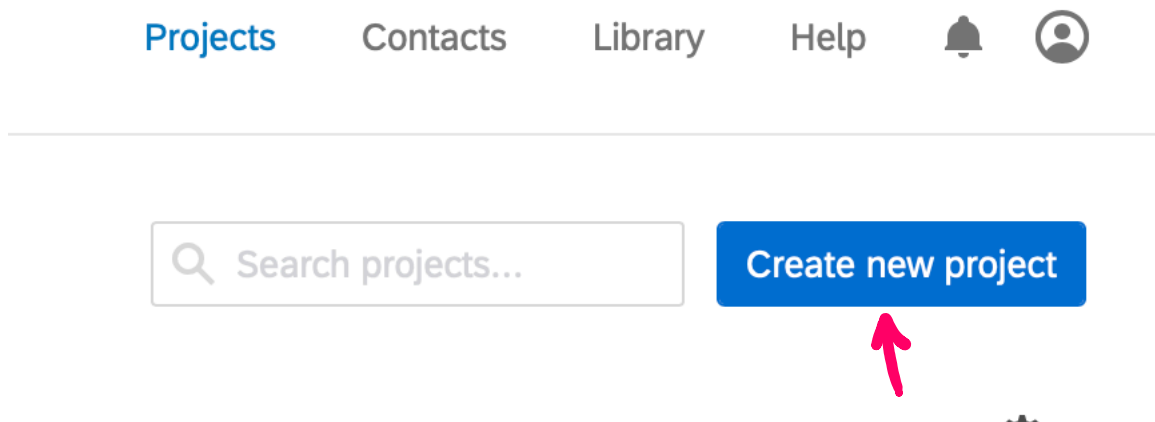
[Visit the Qualtrics site for an overview of the tool and how to get started.](#)

B) To set up your feedback form in Qualtrics:

- C) From the Teaching Feedback email, [save the QSF file](#) with the Teaching Evaluation templates and note the location where you have saved it (eg., Downloads, Desktop, etc.).
- D) Navigate to [Qualtrics.com](https://qualtrics.com) in your browser and log in. Enter your UWinID@uwindsor.ca in the **Username** field and your Qualtrics password in the **Password** field. Click the **Sign In** button.



3. Once logged in click on the **Create new project** button:



4. On the **Create new** screen in the **Create your own** section, click the **Survey** option.

Create new

[Give feedback](#) ✕

 CoreXM  CustomerXM  EmployeeXM  ProductXM  BrandXM

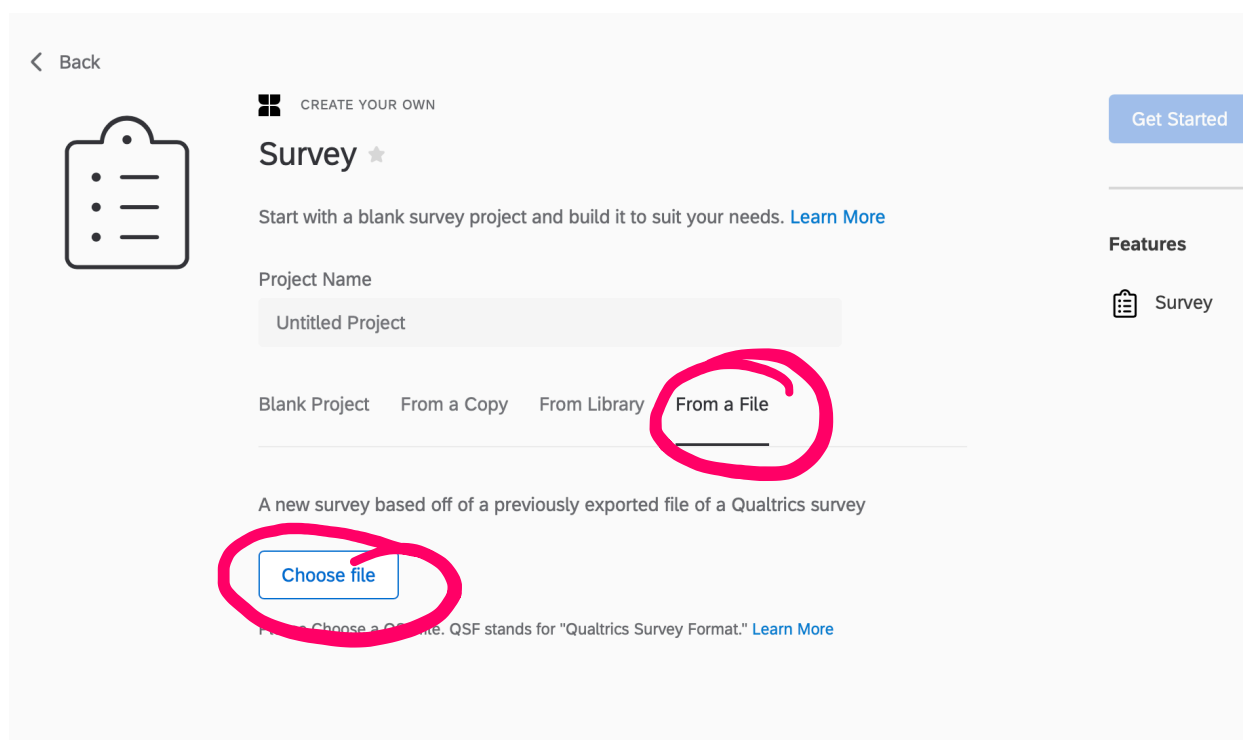
Create your own

Build a project from scratch or use previous resources

Create your own ▾

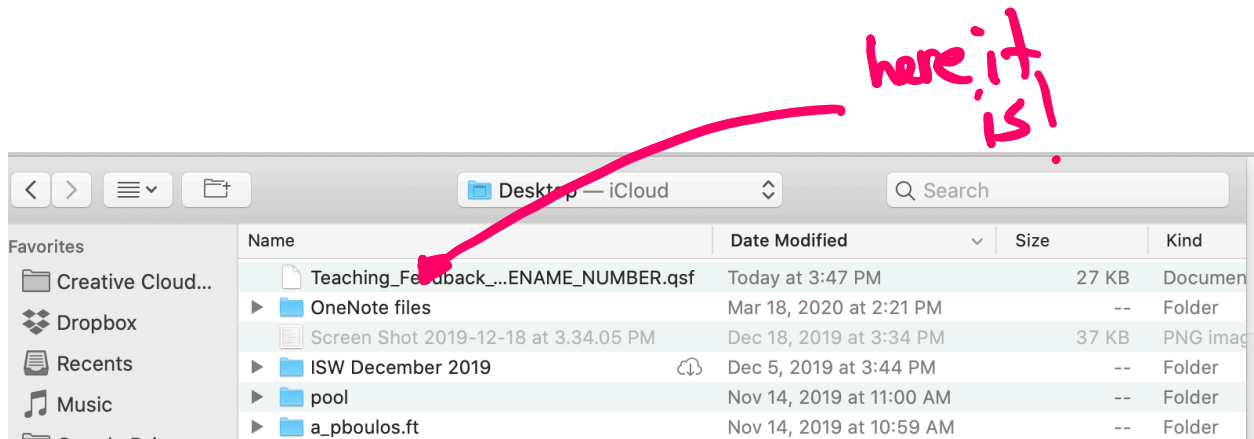
 Survey

5. On the **Survey** screen, click **From a File** and then click the **Choose file** button:

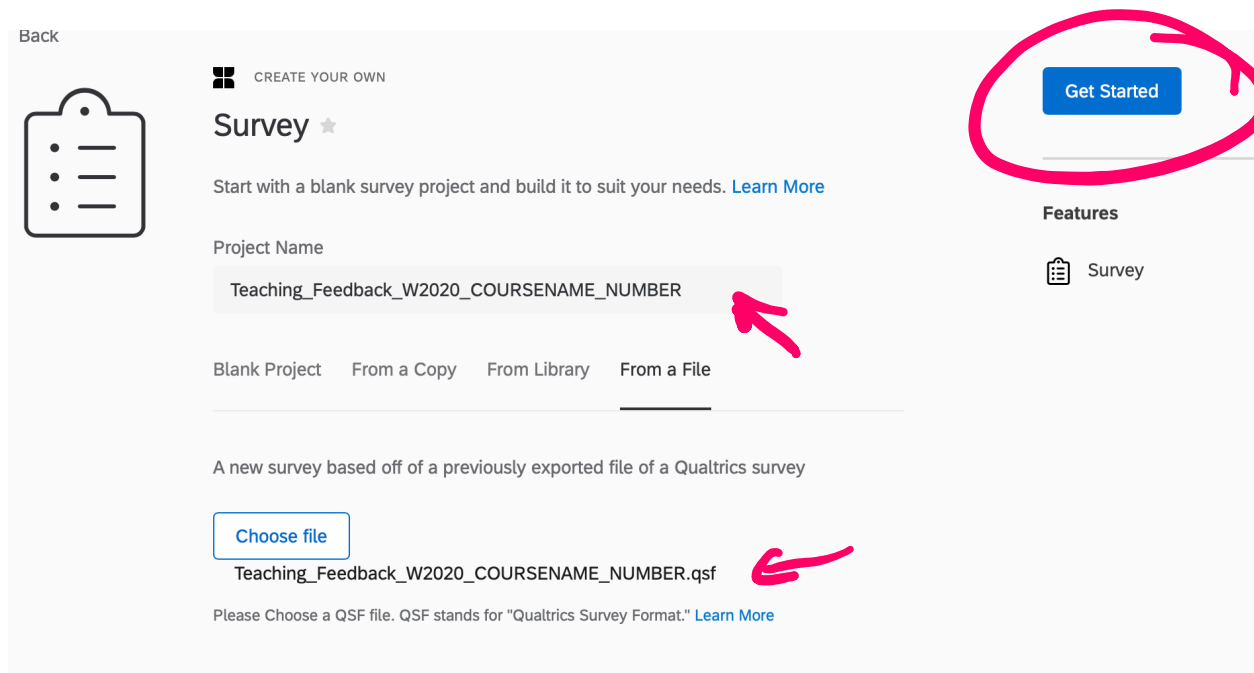


The screenshot shows the 'Survey' creation interface. At the top left is a 'Back' button. The main header includes 'CREATE YOUR OWN' and 'Survey' with a star icon. A 'Get Started' button is in the top right. Below the header, there's a description: 'Start with a blank survey project and build it to suit your needs. [Learn More](#)'. A 'Project Name' field contains 'Untitled Project'. Below this are four options: 'Blank Project', 'From a Copy', 'From Library', and 'From a File'. The 'From a File' option is selected and circled in red. Below the options, a text line reads: 'A new survey based off of a previously exported file of a Qualtrics survey'. A 'Choose file' button is circled in red. At the bottom, there's a note: 'Please Choose a QSF file. QSF stands for "Qualtrics Survey Format." [Learn More](#)'. On the right side, there's a 'Features' section with a 'Survey' icon and label.

6. Navigate to the location where you saved the QSF file emailed to you and choose it.



7. You will now see the QSF file listed. Click the **Get Started** button:



8. The Survey form will now be open in Qualtrics. Before we customize your feedback form options, let's make sure we have the right number of copies for the courses you teach. To do this click the **Projects** link at the top of your screen.

Teaching_Feedback_W2020_COURSENAME_NUMBER

iQ Score: Fair

Instructions

Block Options ▾

Display This Question:
Invalid Logic [Click Here to Edit Logic](#)

9. Now it is time to make copies. Click on the **ellipsis, (...)**, to the right of the screen and then click **Copy Project**:

Type	Project name	Last modified ↑	Status	Creation date	Responses	⚙️
Survey	Teaching_Feedback_W2020_COURSENAME_NU...	Mar 23, 2020	New	Mar 23, 2020	0	⋮
Survey	Teaching Feedback W2020 TEMPLATE	Mar 23, 2020	New	Mar 23, 2020	0	⋮
Survey	UTC Half-Course Blackboard Boot Camp Particip...	Mar 23, 2020	Active	Aug 10, 2020	1	⋮
Survey	WJEA 2021 Contract Mandate	Mar 20, 2020	Active	Mar 25, 2020	1	⋮

Activate

Collaborate

Rename project

Copy project

Edit survey

In the **Copy Project** window, click the **Copy Project** button:

Copy Project

Copy to

Account

Library

Other User

Project name

Teaching_Feedback_W2020_COURSENAME_NUMBER - Copy

Folder



Cancel

Copy Project

10. 

11. Repeat for the number of courses for which you would like to get Feedback. Note that when you copy a project '-Copy' is appended to the project name.
12. Now click on the copy to open it and the first thing we will do is to rename the project. When duplicating the form, we recommend you rename it for each course in which you will be using the form. Our suggested naming convention is: **LastName Teaching Feedback W2020 Course #####**.

For example, if your course name and number is PHIL 2540 then insert that by clicking on the project name just under the menu and make the changes:

XM Teaching_Feedback_W2020_COURSENA... Projects Contacts

Survey Actions Distributions Data & Analysis Reports

Look & Feel Survey Flow Survey Options Tools Preview

Teaching_Feedback_W2020_COURSENAME_NUMBER - Copy IQ Score: Fair

Instructions Block Options

Display This Question:
Invalid Logic [Click Here to Edit Logic](#)

Customize your survey.
This screen is for instructional purposes only and will not be shown to respondents.

1. Add a custom welcome message just before the first question.
2. Remember to delete the questions from the feedback forms you do not wish to use. (instructions below)
3. Customize rest of the survey questions if needed (see below for possible Additional Questions).

Survey Actions Distributions Data & Analysis Reports

Look & Feel Survey Flow Survey Options Tools Preview

BOULOS Teaching_Feedback_W2020_PHIL 2540 IQ Score: Fair

Instructions Block Options

Display This Question:
Invalid Logic [Click Here to Edit Logic](#)

Customize your survey.
This screen is for instructional purposes only and will not be shown to respondents.

13. NOTE: any changes you make to the project will be saved automatically. Click on the 'Projects' label at the top of the page and it will take you back to the listings of all your projects. Your changes will be saved.

Notice

Type	Project name	Last modified ↑	Status	Creation date	Responses	Settings
★ Survey	BOULOS Teaching_Feedback_W2020_PHIL 2540	Mar 24, 2020	○ New	Mar 24, 2020	-	...
★ Survey	Teaching_Feedback_W2020_COURSENAME_NU...	Mar 24, 2020	○ New	Mar 23, 2020	-	...

14. Re-open the project to make your changes. The instructions are included in the **Customize your survey** panel. This panel will not be shown to your respondents.

15. Distribution of the survey/feedback form can be done through BlackBoard or through other means of contacting the students registered in the course. Please follow the instructions for generating a common link for distribution to your students.

C) Create a common anonymous link to distribute the feedback form.

Qualtrics: Using a Common Anonymous link for Sending out Feedback Form to Students

Please note: The instructions below assume you wish to send the feedback form to an entire class. Everyone who receives the email will be able to use the same, common link to the survey (i.e., not personal links). The responses will anonymous, however there will not be any control over who may or may not complete the feedback form.

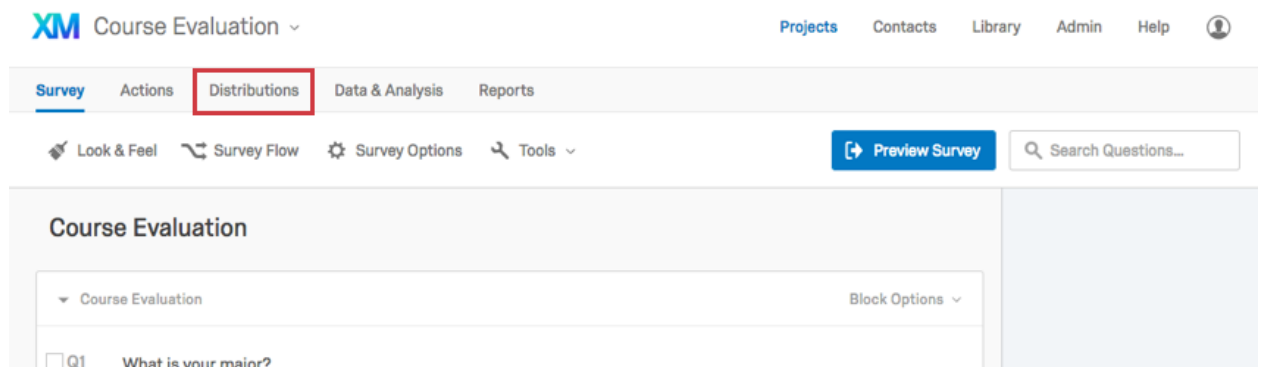
(Adapted from the Qualtrics help pages. (<https://www.qualtrics.com/support/survey-platform/distributions-module/web-distribution/anonymous-link/>))

Obtaining the Anonymous Link

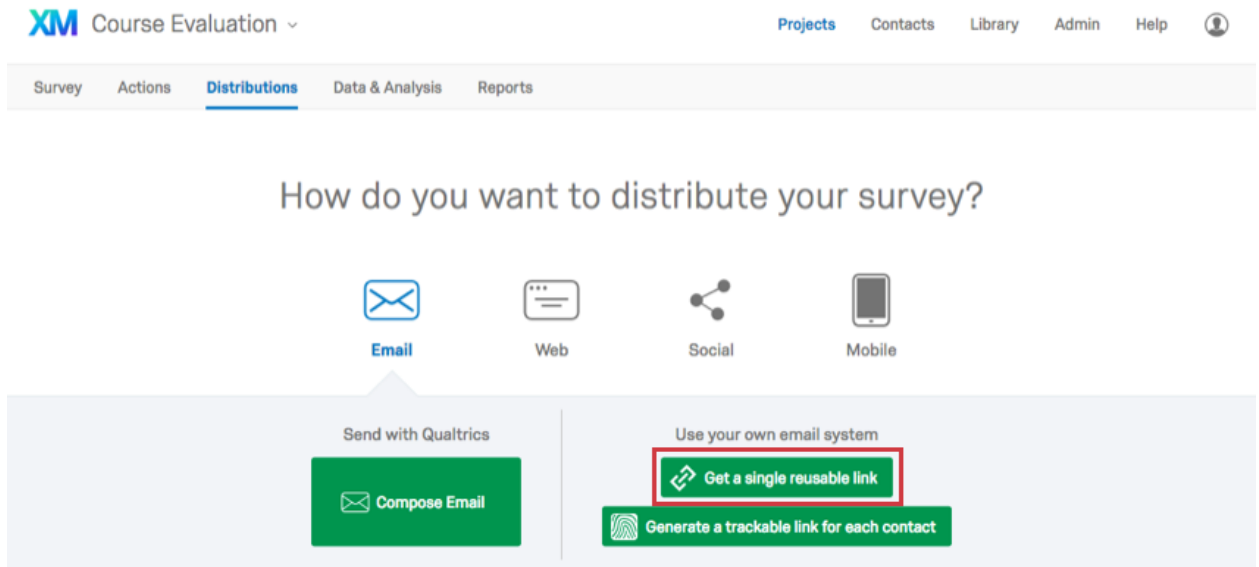
The Anonymous Link is the same for everyone accessing the survey and will not change for that survey, even if you pause and resume response collection multiple times.

TO OBTAIN YOUR ANONYMOUS LINK

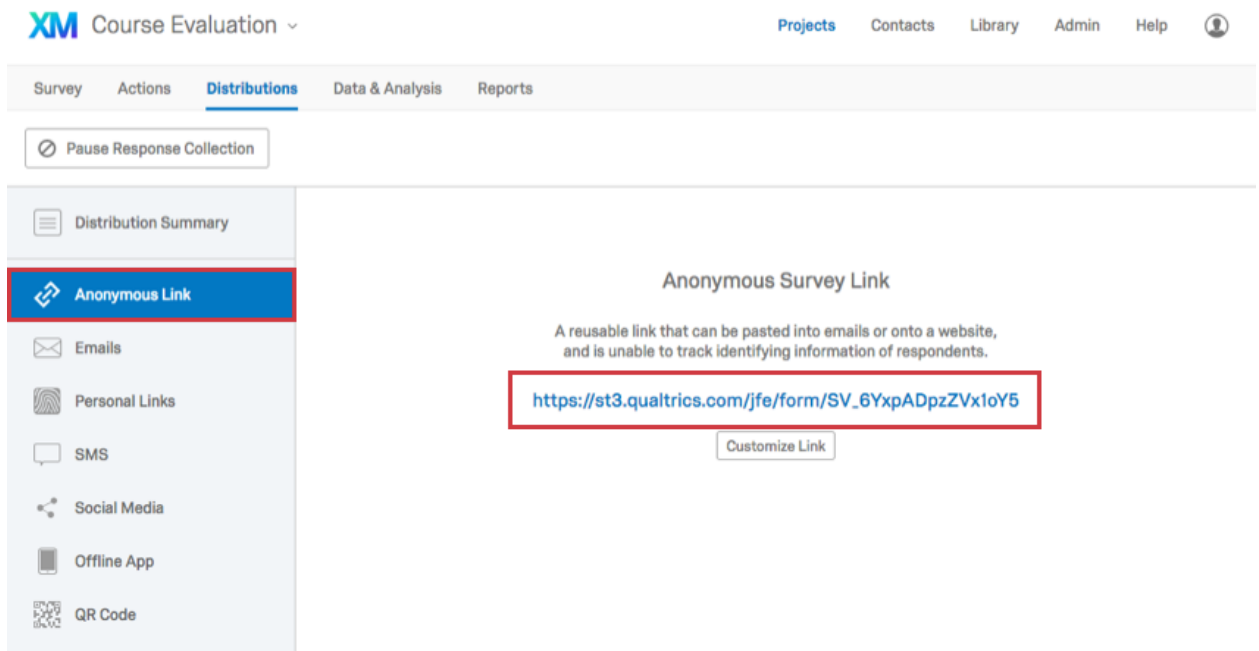
1. Navigate to the [Distributions](#) tab.



2. If your survey isn't active yet, you will click on the green **Get a single reusable link** button.



3. If your survey's already active, select the **Anonymous Link** section.



4. Highlight the link that appears, and press Ctrl + C (PC) or ⌘ + C (Mac) on your keyboard to copy the link.

5. Paste the link into an email or onto a website.