

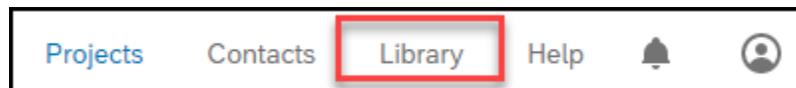
## MAKING A SURVEY AVAILABLE IN THE QUALTRICS LIBRARY

### April 2020

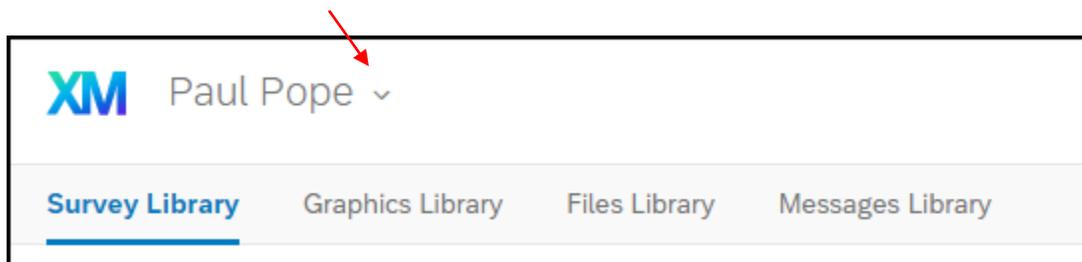
This document shows how to navigate the Qualtrics library, create and manage folders, and make a survey available within the Qualtrics library for others to use.

#### Accessing the Qualtrics Library

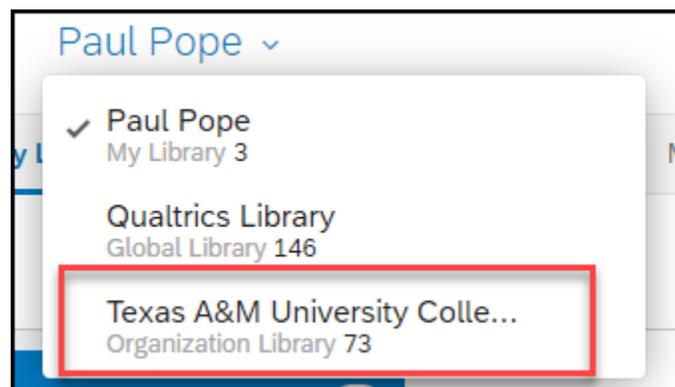
- Start by clicking on “Library” at the top right from the main dashboard view. This puts you in “Library mode.”



- In the library mode (shown below), use the pull-down to access all the libraries available to you (click on small down arrow).



- The available libraries are your personal one, a library of surveys and question blocks provided by Qualtrics, and the Texas A&M University College of Agriculture and Life Science – Extension and Research library. The TAMU COALS – Ext & Res library is where you can add surveys for others to use.



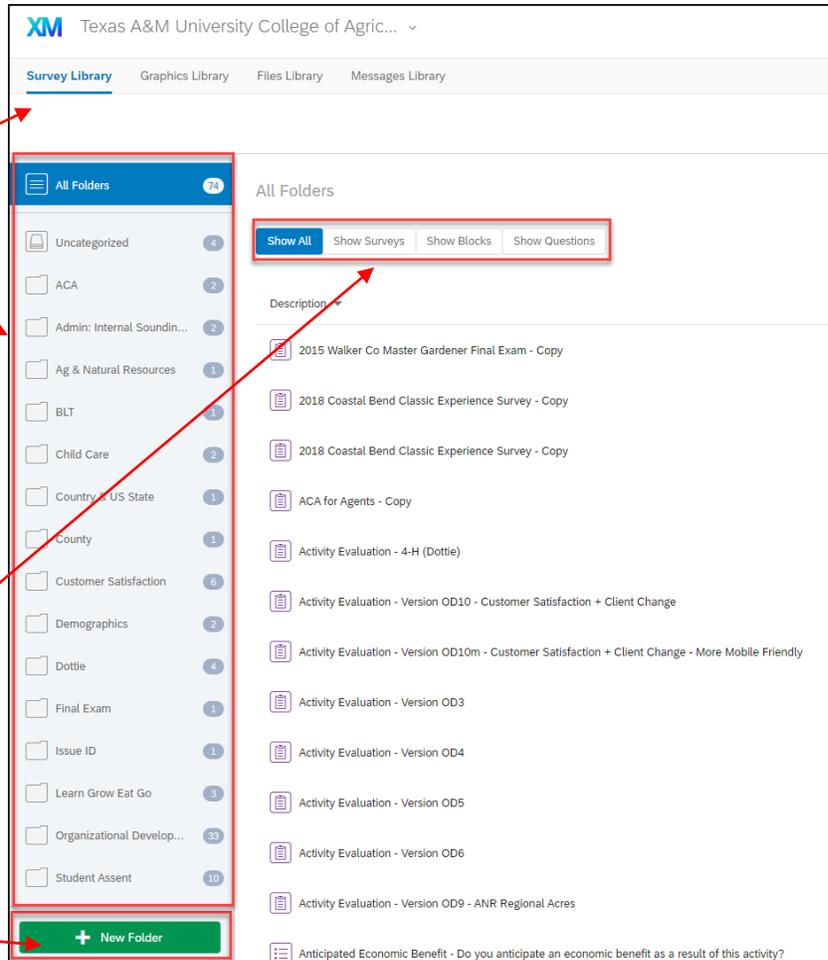
## Navigating the TAMU COALS Ext & Res Library

- After selecting the TAMU COALS Ext & Res Library, you'll see the library interface (shown below)

- Note there are four sub-libraries (Survey, Graphics, Files, and Messages). Survey Library is the default view.

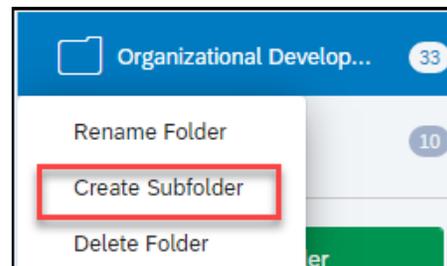
- On the left side are the existing folders in the library placed there by Qualtrics users in the past. Click on any folder to see just the contents under it.

- You can also filter by library item to narrow down your visible list (Show Surveys, Show Blocks, Show Questions). The default is Show All.



## Creating Folders & Subfolders

- Create a top-level folder by clicking on “New Folder.”
- Create a subfolder by right clicking on a folder and selecting “Create Subfolder.” You can also rename or delete folders.



- **Caution!** Be aware that the TAMU COALS – Ext & Rese library is a “free for all” area where anyone can copy or delete others’ work within the library. Be careful not to delete any surveys other than your own. **There is no “are you sure” warning before deletion.**

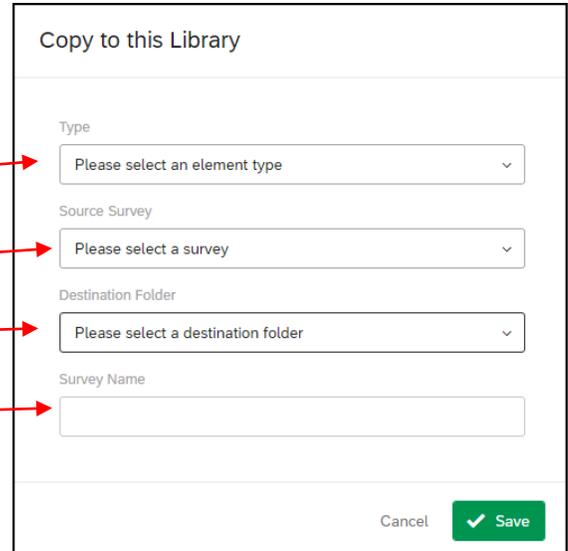
## Adding a Survey to TAMU COALS Ext & Res Library

- Once you have your folder set, and while still in the Library mode, click on “Copy to this Library” to add a survey to the folder.



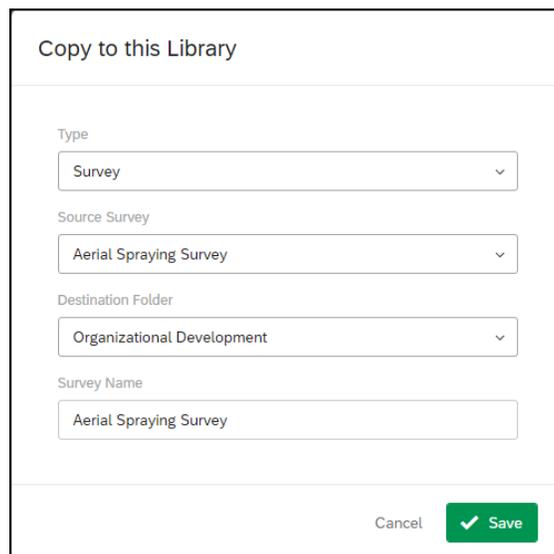
- This brings up the “Copy to this Library” interface. Simply use the pull-downs to . . .

- Select Type (Survey)
- Select Source (this list your surveys)
- Destination Folder
- Enter a Survey Name



- Click on Save.

- Here is an example after completing all the fields.



- Here's a short video tutorial on how someone accesses a survey within the library:

<https://www.youtube.com/watch?v=b8SV8f9zfKA>

### Graphics under TAMU COALS Ext & Res Library

- The Graphics Library under TAMU COALS Ext & Res contains images you might want to use for a survey.

