



Reporting (Nov 2019)

Topics

- Send survey retake links
- Close the survey
- View results
- Build reports
- Export your data

Send Survey Retake Links

Q4 - Have you used Qualtrics before?	Actions
Yes	▼
<div style="border: 1px solid #ccc; padding: 5px;"><ul style="list-style-type: none">View ResponseDelete ResponseRetake ResponseRetake as New ResponseExport to PDF</div>	

Under **Data & Analysis** click the **Data** button and then find the entry corresponding to the person who needs to retake the survey. Click the dropdown arrow under the actions column for that entry and then click **Retake Response**.

Close the Survey

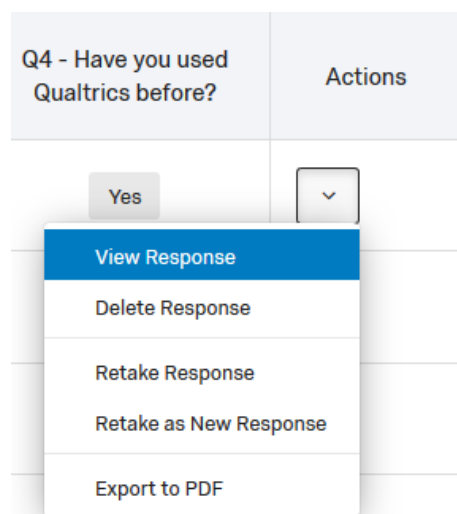
Under **Distributions** click the **Pause Response Collection** button to take the survey offline. You will have to confirm that you meant to do this before it takes effect. Once the survey is closed, you can safely begin to analyze the results.

View Results

Add Filter Recorded Responses 27
Responses in Progress 0

With Selected Page 1 of 2 Export & Import Edit Tools

<input type="checkbox"/>	Recorded Date	IP Address	Duration (in seconds)	Q1 - Are you an employee or a student?	Q2 - Which department do you work for?	Q3 - Have you attended this class before?	Q4 - Have you used Qualtrics before?	Actions
<input type="checkbox"/>	May 18, 2015 4:08 PM	140.211.92.33	00:00:50	Employee	Business Services	Yes	Yes	<input type="checkbox"/>
<input type="checkbox"/>	May 18, 2015 4:05 PM	140.211.92.219	00:01:33	Employee	+	No	Yes	<input type="checkbox"/>
<input type="checkbox"/>	Dec 15, 2014 10:06 AM	140.211.92.62	00:01:09	Employee	International Programs	No	No	<input type="checkbox"/>
<input type="checkbox"/>	Nov 17, 2014 1:30 PM	140.211.92.62	00:00:30	Employee	McNair Achievement Program	No	No	<input type="checkbox"/>
<input type="checkbox"/>	Sep 3, 2014 1:34 PM	140.211.92.157	00:01:03	Employee	International Programs	Yes	Yes	<input type="checkbox"/>

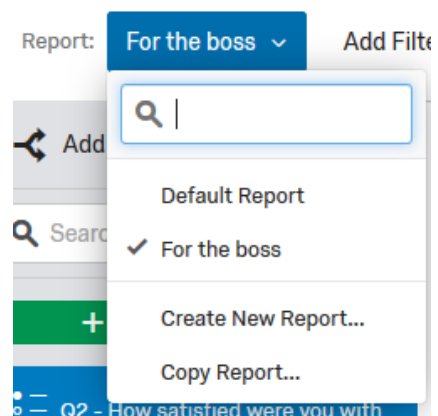


You can check the individual responses to your survey by selecting the [Data](#) button under **Data & Analysis**

If you emailed your survey using a Contacts List in Qualtrics, the respondents' names will be presented here, otherwise you will not be able to easily associate responses with individuals. To view all of the answers for any given response, click on **View Response** under the **Actions menu**, which will open up a new window to display that individual's answers.

Build Reports

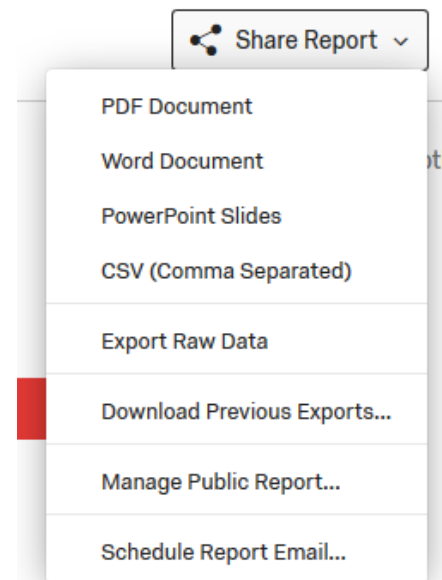
To build reports, click on [Results](#) under the [Reports](#) tab. You can either start with the Default Report (includes the results of all questions) or create a new report, which by default is also created with all of your survey questions selected. You can access all of these options by clicking on the blue Report button.



The reporting screen is comprised of four sections.



1. **Report and Filter Buttons** -- Here you can switch between your reports and create new reports. You can also add filters to restrict the data included in your report (e.g. only show me how Biology majors answered my questions).
2. **Questions List** -- Use this list to control which questions will be included in the current report. You can also drag the questions to reorder them in your report and apply a report breakout to show how certain respondents answered your survey as compared to other respondents (e.g. students vs. teachers or Biology majors vs. Theatre majors).
3. **Question Canvas** -- This is where you can customize how much information is displayed for any given question and how it is presented. Change a bar graph into a pie chart, for example, or show/hide a statistics table.
4. **Sharing and Report Options** -- Under Report Options you can rename your report, delete the current report, and control several properties of your report such as how many questions to display per page, how many decimal places to use, graph color, and more. Use the Share Report button to easily export your beautiful report to PDF, Word, Excel, and more.




Export Your Raw Survey Data

Sometimes the built-in reporting features that Qualtrics provides are not enough for what you need to do with your survey results. Thankfully, Qualtrics makes it easy to export your survey data into a variety of formats. Just click

 under **Data & Analysis** to get started.

Download Data Table [Use Legacy Exporter](#)

CSV TSV Excel XML SPSS Google Drive User Submitted Files

 Comma separated values

This is a .csv file that can be imported into other programs. Each value in the response is separated by a comma and each response is separated by a newline character. If your responses contain special characters and you will open this export in Microsoft Excel we recommend using the TSV export. Qualtrics CSV exports use UTF-8 encoding, which Excel will not open correctly by default. [Learn More](#)

Download all fields

Use numeric values

Use choice text

[More Options](#) [Close](#) [Download](#)

1. Format Options -- Qualtrics can export your data into several formats, but CSV is the most versatile. The options are listed along the top of the page. **If you want your answers to show up as you wrote them when you built your survey, be sure to select **Choice Text**** below where it says Download all fields.

Click on the **More Options** button to show additional options

2. Export Options – You should leave most of these settings alone unless you know what you are doing. The two that you might want to use, however, are Compress data as .zip file and Recode seen but unanswered questions. The first option is a good choice if you are exporting a huge dataset because compression can help save download time. The second option helps you distinguish between “seen but unanswered” and “never seen” questions in your raw data.

Compress data as .zip file

Use commas for decimals

Remove line breaks

Recode seen but unanswered questions as **-99**

Recode seen but unanswered multi-value fields as **0**

Export viewing order data for randomized surveys

Split multi-value fields into columns

Use internal IDs in header

Advanced Reporting Tips

- Under **Data & Analysis**:
 - You can use the **Text tab** to assign “topic categories” to your open-ended questions. Then you can use those topic categories in your reports to summarize the tone or content of those comments.
 - You can use the **Analysis tab** and the **Crosstabs tab** to gain powerful statistical insights into your data if you know what you’re doing. These tables can be exported for easy sharing.
- Under **Reports**:
 - You can use the Reports button under the Reports tab to put together reports in a slightly different way. You start with a blank page and you can add just the elements you want, including text and pictures to go along with your survey data.

Results **Reports**

Report For the boss ▾ File ▾ Share ▾ Edit ▾ View ▾ Insert ▾

🔗 📄 🔄 ⚙️ 100% ▾

These are the results

Duration (in seconds)

Field	Min	Max	Mean	Standard Deviation	Variance	Responses	Sum
Duration (in seconds)	31.00	1167.00	174.24	227.77	51877.30	25	4356.00

Q2 - How satisfied were you with the selection of food?

Satisfaction Level	Count
Extremely satisfied	20
Somewhat satisfied	4
Neither satisfied nor dissatisfied	0
Somewhat dissatisfied	1
Extremely dissatisfied	0