

Pulling Reports from Qualtrics

There are a couple ways to get your information from Qualtrics to a usable format. Instructions for each are listed below.

View and Access Results in Qualtrics

Results can be viewed directly in Qualtrics. To view each result, open the survey online and click “Data & Analysis” in the header.

| | Recorded Date | Q1 - First Name: | Q2 - Last Name: | Q4 - County: | Q3 - T-Shirt Size: | Actions |
|--------------------------|-----------------------|------------------|-----------------|--------------|--------------------|----------------------------------|
| <input type="checkbox"/> | Apr 17, 2020 12:37 PM | Francine | Flower | Licking | Small | <input type="button" value="v"/> |
| <input type="checkbox"/> | Apr 7, 2020 8:22 AM | Taylor | Tree | Licking | Medium | <input type="button" value="v"/> |
| <input type="checkbox"/> | Apr 7, 2020 8:21 AM | Shawn | Shrub | Knox | 2XLarge | <input type="button" value="v"/> |
| <input type="checkbox"/> | Apr 7, 2020 8:21 AM | Peter | Planter | Wood | Medium | <input type="button" value="v"/> |
| <input type="checkbox"/> | Apr 7, 2020 8:20 AM | Chris | Clover | Marion | Large | <input type="button" value="v"/> |

In the picture above, you will see that there are four recorded responses. By clicking anywhere on a response or clicking the drop down arrow and selecting “View Response,” the full record will open.

184.57.57.167 Recorded Apr 7, 2020 8:20 AM Duration 00:00:09

Q1. First Name:
Chris

Q2. Last Name:
Clover

Q4. County:
Marion

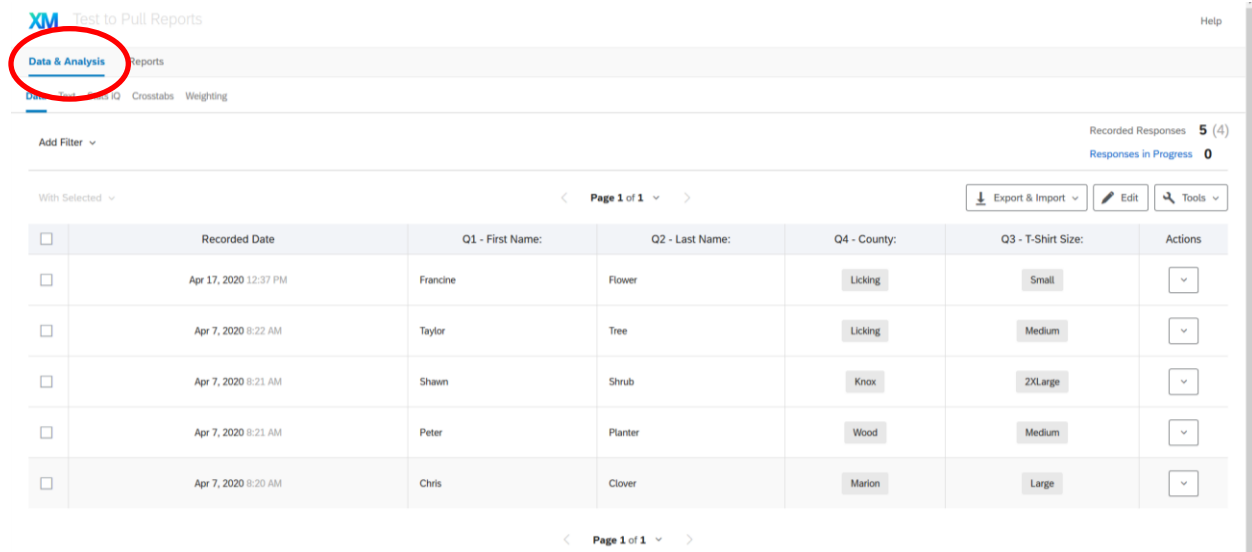
5 of 5 < > Close

You can then scroll through each response and move from record to record as needed.



Exporting Raw Data

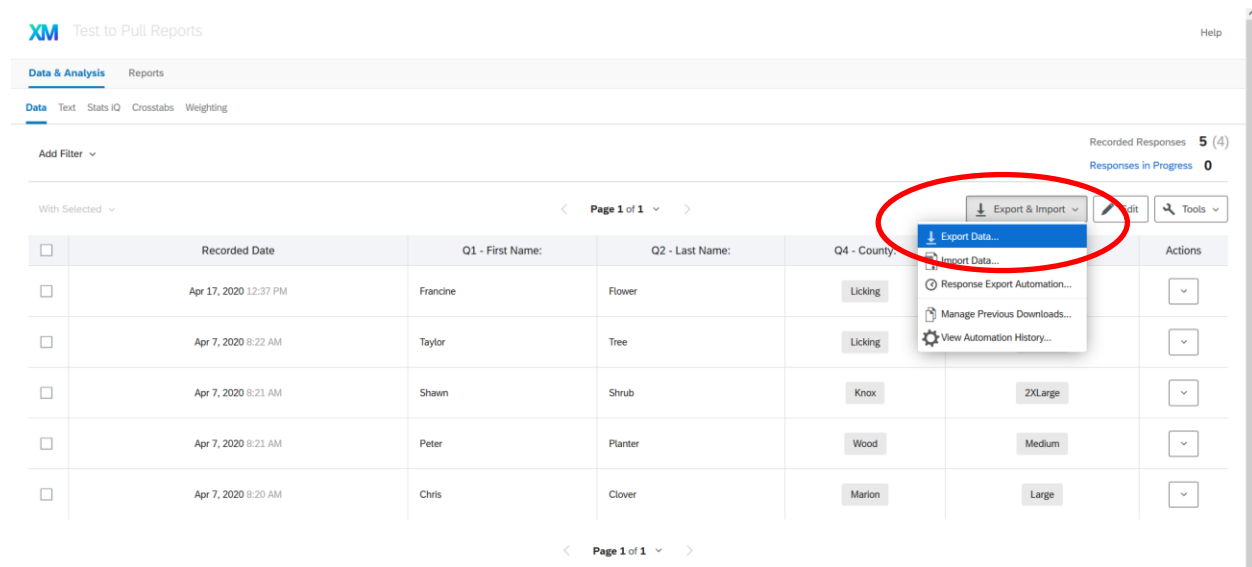
Results can also be exported in an Excel Spreadsheet. To do so, return to the “Data & Analysis” tab.



The screenshot shows the XM Test to Pull Reports interface. The 'Data & Analysis' tab is selected and circled in red. The interface displays a table with the following data:

| | Recorded Date | Q1 - First Name: | Q2 - Last Name: | Q4 - County: | Q3 - T-Shirt Size: | Actions |
|--------------------------|-----------------------|------------------|-----------------|--------------|--------------------|----------------------------------|
| <input type="checkbox"/> | Apr 17, 2020 12:37 PM | Francine | Flower | Licking | Small | <input type="button" value="v"/> |
| <input type="checkbox"/> | Apr 7, 2020 8:22 AM | Taylor | Tree | Licking | Medium | <input type="button" value="v"/> |
| <input type="checkbox"/> | Apr 7, 2020 8:21 AM | Shawn | Shrub | Knox | 2XLarge | <input type="button" value="v"/> |
| <input type="checkbox"/> | Apr 7, 2020 8:21 AM | Peter | Planter | Wood | Medium | <input type="button" value="v"/> |
| <input type="checkbox"/> | Apr 7, 2020 8:20 AM | Chris | Clover | Marion | Large | <input type="button" value="v"/> |

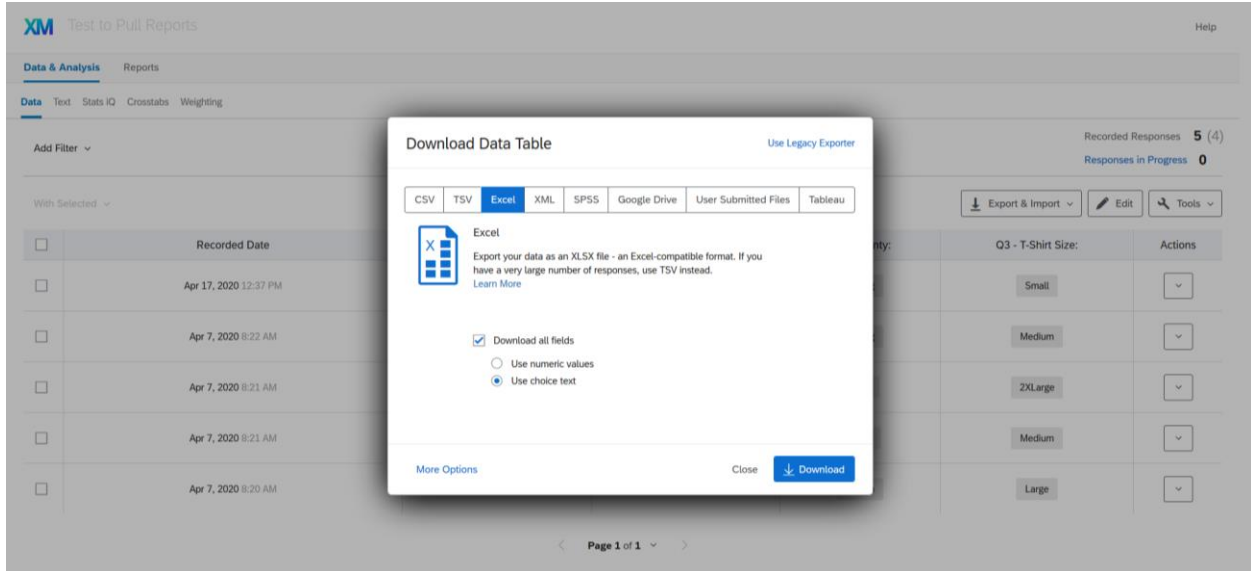
On the right of the screen, you will see the “Export & Import” drop down. Select this, and then select “Export Data”



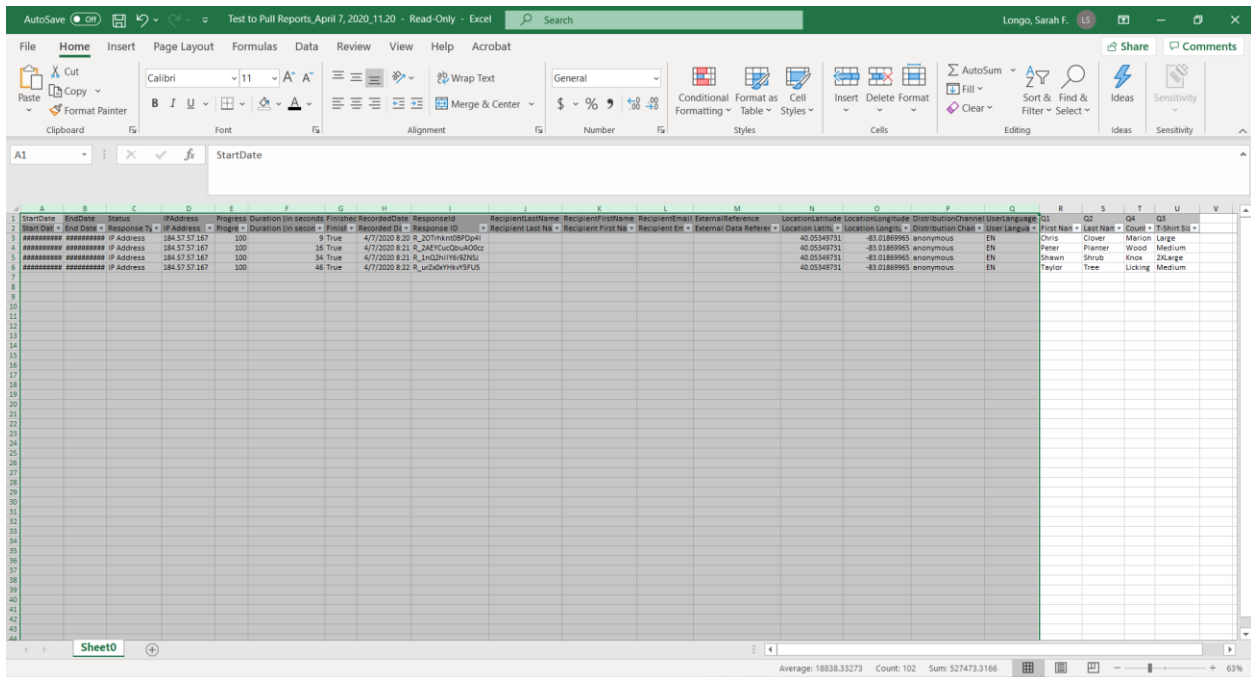
The screenshot shows the XM Test to Pull Reports interface with the 'Export & Import' dropdown menu open. The 'Export Data...' option is highlighted and circled in red. The dropdown menu contains the following options:

- Export Data...
- Import Data...
- Response Export Automation...
- Manage Previous Downloads...
- View Automation History...

Once you select “Export Data,” a new window will open for you to select the file type for the export, including Excel. Once you select Excel and hit “Download,” the data will download to your computer in a zipped folder. This can then be opened and modified as needed for your use.

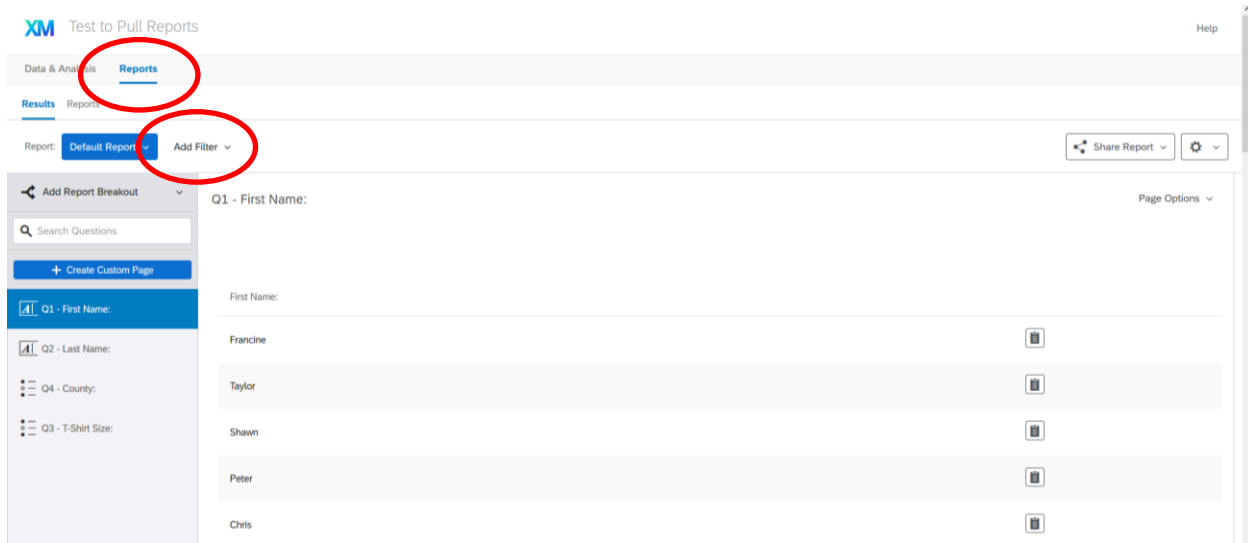


The first several columns of the Excel file (shown in gray below) will have information that likely won't be useful to you about the entry – feel free to delete these. However, all the other information from your survey will be there!

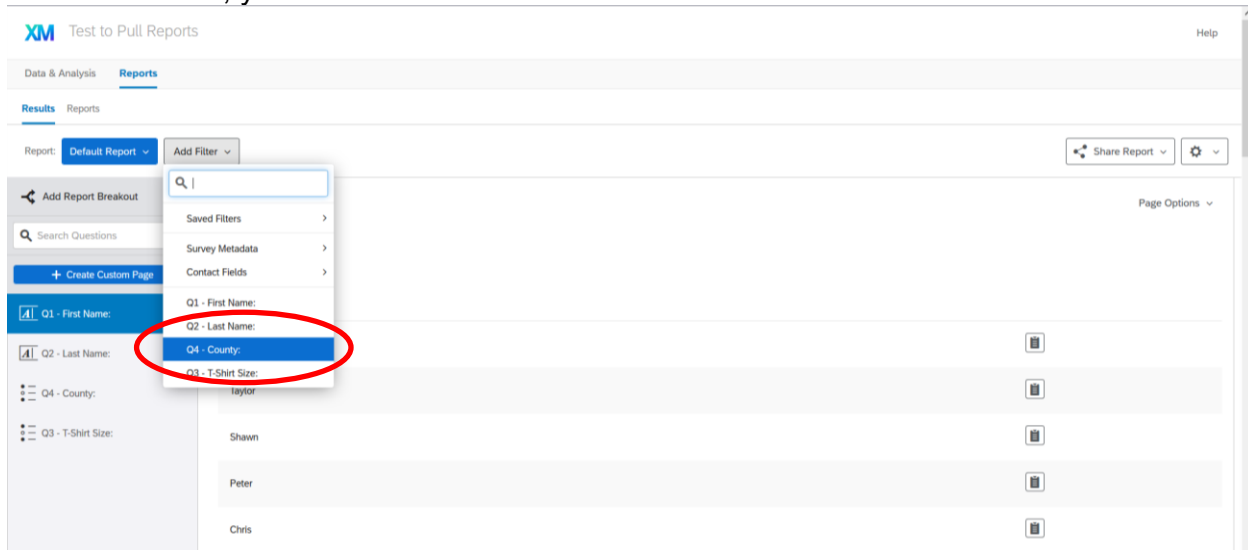


Filter Data by State and County within Qualtrics

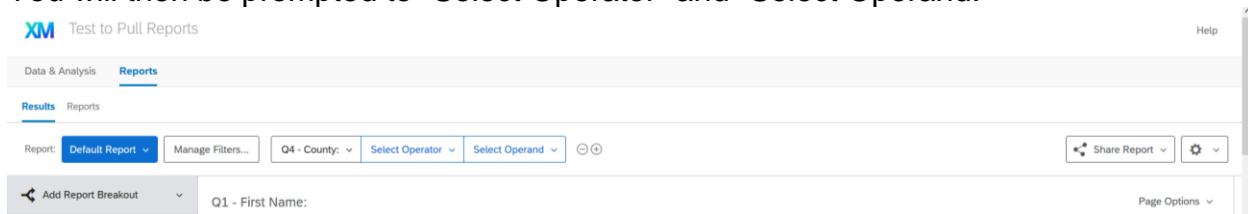
When given access to Qualtrics reports, you have the option to only see your county's (or state's) responses within Qualtrics. To do so, first go to the "Reports" page. Once on this page, you will see a blue button that says "Default Report" and a white button next to that that says "Add Filter." Select "Add Filter."



After clicking "Add Filter," a drop down menu will open and you will be prompted to select the question you would like to filter by. Find and select "County." If you are outside of Ohio, you will want to select "State" and filter from there.



You will then be prompted to "Select Operator" and "Select Operand."



For “Select Operator” choose “Is” and for “Select Operand” select your county (or state).

The screenshot displays the XM Test to Pull Reports interface. At the top, there is a header with the XM logo and the text 'Test to Pull Reports'. Below the header, there are navigation tabs for 'Data & Analysis' and 'Reports'. The 'Reports' tab is active, showing a 'Results' section. In the 'Results' section, there is a 'Report:' dropdown set to 'Default Report', a 'Manage Filters...' button, and a filter configuration for 'Q4 - County: Is 52 - Marion'. There are also 'Share Report' and 'Settings' buttons. On the left side, there is a sidebar with 'Add Report Breakout' and a search bar for 'Search Questions'. Below the search bar, there is a '+ Create Custom Page' button and a list of report sections: 'Q1 - First Name', 'Q2 - Last Name', 'Q4 - County', and 'Q3 - T-Shirt Size'. The 'Q1 - First Name' section is selected and highlighted. The main content area shows the results for 'Q1 - First Name', with a table containing one row: 'First Name: Chris'. At the bottom of the main content area, there is a 'Page: 1 Of 1' indicator and two buttons: '+ Add Note' and '+ Add Visualization'.

You will notice that when this filter is applied, the screenshot above only shows respondents from the selected county. To remove the filter, select the minus sign (-) next to your selection.

If you have exported raw data, you will need to sort by County and filter AFTER you have opened the downloaded document in Excel.