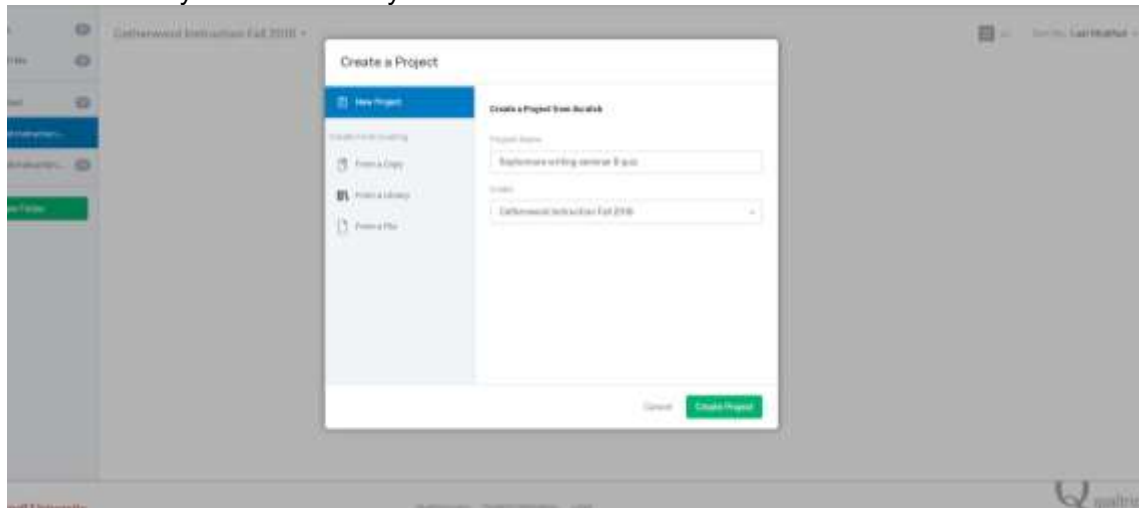
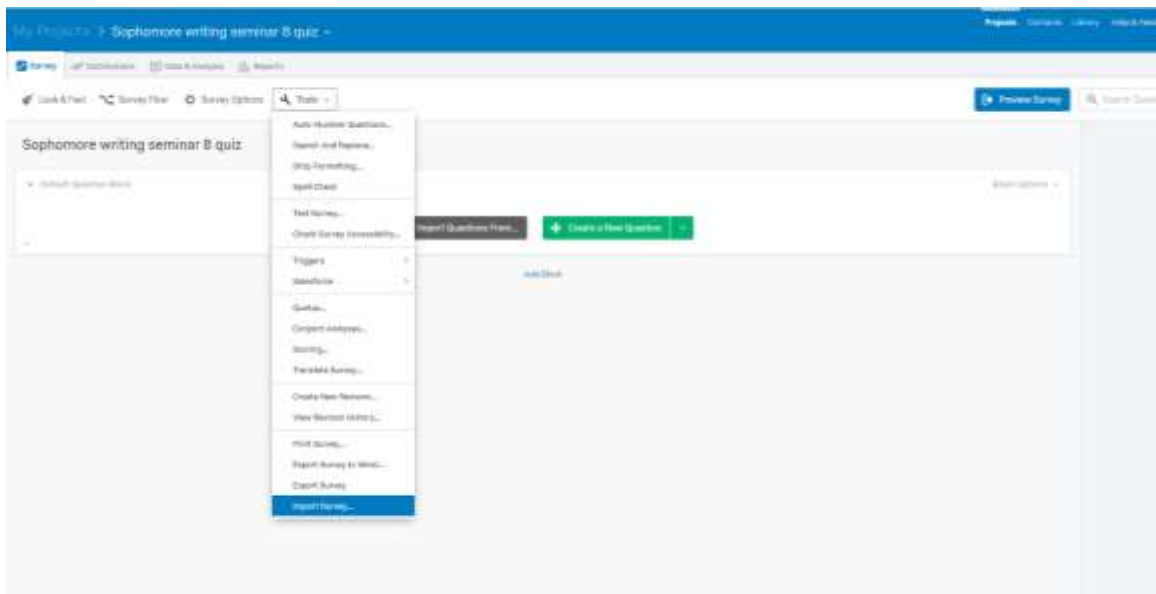


## Getting started with the CLIQ (Cornell Library Instruction Questionnaire): Qualtrics importing, sharing, and distribution

- 1) Save the attached .qsf file locally on your computer or [download it from Confluence](#).
- 2) Go to <https://surveys.cornell.edu> and log in with your netID and password
- 3) If you already have surveys in your account, click any one of those surveys to edit it to start.
- 4) If you don't have any surveys, click *Create Project* then select *From a File*.
- 5) Give the survey any name you'd like! The import of the survey file will override this Survey Name. Select your desired folder location.



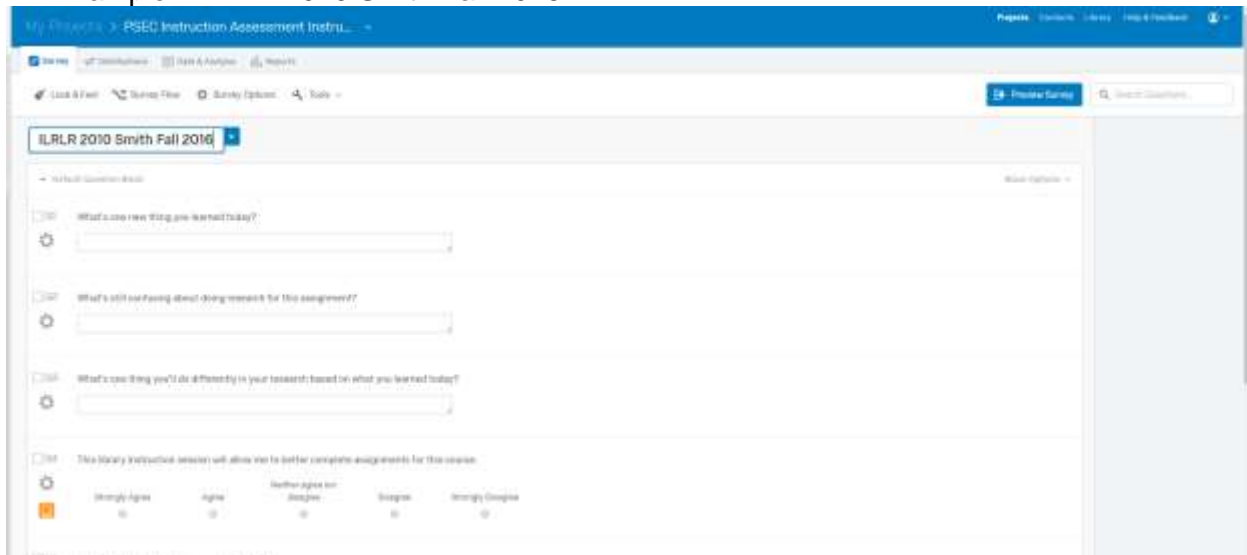
- 6) After the new survey opens, click *Tools* and then *Import Survey*



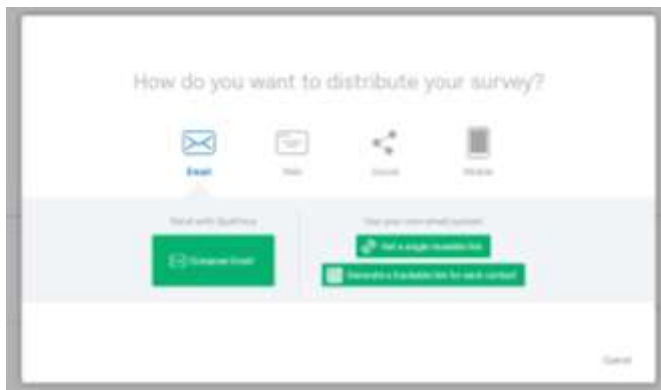
- 7) Click *Choose File* to locate the .qsf file and then click *Open* and then click the *Import* button. You'll be warned that this creates a new survey.

- 8) Rename the new survey by clicking the existing title “PSEC Instruction Assessment Instrument”

New survey name = Course # Faculty/Instructor Semester  
Example: ILRLR 2010 Smith Fall 2016



- 5) To create a link for embedding in a LibGuide or sharing with students directly, click the *Distributions* tab, then your preferred distribution method. *Note: this automatically activates your survey, unlike the earlier version.*



- 7) If you select the *Web* option, this will generate an anonymous survey link that can be embedded on a site or Guide (instructions below). If you're not using a LibGuide in your instruction, we recommend using a URL shortener like bit.ly or tinyurl.com to create a shareable URL you can direct students to at the end of class, or customizing the viewable link text through Qualtrics.

## Anonymous Survey Link

A reusable link that can be pasted into emails or onto a website, and is unable to track identifying information of respondents.

[https://cornell.qualtrics.com/SE/?SID=SV\\_54HOZZ81LxNdeLj](https://cornell.qualtrics.com/SE/?SID=SV_54HOZZ81LxNdeLj)

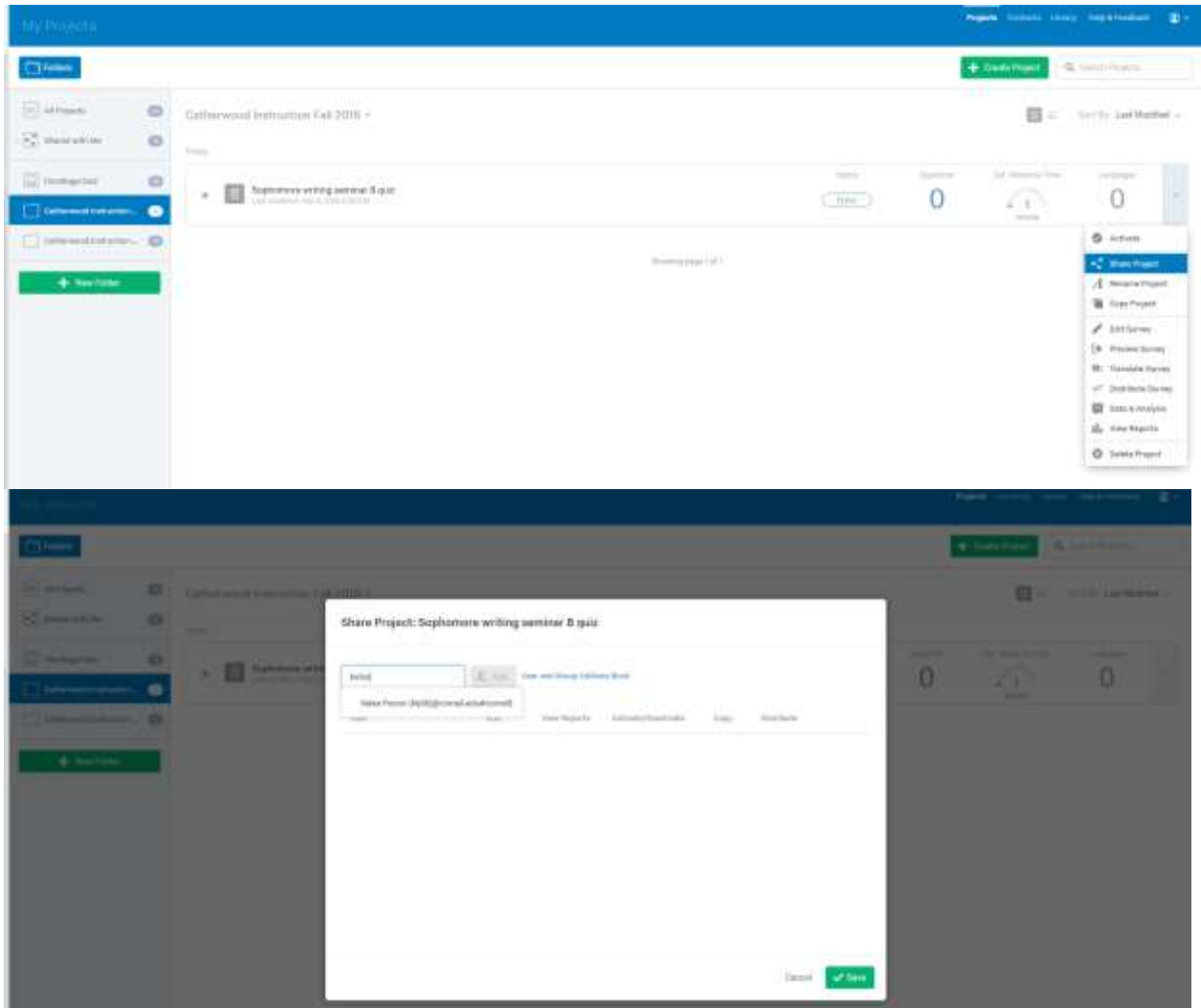
Customize Link

8) To view responses to an active survey, you can look at the Data & Analysis or Reports tabs.

9) To generate a report of responses that can easily be saved locally, click Reports, then Initial Report (on the left-hand side of the page), and then from the Report Options menu on the right-hand side of the page, select Export Report. Clicking any of the options will bring you to a menu that prompts you to select desired questions you would like to include.

The image shows two screenshots from the Qualtrics interface. The left screenshot displays the 'Report Options' menu, which is open, showing various options including 'Export Report...'. The 'Export Report...' option is highlighted in blue. The right screenshot shows the 'Export Report' dialog box, which is a list of survey questions with checkboxes next to them, allowing the user to select which questions to include in the report. The dialog box has a search bar at the top and a 'View Report' button at the bottom right.

10) Share your results directly with Instruction Coordinators in Qualtrics: From your folder list, select the drop-down arrow and choose *Share Project*. Search for your instruction coordinator's name and add them with the option checked for *View Results*.



## Embedding a survey in a LibGuide

1. Create a Box in your LibGuide. Select “Standard” for Type.
2. Open the Add/Reorder menu and select “Media/Widget”.
3. After typing in the name of your quiz, cut and paste the following Embed Code:

```
<iframe src='LINK to your form here' name='Qualtrics' scrolling='auto' frameborder='no' align='center' height='800px' width='100%'></iframe>
```

4. Change the 'link to your form here' to the URL of your Qualtrics survey. *Your survey must be activated for this to work!*