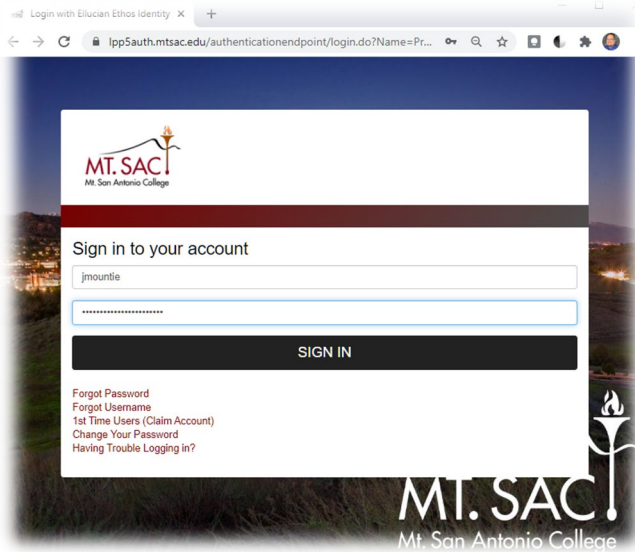
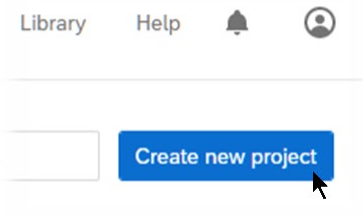


Setting Up Your Survey

- 1) Login to your Qualtrics account at <http://mtsac.edu/qualtrics>. You will be prompted to enter your Mt. SAC Portal user name (not your email) and Portal password.



- 2) From the Qualtrics homepage, click on *“Create new project”* in the upper right corner.

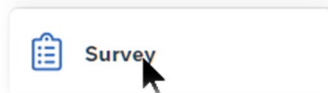


- 3) On the **Catalog** page, click on *“Survey”* under the words *“Projects from scratch”*.
In the lower right, click on *“Get Started”*.

Catalog

All CoreXM & DesignXM CustomerXM

Projects from scratch



- 4) On the **Create a new project** page, under “*Name*” click on “*Untitled Project*” and name your survey, such as “*Evaluation – J. Mountie*”. Click below “*Folder*” and select “*Management*”. Click below “*How do you want to start your survey?*” and select “*Use a survey from your library.*” Under “*Library*” click on “*employee*”. Under “*Survey*” select *Management* and “*Management Evaluation Template 2021*”. Click on “*Create Project*”.

Create a new project

Survey

Name

Evaluation - J. Mountie

Folder

Management

How do you want to start your survey?

Use a survey from your library

Library

employee

Survey

Management Evaluation Template 2021

Search...

Library folders

Management

Uncategorized

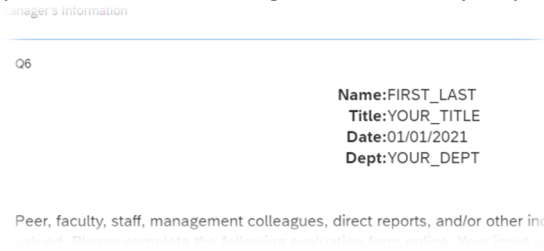
Search...

Surveys

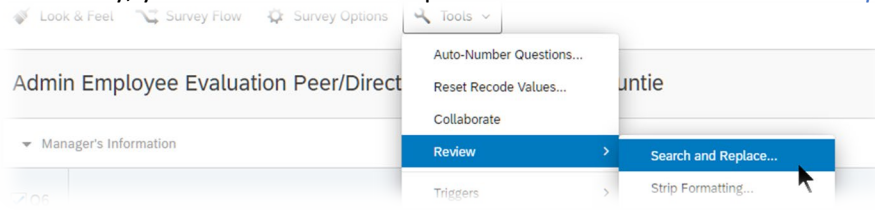
Management Evaluation Template 2021

Create project

- You will need to customize the first block with your information. Click inside the area of the first question to start editing. This is the only required changes to the survey.



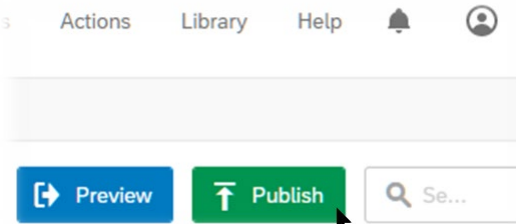
Alternately, you can use the menu option [Tools > Review > Search and Replace](#).



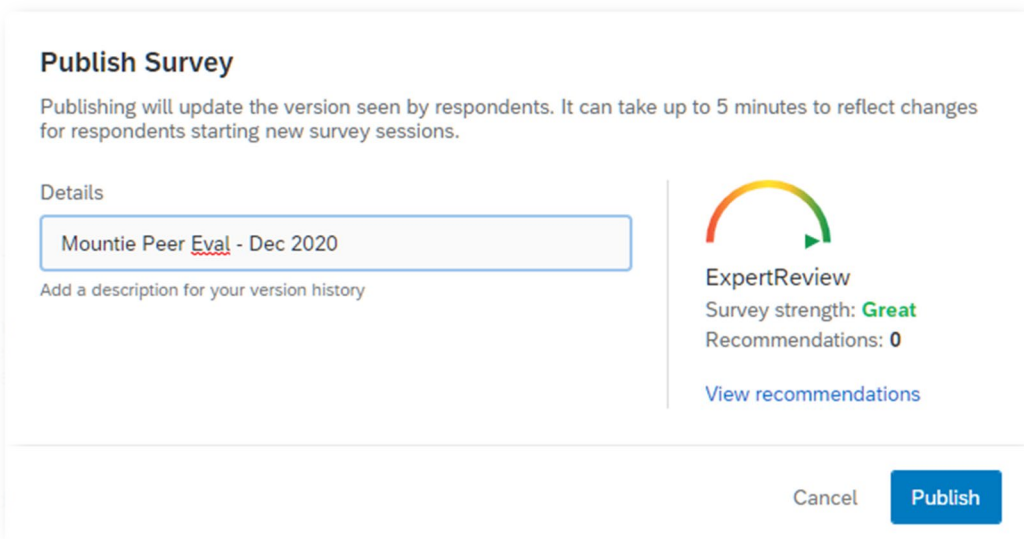
This will reveal a new option at the top of the page, and you can replace the text “*FIRST_LAST*”, “*YOUR_TITLE*”, the date “*01/01/2021*”, and “*YOUR_DEPT*” with current information. Click on the “*all*” button to update the survey.



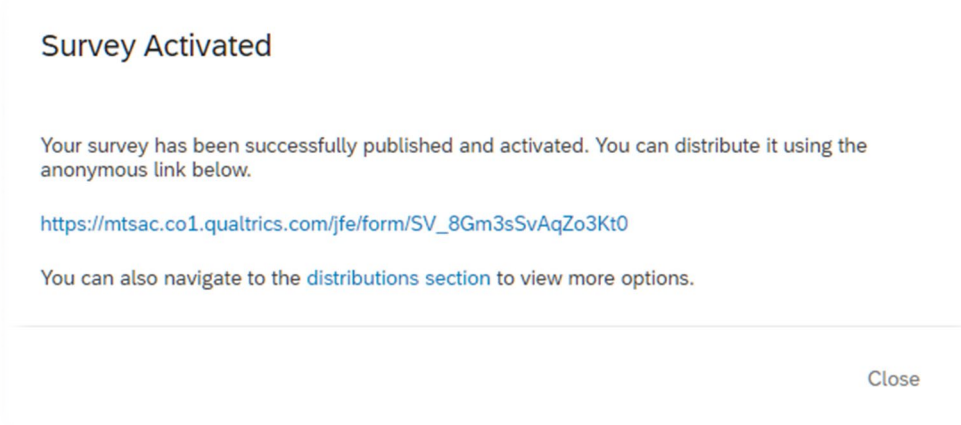
- Optionally, click the “*Preview*” button in the upper right to review the survey.
- Click on the “*Publish*” button to finalize the survey.



- On the confirmation page, add a “details” comment if you like, then click on “Publish.”



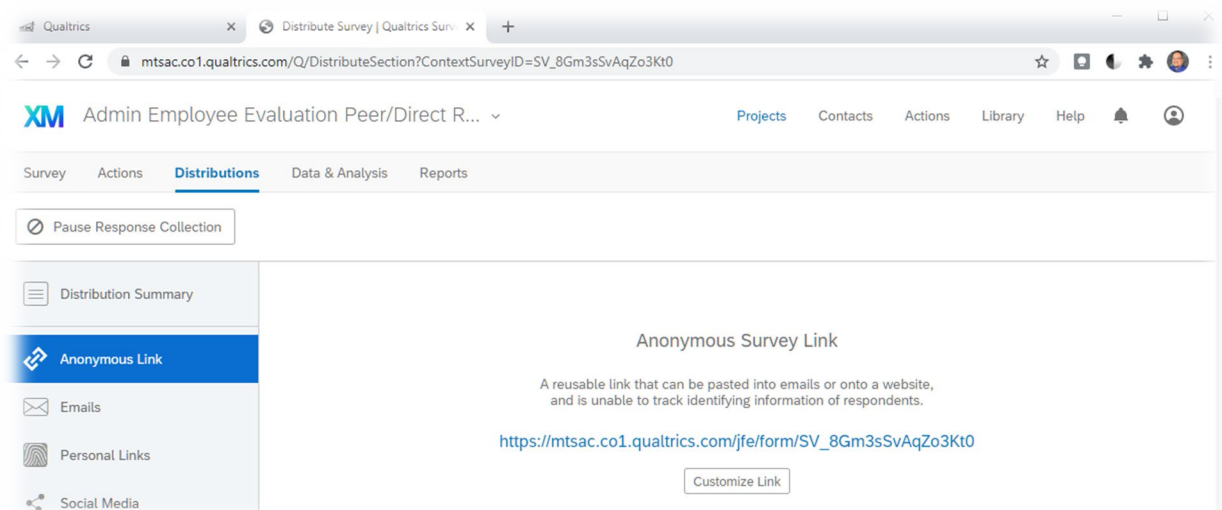
- 9) This will display your survey link. You can ignore this for now as you will see it again soon.



- 10) Click on the words “*distribution section*” and continue to the next section of this document.

Distributing Your Survey

- 1) Open your survey and click on “*Distributions*” module at the top. If you are continuing from above, skip to step 2 below.
- 2) Click on “*Anonymous Link*” on the left as your method of distribution.

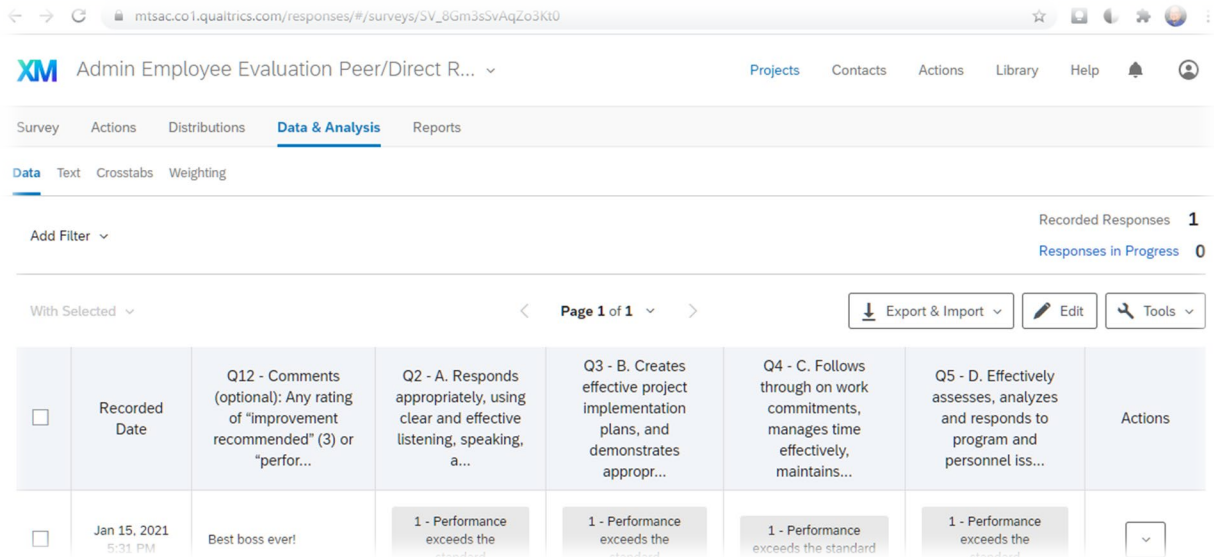


The Anonymous Link allows you to collect responses anonymously. This link can be pasted into an email or placed on a website for anonymous distribution.

Note: *survey is already configured to only accept one response per recipient.*

Reviewing Your Survey Results

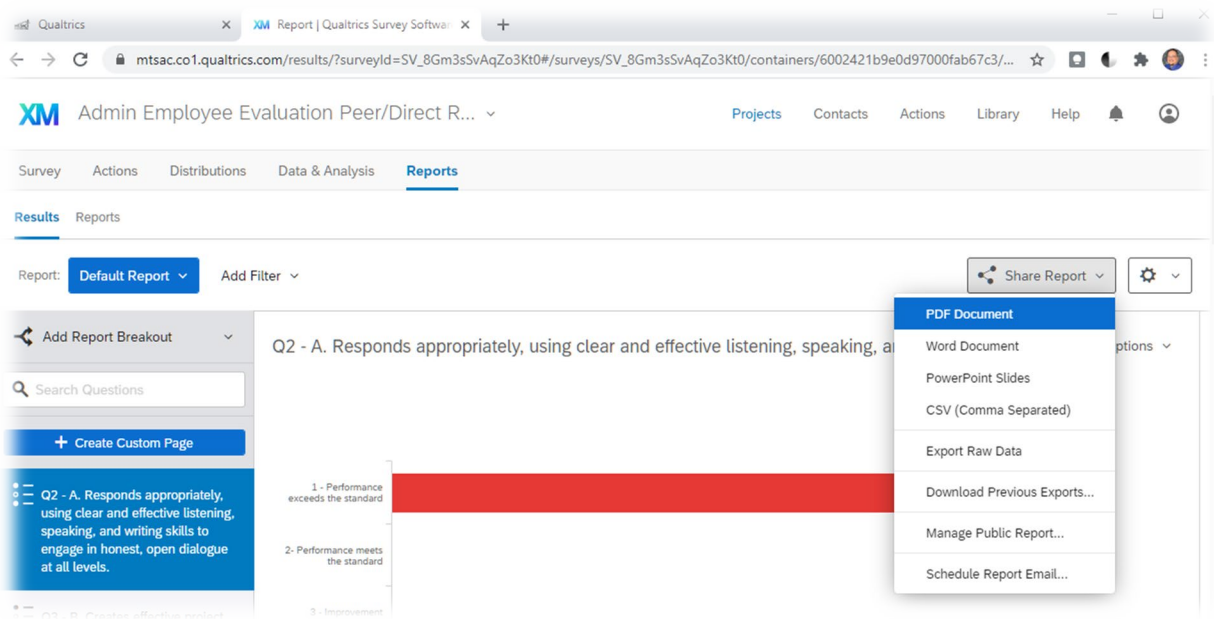
- 1) Open your survey and click the **“Data & Analysis”** module at the top. This allows you to manage, add information to, and analyze individual participant responses. This shows you the raw data.



The screenshot shows the Qualtrics interface for the 'Admin Employee Evaluation Peer/Direct R...' survey. The 'Data & Analysis' module is active, displaying a table of recorded responses. The table has columns for 'Recorded Date', 'Q12 - Comments (optional)', 'Q2 - A. Responds appropriately...', 'Q3 - B. Creates effective project implementation plans...', 'Q4 - C. Follows through on work commitments...', 'Q5 - D. Effectively assesses, analyzes and responds to program and personnel iss...', and 'Actions'. A single response is visible, dated Jan 15, 2021, with a comment 'Best boss ever!' and a rating of '1 - Performance exceeds the standard' for all four questions.

Recorded Date	Q12 - Comments (optional): Any rating of "improvement recommended" (3) or "perfor..."	Q2 - A. Responds appropriately, using clear and effective listening, speaking, a...	Q3 - B. Creates effective project implementation plans, and demonstrates appr...	Q4 - C. Follows through on work commitments, manages time effectively, maintains...	Q5 - D. Effectively assesses, analyzes and responds to program and personnel iss...	Actions
Jan 15, 2021 5:31 PM	Best boss ever!	1 - Performance exceeds the standard	1 - Performance exceeds the standard	1 - Performance exceeds the standard	1 - Performance exceeds the standard	

- 2) Click on the **“Reports”** module at the top. This allows you to view answer summaries and create custom pages to visualize and manage aggregate results. Generate reports in PDF format using the **“Share Report”** button on the right.



The screenshot shows the Qualtrics interface for the 'Admin Employee Evaluation Peer/Direct R...' survey, now in the 'Reports' module. The 'Share Report' button is open, showing options for 'PDF Document', 'Word Document', 'PowerPoint Slides', 'CSV (Comma Separated)', 'Export Raw Data', 'Download Previous Exports...', 'Manage Public Report...', and 'Schedule Report Email...'. The report content shows a bar chart for 'Q2 - A. Responds appropriately, using clear and effective listening, speaking, a...' with a rating of '1 - Performance exceeds the standard'.