

Qualtrics Handbook

an academic guide to survey data and dashboards



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The YourJCU suite of surveys are deployed to students via the Qualtrics platform.

Survey data is made available for viewing to relevant Academic staff through Qualtrics and the use of dashboards.

Dashboards are interactive, allow you to review data, and download summary reports as a PDF.

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Qualtrics

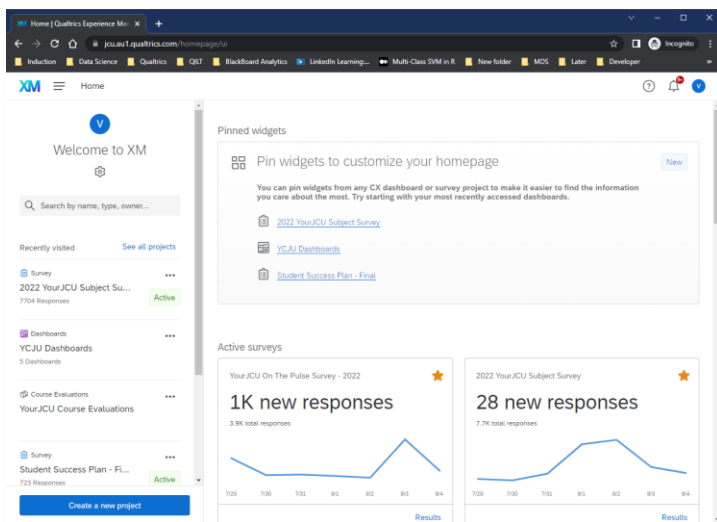
How to access Qualtrics

All JCU staff are provided with access to Qualtrics.

Qualtrics should be accessed via your browser using the below steps:

1. Go to <https://jcu.qualtrics.com>
2. You may be presented with the ForgeRock login screen. Please use your normal JCU login and password
3. Once logged in, you will be presented with either the Home page or Projects page, shown below:

Home page



The *home page* displays links to your recent projects and tiles showing statistics on any of your personal survey projects that are live.

Projects page

Project name	Status	Responses	Type	Last modified
2022 YourJCU Subject Survey	Active	7704	Survey	Jun 10, 2022
2020 Pulse Pilot	—	—	Dashboard	Mar 28, 2022
Campus Survey	—	—	Dashboard	Jul 15, 2022
Dev	—	—	Dashboard	Mar 16, 2022
DSL Projects	—	—	Dashboard	Jul 14, 2022
Covid-19 Vax Survey	—	—	Dashboard	Apr 4, 2022
LMS Review	—	—	Survey	Mar 25, 2022
PASS	—	—	—	—
Sport survey	—	—	—	—
SSAF	—	—	—	—
Student Advisory For...	—	—	—	—
Student Readiness	—	—	—	—

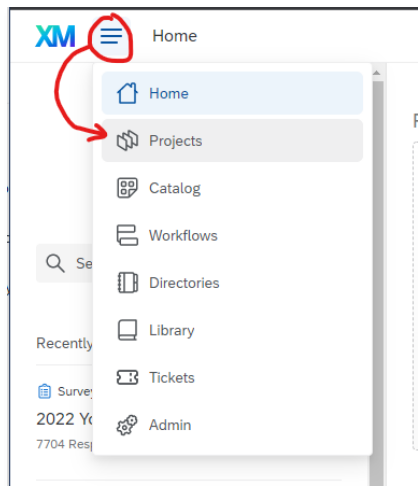
The *projects page* allows you to navigate through all survey and dashboard projects, either created by you, or shared with you.

Dashboards - overview

Locate your dashboards

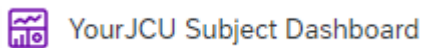
Dashboard projects that have been shared with you can be located on your Projects page. Once you start using the dashboards, they will also appear on the Home page on your recent list.

If you are on the Home page, you can navigate to the Projects page through the navigation menu:



Types of dashboards

YourJCU Subject Dashboard



Displays YourJCU Subject data for all subjects that you lecture and/or coordinate within your area of responsibility.

Includes a page optimized for printing individual subject reports to PDF.

YourJCU Teaching Dashboard - Lecturers



Displays YourJCU Teaching data for all subjects that you lecture.

Includes a page optimized for printing individual teaching reports to PDF.

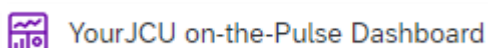
YourJCU Teaching Dashboard - Summary



Displays YourJCU Teaching data for all subjects within your responsibility.

Designed for higher level review across different lecturers and subjects.

YourJCU on-the-Pulse Dashboard



Displays YourJCU on the PULSE data for all subject that you lecture and/or coordinate within your area of responsibility.

Dashboard access

Dashboards are shared based on your role in the Teaching Roles Data Base (TRDB)*.





For example:

If you are listed in the TRDB only as a Subject Coordinator, you will see the **YourJCU Subject Dashboard**

If you are listed in the TRDB as a Lecturer, you will see the **YourJCU Subject Dashboard** and the **YourJCU Teaching Dashboard – Lecturers**

If you are listed in the TRDB as a Tutor, you will see the **YourJCU Teaching Dashboard – Lecturers**

If you have multiple roles, you will see multiple dashboards.

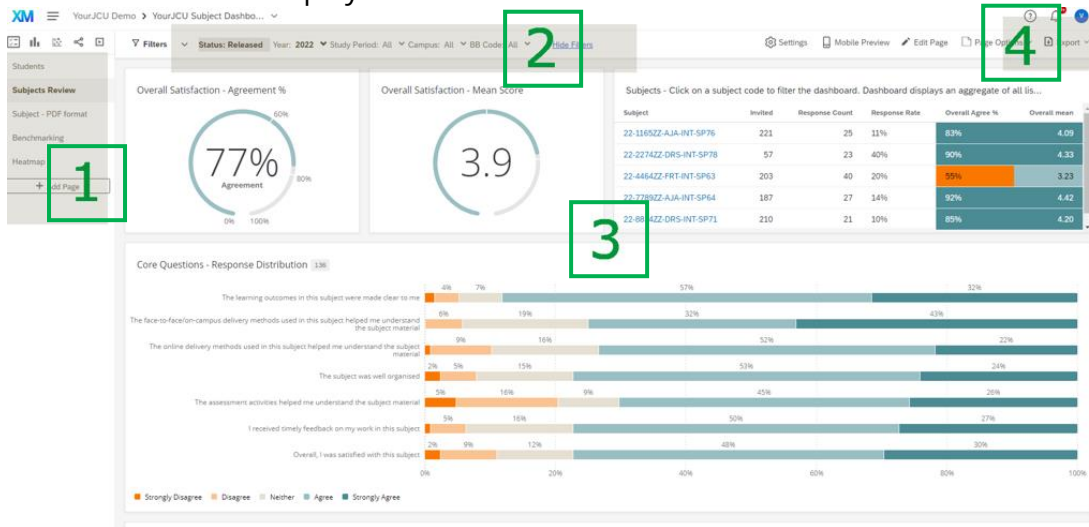
★	 YourJCU Teaching Dashboard - Lecturers	—	—	Dashboard
★	 YourJCU Teaching Dashboard - Summary	—	—	Dashboard
★	 YourJCU Subject Dashboard	—	—	Dashboard
★	 YourJCU on-the-Pulse Dashboard	—	—	Dashboard

**based on your role in the TRDB at the time of data extraction and preparation*

Dashboards - the details

Layout

Each dashboard is displayed in 4 main sections:



1

Page navigation

"Pages" are different layouts that allow you to view and work with your data in different ways. The pages that you see will be dependent on your role within each subject.

You can navigate between pages by clicking on them in the navigation menu. When you move away from a page, it remembers your current filter settings. When you export the dashboard, it will export the current visible page.

2

Filters

The dashboard will display an aggregate of all data that meets the criteria of the filters. You can filter for a specific year, study period or subject code, or a combination. The filters will vary depending on the purpose of the dashboard and the page that you are working on.

3

Widgets

Widgets display aggregated survey data based on your filters. Some widgets show additional information when you hover over them, others will apply a filter when you click on a specific part of the widget. Each widget presents data in a different way.

4

Export button

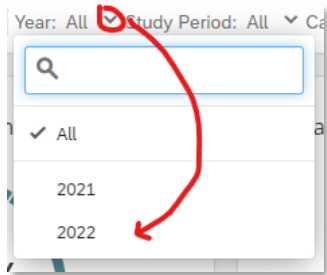
This button allows you to download the current dashboard page as a PDF, or the raw response data that meets the current filter configuration as a CSV.

Filters

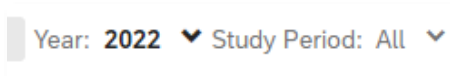
Setting filters

A filter that is not set will display the value "All".

You can set a filter by clicking on the drop-down arrow next to the filter value and selecting one or more of the available values



When a filter has been applied, the selected value(s) will appear next to the filter name in **bold**:



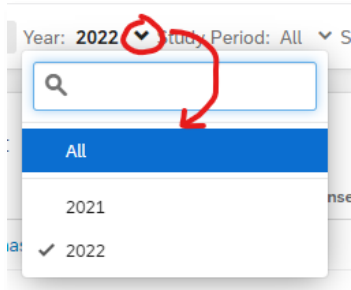
NOTE

By default, the Year filter is automatically set to the current year.

All other filters are clear and display "All" as the filter value.

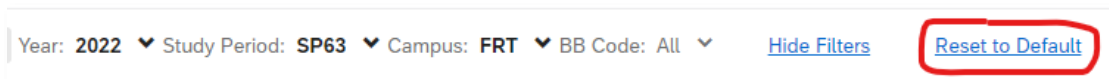
Clearing filters

You can clear individual filters by clicking the drop-down arrow and selecting "All".

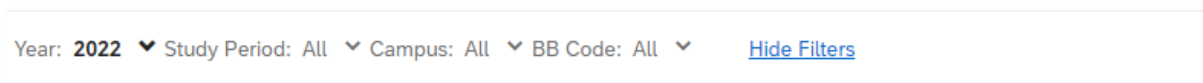


HINT

When you do have filters applied, the text "Reset to Default" will appear at the end of the filter toolbar as a hyperlink.



*You can click this link to clear **all** filters and set the "Year" filter back to the current year. The reset link will disappear when all filters have been reset*



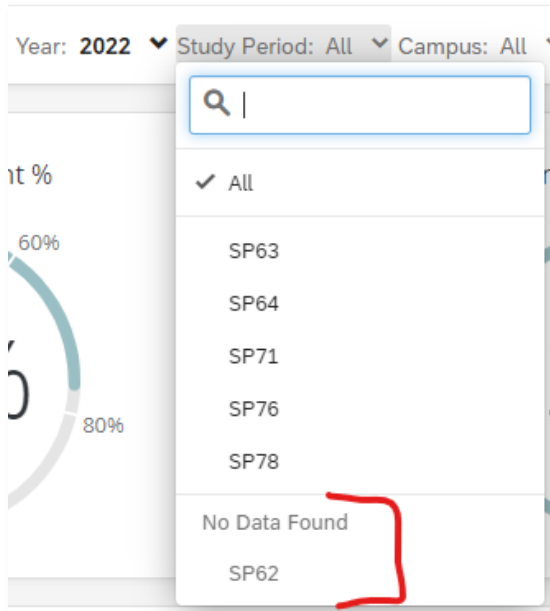
No data found

A filter may display values that you can't select as they appear below a line marked as "No Data Found".

This alerts you that data does exist, but it is being hidden by another filter.

In the example below, SP62 relates to the year 2021, but the "Year" filter is set to 2022 where no data for SP62 exists.

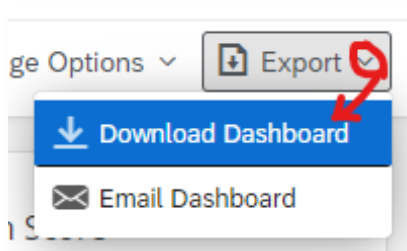
If you wish to see the data that relates to that study period, you need to select/clear the relevant filters.



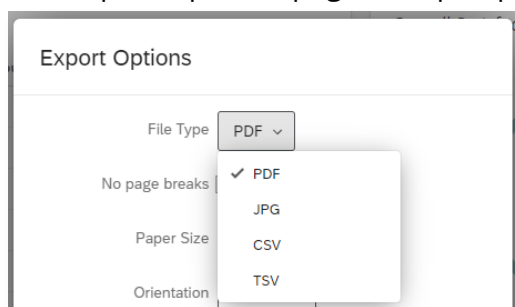
Exporting dashboard data

Use the [Export] button to download the displayed page to a file.

Click the drop-down arrow and select "Download Dashboard"



The "Export Options" page will open providing you with 4 choices for download format

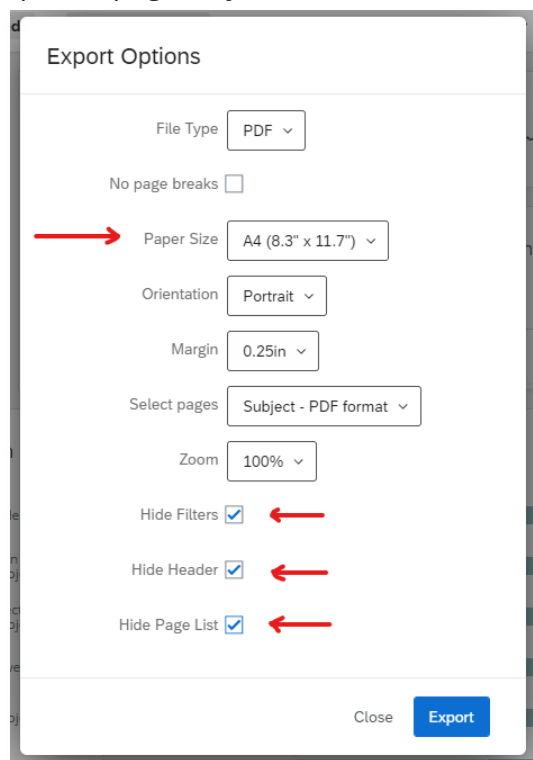


NOTE

Regardless of what format you select, the export will only include the data as it is filtered. Ensure you confirm your filter choices before exporting.

Exporting to PDF

Select “PDF” as the file type, A4 as the paper size, then check the 3 checkboxes at the bottom of the options page so your selections look like this:



The screenshot shows the 'Export Options' dialog box with the following settings:

- File Type: PDF (dropdown)
- No page breaks: ☐
- Paper Size: A4 (8.3" x 11.7") (dropdown, indicated by a red arrow)
- Orientation: Portrait (dropdown)
- Margin: 0.25in (dropdown)
- Select pages: Subject - PDF format (dropdown)
- Zoom: 100% (dropdown)
- Hide Filters: ☒ (indicated by a red arrow)
- Hide Header: ☒ (indicated by a red arrow)
- Hide Page List: ☒ (indicated by a red arrow)

At the bottom right, there are 'Close' and 'Export' buttons.

The PDF will download to your browser's default download location.

HINT

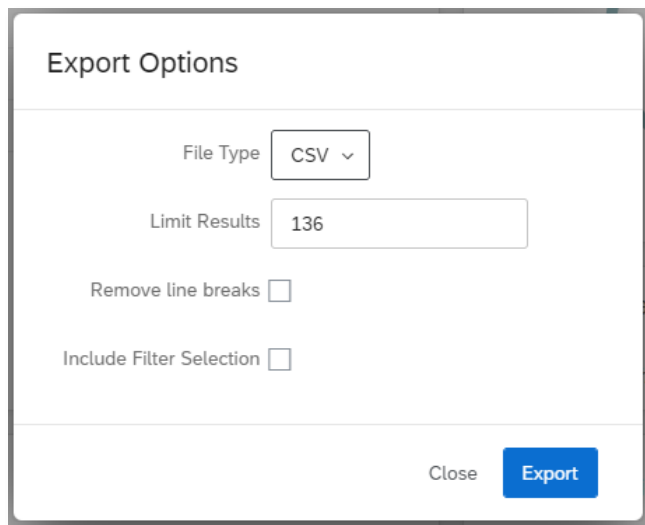
For best results, export the pages named “PDF Format”.

Don't navigate away from the dashboard while your data is exporting. This may result in the need to restart your export.

*If you are downloading **comments** and there are too many to fit on an A4 PDF page, email [JCU Surveys](#) and request for a custom export to be created.*

Exporting to CSV

Select “CSV” as the file type. The “Limit Results” field will display how many survey responses are being exported to make up the current filter selection.



The image shows a dialog box titled "Export Options". It contains the following elements:

- File Type:** A dropdown menu with "CSV" selected and a downward arrow.
- Limit Results:** A text input field containing the number "136".
- Remove line breaks:** A checkbox that is currently unchecked.
- Include Filter Selection:** A checkbox that is currently unchecked.
- Buttons:** At the bottom right, there are two buttons: a grey "Close" button and a blue "Export" button.

HINT

If your export includes comments, you may need to check the “Remove Line Breaks” checkbox. This prevents the data breaking over multiple rows when you open the CSV in Excel and students have entered carriage returns in their comments.

If you want a header in the CSV file that shows the current filter settings, you can check the “Include Filter Selection” so that it is recorded with your data.

The CSV file contains individual scores for each response so that you can perform your own analysis.

Definitions

Responses

Student responses to core and personalized questions using the following Likert scale

<i>Response/Rating</i>	<i>Numeric Value</i>	<i>Agreement</i>
<i>Strongly Disagree</i>	1	No
<i>Disagree</i>	2	No
<i>Neither Agree nor Disagree</i>	3	No
<i>Agree</i>	4	Yes
<i>Strongly Agree</i>	5	Yes

Mean Scores

Each response is assigned a numeric value, as shown in the second column. The “mean” in the dashboard represents the arithmetic mean of these numeric assignments.

Agreement percentage

Where a student has responded with “Agree” or “Strongly Agree”, they are deemed to have AGREED with the question statement. The “Agreement %” represents the percentage of respondents who AGREE as a proportion of the total number of respondents.

Contact

For more information or assistance with YourJCU Survey data and dashboards, please contact [JCUSurveys](#).

