

## Cornell Library Instruction Questionnaire (CLIQ) – Fall 2017

### 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 your **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!**

The screenshot shows the Qualtrics interface. On the left is a sidebar with project categories: All Projects (55), Shared with Me (20), Uncategorized (5), Academic Assembly (3), ALA (1), CLIQ Fall 2017 (3), CRLS (6), CUL (6), HLM/RLS (6), Instruction (non-PSEC) (2), Personal research (2), and PSEC assessment (0). The main area displays a list of projects under the filter 'CLIQ Fall 2017'. Three projects are listed: 'COMM2820\_Bazarova\_fa\_17' (ACTIVE, 7 Questions, 0 Responses), 'ILRLR\_4842\_Lieberwitz\_Fall\_2017' (ACTIVE, 7 Questions, 5 Responses), and 'PSEC CLIQ Fall\_2017' (NEW, 7 Questions, 1 Language). A dropdown menu is open for the 'ILRLR\_4842\_Lieberwitz\_Fall\_2017' project, with the 'Share Project' option circled in red. Other options include 'Close', 'Rename Project', 'Copy Project', 'Edit Survey', 'Preview Survey', 'Translate Survey', and 'Distribute Survey'.

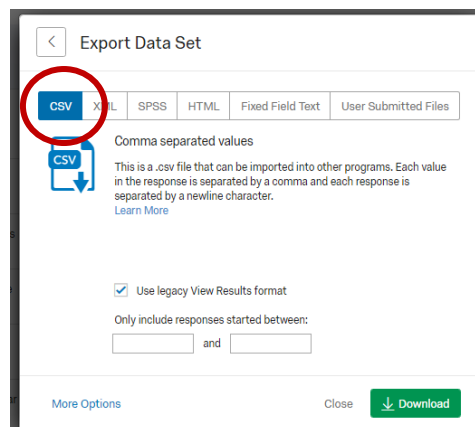
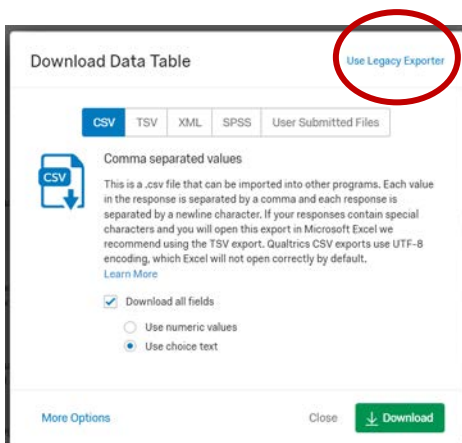
The screenshot shows the 'Share Project: ILRLR\_4842\_Lieberwitz\_Fall\_2017' dialog box. It features a search field labeled 'Type Username or Email...' with an 'Add' button and a link to 'User and Group Address Book'. Below the search field is a table with columns for 'User', 'Edit', 'View Reports', 'Activate/Deactivate', 'Copy', and 'Distribute'. The table is currently empty. At the bottom right of the dialog, there are 'Cancel' and 'Save' buttons, with the 'Save' button circled in red.

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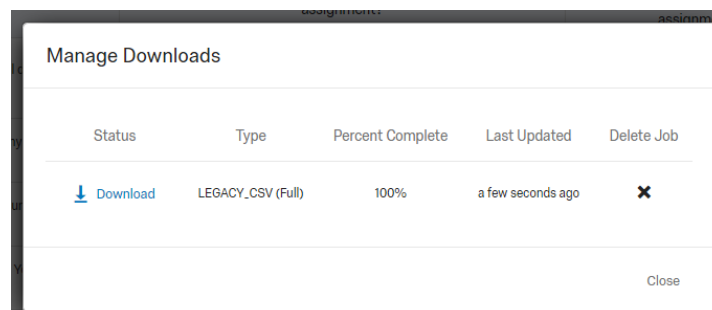
### *To download survey data from individual class surveys*

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 **Use Legacy Exporter**, then **CSV**, then click **Download**.

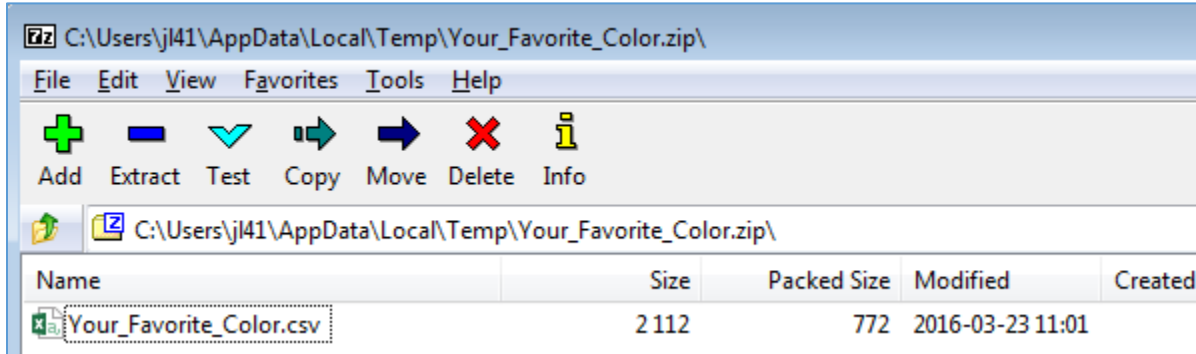


You will see a **Manage Downloads** dialogue box; the download will take a few seconds to complete; when it's done, you will see **Percent Complete** as 100%:

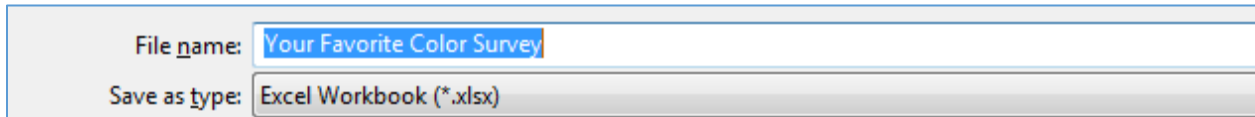


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Double click the file to open it;



**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***