

IOWA DEPARTMENT OF PUBLIC HEALTH  
BUREAU OF SUBSTANCE ABUSE

# Qualtrics User Guide

*Instructions on Editing IDPH Prevention Surveys in the  
Qualtrics System*

## **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)*.

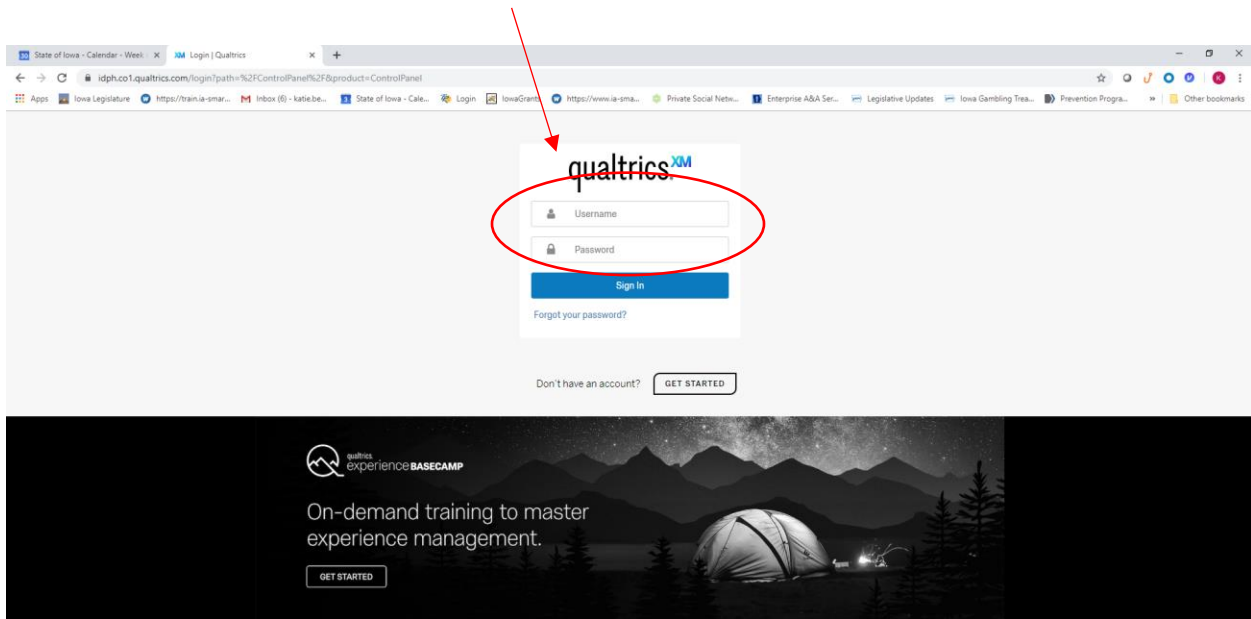
## Qualtrics – IDPH Prevention

### Logging into Qualtrics

 **Where: [www.Qualtrics.com/login](http://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.

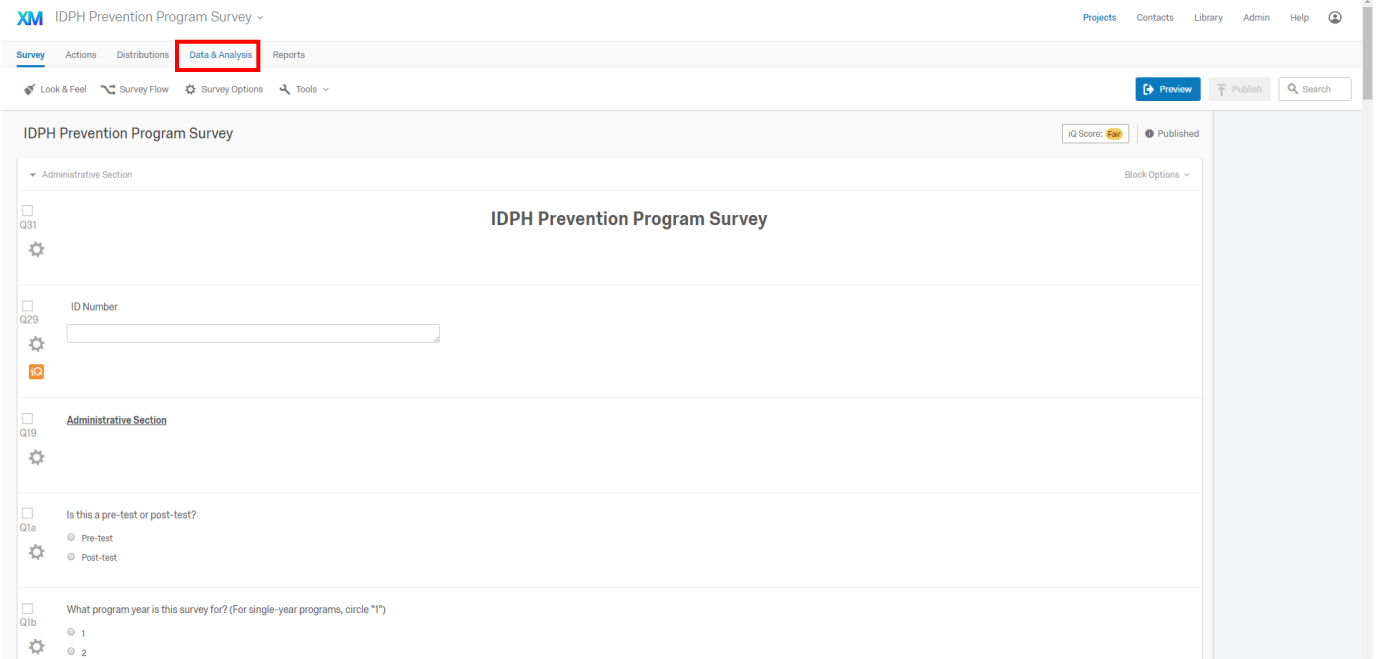
Note: See “Qualtrics Access” in the IDPH Prevention Survey Guidelines and Survey Instrument Instructions document.



### Editing Data

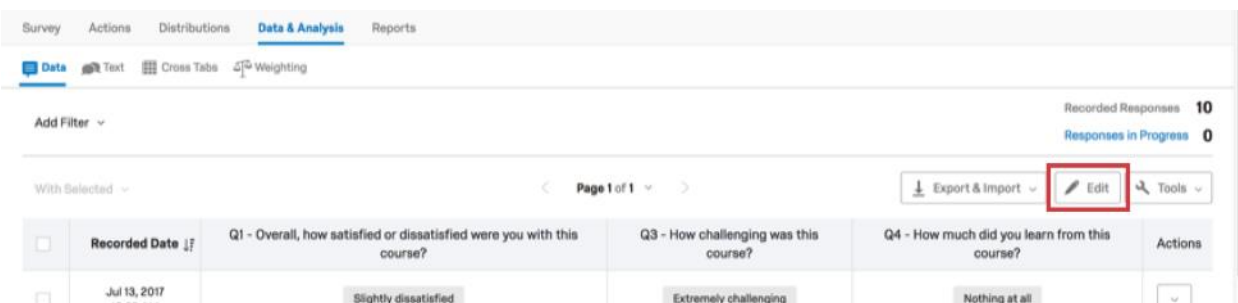
 **Where: [Data & Analysis](#)**

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.

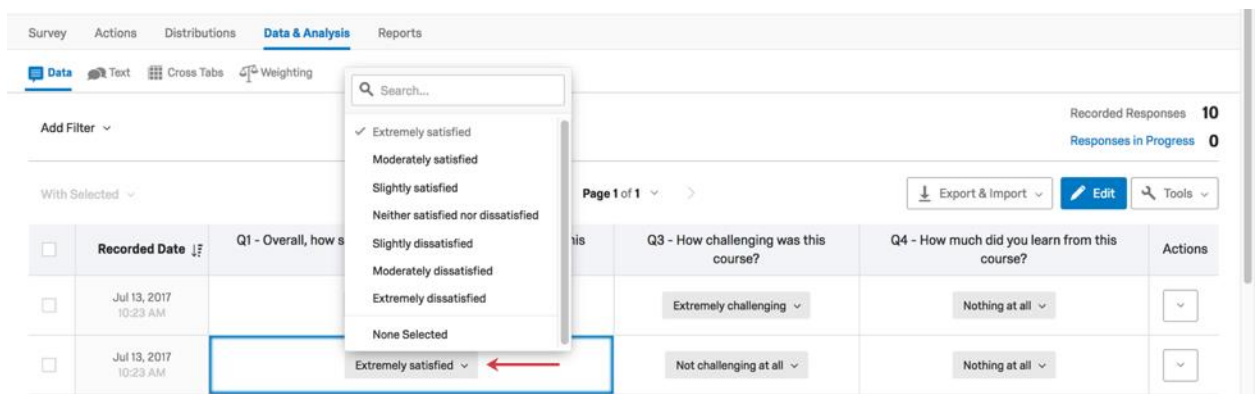


This workflow allows you to edit one response at a time.

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



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



- 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.

XM IDPH Prevention Program Survey -

Projects Contacts Library Admin Help

Survey Actions Distributions **Data & Analysis** Reports

Data Text Crosstabs Weighting

Add Filter -

Recorded Responses: 2  
Responses in Progress: 0

With Selected -

Page 1 of 1

Recorded Date	Q29 - ID Number	Q3 - What day of the month is it?	Q4 - Is this a pre-test or post-test?	Q1b - What program year is this survey for? (For single-year programs, circle "1"...	Q2 - What month is it?	Q8 - What is this program's curriculum level? (Please select the school level L...	Actions
Aug 13, 2019 10:16 AM	100	July	Pre-test	1	July	Elementary Curriculum	
Aug 13, 2019 10:10 AM	Test	July	Pre-test	2	January	Elementary Curriculum	

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Create New Field...

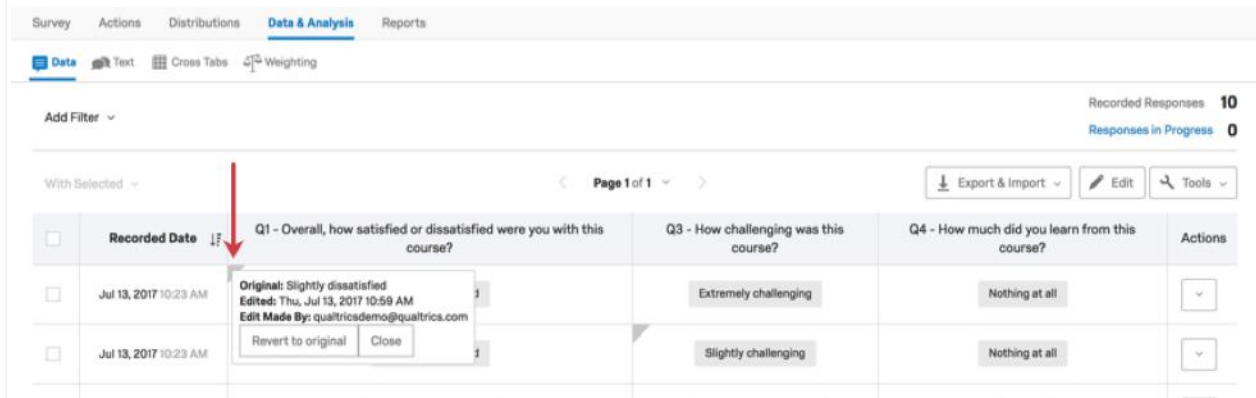
- Survey Metadata
- Contact Fields
- Q29 - ID Number
- Q1a - Is this a pre-test or post-test?
- Q1b - What program year is this survey for? (For single-year programs, circle "1"...
- Q2 - What month is it?
- Q3 - What day of the month is it?
- Q4 - What year is it?
- Q5 - What is your agency/service area?
- Q6 - What is the prevention program?
- Q7 - How long is this program running for this group (in weeks)?
- Q8 - What is this program's curriculum level? (Please select the school level L...
- Q9 - What is the location of implementation? (Numerical Code)
- Q10 - What ICM population category is this program group?**
- Q11 - What is your current age?
- Q12 - What grade are you in?
- Q13 - Are you a male (boy) or a female (girl)?
- Q14 - Are you Hispanic or Latino?
- Q15 - Which of the following best describes you? (Please choose one)
- Q16 - How many would most of the students in your school (not just your best fr...
- Q14 - How much do you think you risk harming yourself physically, mentally, emot...
- Q32 - (For the Pre-Test) in the past 30 days, have you (For the Post-Test) in L...
- Q40 - Gambled?
- Q41
- Q45 - During the past 12 months, have you...

- 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.
- 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.



Recorded Date	Q1 - Overall, how satisfied or dissatisfied were you with this course?	Q3 - How challenging was this course?	Q4 - How much did you learn from this course?	Actions
Jul 13, 2017 10:23 AM	Slightly dissatisfied	Extremely challenging	Nothing at all	
Jul 13, 2017 10:23 AM	Slightly challenging	Slightly challenging	Nothing at all	

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.