IOWA DEPARTMENT OF PUBLIC HEALTH
BUREAU OF SUBSTANCE ABUSE

Qualtrics User Guide

Instructions on Editing IDPH Prevention Surveys in the Qualtrics System

Iowa Department of Public Health
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Preface

Department funded contractors are required to enter surveys from evidence-based programming and/or multi-session programs into the Department approved data collection system. **Qualtrics** is the online survey tool that allows prevention contractors to input pre/post survey data. The intent of the Qualtrics User Guide is to provide step-by-step instructions on how to edit survey data into the Qualtrics system.

Note: Contractors will need to utilize this *Qualtrics User Guide* along with the *IDPH Prevention Survey Guidelines and Survey Instrument Instructions* documents.

Sections of this guide were adapted from material developed by the following organizations/sources:

Qualtrics XM. *The Leading Experience Management Software (2019).*

Qualtrics – IDPH Prevention

Logging into Qualtrics

🧭	***Where: www.Qualtrics.com/login***

Contractors will need to use the username and password assigned to the agency Qualtrics Account. Contact your supervisor if you do not have the username and password.

Note: See "Qualtrics Access" in the IDPH Prevention Survey Guidelines and Survey Instrument Instructions document.
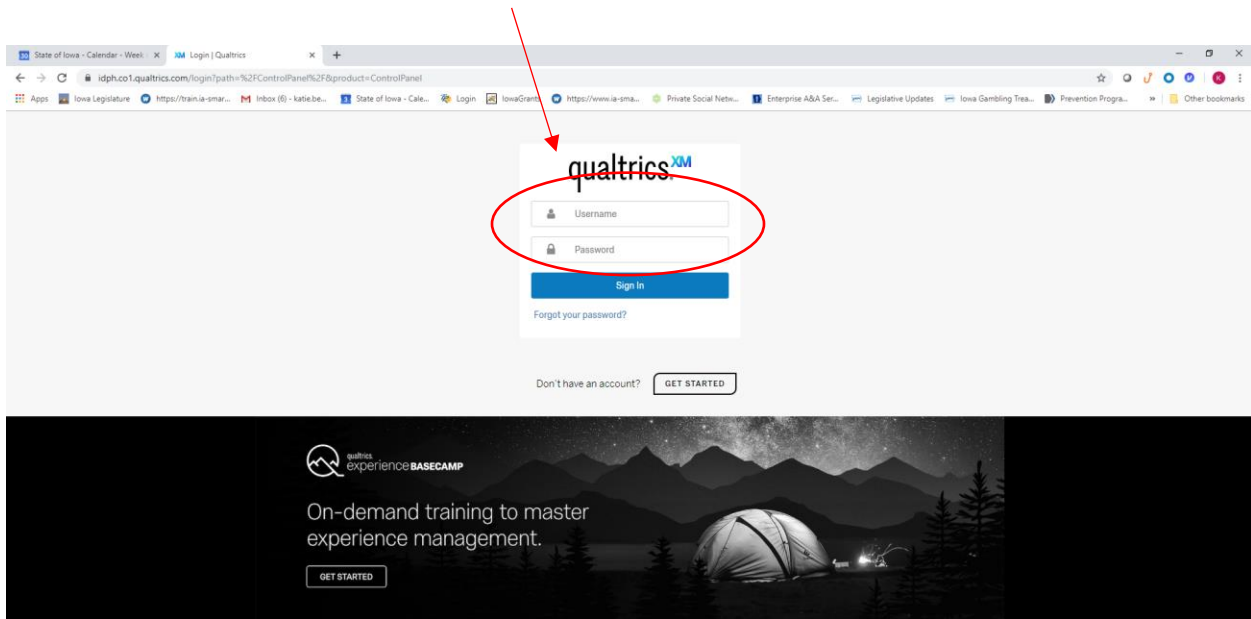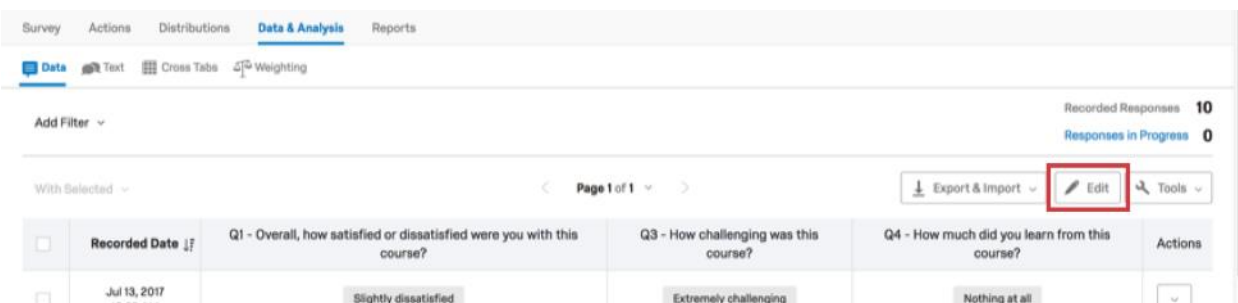

Editing Data

🧭	*Where: **Data & Analysis***

Once you have signed into your agency's Qualtrics account, you will be on the Qualtrics Home Page. This page will list All Projects that have been assigned to your agency. Select the project that you want to edit. Once you are in that project, select the Data & Analysis Tab at the top of the screen.
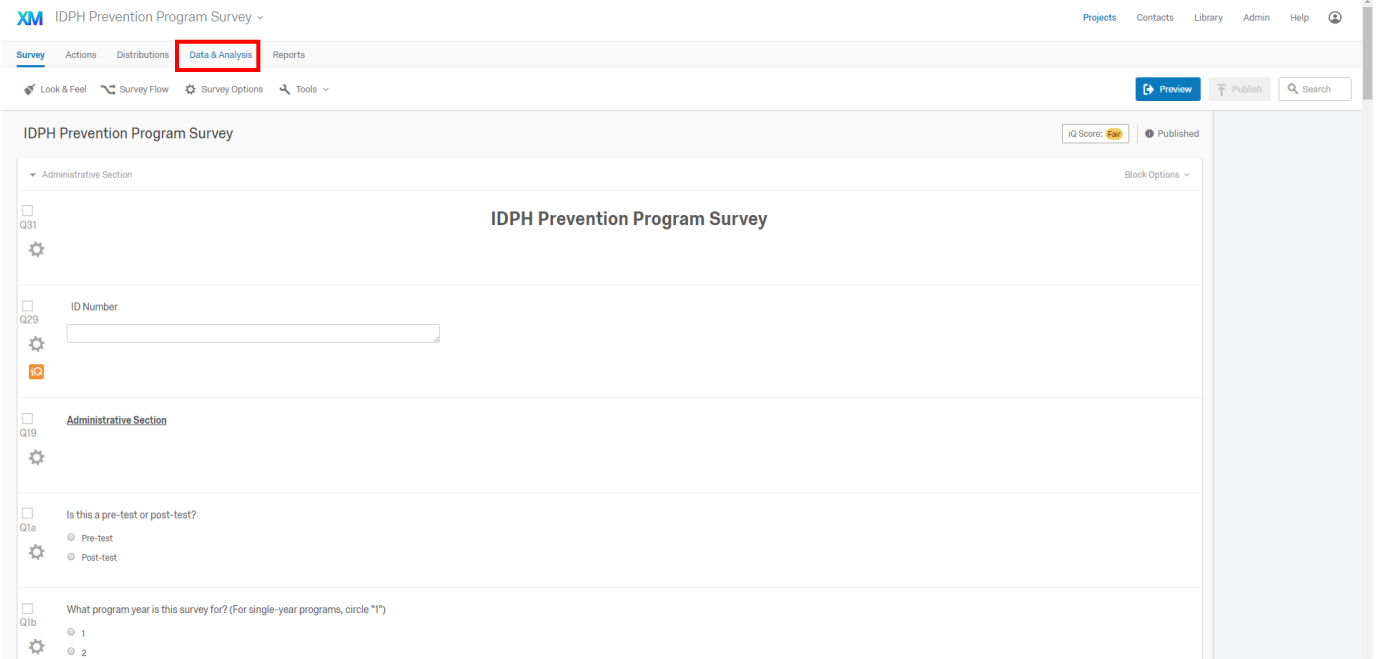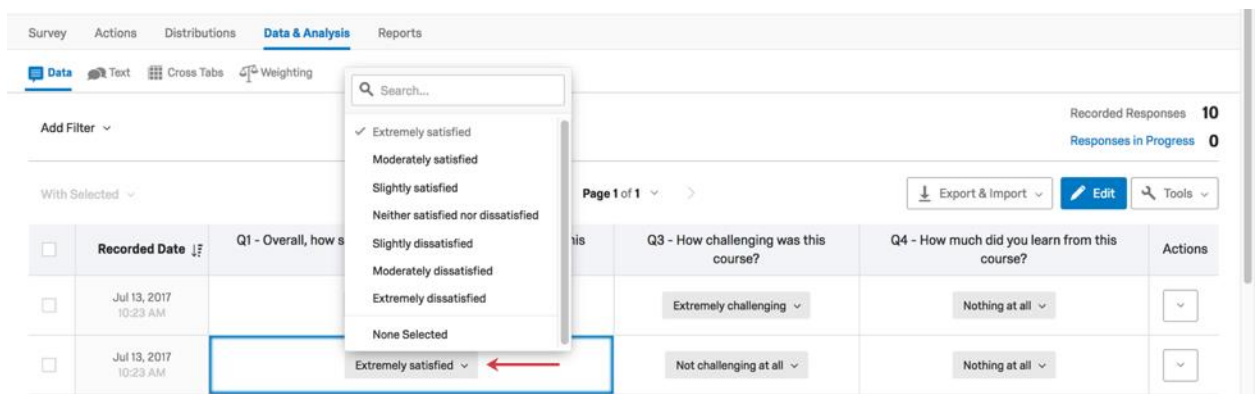
This workflow allows you to edit one response at a time.

1. On the top right, click **Edit** so it turns blue.

2. Click on the field you'd like to change.

3. If you don't see the question that needs editing on the screen, hover over a question and select the green plus. Find and select the question that you need to edit. This will add it to the Data & Analysis page.

4. Edit your response. For Multiple Choice questions, you will have a dropdown to select from. For text entry, you will be able to type answers directly.

5. Click out of the field to finish editing.

Restoring Original Data

Where: **Data & Analysis**

A gray triangle will appear in the upper-left corner on any response you've edited. Clicking on this triangle will tell you when the data was edited and by whom.

It will also give you the option to restore data. This is the only way to restore the original edits; there is no way to restore more than one field at a time.

1. Locate the cell of data you'd like to restore to its original state.

2. On the top-left of the cell, click on the gray triangle

3. Select **Revert to original** to restore the original response.

Note: Once you choose to revert your fields back to the original data, your edits are not retrievable.