

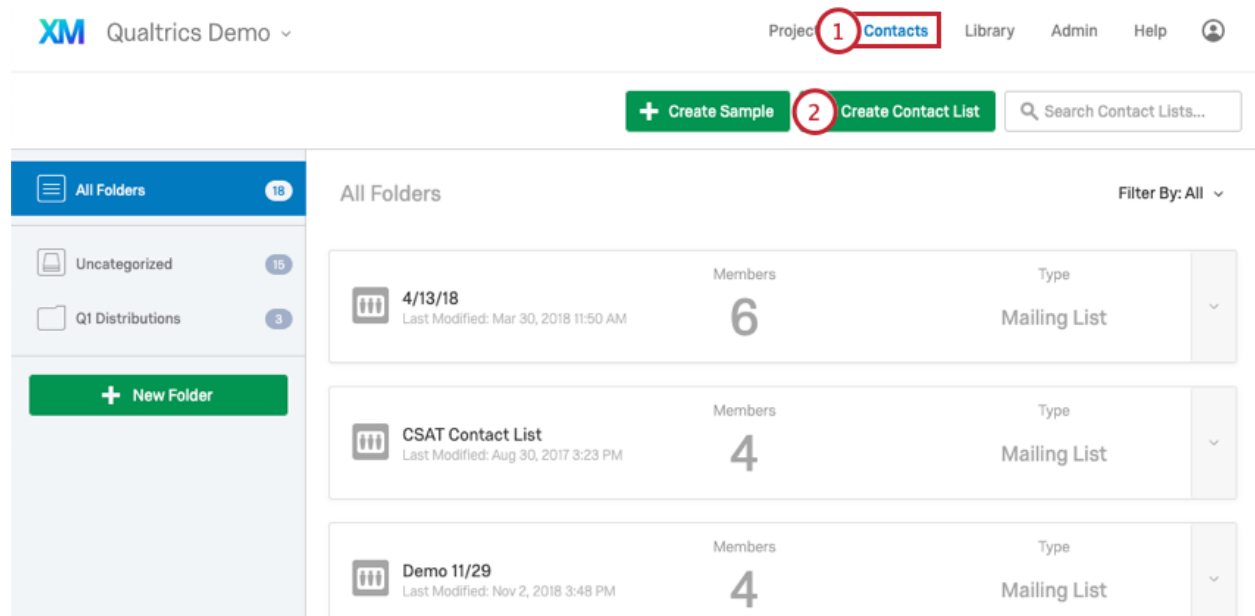
Qualtrics: Importing a Contact List from a File For Use in Sending out Feedback Form to Students

Please note: The instructions below assume you have student email addresses downloaded to a spreadsheet.

(Adapted from the Qualtrics help pages. (<https://www.qualtrics.com/support/survey-platform/contacts/contact-list-overview/#ImportingContactsFromACSVFile>))

Importing a Contact List from a File

1. Go to the **Contacts** page.

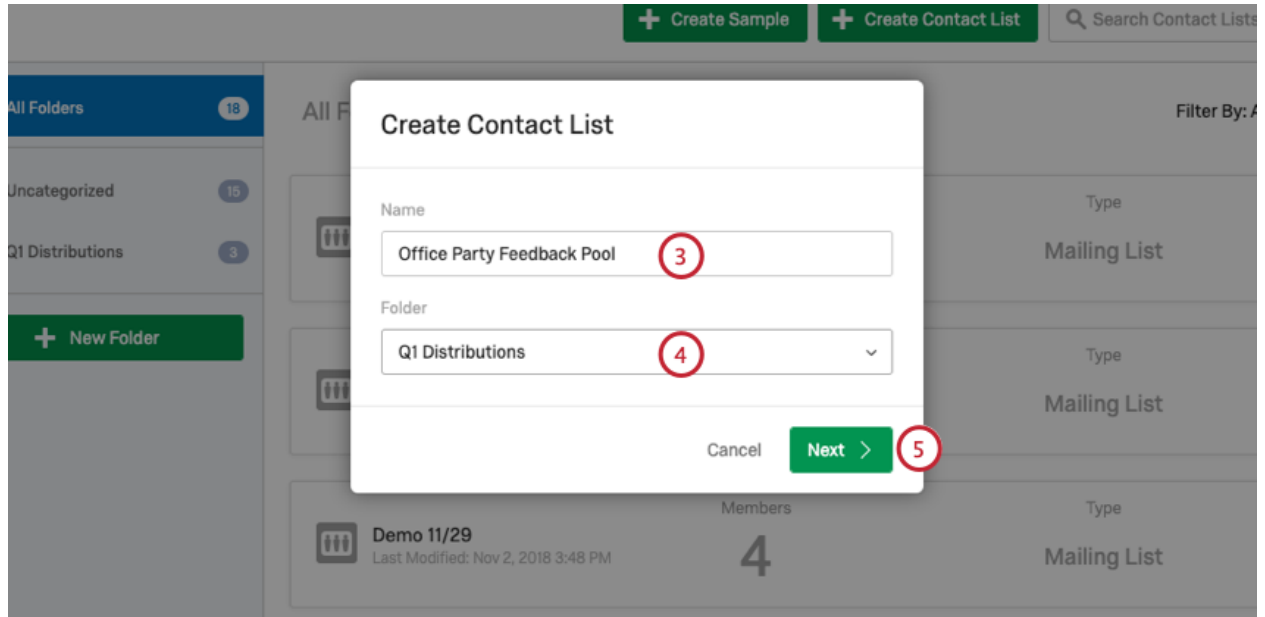


The screenshot shows the Qualtrics interface. At the top, the 'Contacts' tab is selected and circled in red with the number '1'. Below the navigation bar, there are two green buttons: '+ Create Sample' and '+ Create Contact List', with the latter circled in red and labeled '2'. A search bar is visible to the right of these buttons. The main content area displays a table of contact lists under the heading 'All Folders'.

	Members	Type
4/13/18 Last Modified: Mar 30, 2018 11:50 AM	6	Mailing List
CSAT Contact List Last Modified: Aug 30, 2017 3:23 PM	4	Mailing List
Demo 11/29 Last Modified: Nov 2, 2018 3:48 PM	4	Mailing List

2. Click **Create Contact List**.

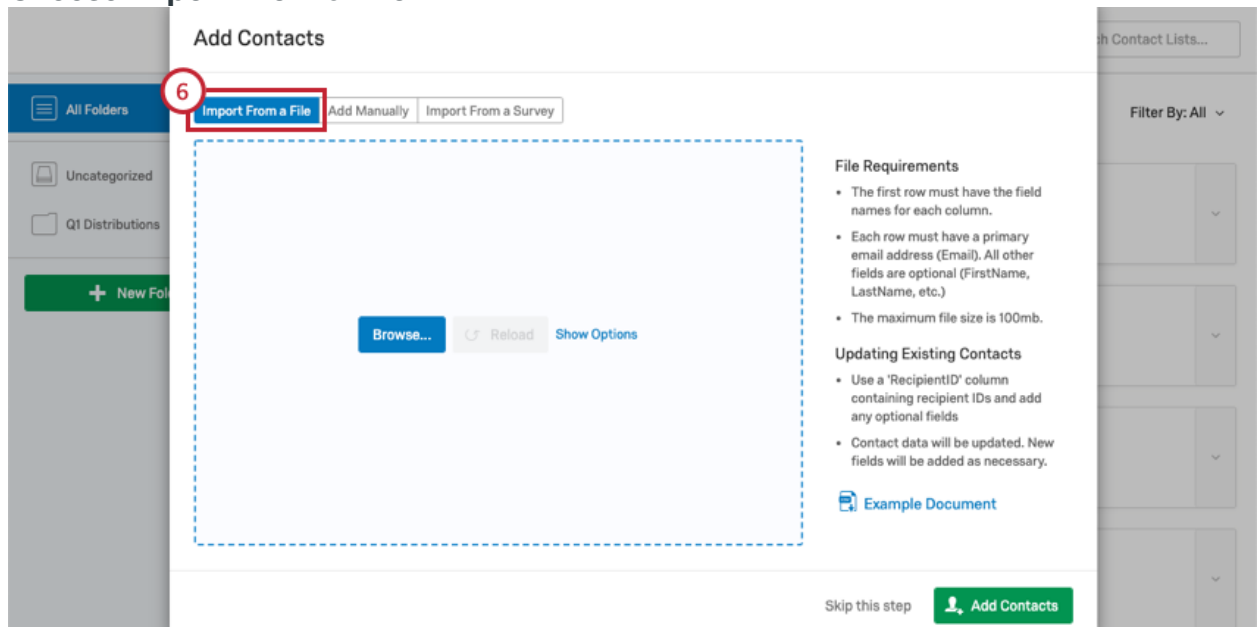
3.



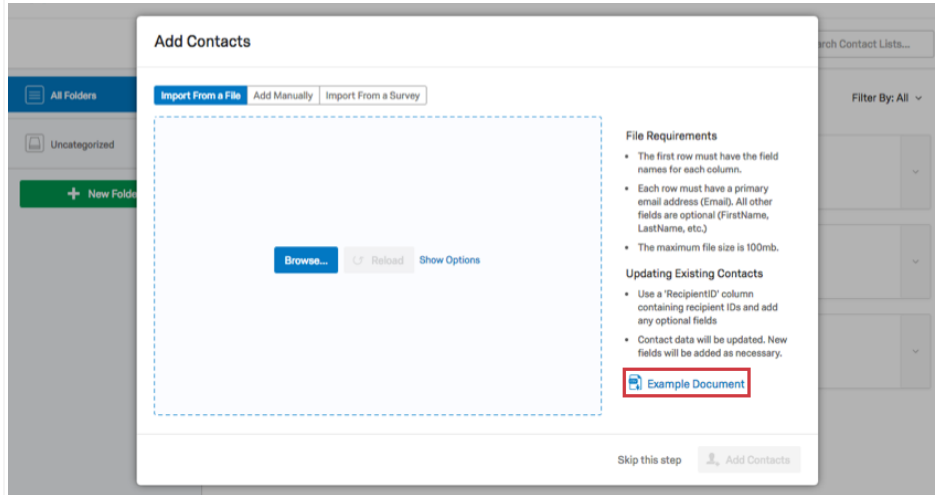
4. Assign your contact list to a folder (if no folder is assigned, your list will be placed in the default “Uncategorized” folder).

5. Click **Next**.

6. Choose **Import From a File**.



7. Create a file in Excel or another spreadsheet software. This is the Class Roster list. It should have email addresses (required) and names (optional).



8. Make sure you have a column titled **Email**.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Email	FirstName	LastName	Language	Gender	Age						
2	billsmith@email.com	Bill	Smith	EN	Male	37						
3	harry.t@email.com	Harry	Tyler	ES	Male	38						
4	robertb@email.com	Robert	Baxter	EN	Male	45						

9. Fill out / add other desired columns (FirstName, LastName, Language, custom Embedded Data fields, etc.). Note that order of columns doesn't matter. However, spelling, capitalization, and spacing does matter.
10. Add contacts to your spreadsheet, with one row for each contact (each contact **must** have an entry in the Email column, though other columns may have blank cells).
11. Save the file as a **CSV (Comma Separated Values) with UTF-8 encoding**, or as a **TSV (Tab Separated Values)**. Note that the maximum file size for a contact list upload is 100 MB.

12.

Add Contacts

ExampleMailingList.csv 3 Contacts

Updating Existing Contacts

- The maximum file size is 100mb.
- Use a 'RecipientID' column containing recipient IDs and add any optional fields
- Contact data will be updated. New fields will be added as necessary.

Example Document

Verify Fields

Fields	First Contact	Next Contact	Third Contact
FirstName	Bill	Harry	Robert
LastName	Smith	Tyler	Baxter
Email	billsmith@email.com	harrytyler@email.com	robertbaxter@email.com
ExternalReference			

Skip this step **Add Contacts**

13. Review the **Verify Fields** preview of your contact list. If a field has not been properly recognized, click on the field name to view a dropdown of options and select the correct field.

Qtip: If the data is not formatted correctly in the preview (e.g., bunched up instead of divided into columns), your data may not be separating (or “delimiting”) correctly. To fix, select the blue **Show Options** link and choose a different **Delimiter** and/or **Enclosure**.

Browse... Reload Delimiter: Comma Enclosure: " "

ExampleMailingList.csv 2 Contacts

14. Click **Add Contacts**.