

Last updated by Laura Wilkinson on 12/03/2019.

## **Qualtrics survey software – Getting Started Guidance for College of Human and Health Sciences students**

Step 1: Register for an account using your Swansea email at this website:

<https://swanseachhs.eu.qualtrics.com/>

(PLEASE ONLY USE THIS URL AND NOT THE MAIN QUALTRICS WEBPAGE).

Please note that the ‘access code’ box can be ignored – you only require your Swansea email address.

Step 2: Tell your supervisor that you have now got an account and liaise with them to set-up and develop your online survey. Your supervisor needs to create a blank survey and share it with you to edit/ develop (see training resources below)

Please note that if a survey gets shared with you and you do not already have an account do not follow the link to get an account in the notification email – use the link above ONLY.

Step 3: When you have finished developing and editing your questionnaire, let your supervisor know. They will check that ethical approval has been received and then they can then activate the survey for distribution if they feel that it is ready.

### **Qualtrics training resources:**

There is a wealth of training material provided by Qualtrics. Including pre- recorded training webinars that can be watched at anytime (<https://basecamp.qualtrics.com/series/learn-to-use-qualtrics-research-core>). These cover how to develop an online survey through to how to analyse/ export your results.

Once you have registered for your account you will find the HELP option in the top right hand corner. You will be offered the option to ‘Visit Qualtrics University’, if you click this you will find training materials for all kinds of surveys. There are also the usual help options available (i.e., submit a help request) through this menu.

### **QUALTRICS TOP TIPS/ FAQ:**

- Please use the link from this email to get an account. If you have a free trial account and would like a full account on the site license, please get in touch, we will have to phone qualtrics and have the account moved over.
- Qualtrics is optimised for Google Chrome. It works in other browsers but works best in chrome. Often little issues encountered can be solved by changing web browser.
- You may want to consider the ethical issues associated with online survey software here

[\(http://www.swansea.ac.uk/humanandhealthsciences/research/research-ethics-committee/ethicalconsiderationsinusingon-linesurveys/\)](http://www.swansea.ac.uk/humanandhealthsciences/research/research-ethics-committee/ethicalconsiderationsinusingon-linesurveys/)

- **If you are a member of staff and would like a staff account, please**

**access Qualtrics Staff guidance on the “College Blackboard Site”.**

The CHHS Qualtrics team is:

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