

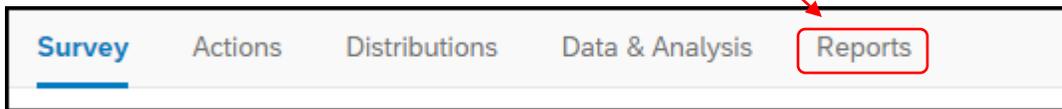
# QUALTRICS REPORTS

## April 2020

This document shows what you can do using “Reports” within an individual survey project including the default report, filtering results, and sharing results.

### Default Report

- After logging into Qualtrics and getting to the main dashboard. Click on the survey you want to work with. Then you will see “Reports” as a menu choice at the top. Click on it.



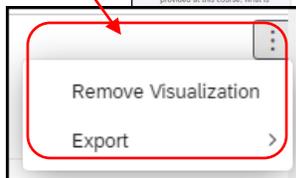
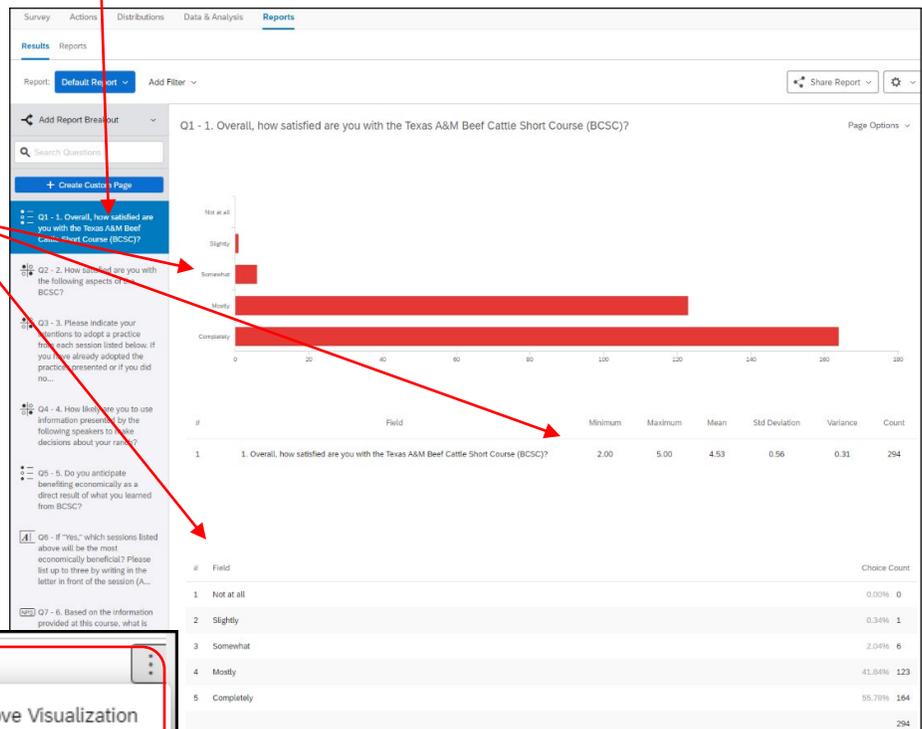
- Click on “Default Report.”



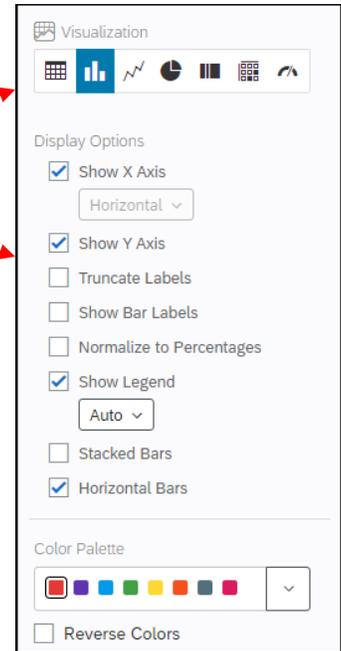
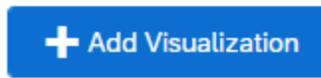
- Click on an individual question (left side) or simply keep scrolling down to see the results for each question.

- By default, Reports provides a bar chart, descriptive stats including the mean, and a frequency table for each question.

Note: For categorical questions, such as gender and race, the univariate stats are meaningless. You can remove it (click on the three dots on the right.) You can also export the question.



- You can change the visualization type on any question by clicking on “Add Visualization” at the bottom. Modify the type plus any of the available options that go along with it.



- Note you can access “Reports” at any time – during data collection to see results in progress or after data collection for final results upon close of the survey.

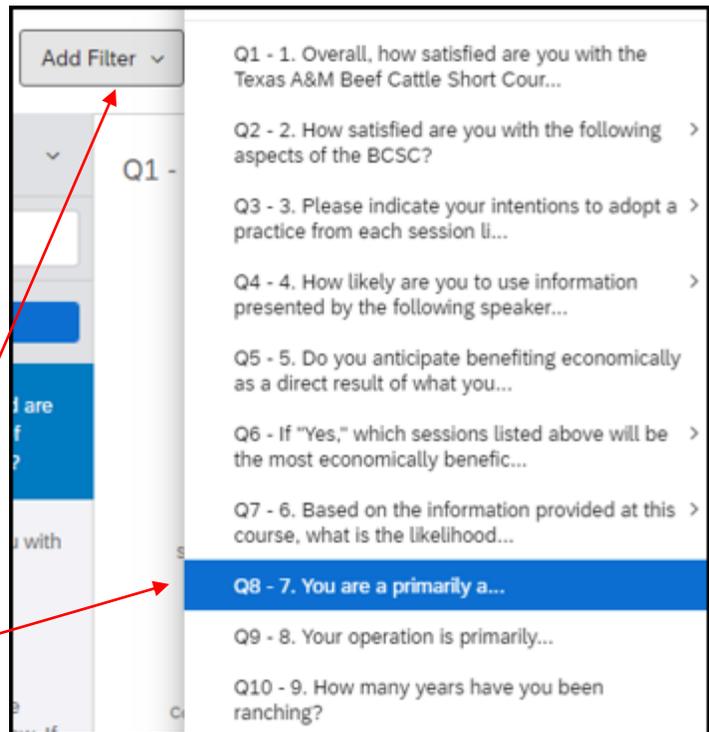
### Filtering of Results

- Often it is useful to see results for a subset of respondents.

For example, for the online standard customer satisfaction survey, the first question is a listing of activities that used the survey. Here, an agent for a particular activity would need to filter the first question so results are limited to just that agent’s activity.

- To use a filter, click on “Add Filter.” Then a list of the survey questions appears (as shown to the right).

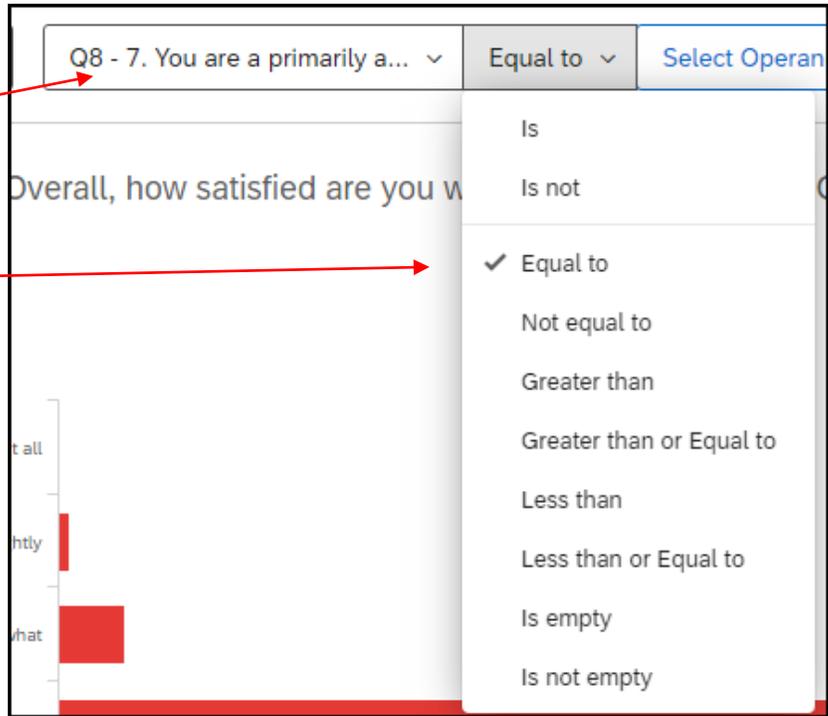
Click on the survey question you want to use as a filter. Here, using a previous year’s Beef Cattle Short Course as an example, we want results just for cow-calf producers (excluding stocker-cattle operators and feedlot operators).



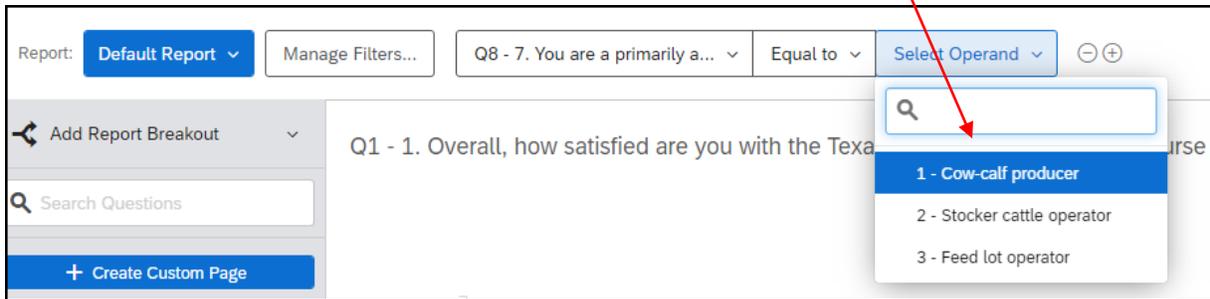
- After selecting the question to use as a filter, specify the appropriate mathematical operator (as shown to the right).

The most common operator is “Equal to.”

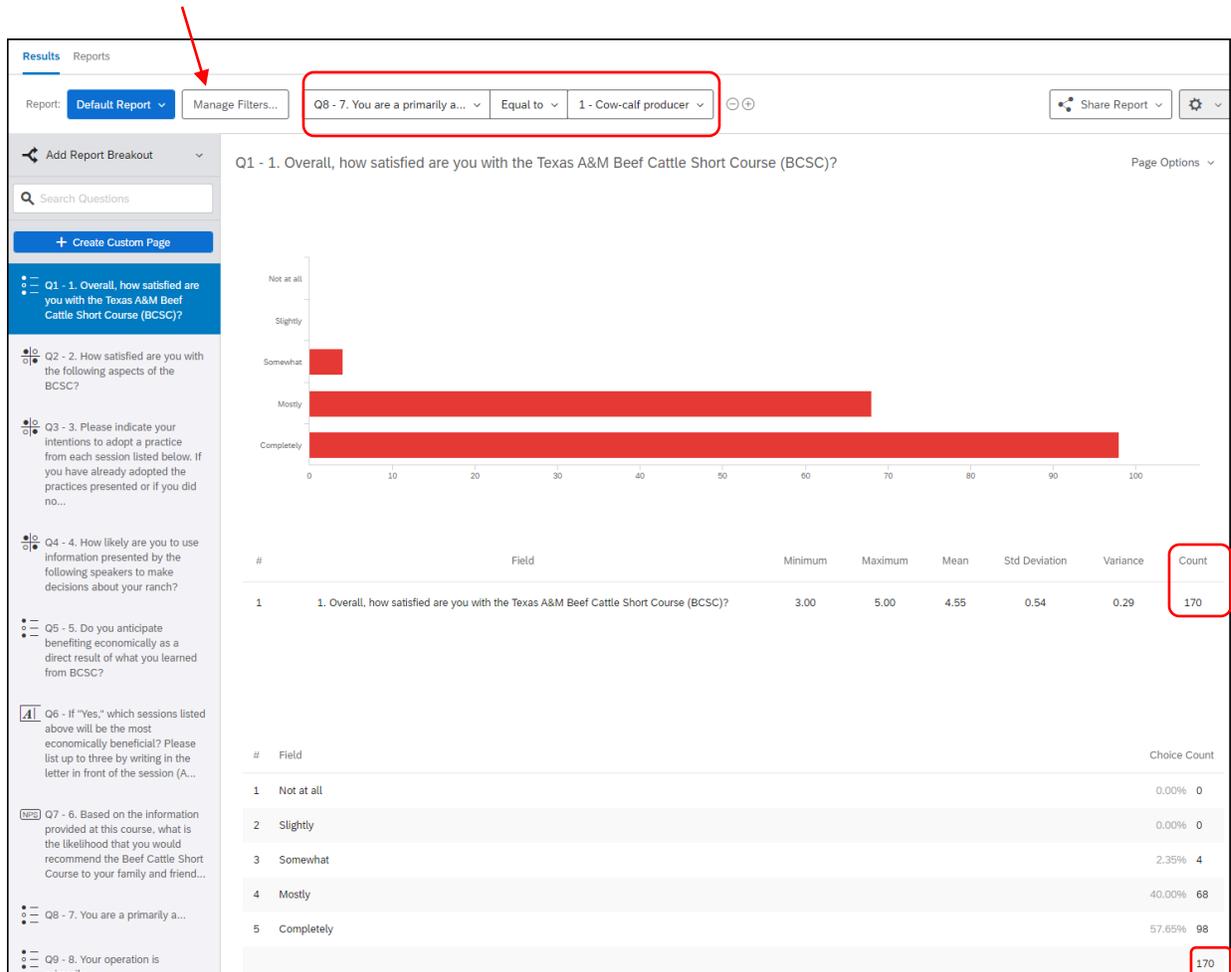
However, you might use “Not equal to” to include all response categories except one, or “Greater than” or “Less than” for restricting responses to large or small acreage operations.



- Then select the appropriate response category to complete the filter (Cow-calf producer in this case).

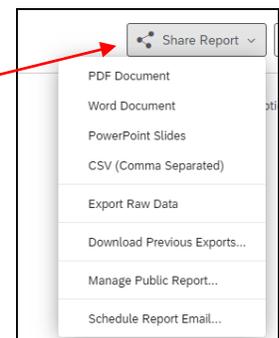


- So now, the results reflect just those belonging the subset of respondents specified by the filter.
- Notice the total number of respondents in this case (170), for this question, is less than the unfiltered results, which included 294 respondents.
- Use the “Manage Filters” button at the top to adjust or remove filters.



## Sharing Results

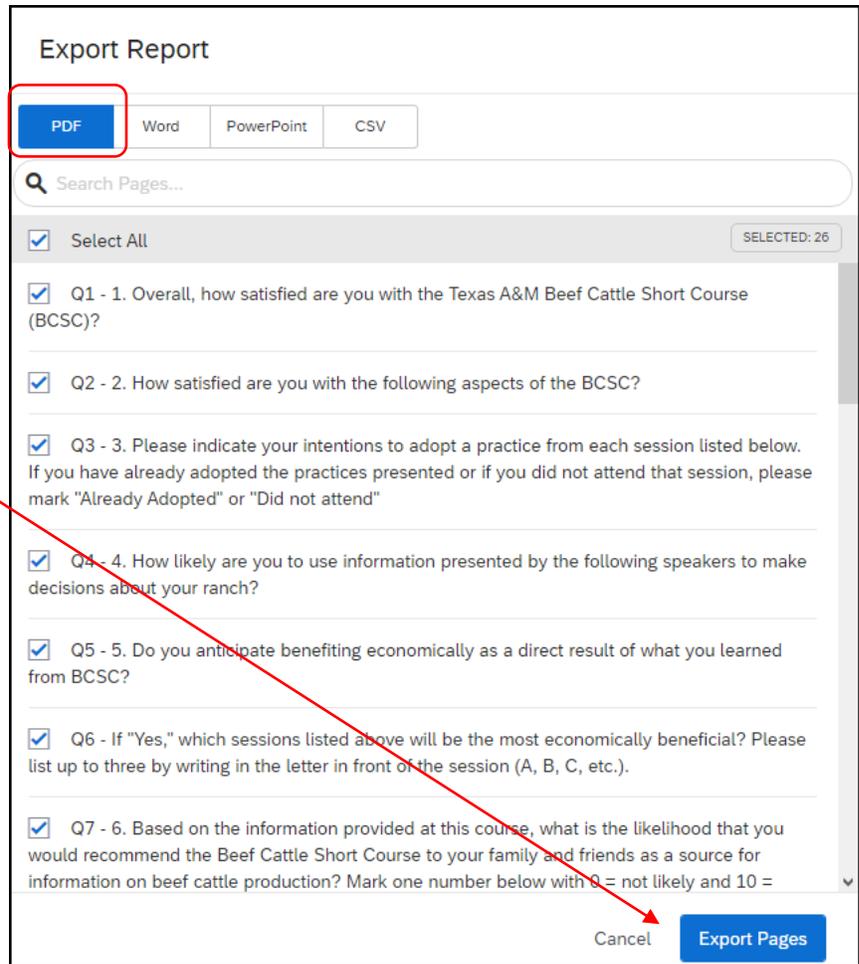
- Note: if you originated the survey and invited collaborators, you can provide them “report” access at any time.
- To share with others, click on “Share Report” at the top right.
- Qualtrics offers popular file formats including PDF, Word, and PowerPoint for download.



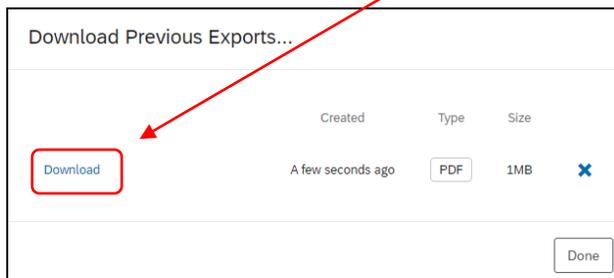
- Click on a format (PDF in this case).

A listing of all the survey questions appears. By default, all of them are included in the download. You can unselect any you do not want to include.

Then click on “Export Pages.”



- The download process begins. Once complete, click on “Download” (not on “Done”). The report goes into your “Downloads” folder on your computer.



- Finally, clicking on the icon just the right of “Share Report” provides some additional information and options.

We see the total number of respondents to the survey is 308 whereas the current report (as filtered) includes 172 respondents.

As you recall on page 4, the total number of respondents to the question was 170 (not 172). This is due to the results excluding any missing values (similar to Valid Percent in SPSS frequency tables).

Among the available options, you can edit or delete the report.

