## Accessing qualtrics<sup>™</sup>On-demand Training

When using Qualtrics On-demand training, you will need to authenticate with your Stockton credentials. Please follow the steps below to access the video tutorials

1. Click on the link below to open the On-demand Training page

https://basecamp.qualtrics.com/series/learn-to-use-qualtrics-research-core

2. Click Get Started to select a course

| DesignXM + CoreXM   | DesignXM" + CoreXM"   | DesignXM + CoreXM  |
|---|---|--|
| COURSE • IN PROGRESS  | COURSE  | COURSE   |
| Configuring Your  | Customizing Your Sharing Your   |  |
| Research Project  | Research Project Research Project   |  |
| Learn survey building fundamentals by creating<br>questions and answer choices that engage<br>respondents. Applies to Qualtrics CoreXM and                | Explore the advanced tools and features that allow<br>you to tailor the survey experience of your<br>respondents and improve your response collectio        | Save time by storing frequently used content in<br>libraries and working collaboratively on projects<br>with colleagues. Applies to Qualtrics CoreXM and |
| 25 MIN GET STARTED >  | 18 MIN GET STARTED >  | 7 MIN GET STARTED >  |
| DesignXM + CoreXM   | DesignXM" + CoreXM"   | DesignXM + CoreXM  |
| COURSE  | COURSE  | COURSE   |
| Collecting Research   | Understanding Your  | Reporting Your   |
| Feedback  | Research Feedback   | Research Feedback  |
| Learn how to manage contacts and distribute your<br>survey through different channels to engage your<br>target audiences and drive response rates. Applie | Explore the different ways to view and organize your<br>data through managing results, recoding values,<br>and exporting & importing response data. Applies | Customize data visualizations with graphs and<br>tables that display aggregate data in a<br>comprehensive, shareable report. Applies to the              |
| 14 MIN GET STARTED >  | 24 MIN GET STARTED >  | 12 MIN GET STARTED >   |

3. Click the Register button. Next, select Qualtrics Credentials.

| Select a sign in method to<br>start learning on XM<br>Basecamp |
|--|
| Qualtrics Credentials @  |
| Legacy Clarabridge/XM Discover $\Phi$                          |
| Guest account Ø  |
| Create a new guest account $\Phi$                              |
| qualtrics. <sup>™</sup>  |

4. Don't enter your username and password at this point. Click on Sign in with SSO to continue.

| qualtrics. <sup>xm</sup> |          |  |  |
|--------------------------|----------|--|--|
| 4                        | Username |  |  |
|                          | Password |  |  |
| Sign In                  |          |  |  |
| Forgot your password?    |          |  |  |
| Sign in                  | with SSO |  |  |

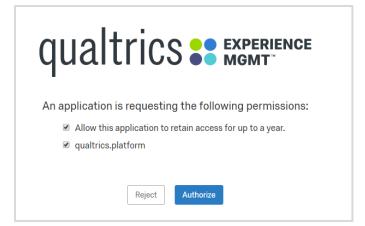
5. Enter "stockton" (all lower case) on Organization ID and click on Continue

| qualtrics. <sup>xm</sup>              |  |  |
|---------------------------------------|--|--|
| Enter your company's Organization ID  |  |  |
| 🛎 stockton                            |  |  |
| https://organization-id.qualtrics.com |  |  |
| Continue                              |  |  |
| Sign in with a username and password  |  |  |

6. Now, go ahead and authenticate with your Stockton credentials.

| sername | Forgot password?<br>If you forgot your password or are unable to access your account due to an |
|---------|--|
|         | invalid credentials error, please try our Self-Service Password Reset tool                     |
| assword |  |
|         | Do you require more assistance?  |
| Login   | Please contact the Stockton ITS Help Desk at 609.652.4309                                      |

7. Next, click on Authorize.



8. Now you are ready to take advantage of the Qualtrics tutorials. Just click on a section to expand, then the video tutorial.

| Home > Lear        | Home > Learn to Use Qualtrics Research Core                            |       |  |  |  |
|--------------------|--|-------|--|--|--|
| Config<br>3 SECTIO | uring Your Project   |       |  |  |  |
| ∧ Buile            | ding a Survey to Capture X-Data  |       |  |  |  |
|                    | Creating a Project   | 3 MIN |  |  |  |
|                    | Adding Typical Question Types  | 4 MIN |  |  |  |
|                    | Adding Advanced Question Types   | 4 MIN |  |  |  |
| ✓ Cust             | <ul> <li>Customizing Survey Pathways to Engage Participants</li> </ul> |       |  |  |  |
| ✓ Cust             | <ul> <li>Customizing Survey Answers to Avoid Survey Fatigue</li> </ul> |       |  |  |  |
|                    |  |       |  |  |  |