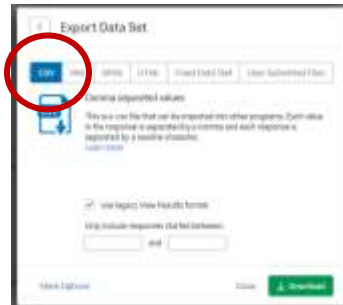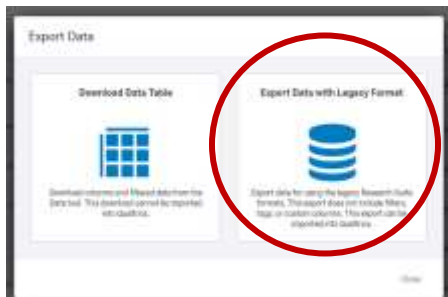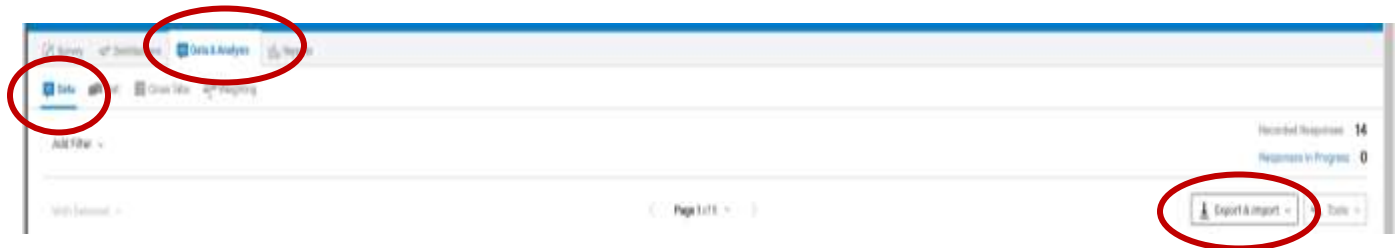**Cornell Library Instruction Questionnaire (CLIQ) – Fall 2016**
Directions for downloading & compiling survey data from Qualtrics

Log in to Qualtrics with your NetID and password: https://surveys.cornell.edu/

To share survey responses with your instruction coordinator

Locate the desired class survey in **My Projects**

Click on the down-facing arrow on the right, and select **Share Project**

Add the username or email address of your instruction coordinator, and click **Share**

That's it!

To download survey data from individual class surveys

Open the desired class survey.

To download the data in a way that keeps each respondent's answer together for all the questions, go to the **Data & Analysis** tab and select **Data**. Click on the **Export & Import** button and select **Export Data**, then **Export Data with Legacy Columns**, select export data set as **CSV**, then click **Download**.
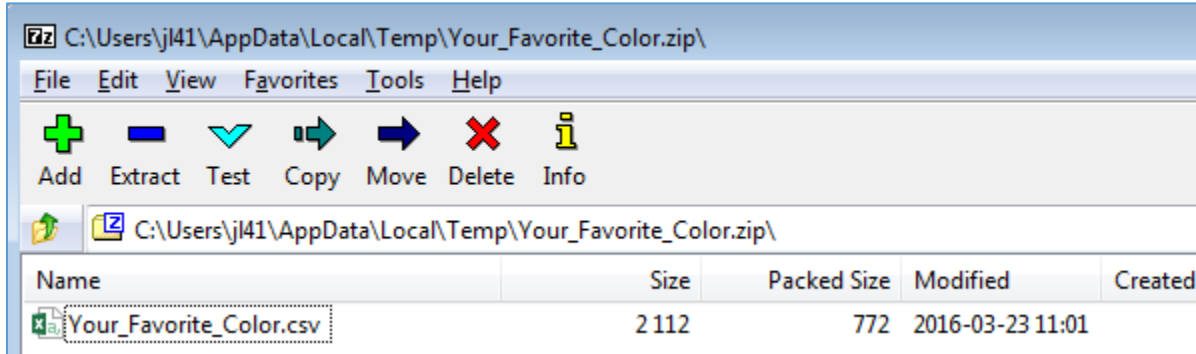

You will see a **Manage Downloads** dialogue box; the download will take a few seconds to complete; when it's done, you will see **Percent Complete** as 100%:
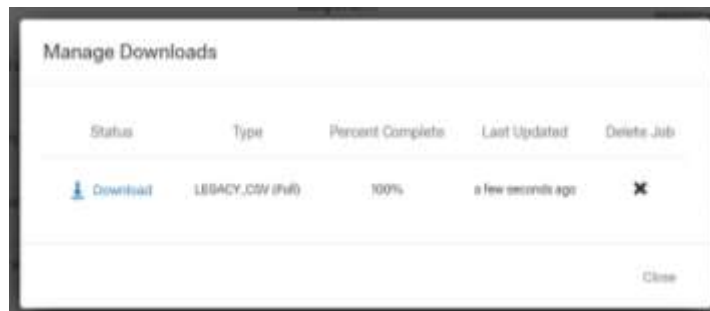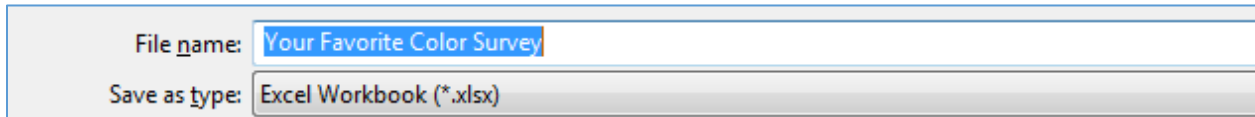
Cornell Library Instruction Questionnaire (CLIQ) – Fall 2016
Directions for downloading & compiling survey data from Qualtrics

Double click the file to open it;

Save as an Excel file (.xlsx) to your preferred location on your computer.

From there, you can examine the data and clean it up if necessary. If you did not add any questions or fields to the survey, cleanup is likely unnecessary.

Save as a new name that distinguishes it from the original downloaded file, keeping the preferred file conventions as COURSENUMBER_PROF_SEMESTER_YEAR (Example: ILRLR_2010_GOLD_Fall_2016).

That's it!

For instruction coordinators: upload named file to Box.com folder shared by the Assessment Subteam