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.

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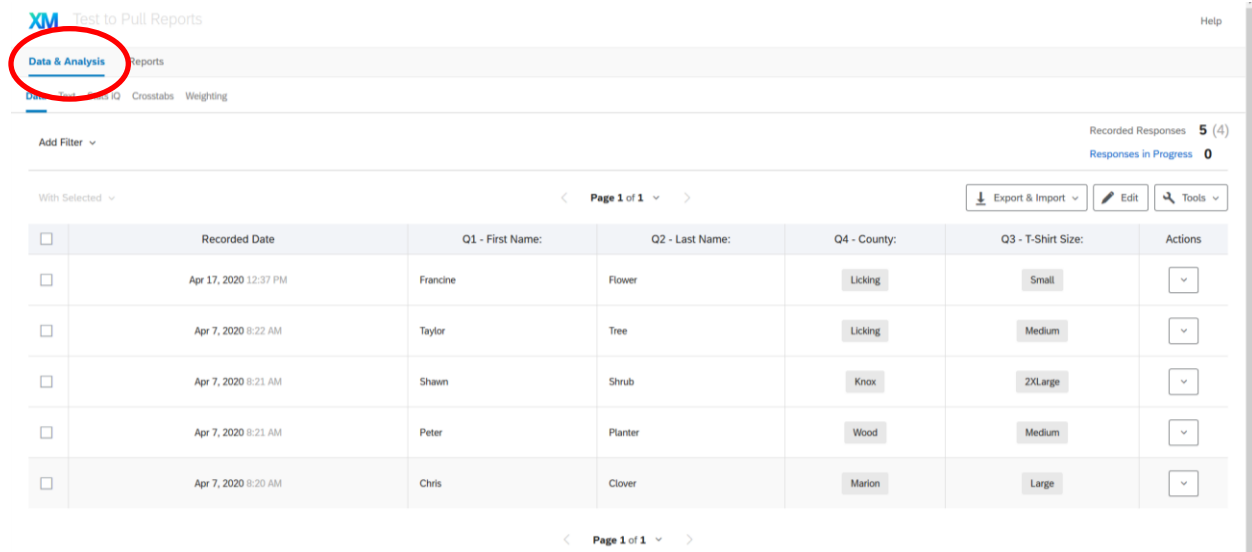
You can then scroll through each response and move from record to record as needed.

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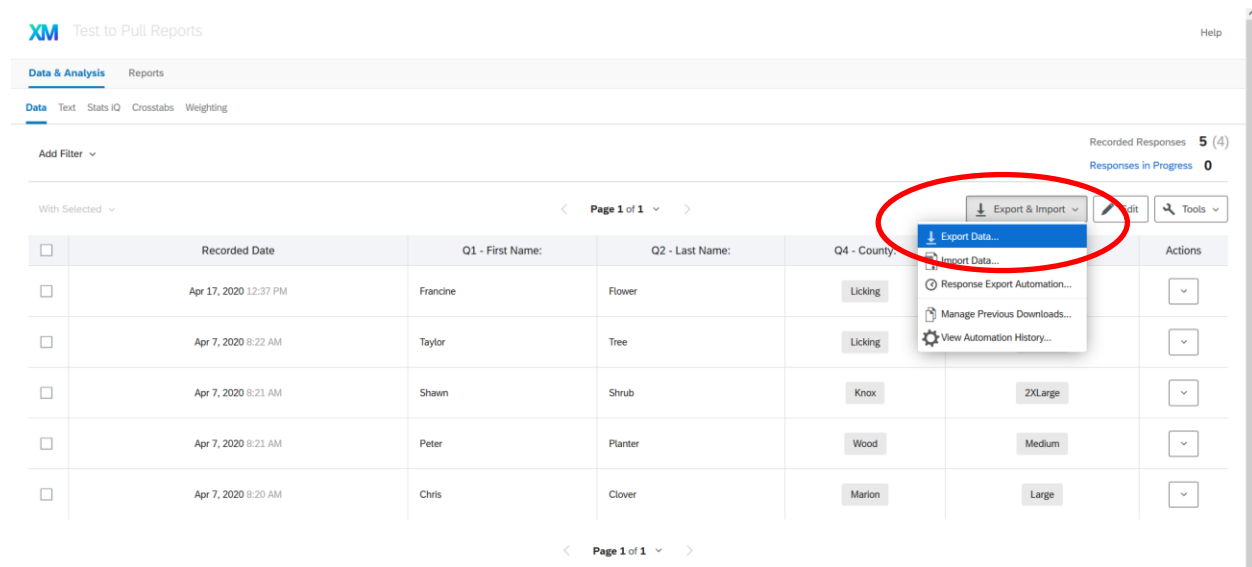
Results can also be exported in an Excel Spreadsheet. To do so, return to the "Data & Analysis" tab.

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

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.
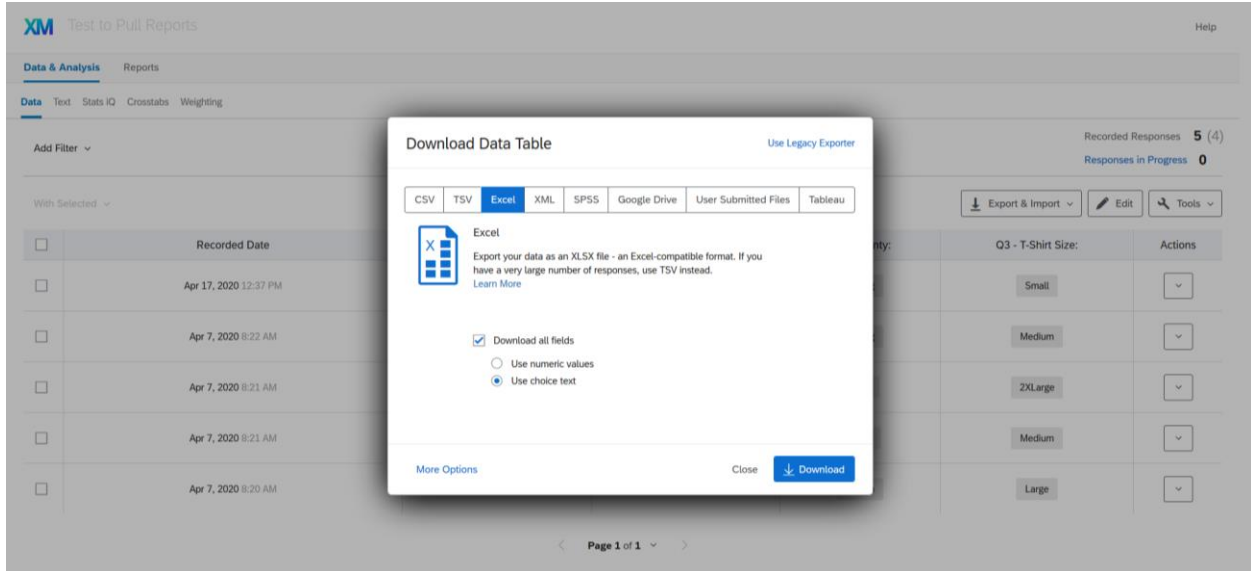

The first several columns of the Excel file (shown in gray below) will have information that likely won't be useful to you about the entry – feel free to delete these. However, all the other information from your survey will be there!
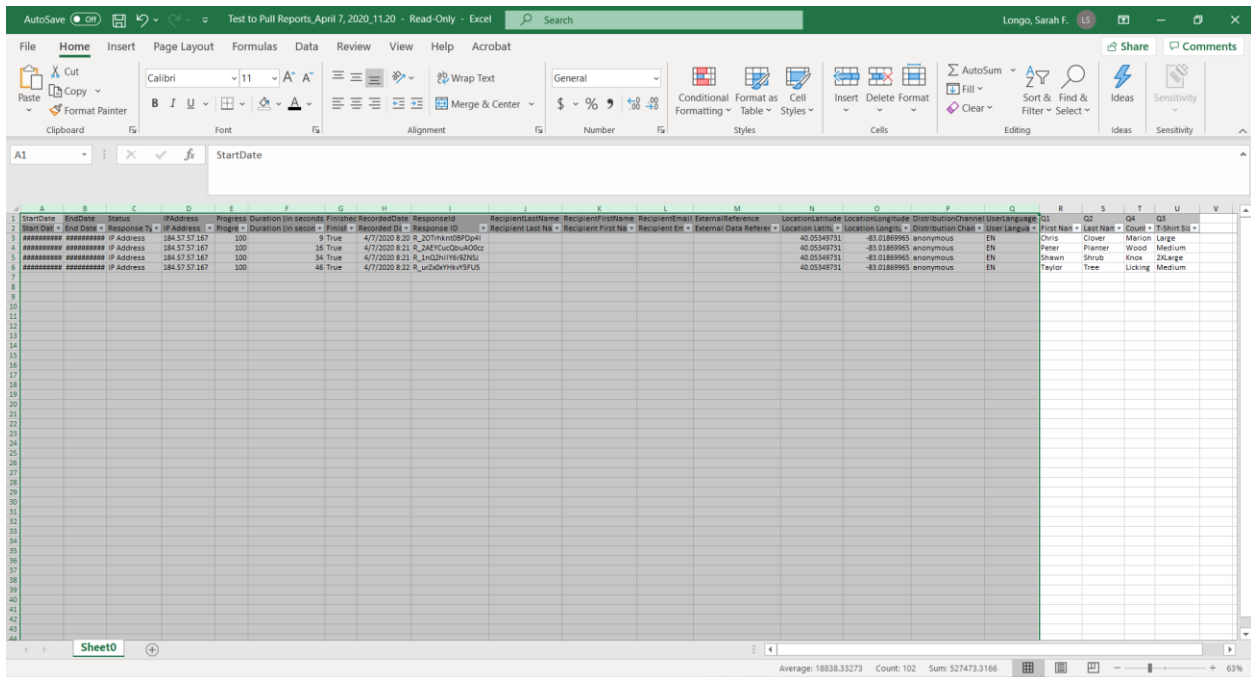
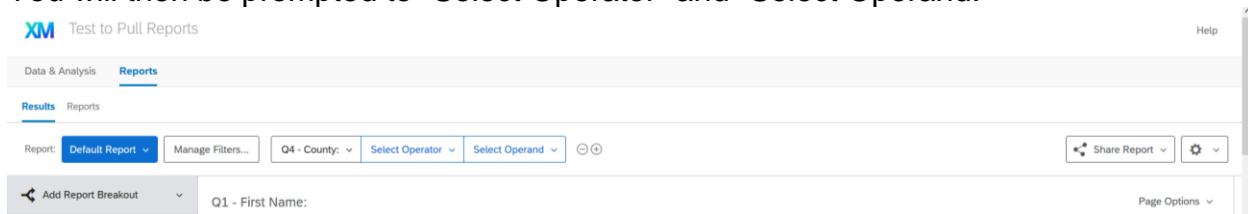***Filter Data by State and County within Qualtrics***

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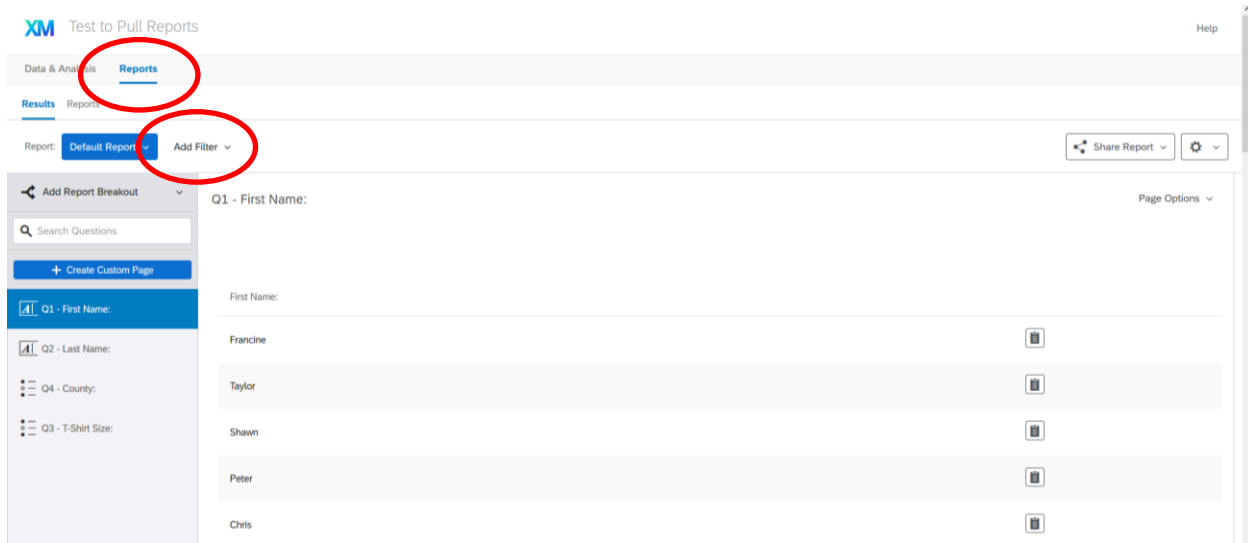
After clicking "Add Filter," a drop down menu with open and you will be prompted to select the question you would like to filter by. Find and select "County." If you are outside of Ohio, you will want to select "State" and filter from there.
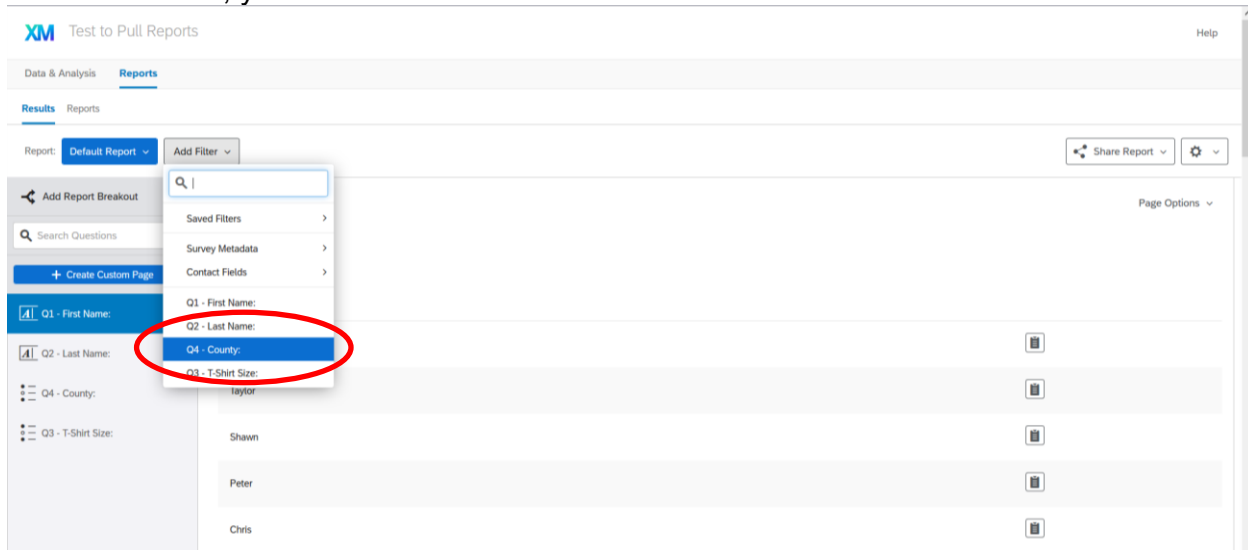
You will then be prompted to "Select Operator" and "Select Operand."

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

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.