Quick Start Guide

Naval Postgraduate School
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How to request a Qualtrics account

Create a NPS JIRA Service Desk Ticket
(https://jira.nps.edu/servicedesk/customer/portal/2)

Log in using YOUR NPS credentials.

- **Summary:** Request to Add Account to Qualtrics active directory group
- **Description:** Please add the following accounts to the Qualtrics (STUDENT, STAFF, FACULTY) active directory group: USERNAME@NPS.EDU

**DO NOT PUT ALL THREE ROLES** in your request. Pick the role that you are currently in. You may submit multiple accounts in one request as long as they are the same role.
• Please contact the NPS ITACS Webmaster team at webmaster@nps.edu with any questions.
Access Qualtrics with single sign-on

- Use the NPS single sign-on (SSO) login page
- You should see the login dialog below

![Login Dialog](image)

- Select “My organization’s single sign-on (SSO) →”

- You will arrive at the Qualtrics Projects page.
- Use the menu to access other pages
How to contact Qualtrics support

This requires everyone to click on “FedRAMP user” and use SSO

• Use the Qualtrics FedRAMP user login page

• You should see the login screen below

![Login Screen](image)

• Select “I’m a FedRAMP user”

• This leads to another login screen that looks very similar to the first login, but without the “I’m a FedRAMP user” button.

![Login Screen](image)

• On this screen select “Sign in with SSO”
- Enter our Organization ID: navalpostgradfedramp
- Continue

- This leads to a fourth login screen that looks suspiciously like the original

- Select “My organization’s single sign-on (SSO) →”
• With any luck, you will arrive at the Qualtrics support page
• The links under “Other Ways to Get Help” are a must:
  o Qualtrics XM Community
  o Support Site
• Also see “XM Basecamp & Training” for on-demand, and live training
Working with Surveys

The **Survey** tab lets you design, build, and edit surveys. Here you'll create insightful questions, add logic, deploy validation, apply a look and feel that will engage your participants, and highlight your brand. Learn how to build effective surveys in this [Basic Overview](#).
Working with Actions

The **Actions** tab reacts to live survey responses with a variety of tasks, like response tickets, email responses, Salesforce triggers, and more. An unhappy response can trigger a high priority ticket to your support center and fire a trigger to Salesforce. A student request for Biology tutoring can trigger a message to a department’s tutorial team. Learn more in this [Basic Overview](#).
The **Distributions** tab lets you pick from a wide variety of distribution channels. Choose the most effective distribution for your audience: email, mobile device, SMS, QR code™, anonymous link, or an appropriate social media channel. Learn how in this Basic Overview.
Working with Data & Analysis

The **Data & Analysis** tab manages and analyzes participant responses. The tab hosts six powerful sections: Data, Text, Stats iQ, Predict iQ, Crosstabs, and Weighting. (If you have an Stats iQ section, this means you have the Stats iQ product. Be sure to check out the [Stats iQ Basic Overview](#) support page for details on this section.) From these tools you can view, filter, tag, edit, translate, weight, and delete responses. You can review text analytics, apply cross tabulations, import and export responses, and more. Learn more in this [Basic Overview](#).
Working with Reports

The **Reports** tab lets you present the insights you’ve gathered with powerful visualizations, graphs, tables, charts, and more. This tab lets you filter data, pages, and visualizations to create custom report pages for many potential and different audiences. Investigate your Results-Reports in the [Results-Reports Basic Overview](#) and your Advanced-Reports in the [Advanced-Reports Basic Overview](#). For differences between Results-Reports and Advanced-Reports, visit the [Results vs. Reports](#) support page.