**Introduction to Qualtrics**

# Target Audience:

Introduction to Qualtrics is a class geared towards new users of Qualtrics and users who wish to learn more about Qualtrics.

# Prerequisites:

None

# Description: This course provides instruction for creating a basic survey in Qualtrics, how to apply various functions and features within your survey and how to distribute your survey. A discussion of basic reporting is also included. Course Includes:

* How to navigate Qualtrics.
* How to set up different surveys.
* How to ask different survey questions.
* Some extra options for look and feel as well as survey options
* How to distribute survey
* How to view survey results