



qualtrics: **High Touch, *Hello Tech***

Karri Benishek | Wexner Medical Center
Ambulatory Marketing Director

Agenda

- Qualtrics at OSU
- Navigation Basics
- Creating a Project (Survey)
- Best Practices

Qualtrics at OSU: Overview

- Preferred survey tool and the only tool on contract
- Can be used by current faculty, staff and students with a valid Ohio State username and password
- Collaboration across the institution
- Business Associate Agreement (BAA) for security restricted or sensitive data such as FERPA, PHI or HIPAA

Qualtrics at OSU: Core Purposes

- Course requirements
- Academic research
- Administrative surveys
- Event registration
- Proposal/Grant Submission and Review

Qualtrics at OSU: Today's Focus

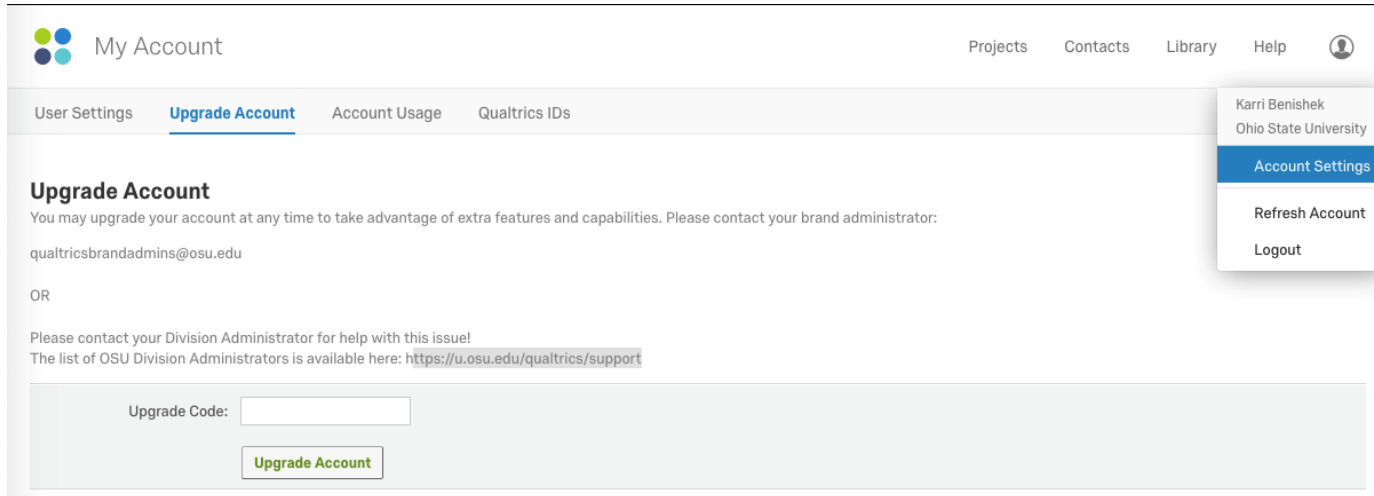
- Course requirements
- Academic research
- Administrative surveys
- Event registration
- Proposal/Grant Submission and Review

Don't have Qualtrics?

- Navigate to osu.qualtrics.com
- Use OSU Username and Password
- First login defaults to the general account; it will allow you to create surveys, but not distribute your surveys
 - Department Administrators
 - Upgrade codes
 - HelpDesk

Don't have Qualtrics?

- (if applicable) To use an upgrade code, click on your name in the upper right hand corner of the page and choose “Account Settings” from the drop-down.



The screenshot shows the 'My Account' page in Qualtrics. At the top left, there is a 'My Account' header with a logo. On the top right, there are navigation links for 'Projects', 'Contacts', 'Library', and 'Help', along with a user profile icon. Below the header, there is a sub-navigation bar with 'User Settings', 'Upgrade Account' (highlighted), 'Account Usage', and 'Qualtrics IDs'. The main content area is titled 'Upgrade Account' and contains the following text: 'You may upgrade your account at any time to take advantage of extra features and capabilities. Please contact your brand administrator: qualtricsbrandadmins@osu.edu'. Below this, it says 'OR' and 'Please contact your Division Administrator for help with this issue! The list of OSU Division Administrators is available here: <https://u.osu.edu/qualtrics/support>'. At the bottom, there is a form with an 'Upgrade Code:' label, an input field, and an 'Upgrade Account' button. On the right side, a user menu is open, showing the user's name 'Karri Benishek, Ohio State University' and options for 'Account Settings' (highlighted), 'Refresh Account', and 'Logout'.



Navigation Basics

- All Projects 30
- Shared with Me 16
- Uncategorized 18
- Ohio Machine 3
- Sports Medicine Events 5
- Sports Medicine Staff 4
- + New Folder

All Projects [Icons]

Last Modified ▾

Search Projects...

+ Create Project

Last 7 Days

Survey **Nursing Governance** **CLOSED** 8 Questions 2 Responses

Modified May 30, 2019 Status Questions Responses

Last 30 Days

Survey **New Employee** **ACTIVE** 12 Questions 17 Responses

Modified May 22, 2019 Status Questions Responses 12 Day Trend

More Than 30 Days Ago

Survey **...** 14 Questions 17 Responses




+ Create Sample + Create Contact List Search Contact Lists...

- All Folders 27
- Uncategorized 23**
- 2016 Peer Reviews
- Untitled Folder 1
- fellows 1
- JCSMI RN's 1
- Peer Review 2017 EED 1
- UH SDS RN's

+ New Folder

Uncategorized

Filter By: All

	Members	Type
 New Contact List (6/7/17 4:51 PM) <small>Last Modified: Jun 7, 2017 4:55 PM</small>	7	Mailing List
 New Contact List (7/25/17 3:31 PM) <small>Last Modified: Jul 25, 2017 3:33 PM</small>	3	Mailing List
 Patient and Family Brain Tumor Survivor... <small>Last Modified: Apr 25, 2019 11:24 AM</small>	2	Mailing List

Previous

All Folders 12

Uncategorized 12

+ New Folder

All Folders

Filter by Message Type
Show All

Description	Type	Last Modified	
Audience Insights	End of Survey	May 12, 2016 2:34 PM	
Big Ten Sport Psych Symposium Full	Inactive Survey	Jun 21, 2017 11:06 AM	
Coaches Workshop	End of Survey	Jul 21, 2017 8:17 AM	
Free Machine Tickets Depleted	End of Survey	May 4, 2016 1:33 PM	
Ohio Machine Home Opener Tickets Depleted	Inactive Survey	Jun 20, 2017 9:11 AM	
Ohio Machine Medical Center Tickets	End of Survey	Jun 20, 2017 9:13 AM	

- All Projects 30
- Shared with Me 16
- Uncategorized 18
- Ohio Machine 3
- Sports Medicine Events 5
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- + New Folder

All Projects

Last Modified ▾

[+ Create Project](#)

Last 7 Days

Survey ...

Nursing Governance CLOSED 8 2

Modified May 30, 2019 Status Questions Responses

Last 30 Days

Survey ...

New Employee ACTIVE 12 17

Modified May 22, 2019 Status Questions Responses 12 Day Trend

More Than 30 Days Ago

Survey ...

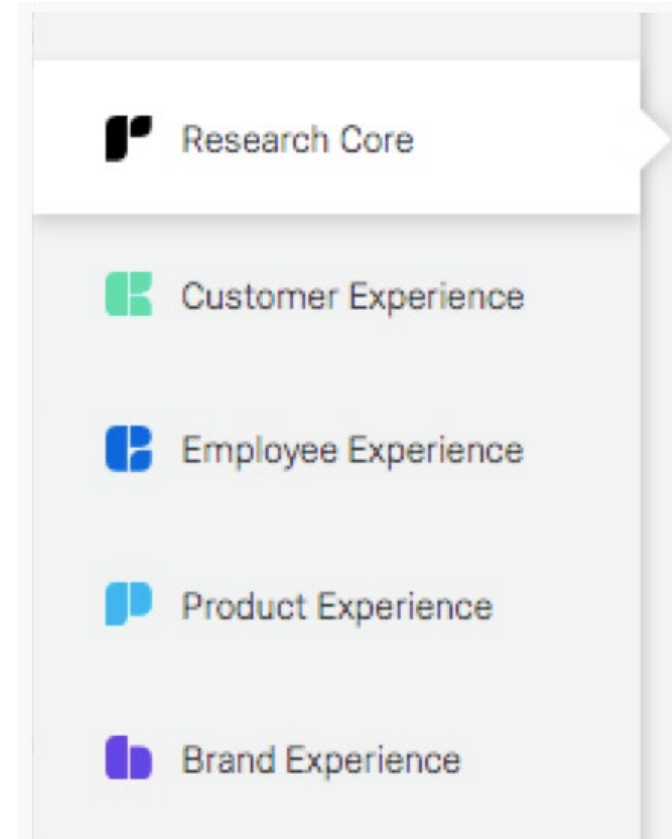
... ... 14 17



Let's create a project!

Research Core = Survey Platform

- Individual access may vary
- Everyone has Research Core



- All Projects 30
- Shared with Me 16
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- + New Folder

All Projects Last Modified

Search Projects...

+ Create Project

Last 7 Days

Survey **Nursing Governance** **CLOSED** 8 Questions 2 Responses

Modified May 30, 2019

Last 30 Days

Survey **New Employee** **ACTIVE** 12 Questions 17 Responses

Modified May 22, 2019

12 Day Trend

More Than 30 Days Ago

Survey

14 Questions 17 Responses



Research Core

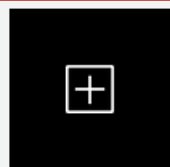


Customer Experience

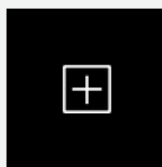
Research Core

Create your own

Blank projects to build from scratch



Blank Survey Project



Create From Existing

Templates

Pre-configured content for a quick start



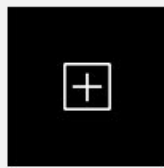
- Research Core
- Customer Experience
- All Projects
- Shared with Me
- Uncategorized
- Ohio Machine
- Sports Medicine Ever
- Sports Medicine Staf
- + New Folder

Research Core

Customer Experience



Research Core



Blank Project

Start with a blank survey project and build it to suit your needs. [Learn More](#)

Project Name

Research Core



Create From Existing

Copy one of your own projects, use a project from a library, or upload from a file.

From a Copy From a Library From a File

Please Select a Library:

OSUWMC

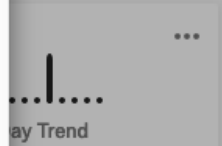
Source Project

Select a Project

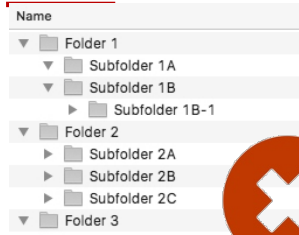
Project Name

Untitled Project

+ Create Project



Whew! That was as easy as Microsoft...



- The project will fall in the default “Uncategorized” folder. We’ll talk about organizing and folders shortly.



- Copied surveys will retain all the same settings as the original survey, including expirations, formatting, etc.



Let's add some content!



Build your questions and control the design

Default Question Block

Block Options

- Q1 Click to write the question text
- Click to write Choice 1
- Click to write Choice 2
- Click to write Choice 3

Import Questions From... Create a New Question

Change Question Type

Multiple Choice

Choices

3 Edit Multiple

Automatic Choices

Answers

Single Answer

Multiple Answer

More...

Position

Vertical

Horizontal

More...

Validation Options

Force Response

Create tickets and alerts based on responses

Default Question Block

Q1 Click to write the question text

- Click to write Choice 1
- Click to write Choice 2
- Click to write Choice 3

Import Questions From... Create a New Question

Change Question Type

Multiple Choice

Choices

3 Edit Multiple

Automatic Choices

Answers

Single Answer

Multiple Answer

More...

Position

Vertical

Horizontal

More...

Validation Options

Force Response

Collect Responses

Default Question Block

Block Options

Q1 Click to write the question text

Click to write Choice 1

Click to write Choice 2

Click to write Choice 3

Import Questions From... Create a New Question

Change Question Type

Multiple Choice

Choices

3 Edit Multiple

Automatic Choices

Answers

Single Answer

Multiple Answer

More...

Position

Vertical

Horizontal

More...

Validation Options

Force Response

View, export, import and modify responses

Default Question Block

Block Options

Q1 Click to write the question text

Click to write Choice 1

Click to write Choice 2

Click to write Choice 3

Import Questions From... Create a New Question

Change Question Type

Multiple Choice

Choices

3 Edit Multiple

Automatic Choices

Answers

Single Answer

Multiple Answer

More...

Position

Vertical

Horizontal

More...

Validation Options

Force Response

Graphs and tables to display your data

Default Question Block

Q1 Click to write the question text

- Click to write Choice 1
- Click to write Choice 2
- Click to write Choice 3

Import Questions From... Create a New Question

Change Question Type

Multiple Choice

Choices

3 Edit Multiple

Automatic Choices

Answers

Single Answer

Multiple Answer

More...

Position

Vertical

Horizontal

More...

Validation Options

Force Response

Click on any text to edit your question or choices

Default Question Block

Rich Content Editor... Piped Text... HTML View Normal View

Q1

Do you feel confident that you can create a survey in Qualtrics?

Edit Question Label

Click to write Choice 1

Click to write Choice 2

Click to write Choice 3

iQ Score: Great

Change Question Type

Multiple Choice

Block Options

Choices

3 Edit Multiple

Automatic Choices

Answers

Single Answer

Multiple Answer

More...

Position

Vertical

Horizontal

More...

Validation Options

Force Response

Import Questions From... Create a New Question

Add Block

Preview

Change the current question type

Qualtrics 101

iQ Score: Great

Change Question Type

- Multiple Choice

Default Question Block

Block Options

- Q1 Click to write the question text
- Click to write Choice 1
- Click to write Choice 2
- Click to write Choice 3

Choices

3 Edit Multiple

Automatic Choices

Answers

Single Answer

Multiple Answer

More...

Position

Vertical

Horizontal

More...

Validation Options

Force Response

Import Questions From... Create a New Question

Add Block

Survey Actions Distributions Data & Analysis

Look & Feel Survey Flow Survey Options

Qualtrics 101

Default Question Block

Q1 Click to write the question text

- Click to write Choice 1
- Click to write Choice 2
- Click to write Choice 3

Import Question

Static Content

Descriptive Text Graphic

Standard Questions

Multiple Choice Matrix Table

Text Entry Slider

Rank Order Side by Side

Specialty Questions

Constant Sum Pick, Group, and Rank

Hot Spot Heat Map

Graphic Slider Drill Down

Net Promoter Score® Highlight

Signature

Advanced

Timing Meta Info Question

File Upload Screen Capture

Publish Search

Change Question Type

- Multiple Choice

Choices
3 Edit Multiple
 Automatic Choices

Answers
 Single Answer
 Multiple Answer
More...

Position
 Vertical
 Horizontal
More...

Validation Options
 Force Response

End of Survey

Mouse over the question type to see an example

What percentage of your discretionary money do you spend on the following items? (Total must sum to 100):

Entertainment	<input type="text" value="0"/>
Electronics	<input type="text" value="0"/>
Clothes	<input type="text" value="0"/>
Food	<input type="text" value="0"/>
Total	<input type="text" value="0"/>

Specialty Questions

- Text Entry
- Rank Order
- Constant Sum**
- Hot Spot
- Graphic Slider

- Graphic
- Matrix Table
- Slider
- Side by Side
- Pick, Group, and Rank
- Heat Map
- Drill Down
- Highlight

Publish Search

Change Question Type

- Multiple Choice

Choices

3 Edit Multiple

Automatic Choices

Answers

Single Answer

Multiple Answer

More...

Position

Vertical

Horizontal

More...

Validation Options

Force Response

Import Question

Advanced

- Signature
- Timing
- File Upload
- Meta Info Question
- Screen Capture

End of Survey

Always use static content for introductions or instructions

Default Question Block

Q1 Click to write the question text


Click to write Choice 1

Click to write Choice 2

Click to write Choice 3

Import Question

Static Content

A Descriptive Text  Graphic

Standard Questions

Multiple Choice Matrix Table

Text Entry Slider

Rank Order Side by Side

Specialty Questions

Constant Sum Pick, Group, and Rank

Hot Spot Heat Map

Graphic Slider Drill Down

Net Promoter Score® Highlight

Signature

Advanced

Timing Meta Info Question

File Upload Screen Capture

Publish

Search

Change Question Type

Multiple Choice

Choices

3 Edit Multiple

Automatic Choices

Answers

Single Answer

Multiple Answer

More...

Position

Vertical

Horizontal

More...

Validation Options

Force Response

Qualtrics 101

iQ Score: Great

Change Question Type

- Multiple Choice

Choices

3 Edit Multiple

Automatic Choices

Answers

Single Answer

Multiple Answer

More...

Position

Vertical

Horizontal

More...

Validation Options

Force Response

Default Question Block

Rich Content Editor... Piped Text...

Do you feel confident that you can create a survey in Qualtrics?

Edit Question Label

Click to write Choice 1

Click to write Choice 2

Click to write Choice 3

Block Options

HTML View Normal View

Add question above →

Delete this question →

Add question below →



Import Questions From... Create a New Question

Add Block

Qualtrics 101

iQ Score: **Great**

Default Question Block

Block Options

Q1 Do you feel confident that you can create a survey in Qualtrics?

- Definitely yes
- Probably yes
- Might or might not
- Probably not
- Definitely not

Q2 Rate your comfort level with each skill

0 1 2 3 4 5 6 7 8 9 10

Adding or deleting

Change Question Type

Slider

Choices

2 [Edit Multiple](#)
 Automatic Choices

Labels

0 [Edit Multiple](#)
 Automatic Labels

Type

- Bars
- Sliders
- Stars

Actions

- Add Page Break
- Add Display Logic

Qualtrics 101

iQ Score: Fair Draft Version

Default Question Block

Block Options

Q1 Do you feel confident that you can create a survey in Qualtrics?

- Definitely yes
- Probably yes
- Might or might not
- Probably not
- Definitely not

Condition: . Skip To: Done

Q2 Rate your comfort level with each skill



Change Question Type
Multiple Choice

Choices
5 Edit Multiple
Automatic Choices

Answers
Single Answer
Multiple Answer
More...

Position
Vertical
Horizontal
More...

Validation Options

Actions
Add Page Break
Add Display Logic

Tools dropdown menu:

- Auto-Number Questions...
- Reset Recode Values...
- Collaborate
- Review
- Triggers
- Salesforce
- Quotas...
- Manage Reusable Choices...
- Scoring...
- Translate Survey...
- Versions
- Import/Export

If you've moved things around, be sure to sequentially number your questions when finished

Qualtrics 101

Default Question Block

Q1 Do you feel confident that you can create a survey

- Definitely yes
- Probably yes
- Might or might not
- Probably not
- Definitely not

Q2 Rate your comfort level with each skill

0 1 2 3 4 5 6 7 8 9 10

Adding or deleting

Preview Publish Search

Change Question Type

Slider

Choices

2 Edit Multiple

Automatic Choices

Labels

0 Edit Multiple

Automatic Labels

Type

Bars Sliders Stars

Actions

Add Page Break Add Display Logic

Modify the next and previous buttons, add a progress bar, specify questions per page, change fonts, change colors, add a header or footer, etc.

Look & Feel

Qualtrics 101

Default Question Block

- Q1 Do you feel confident that you can create surveys in Qualtrics?
 - Definitely yes
 - Probably yes
 - Might or might not
 - Probably not
 - Definitely not

Q2 Rate your comfort level with each skill

0	1	2	3	4	5	6	7	8	9	10
Adding or deleting										

Preview Publish Search

iQ Score: Great

Block Options

Change Question Type
Slider

Choices
2 Edit Multiple
Automatic Choices

Labels
0 Edit Multiple
Automatic Labels

Type
Bars
Sliders
Stars

Actions
Add Page Break
Add Display Logic

Look and Feel

Theme

Wexner Medical Center

Layout

General

Style

Motion

Logo

Background

Restore Defaults

[Need help?](#)



The Ohio State University College of Education and Human Ecology




CFAES



John Glenn School of Public Affairs

0% ————— 100%

 **THE OHIO STATE UNIVERSITY**
WEXNER MEDICAL CENTER

Do you feel confident that you can create a survey in Qualtrics?

Definitely yes

Probably yes

Might or might not

Probably not

Modify survey expiration, message users see at completion, password protection, etc.

Default Question Block

Q1 Do you feel confident in your ability to complete this task?

Definitely yes

Probably yes

Might or might not

Probably not

Definitely not

iQ Score: Great

Block Options

Change Question Type
Slider

Choices
2 Edit Multiple
Automatic Choices

Labels
0 Edit Multiple
Automatic Labels

Type
Bars
Sliders
Stars

Q2 Rate your comfort level with each skill

0 1 2 3 4 5 6 7 8 9 10

Adding or deleting

Actions
Add Page Break
Add Display Logic

Survey Options

Survey Experience



- Back Button.** Enable respondents to change their responses.
- Save and Continue.** Allow respondents to save and continue later.
- Show Question Numbers.** Great for previews. For participants, try a [Progress Bar](#) instead.
- Use Custom Survey Validation Messages...**

Survey Language: The language the survey is written in.

Survey Title: This text will appear in the browser as the window or tab title.

Meta Description: Search engines and social media services use this description.

Survey Protection



- Open Access.** Allow anyone to take this survey.
- By Invitation Only.** Prevent people from taking the survey using an anonymous survey link.
- Password Protection.** This password must be entered to take this survey:
- Prevent Ballot Box Stuffing.** Take action when a respondent tries to take this survey more than once.
- Bot Detection.** Flag suspicious responses using [reCAPTCHA](#).
- RelevantID.** Flag suspicious responses using [RelevantID](#).
- HTTP Referrer Verification.** The user must come from this URL to take the survey:
- Prevent Indexing.** A tag will be added to the survey to prevent search engines from indexing it.
- Secure Participants' Files.** Files uploaded as responses can only be viewed by users with permission to view responses.
- Show a **custom message** when a respondent revisits a **previously completed** link..



- Auto-Number Questions...
 - Reset Recode Values...
 - Collaborate
 - Review** >
 - Triggers >
 - Salesforce >
 - Quotas...
 - Manage Reusable Choices...
 - Scoring...
 - Translate Survey...
 - Versions >
 - Import/Export >
- Search and Replace...
 - Strip Formatting...
 - Spell Check
 - Generate Test Responses...**
 - Check Survey Accessibility...
 - Analyze Survey...
 - Turn off ExpertReview...

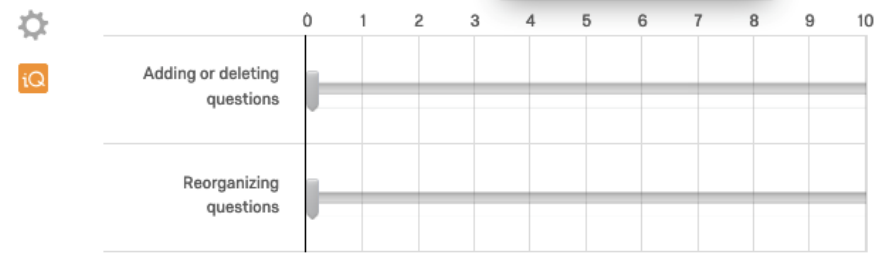
Qualtrics 101

Default Question Block

Q1 Do you feel confident that you can create a survey?

- Definitely yes
- Probably yes
- Might or might not
- Probably not
- Definitely not

Q2 Rate your comfort level with each skill



Advanced functionality, collaboration, test responses, receive an email when responses are submitted, etc.

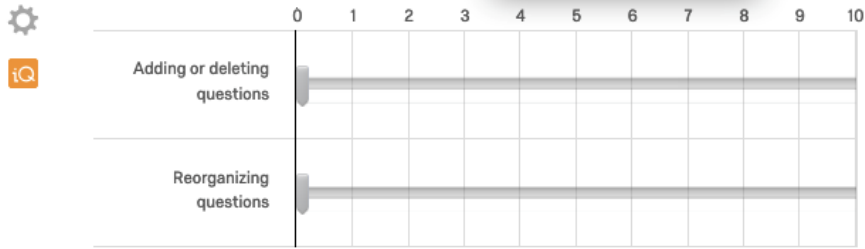
Qualtrics 101

iQ Score: Fair Published

Default Question Block

- Q1 Do you feel confident that you can create a survey?
 - Definitely yes
 - Probably yes
 - Might or might not
 - Probably not
 - Definitely not

Q2 Rate your comfort level with each skill



- Auto-Number Questions...
- Reset Recode Values...
- Collaborate
- Review** >
- Triggers >
- Salesforce >
- Quotas...**
- Manage Reusable Choices...
- Scoring...
- Translate Survey...
- Versions >
- Import/Export >

- Search and Replace...
- Strip Formatting...
- Spell Check
- Generate Test Responses...**
- Check Survey Accessibility...
- Analyze Survey...
- Turn off ExpertReview...

0/100
[Set Count](#)

New Quota

Increment the quota when a response is submitted that meets the following conditions:

Question ▾ Q1 Do you feel co...vey in Qualtrics? ▾ Definitely yes ▾ Is Selected ▾

When the quota has been met, then: End Current Survey ▾

[Customize](#) Note: The survey will only end for condition

Convert the drop down boxes into a sentence. Experiment until it equals what you want to happen.

Preview Publish Search

Qualtrics 101

Default Question Block

- Q1 Do you feel confident that you can create a survey in Qualtrics?
 - Definitely yes
 - Probably yes
 - Might or might not
 - Probably not
 - Definitely not

Q2 Rate your comfort level with each skill

0 1

Adding or deleting questions

Close Preview Restart Survey

THE OHIO STATE UNIVERSITY

Do you feel confident that you can create a survey in Qualtrics?

Definitely yes

Probably yes

Might or might not

Probably not

Definitely not

Rate your comfort level with each skill

THE OHIO STATE UNIVERSITY

Do you feel confident that you can create a survey in Qualtrics?

Definitely yes

Probably yes

Might or might not

Probably not

Definitely not

Rate your comfort level with each skill



Collect and view the results

How do you want to distribute your survey?



Email



Web



Social



Mobile



Purchase

Send with Qualtrics

Compose Email

Use your own email system

Get a single reusable link

Generate a trackable link for each contact

Pause Response Collection

Distribution Summary

Anonymous Link

Emails

Personal Links

Social Media

Offline App

QR Code

Purchase Respondents

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://osu.az1.qualtrics.com/jfe/form/SV_9HJvGfgxtHuxwNL

Link Text

HTML

```
<a target=_blank href=https://osu.az1.qualtrics.com/jfe/form/SV_9HJvGfgx'
```

[qualtrics 101](#)

How do you want to distribute your survey?



Email



Web



Social



Mobile

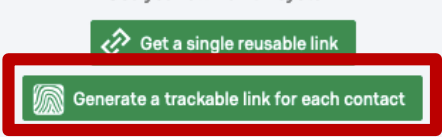


Purchase

Send with Qualtrics



Use your own email system



**Advanced User/Office Rock Stars:
Know who each email came from,
set automatic emails to those that
have not responded, etc.**

View, filter, edit and delete responses

Recorded Responses **476**

Responses in Progress **0**

Add Filter

With Selected

Page 1 of 24

Export & Import

Edit

Tools

<input type="checkbox"/>	Recorded Date	Q8 - 7. What could we have done better or differently to help you prepare for yo...	Q2 - 1. What information did you receive to prepare for your surgery?	Q4 - 3. If you had any questions about your surgery, or to reschedule, did you k...	Q5 - 4. Did you know you were not supposed to eat or drink after midnight before...	Q6 - 5. Did you arrange to have an adult drive you and take you home today?	Actions
<input type="checkbox"/>	Oct 6, 2017 1:31 PM		A "Preparing for your Surgery" Folder	Yes	Yes	Yes	⌵
<input type="checkbox"/>	Oct 2, 2017 8:42 AM		A "Preparing for your Surgery" Folder	Yes	Yes	Yes	⌵
<input type="checkbox"/>	Oct 2, 2017 8:41 AM	all okay	A "Preparing for your Surgery" Folder	Yes	Yes	Yes	⌵



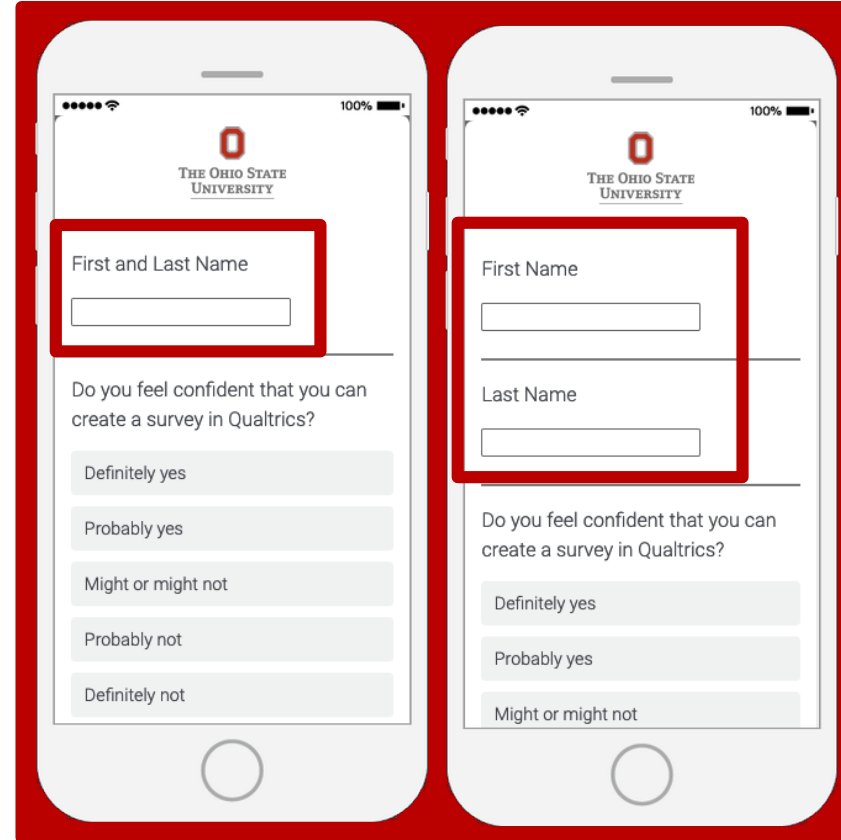
Best Practices

Best Practice: Define Your Goal

- Most relevant questions for your event
- Concise and simple
- Time to complete

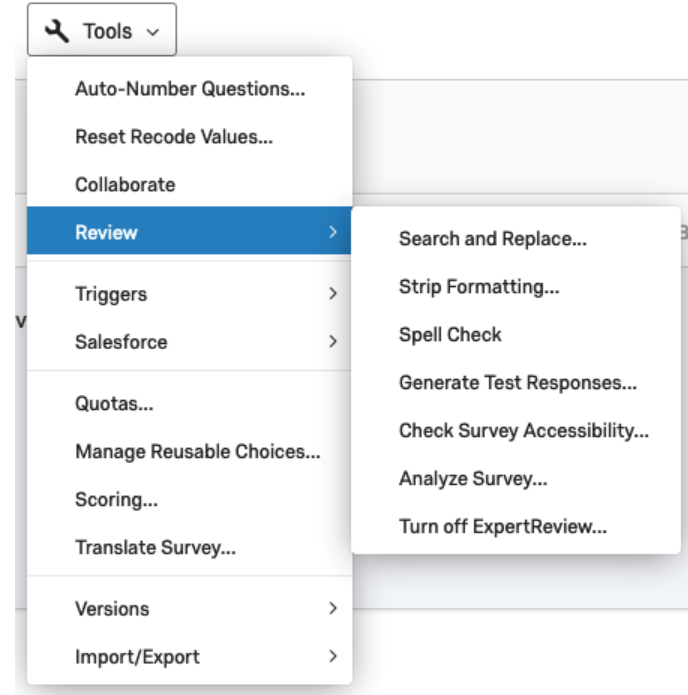
Best Practice: Plan For Your Output

- Consider how you will use the data



Best Practice: Consider in context

- Proofreading
- You as the respondent
- Devices
- Browsers
- Test responses



Best Practice: Stay Organized

The screenshot shows the Qualtrics XM web interface. On the left, a sidebar menu is highlighted with a red box, listing project folders: All Projects (30), Shared with Me (16), Uncategorized (18), Ohio Machine (3), Sports Medicine Events (5), and Sports Medicine Staff (4). A '+ New Folder' button is at the bottom. The main content area displays a list of survey projects, categorized by time period: Last 7 Days, Last 30 Days, and More Than 30 Days Ago. Each project card shows the survey name, status, number of questions, number of responses, and a modification date.

Project Name	Status	Questions	Responses	Modified
Nursing Governance	CLOSED	8	2	May 30, 2019
New Employee	ACTIVE	12	17	May 22, 2019
Twitter Survey - Final	CLOSED	14	17	Mar 19, 2019

Best Practice: Collaborate

The screenshot displays the Qualtrics XM web interface. On the left is a sidebar with a project list. The main area shows a grid of project cards. A context menu is open for the 'Nursing Governance' project, with the 'Collaborate' option highlighted by a red rectangular box.

Qualtrics XM Interface Elements:

- Header:** qualtrics.XM logo, navigation links for Projects, Contacts, Library, and Help.
- Left Sidebar:** Project list including 'All Projects' (30), 'Shared with Me' (16), 'Uncategorized' (18), 'Ohio Machine' (3), 'Sports Medicine Events' (5), 'Sports Medicine Staff' (4), and '+ New Folder'.
- Main Content Area:** Project cards for 'Nursing Governance' (CLOSED, 8 Questions), 'New Employee' (ACTIVE, 12 Questions), and 'Twitter Survey - Final' (CLOSED, 14 Questions).
- Context Menu (Red Box):**
 - Activate
 - Collaborate
 - Reveal in Folder
 - Rename Project
 - Copy Project
 - Remove Shared Project
 - Edit Survey
 - Preview Survey
 - Translate Survey
 - Distribute Survey
 - Data & Analysis
 - View Reports
 - Delete Project



Thank You

Karri Benishek | benishek.2@osu.edu

Additional Resources: Training

- Qualtrics at OSU
<https://u.osu.edu/qualtrics/>
- Step by Step Narratives and Screenshots
<http://www.qualtrics.com/university/researchsuite/>
- Video Tutorials
<https://basecamp.qualtrics.com/>

Additional Resources: Payments

- (OSU Participants only) Include instructions such as: Please complete an eRequest to pay the \$50 conference registration fee. In the eRequest system, select Internal Order and select OSU Administrative Professionals from the Internal Vendor list.
- Consider using CVENT instead for registration (note that there are associated credit card and per registrant fees)
- CyberSource – Check with your IT partner