



**University of Kentucky**  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

## **Qualtrics: Additional Features**

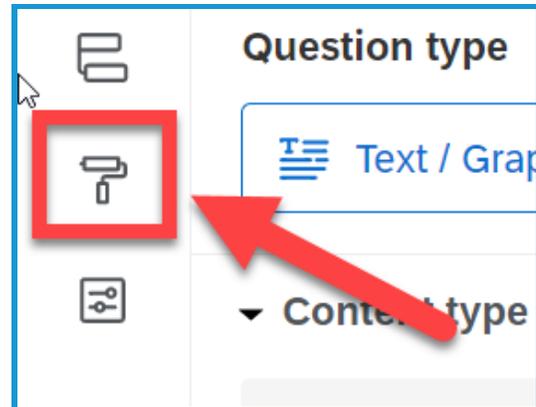
**Any questions or training request:  
[chad.jennings@uky.edu](mailto:chad.jennings@uky.edu)**

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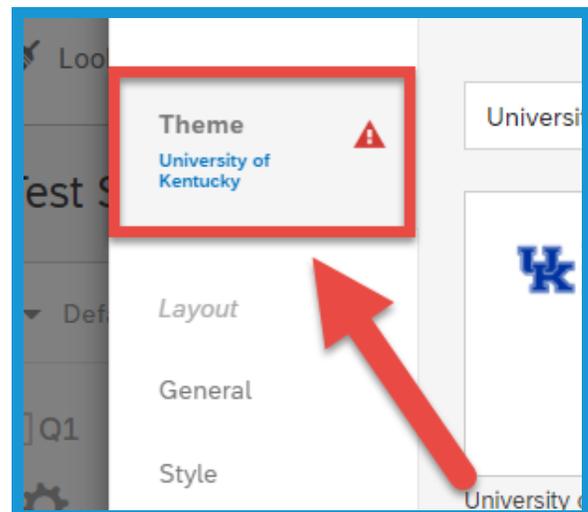
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## Section 1a: Look & Feel - Changing the Theme

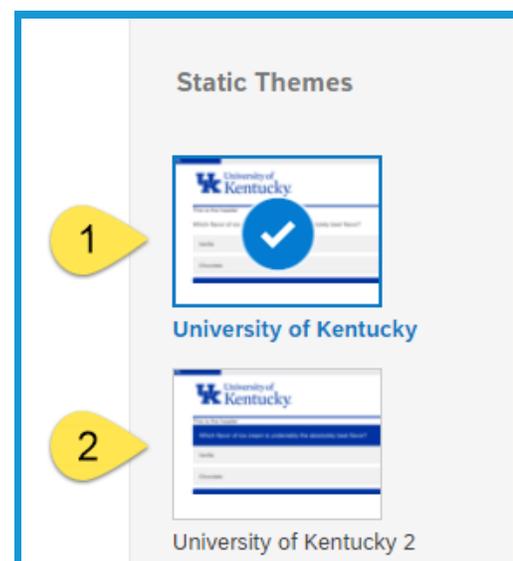
1. Select the **Look & Feel** button at the top left corner of the survey edit screen.



2. Select **Theme** in the top left of the new window.

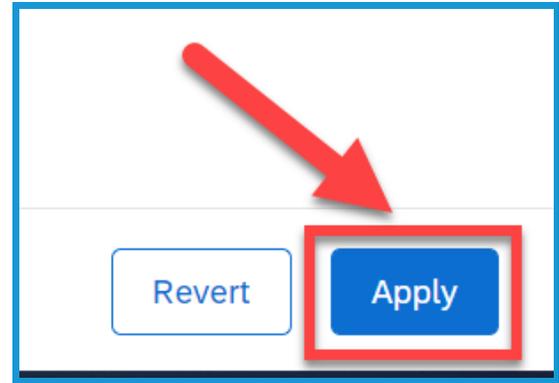


3. Scroll down to Static Themes in the new menu that appears on the left. Choose between one of the two UK approved themes.



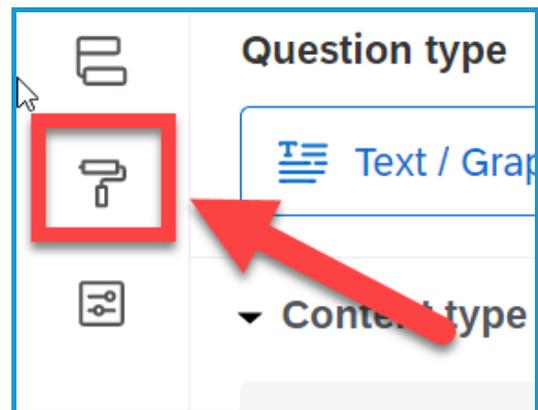
## Section 1a: Look & Feel - Changing the Theme

4. Click **Apply** in the lower right corner.

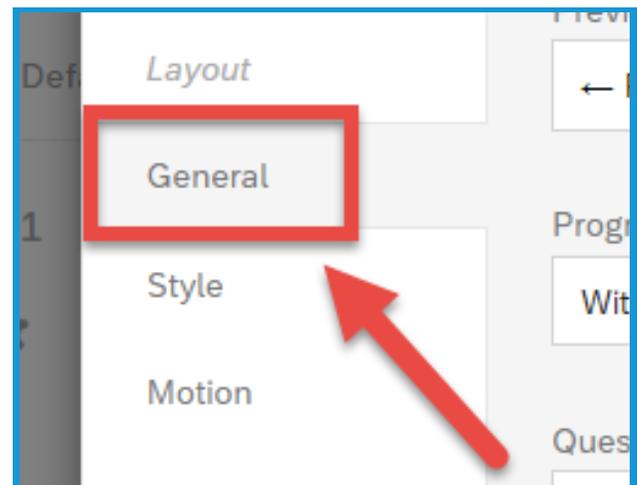


## Section 1b: Look & Feel - Next and Previous Buttons

1. Select the **Look & Feel** button at the top left corner of the survey edit screen.

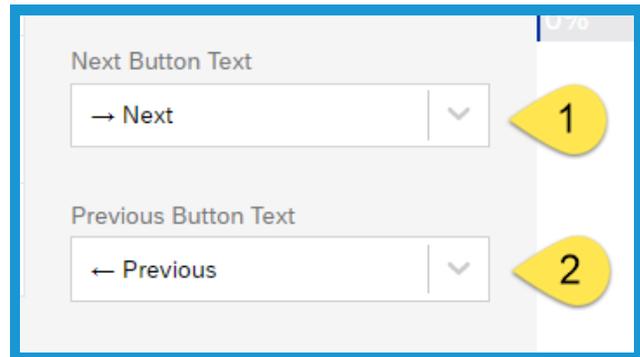


2. Select **General** on the left of the new window. This option should be selected by default.

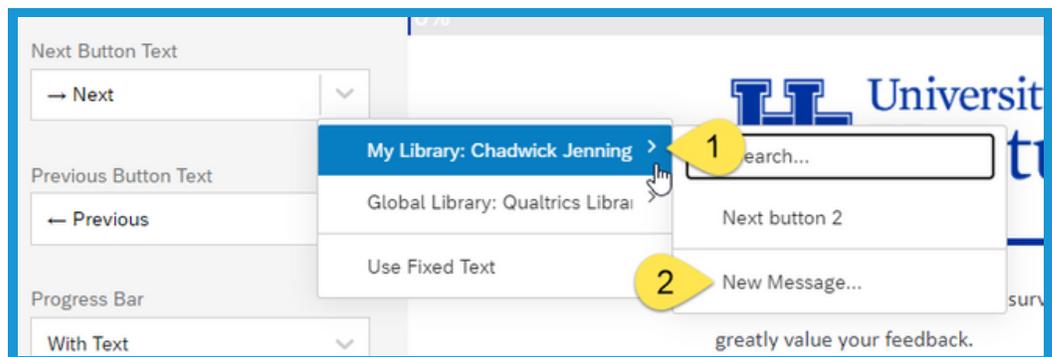


## Section 1b: Look & Feel - Next and Previous Buttons

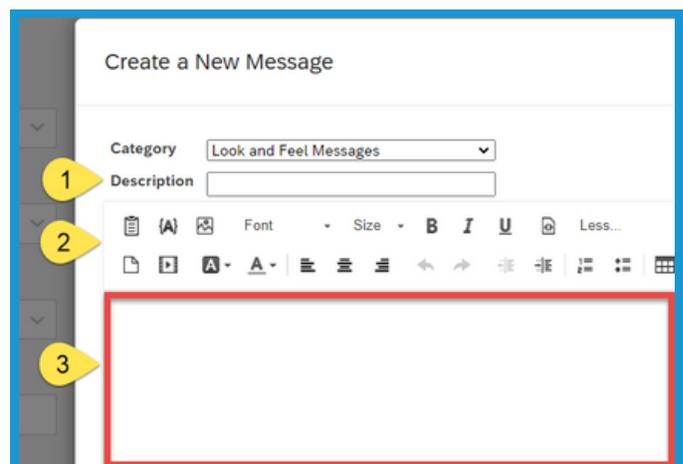
3. Select the **dropdown menu** to the **right** of the **Next** or **Previous Button Text**.



4. Place your mouse over **My Library (1)** and then click **New Message (2)**.

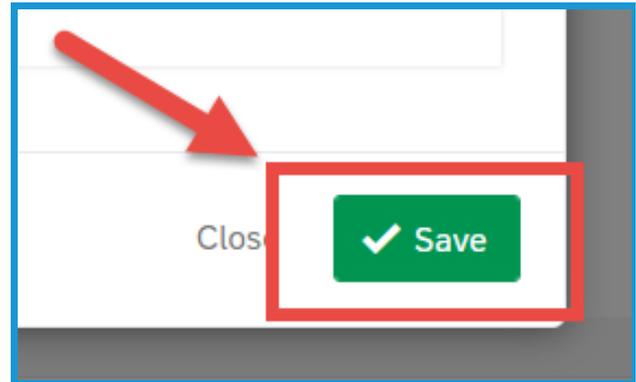


5. Provide your new button a **Description (1)**. This is how you will find it in the My Library section. Use the **text toolbar (2)** to modify the text. Type the message in the **textbox (3)**.

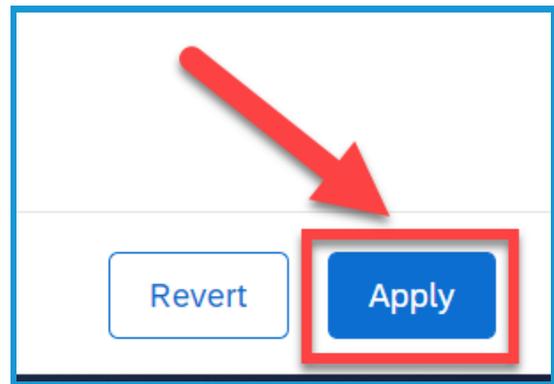


## Section 1b: Look & Feel - Next and Previous Buttons

6. Click **Save** in the lower right corner.

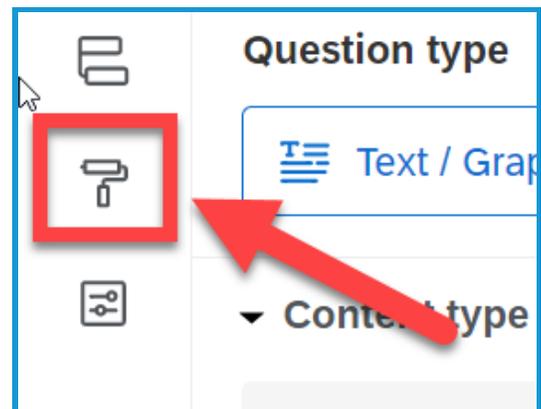


7. Click **Apply** in the lower right corner.



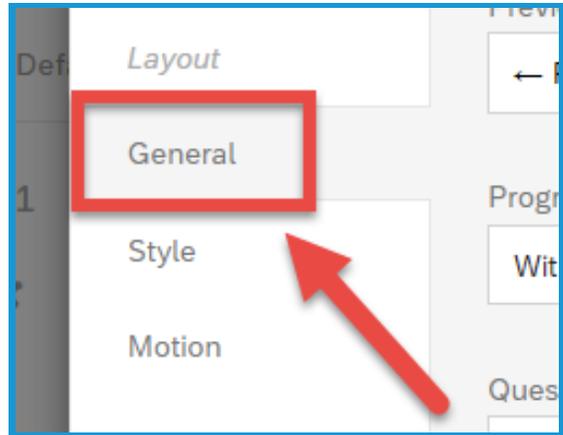
## Section 1c: Look & Feel - Progress Bar

1. Select the **Look & Feel** button at the top left corner of the survey edit screen.

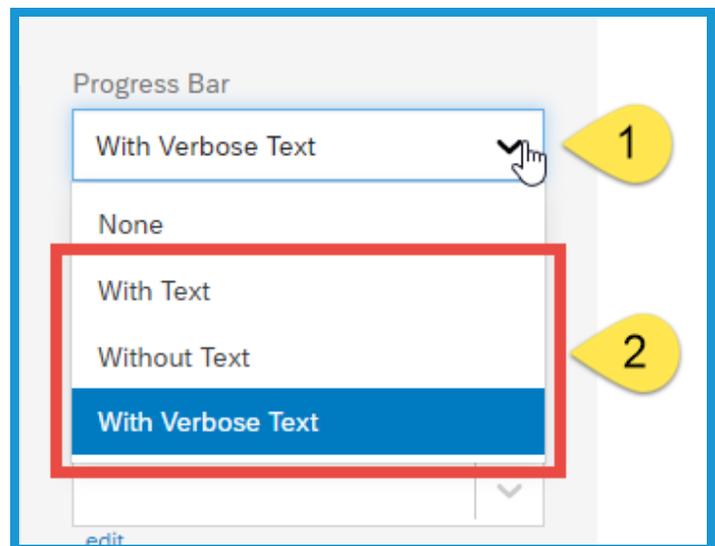


## Section 1c: Look & Feel - Progress Bar

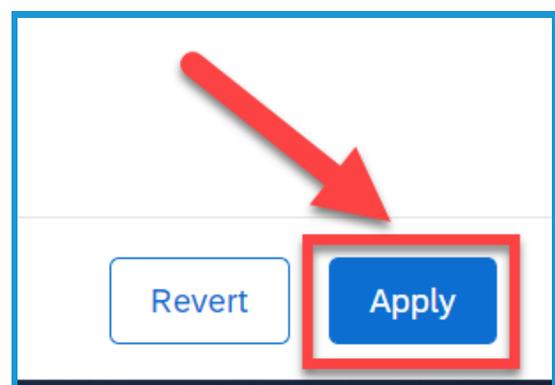
2. Select **General** on the left of the new window. This option should be selected by default.



3. Click the dropdown menu under Progress Bar. **With Text** will put **0% to 100%** in the bar. **With Verbose Text** will place **"Survey Completion"** in the middle of the bar.

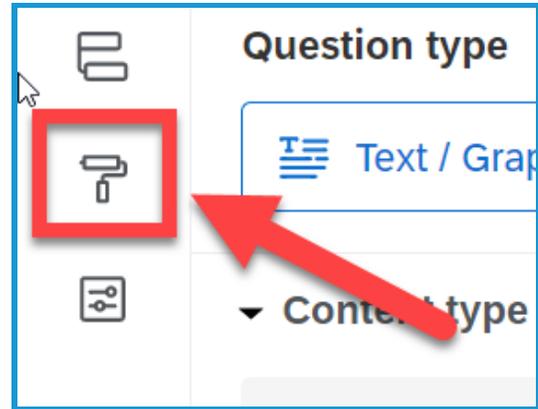


4. Click **Apply** in the lower right corner.

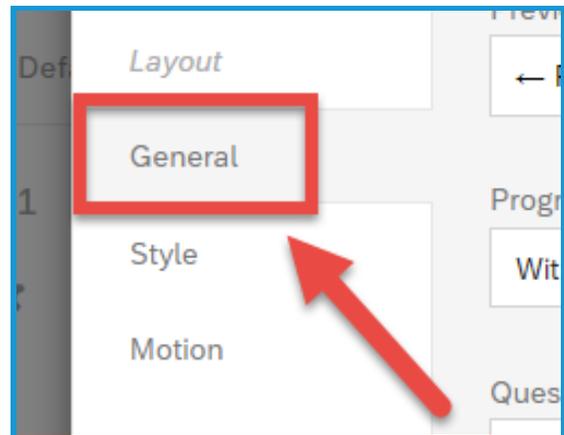


## Section 1d: Look & Feel - Questions Per Page

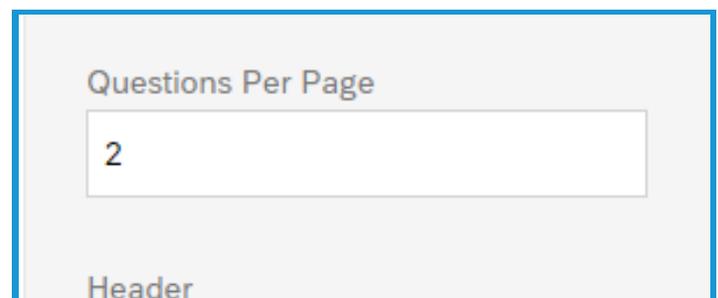
1. Select the **Look & Feel** button at the top left corner of the survey edit screen.



2. Select **General** on the left of the new window. This option should be selected by default.

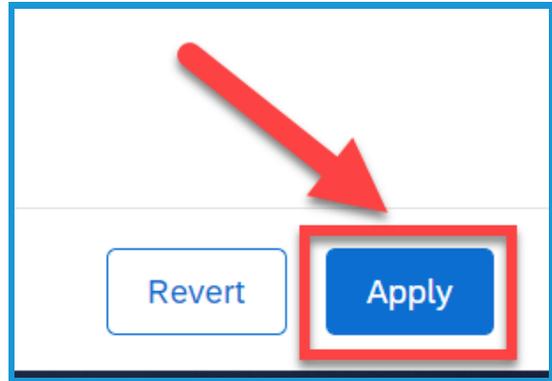


3. Put the number of questions to be displayed in the **Questions Per Page** field.



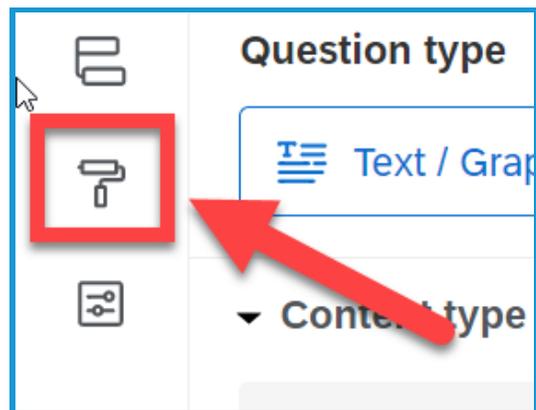
## Section 1d: Look & Feel - Questions Per Page

4. Click **Apply** in the lower right corner.

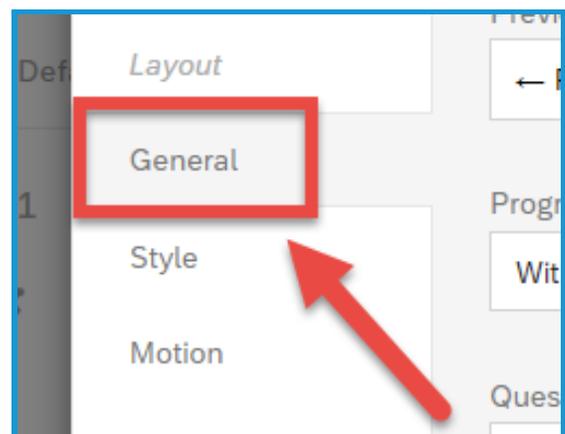


## Section 1e: Look & Feel - Headers & Footers

1. Select the **Look & Feel** button at the top left corner of the survey edit screen.

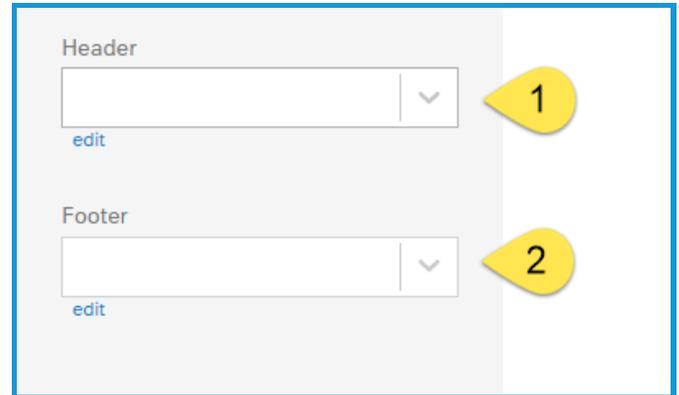


2. Select **General** on the left of the new window. This option should be selected by default.

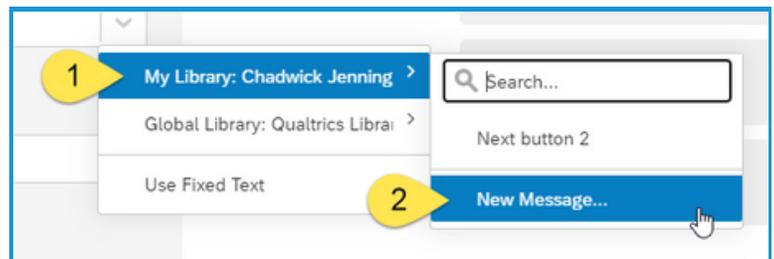


## Section 1e: Look & Feel - Headers & Footers

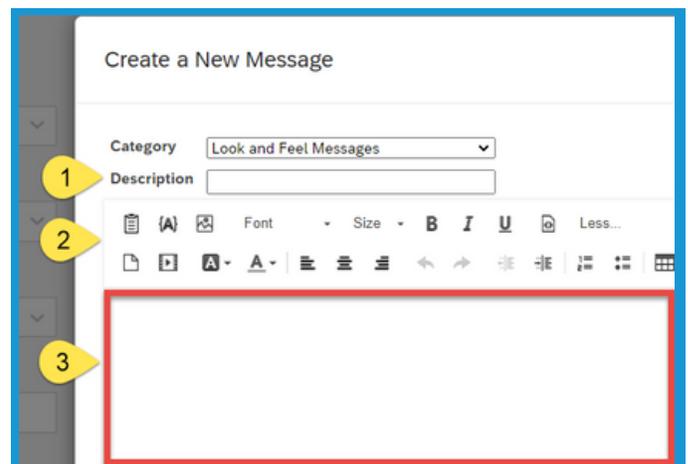
3. Click the **dropdown menu** under the **header** or **footer** options.



4. Place your mouse over **My Library (1)** and then click **New Message (2)**.

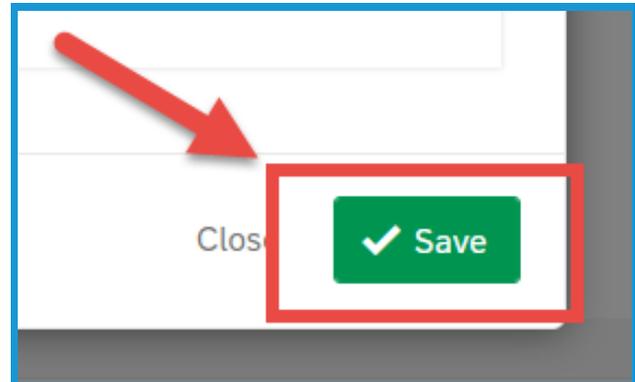


5. Give the header/footer a **Description (1)** which is how it will be labeled in the library. Use the **text toolbar (2)** to modify the text. Type the information in the **textbox (3)**.

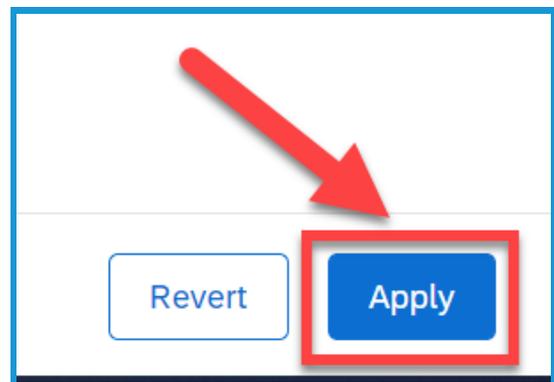


## Section 1e: Look & Feel - Headers & Footers

6. Click **Save** in the lower right corner.

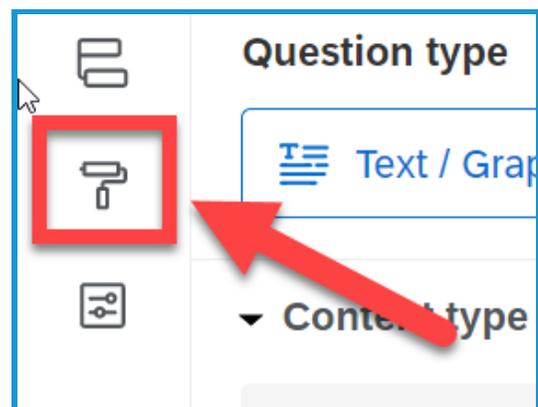


7. Click **Apply** in the lower right corner.



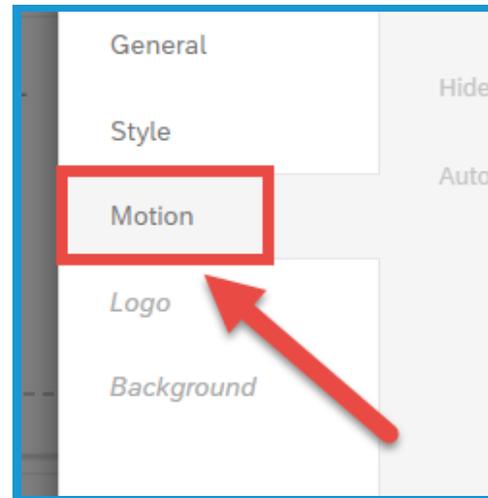
## Section 1f: Look & Feel - Adding Motions

1. Select the **Look & Feel** button at the top left corner of the survey edit screen.

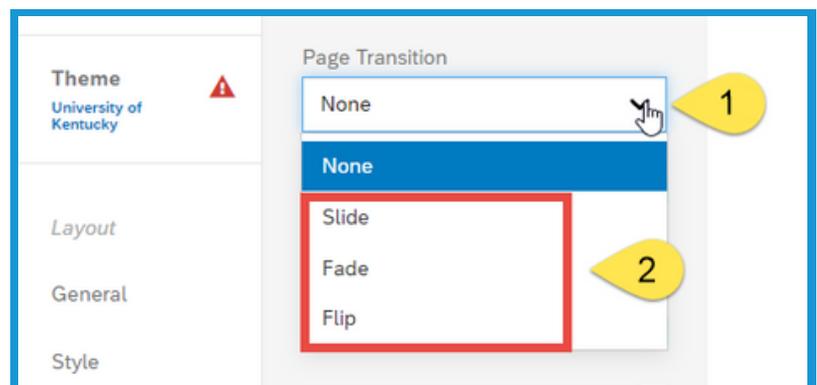


## Section 1f: Look & Feel - Adding Motions

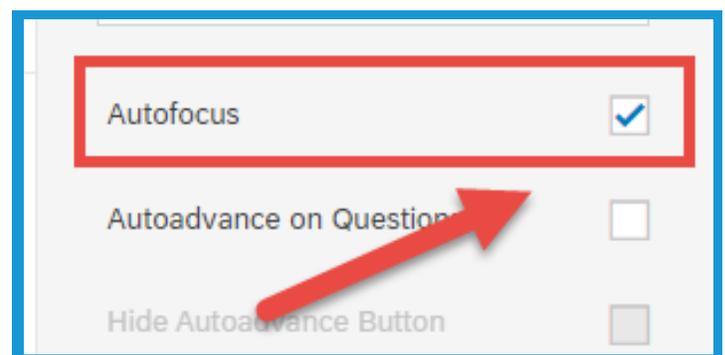
2. Select **Motion** on the left of the new window.



3. Click the **dropdown menu** under **Page Transition** to select **one of the three options** that are available.

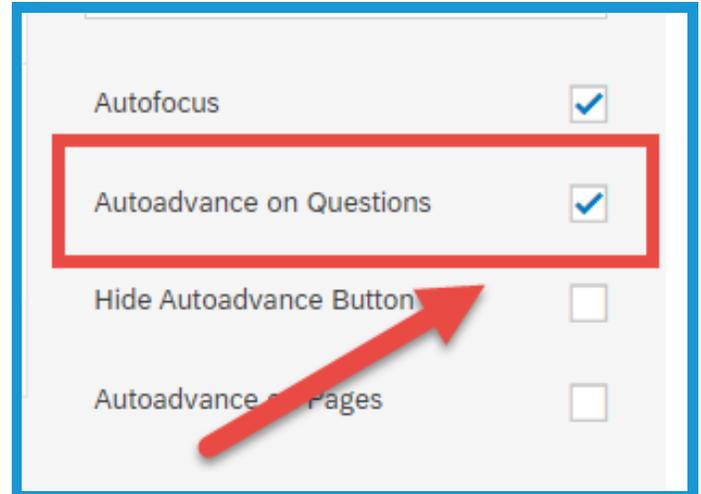


4. Check **Autofocus** to have only the question being answered be in focus. All other questions will be blurred.

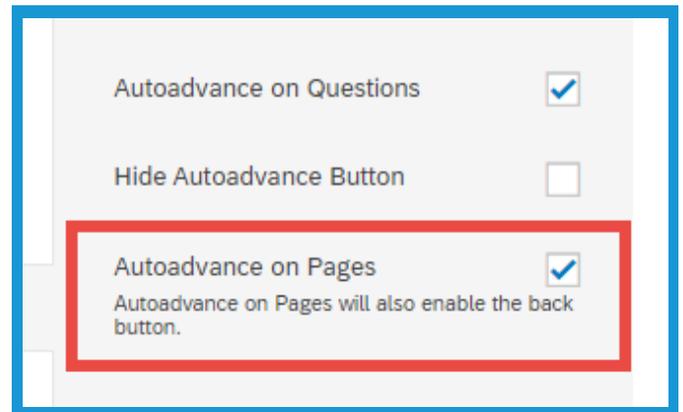


## Section 1f: Look & Feel - Adding Motions

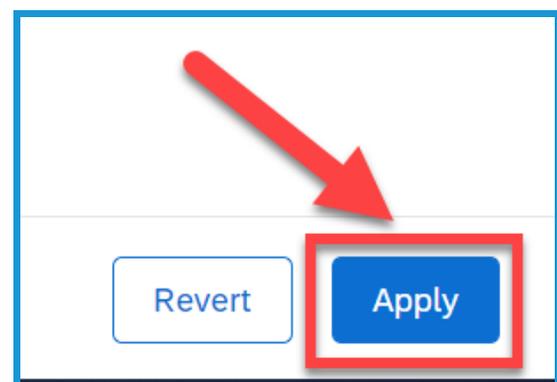
5. Select **Autoadvance on Questions** to let respondents advance past questions without scrolling the page. This will create a **Done button** that users can click to automatically advance to the next question as soon as they select an answer.



6. Select **Autoadvance on Pages** to let respondents advance past pages without clicking a Next button. Instead, they will go to the next page as soon as they select an answer to the last question on the page.

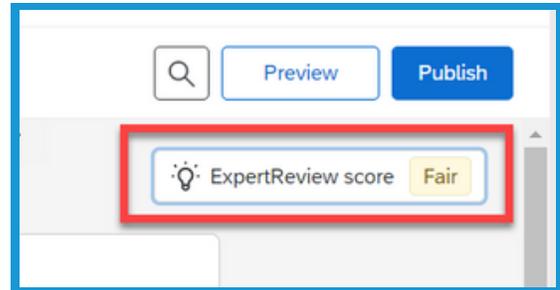


7. Click **Apply** in the lower right corner.

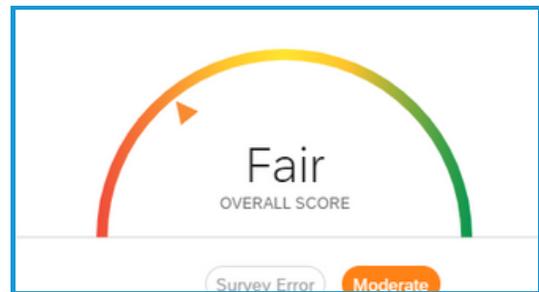


## Section 2: ExpertReview Score

1. Select **ExpertReview Score** in the upper right corner of the survey edit screen.



2. In the **upper right corner** of the new window you will find the Overall Score of your survey.



3. Click the **level of severity** on the left hand side of the screen to view the questions that fall into that category. You can also click on a **filter by issue type**.

A screenshot of the filter panel on the left side of the survey screen. It shows a list of severity levels with corresponding counts and a section for filtering by issue type.

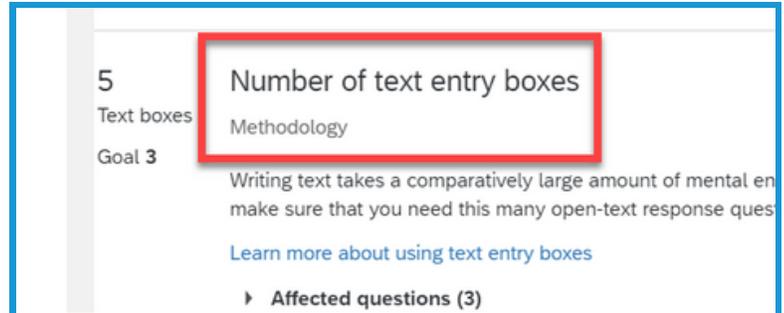
Severe	0
Moderate	0
Minor	2
Suggestion	1
Passed	10

Filter by issue type

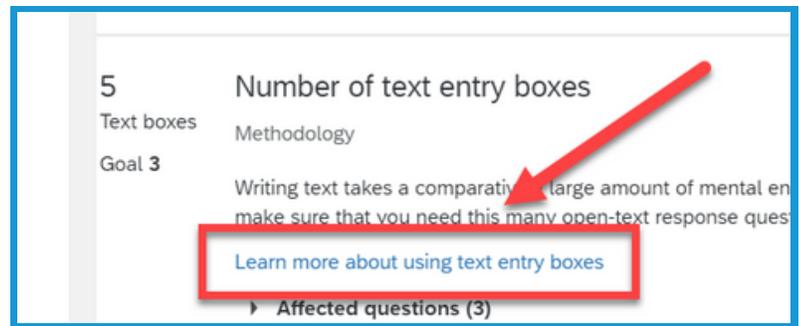
- All issue types
- Survey error
- Methodology
- Compliance assist
- Response fraud

## Section 2: ExpertReview Score

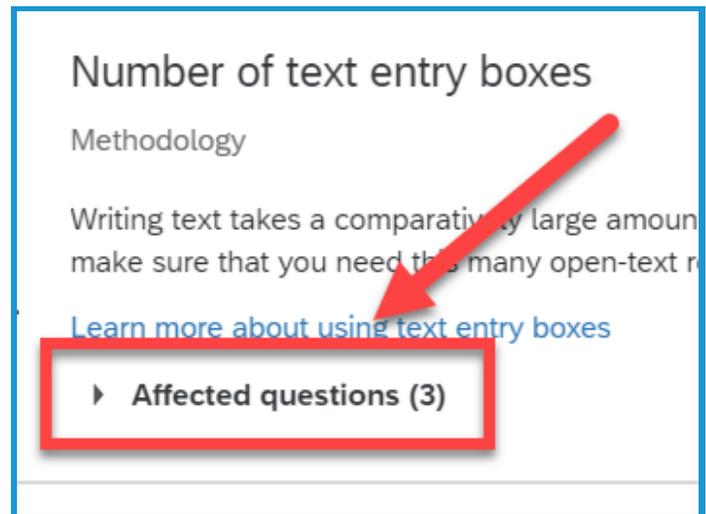
4. In the middle of the screen you will find the recommendation, and the suggestion on how to improve the survey.



5. Click the **Learn More** hyperlink to go the Qualtrics site to get further information on the suggestion.

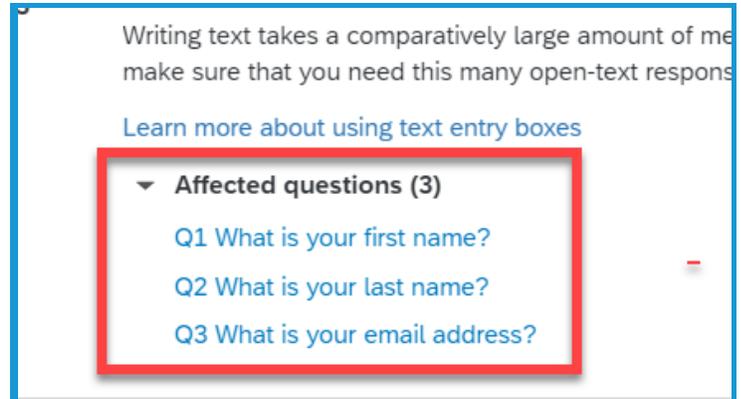


6. Click the **Affected Questions** dropdown menu to view the questions that can be improved.



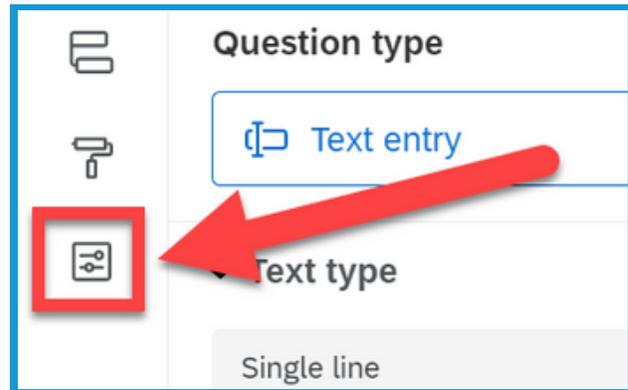
## Section 2: ExpertReview Score

7. Click the **question** to navigate to the survey to work on the suggestion.

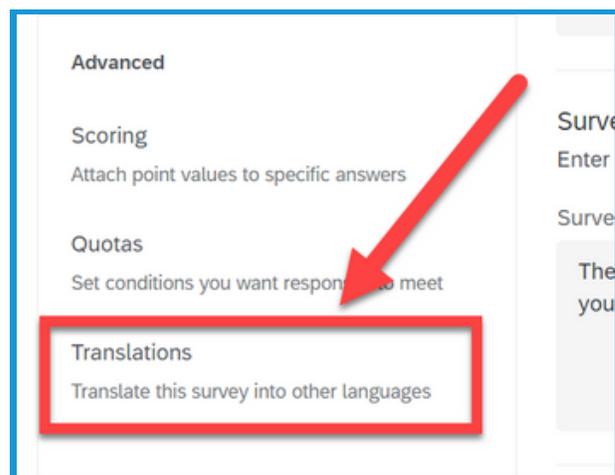


## Section 3: Translation

1. Select **Survey Options** in the top left of the screen.

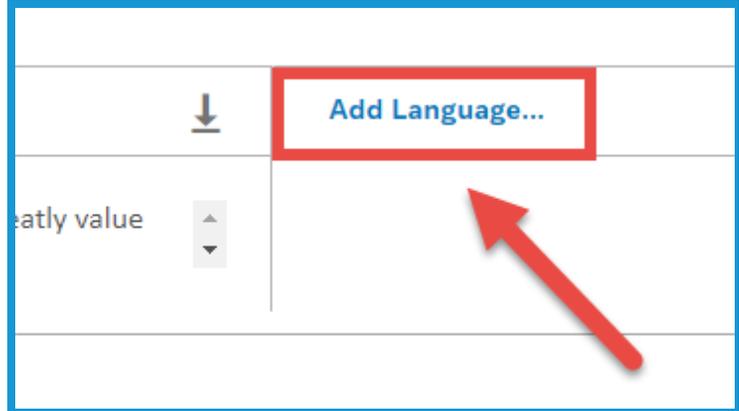


2. Select **Translations** under the **Advanced** section in the menu on the left side of the screen.

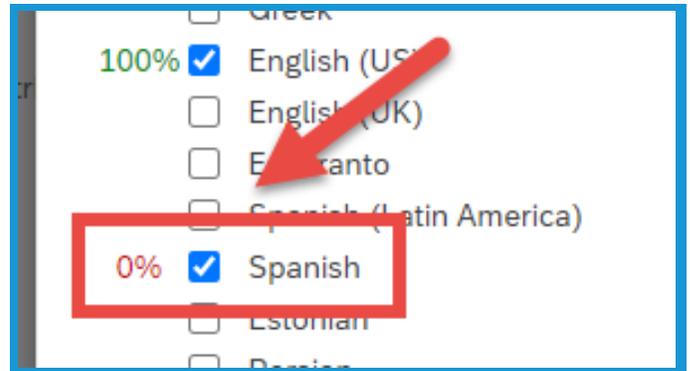


### Section 3: Translation

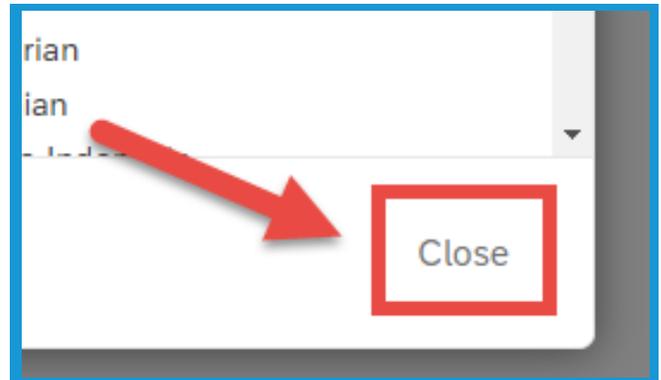
3. Select **Add Language** in the middle of the screen.



4. Check the language you are wanting to translate your survey.

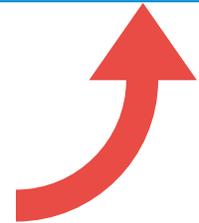
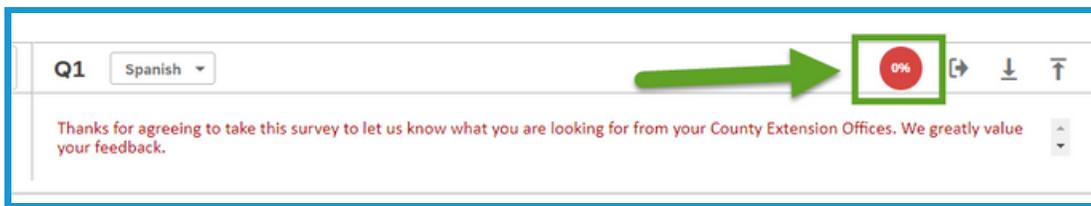
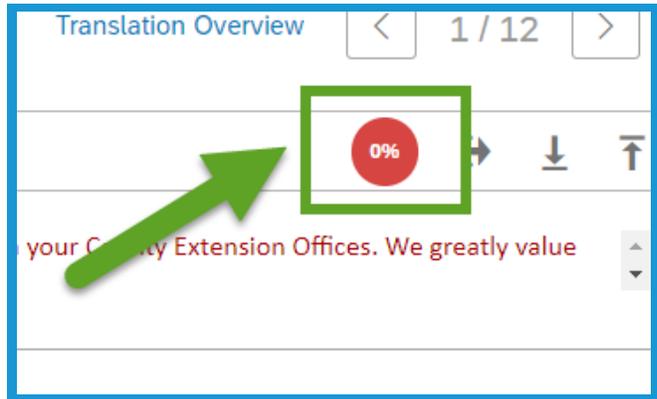


5. Click **Close** in the lower right.

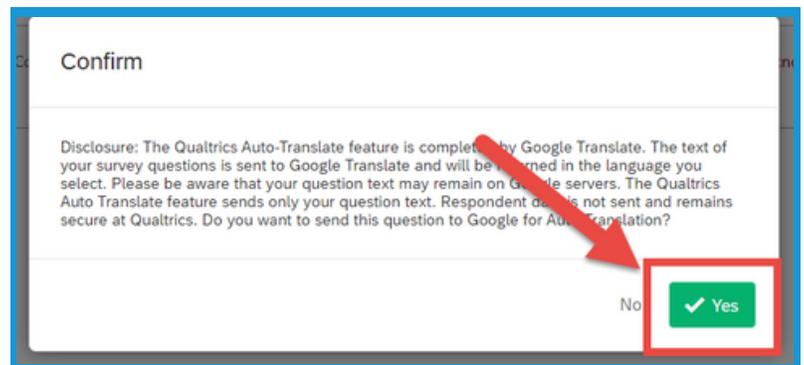


### Section 3: Translation

6. Click the **red 0% circle** on the right side of the screen to begin the translation.

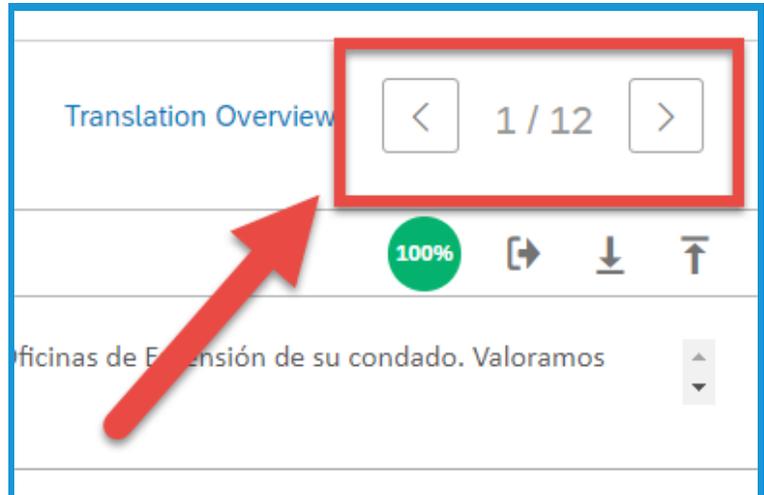


7. Click **Yes** to confirm the translation.

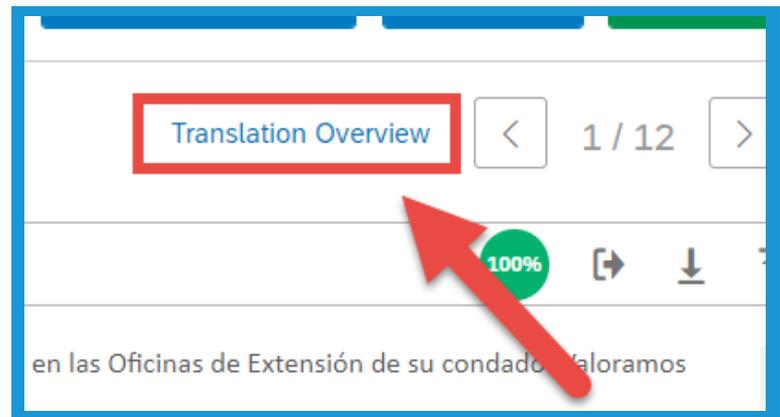


### Section 3: Translation

8. Click the **arrows** in upper right corner to move to the next question to continue with the translation.



9. Select **Translation Overview** in the upper right to get a full review of what questions need to be translated.



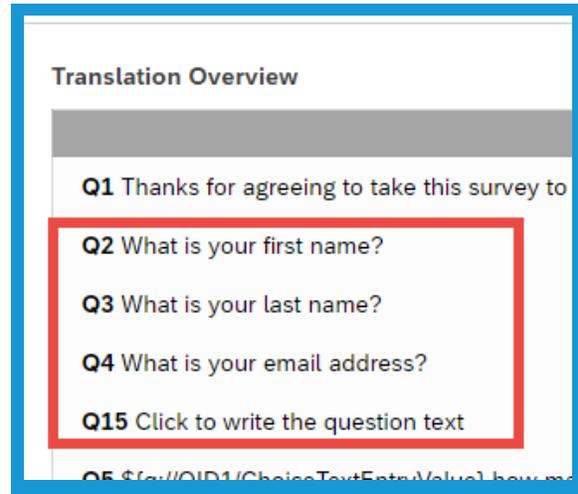
10. On the **Translation Overview page** you can see which questions have been translated **(1)**, and you can select additional languages to include **(2)**.

A screenshot of a translation progress table. The table has three columns: 'English', 'Spanish (8%)', and 'Add Language'. The 'English' column contains four green checkmarks. The 'Spanish (8%)' column contains one green checkmark and three '0%' entries. The 'Add Language' column is empty. A yellow callout '1' points to the 'English' column, and a yellow callout '2' points to the 'Add Language' column.

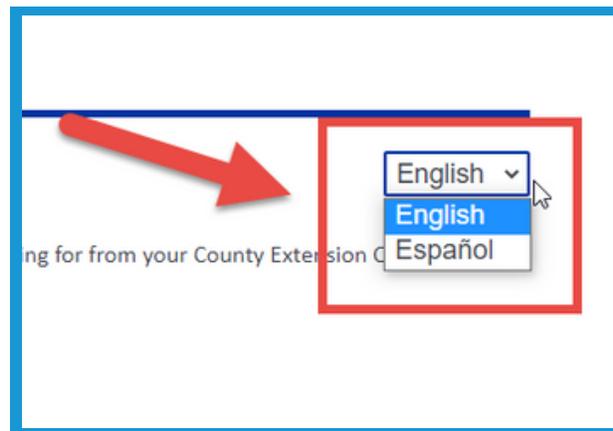
English	Spanish (8%)	Add Language
✓	✓	
✓	0%	
✓	0%	
✓	0%	

### Section 3: Translation

11. On the left of the **Translation Overview** select a question to navigate to the translation page.

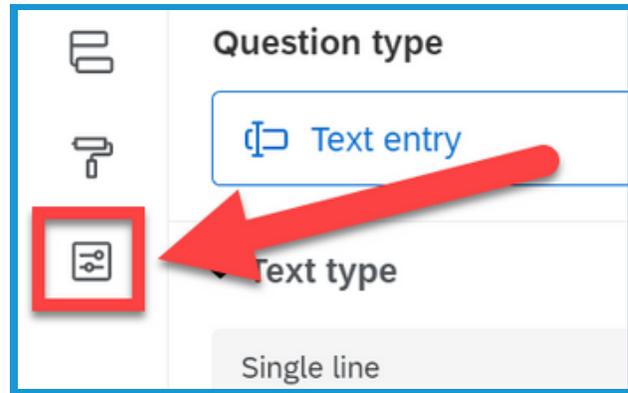


12. Your survey will now have a **dropdown menu** to select the survey language.

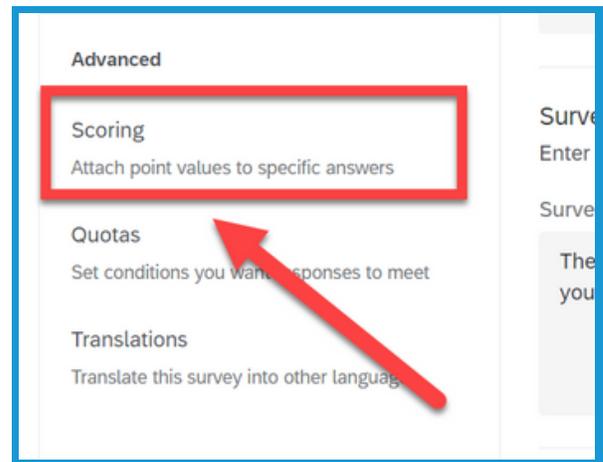


## Section 4: Scoring

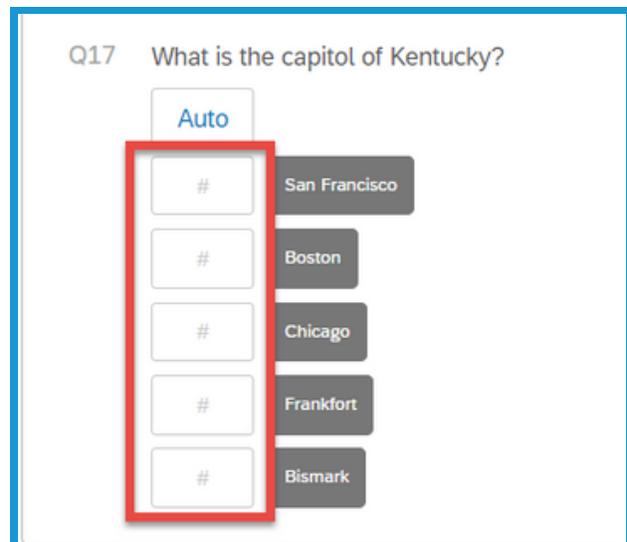
1. Select **Survey Options** in the top left of the screen.



2. Select **Scoring** under the **Advanced section** in the menu on the left side of the screen.

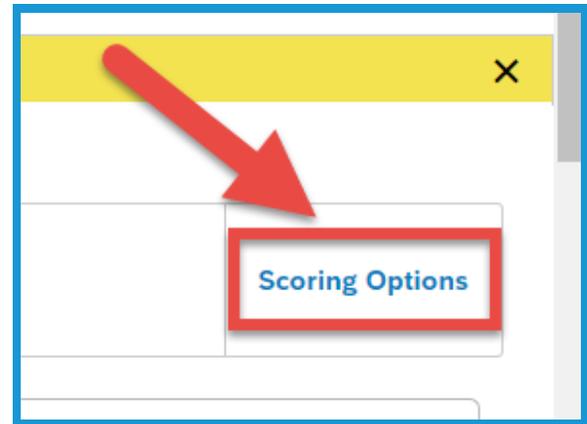


3. Place the point value for the answers in the fields to the left of the choices.

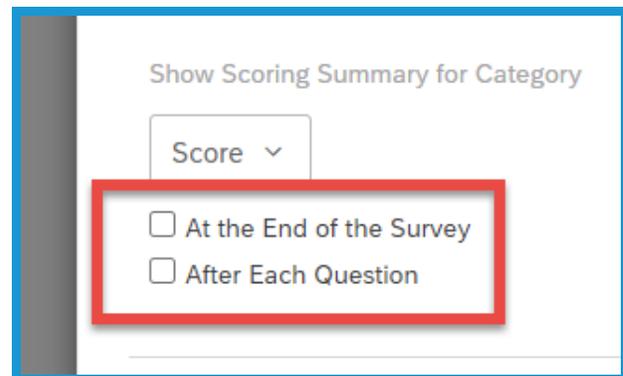


## Section 4: Scoring

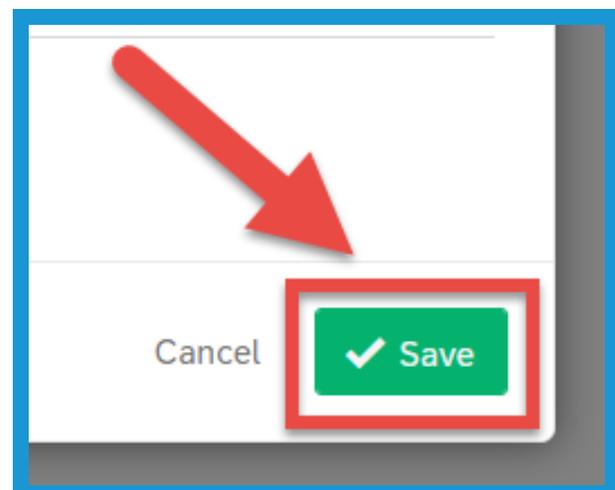
4. Select **Scoring Options** in the top right corner.



5. Under **Show Scoring Summary**, check one of the boxes if you want the respondents to see their scores **At the End of the Survey** or **After Each Question**.



6. Click **Save** in the lower right.





**University of Kentucky**  
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## **Qualtrics: Additional Features**

**Any questions or training request:  
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