

Qualtrics – Create a Survey

<https://siue.qualtrics.com>

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To Create a Survey

- Click on the **Create Survey** tab.
- Alternatively, click the **Create Survey** button in the My Surveys tab if you are accessing your account for the first time.
- On the next screen, select one of the following options: **Quick Survey Builder**, **Create from Copy**, or **Survey Library**.



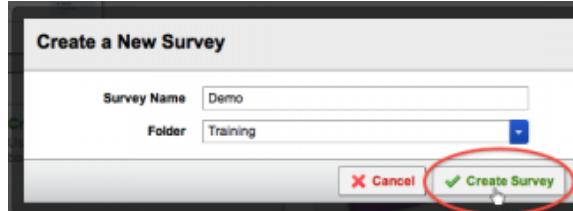
Quick Survey Builder

The **Quick Survey Builder** is the fastest way to start editing your survey.

- Select **Quick Survey Builder**.
- In the box that appears, **name your survey** and **select a folder** to save it in.
 - If you don't have a folder you would like to save it in, leave this part blank.
 - You can assign a folder later, if needed.
- Finish by clicking **Create Survey**.



Create New Survey Dialog Box



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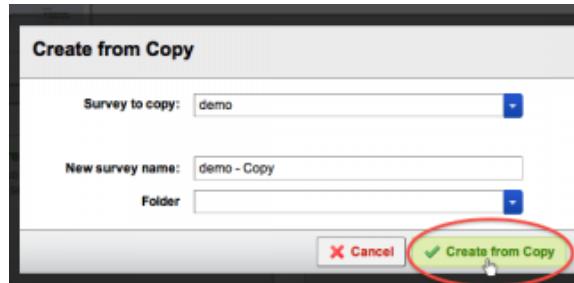
Create from Copy

The **Create From Copy** option allows you to create a new survey based off of an existing survey within your personal account.

- Select **Create From Copy** and choose the survey you'd like to copy.
- Specify a new name, and the folder it belongs in, if desired.
- Finish by clicking the **Create From Copy** button.



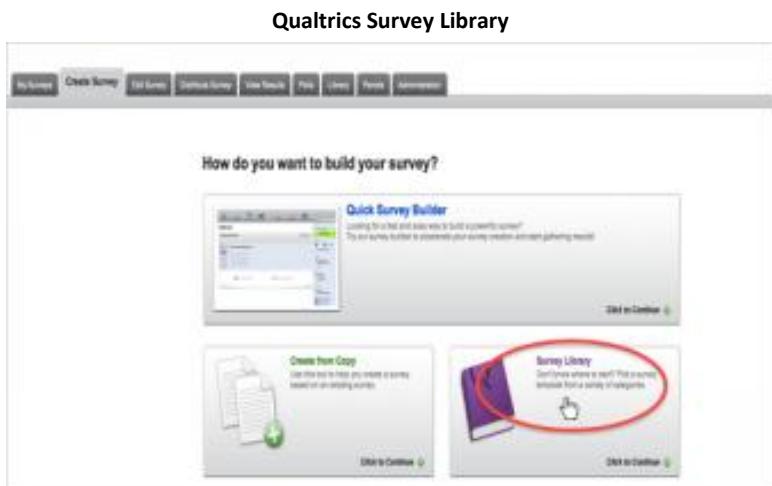
Qualtrics Create from Copy



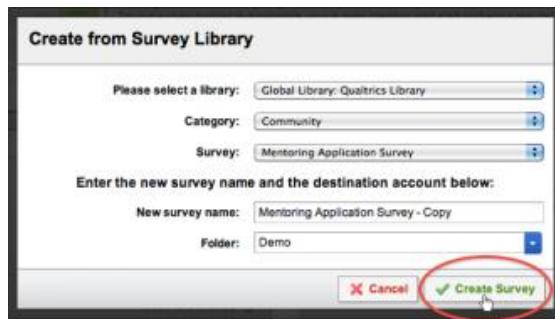
Create from Survey Library

The **Survey Library** option allows you to copy a survey from a library and use it as a template for your new survey. The Qualtrics Library contains hundreds of ready-to-use surveys.

- Select the **Survey Library** option.
- Choose the library from which you would like to pull the survey. Select **My Library** if you would like to choose one of your own surveys, or select the **Global Library** if you would like to select a Qualtrics survey.
- Specify the category, if applicable, then the specific survey you would like to copy.
- Specify a new name, the folder the survey belongs in and the account the survey will be copied to.
- Finish up by clicking **Create Survey**.



Qualtrics Survey Library



Once you are done creating your survey, the system will take you to the Edit Survey tab where you can continue editing.

Additional Resources

- To learn more about how to edit your survey, watch the [Edit Survey tutorial](#).