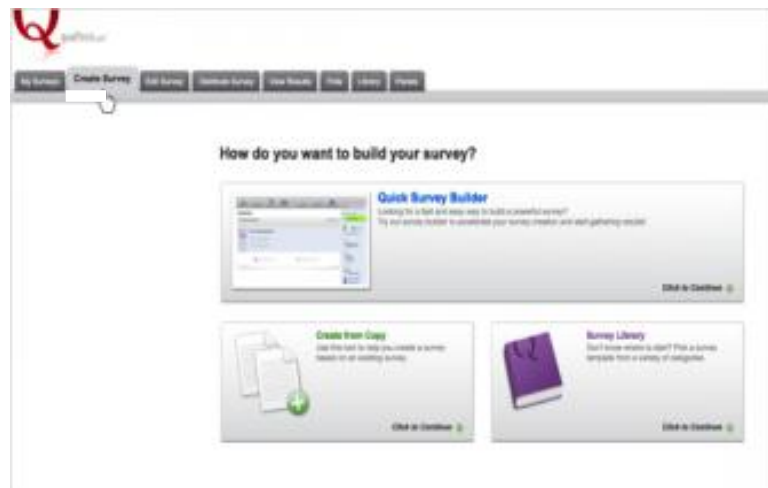


Qualtrics Create Survey

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**.

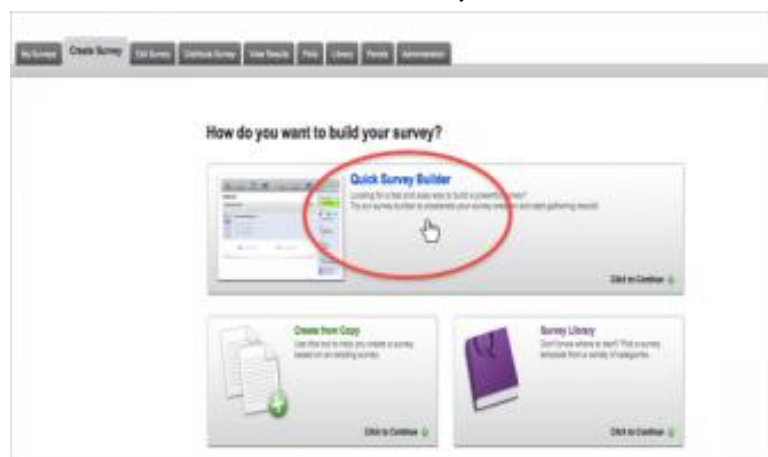


Qualtrics Quick Survey Builder

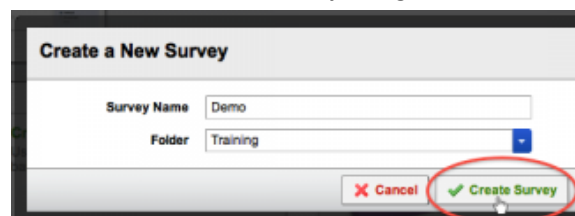
Quick Survey Builder

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

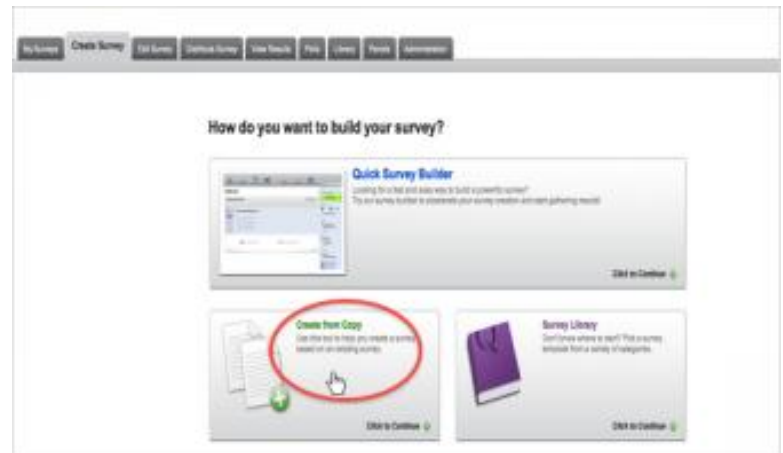


Qualtrics Create from Copy

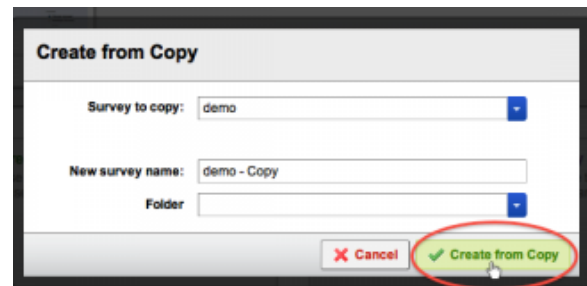
Create from Copy

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.



Create from Copy Dialog Box

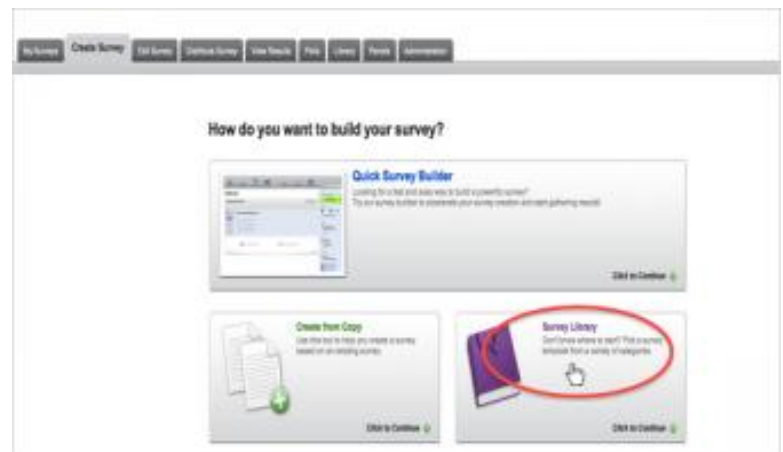


Create from Survey Library

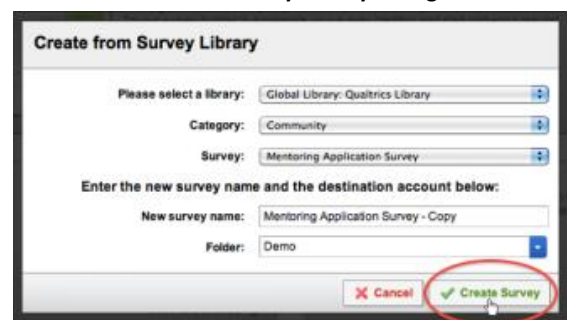
The **Survey Library** option allows you to copy a survey from a library and use it as a template for your new survey. The Qualtrics Library contains hundreds of ready-to-use surveys.

- 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



Create from Survey Library Dialog Box



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](#).