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.

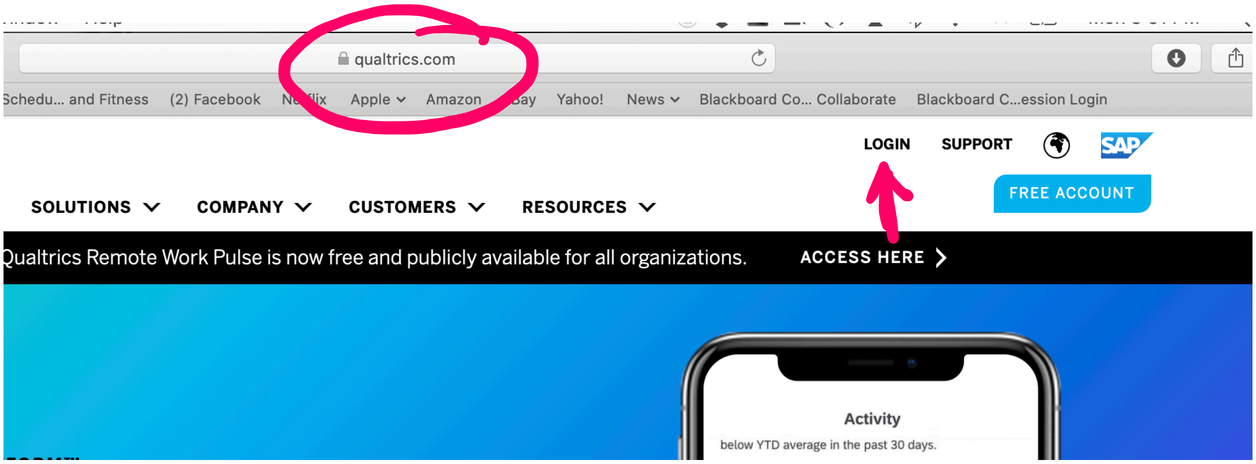
3. If you are new to Qualtrics, click the **Please click here to create an account** link. Then enter your UWindsor email address (UWinID@uwindsor.ca) and create a password.

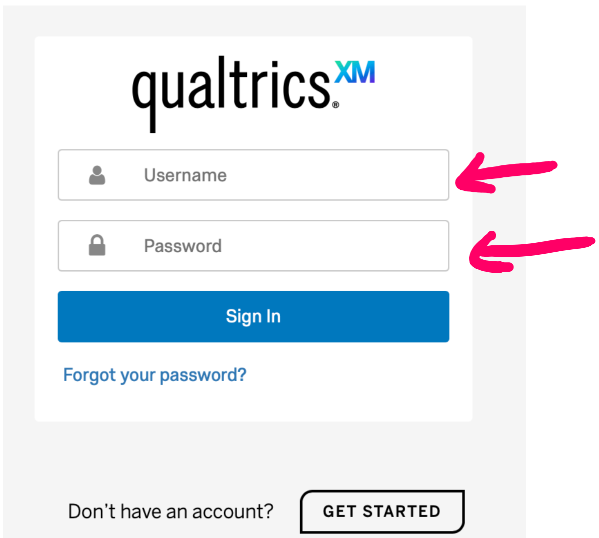
Visit the Qualtrics site for an overview of the tool and how to get started.

B) To set up your feedback form in Qualtrics:

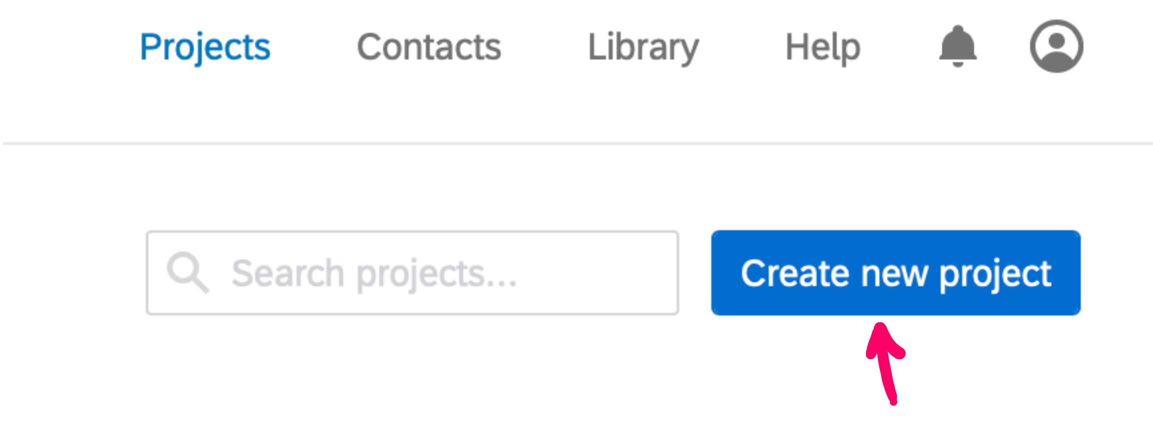
1. From the Teaching Feedback email, save the QSF file with the Teaching Evaluation templates and note the location where you have saved it (eg., Downloads, Desktop, etc.).

2. Navigate to 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.

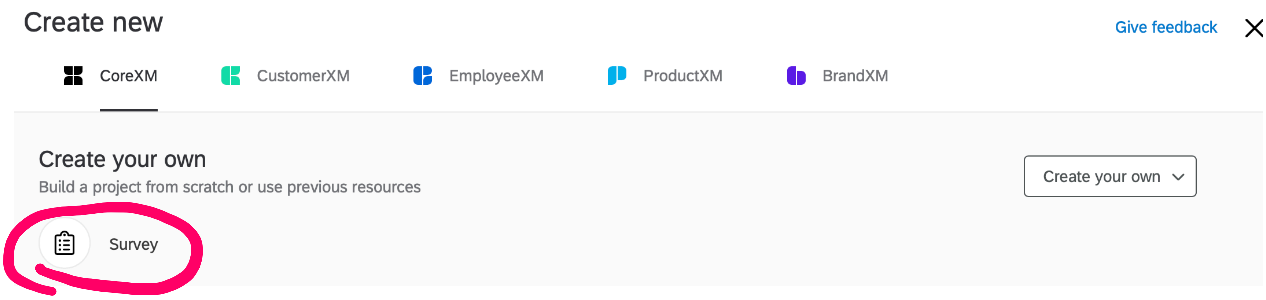




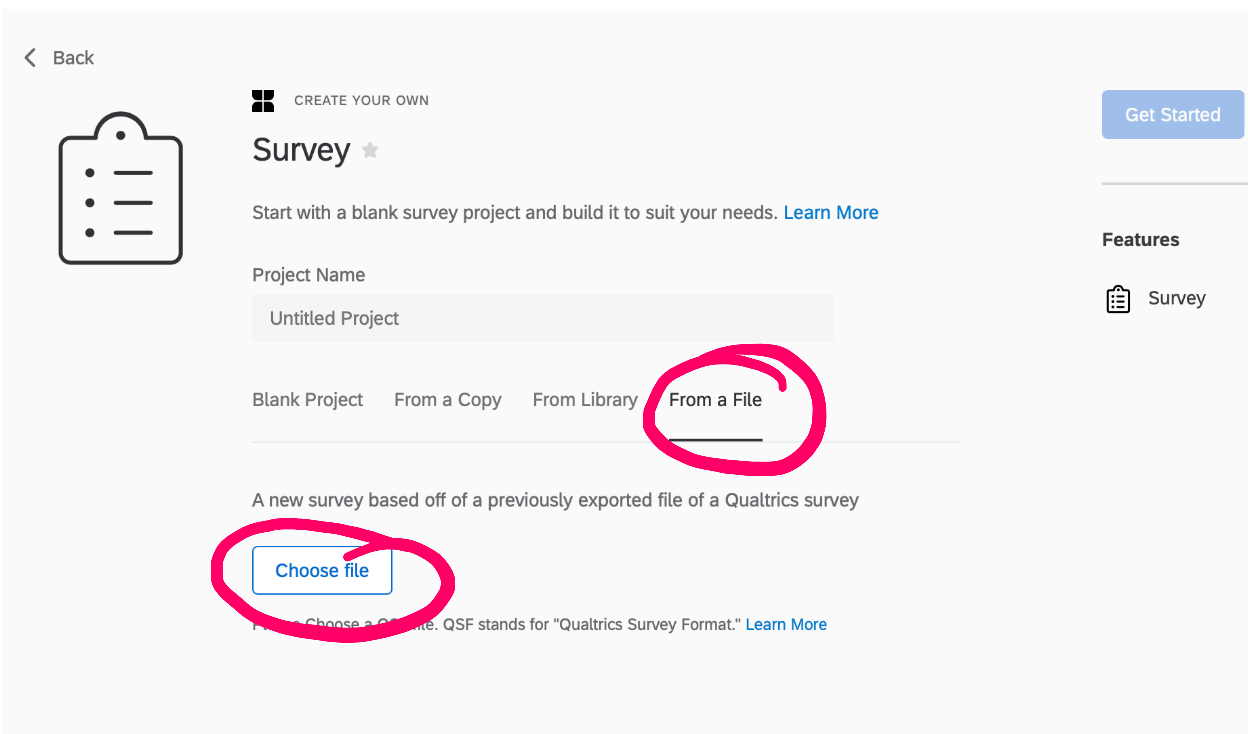
3. Once logged in click on the **Create new project** button:



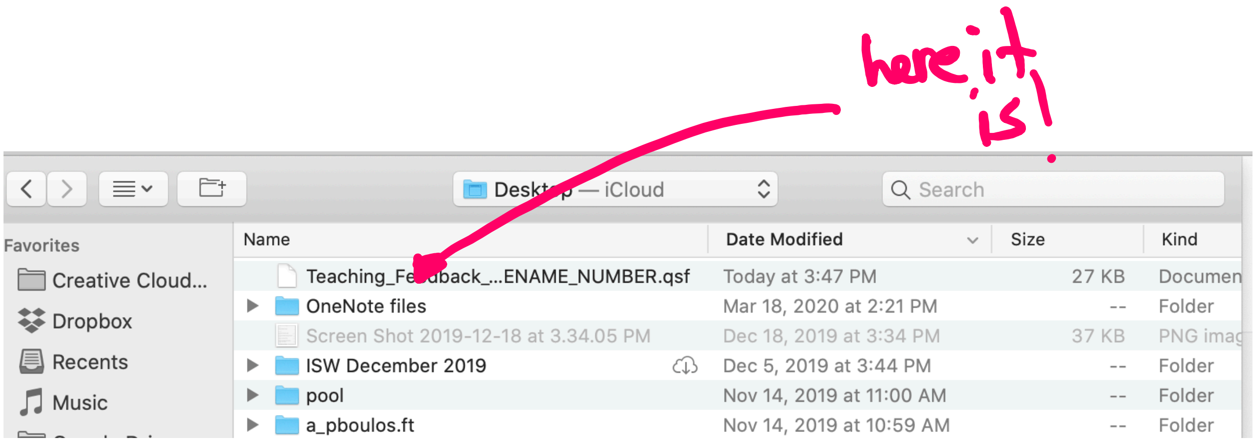
4. On the **Create new** screen in the **Create your own** section, click the **Survey** option.



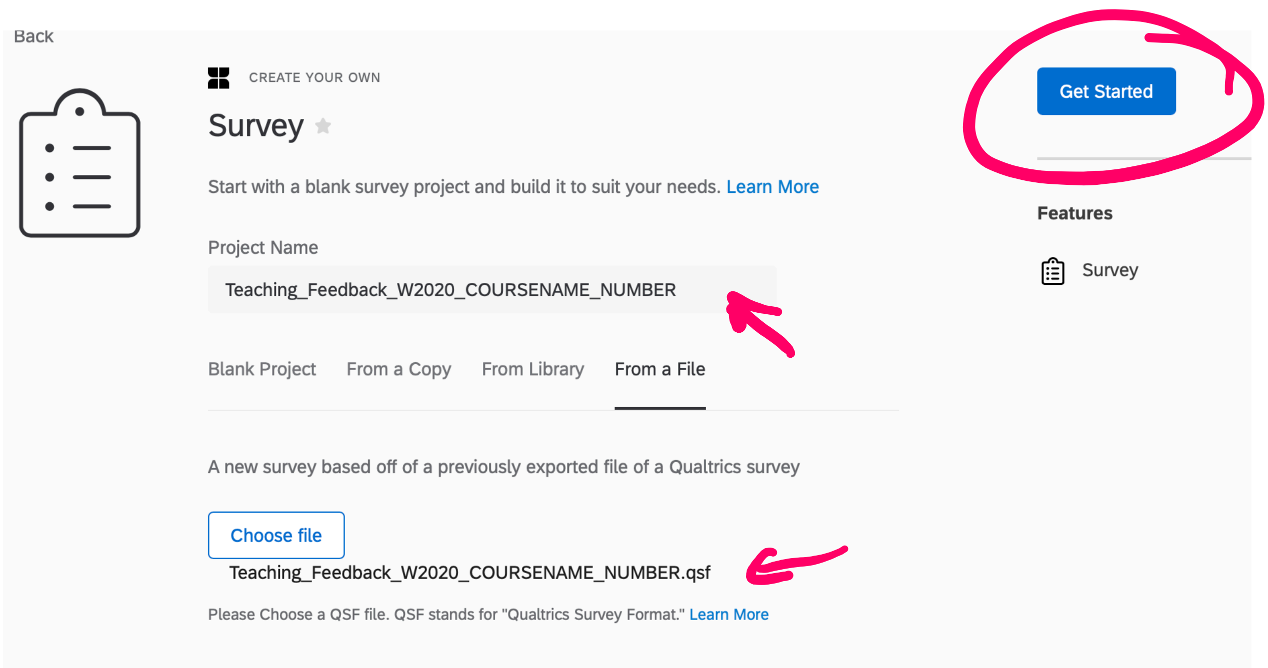
5. On the **Survey** screen, click **From a File** and then click the **Choose file** button:



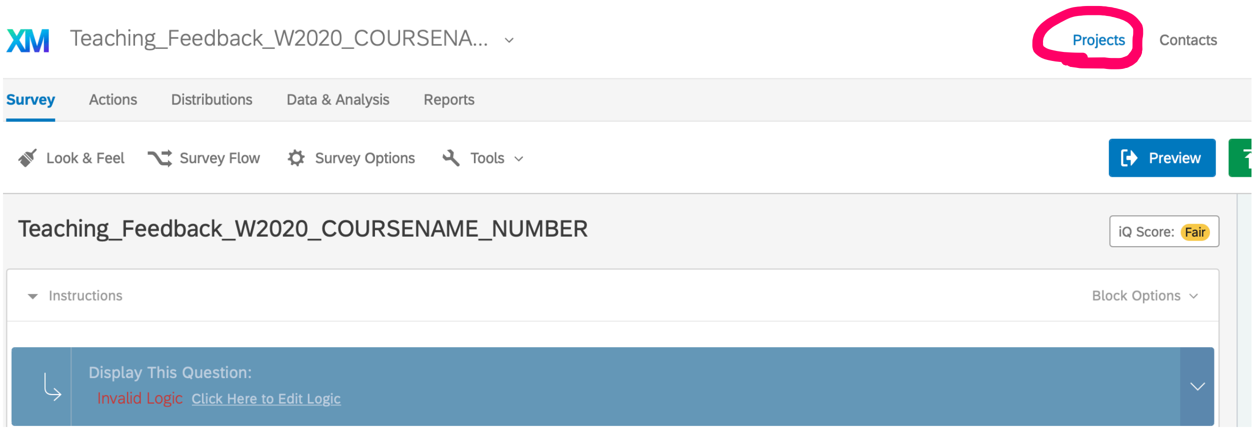
6. Navigate to the location where you saved the QSF file emailed to you and choose it.



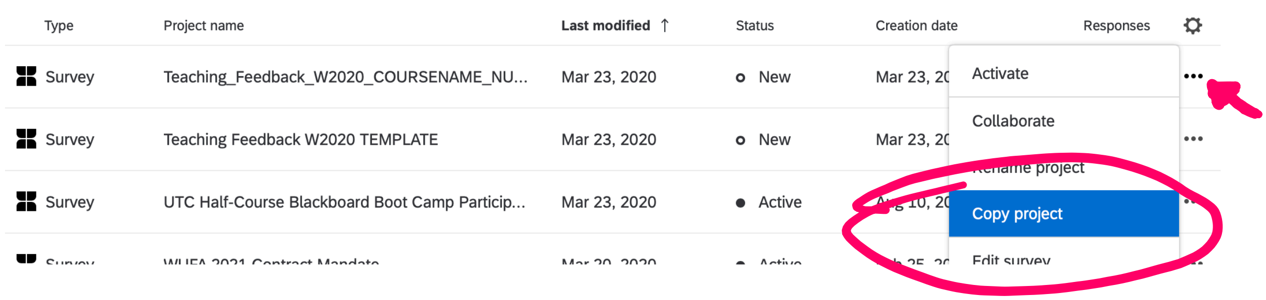
7. You will now see the QSF file listed. Click the **Get Started** button:



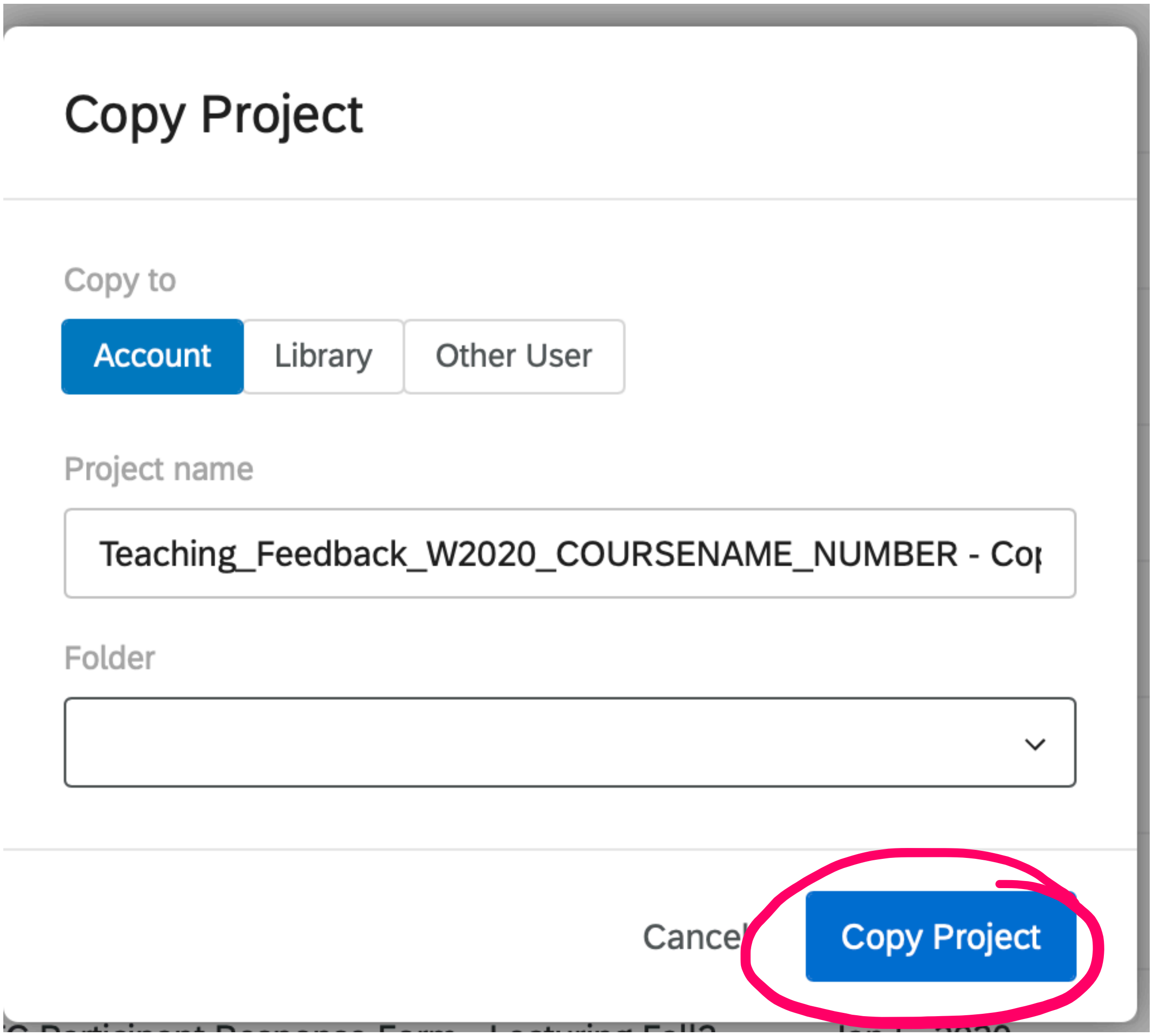
8. The Survey form will now be open in Qualtrics. Before we customize your feedback form options, let's make sure we have the right number of copies for the courses you teach. To do this click the **Projects** link at the top of your screen.



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



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

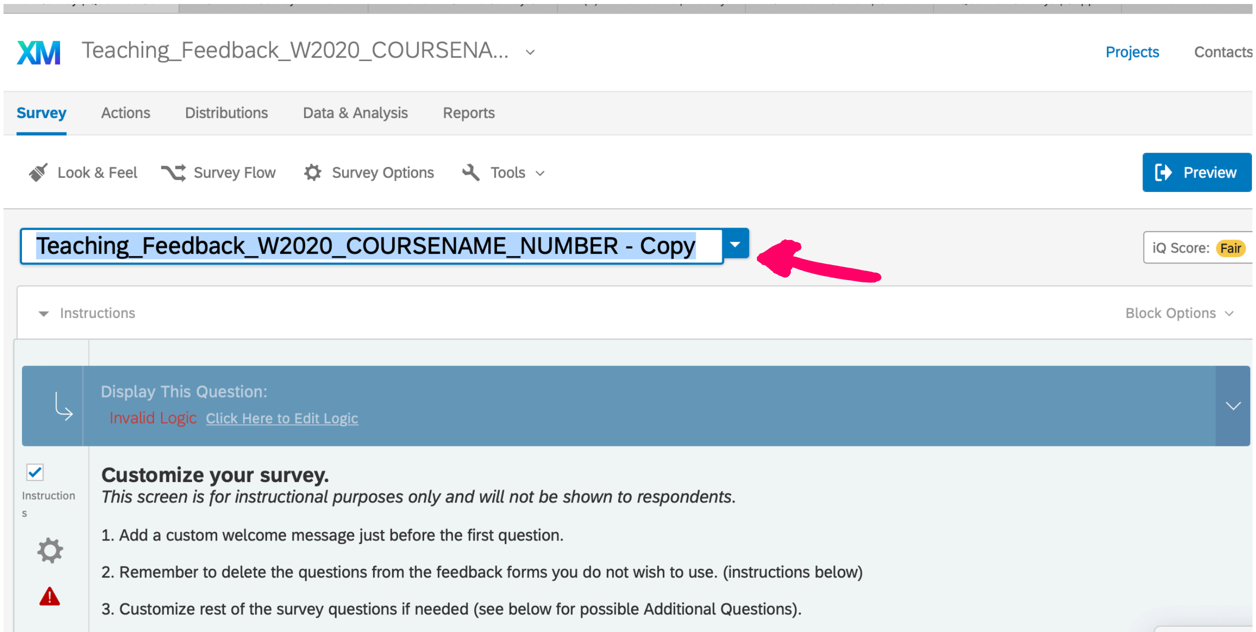


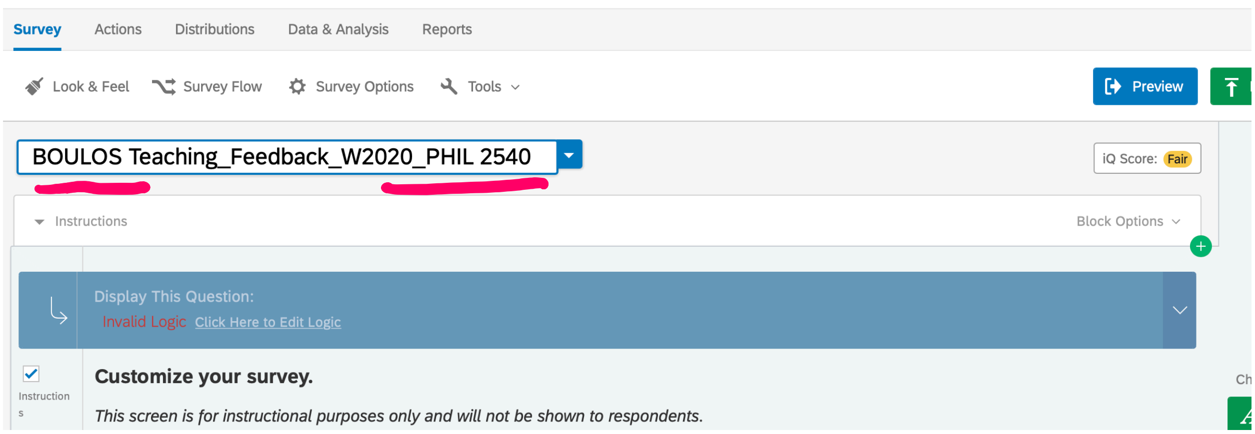
10.

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.

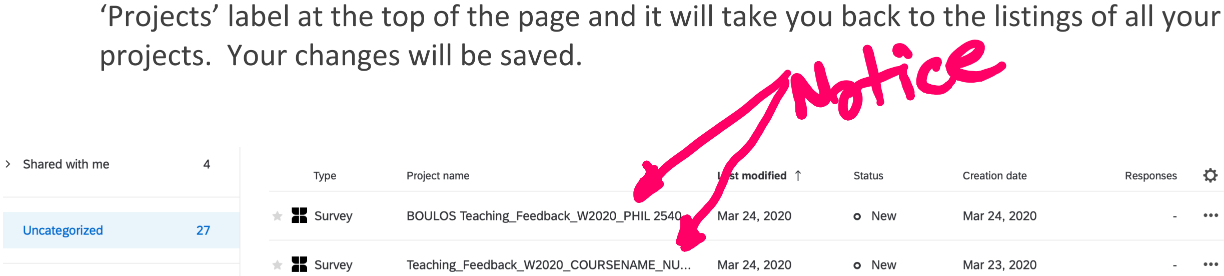
12. Now click on the copy to open it and the first thing we will do is to rename the project. When duplicating the form, we recommend you rename it for each course in which you will be using the form. Our suggested naming convention is: **LastName Teaching Feedback W2020 Course ####**.

    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:





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.



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

15. Distribution of the survey/feedback form can be done through Qualtrics. This will require downloading class rosters and uploading them to Qualtrics. Invitations to

provide feedback can be handled through Qualtrics automatically (along with reminders). These invitations can be made unique to each student; however their identity will not be connected to their response. Instructions for this process will be made available.

C) Import student contact email addresses for distribution

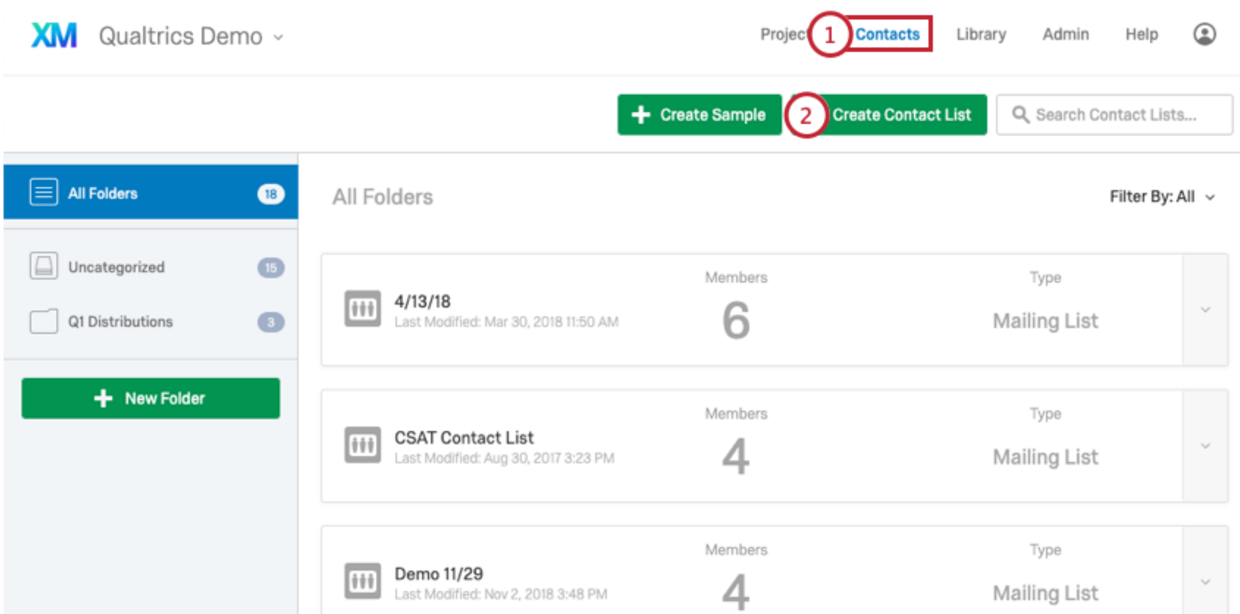
Qualtrics: Importing a Contact List from a File For Use in Sending out Feedback Form to Students

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))

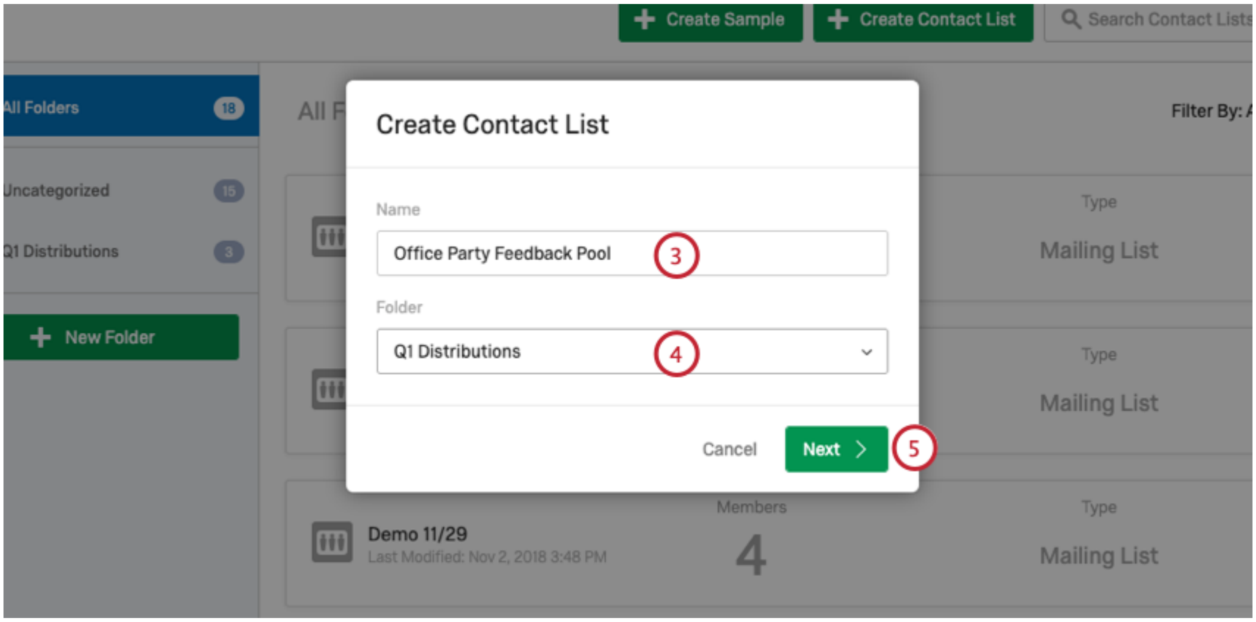
Importing a Contact List from a File

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



2. Click **Create Contact List**.

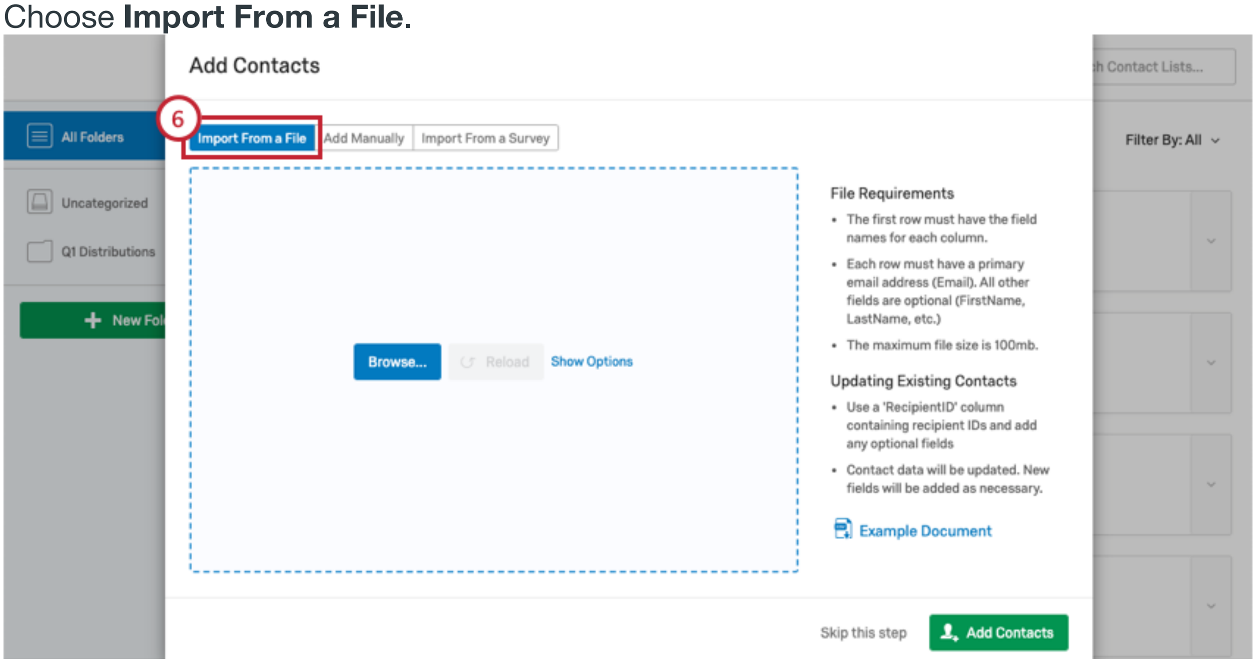
3.



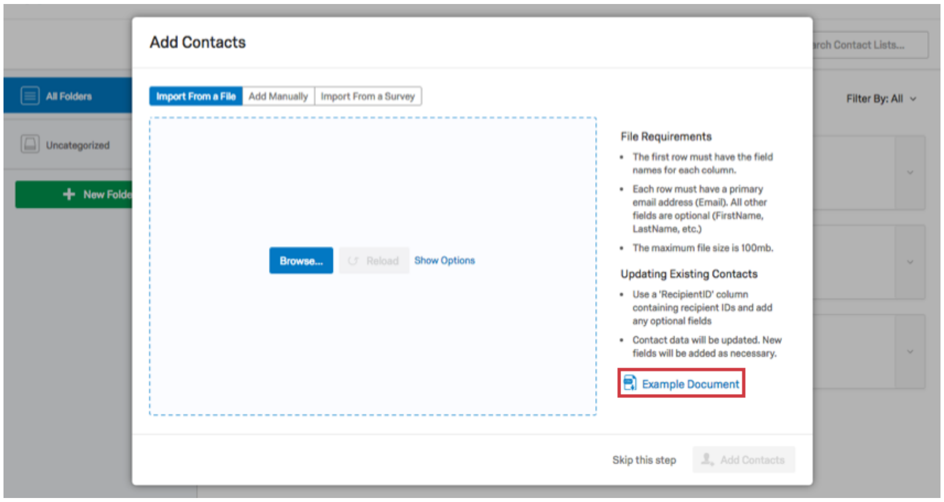
4. Assign your contact list to a folder (if no folder is assigned, your list will be placed in the default “Uncategorized” folder).

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).



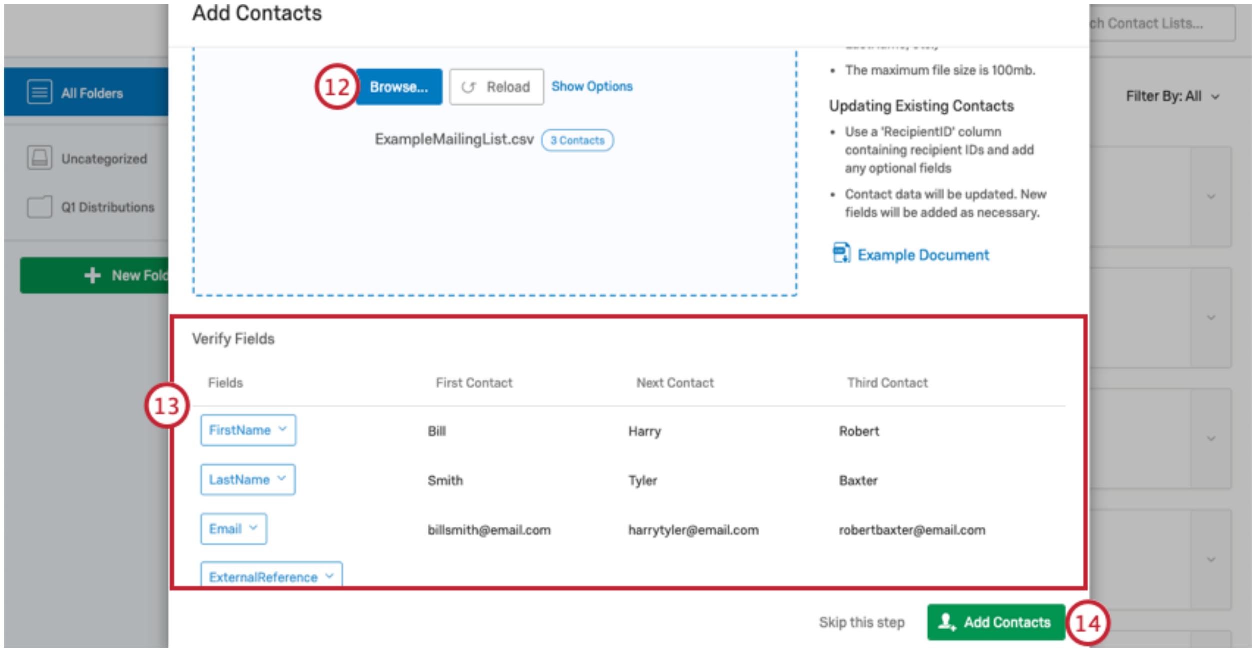
8. Make sure you have a column titled **Email.**

	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.

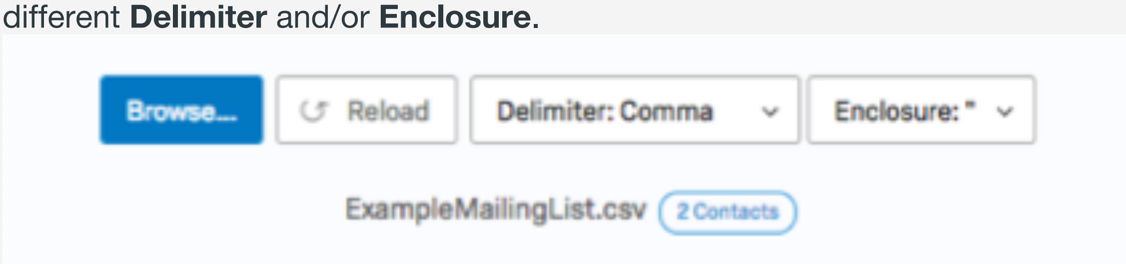
10. Add contacts to your spreadsheet, with one row for each contact (each contact **must** have an entry in the Email column, though other columns may have blank cells).

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. 

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**.



14. Click **Add Contacts**.