What’s changed?

- My Surveys → My Projects

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Status</th>
<th>Collected</th>
<th>12 Day Trend</th>
<th>View Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test New Interface</td>
<td>Active</td>
<td>4</td>
<td></td>
<td>View Reports</td>
</tr>
<tr>
<td>test</td>
<td>Active</td>
<td>0</td>
<td></td>
<td>View Reports</td>
</tr>
<tr>
<td>2016 Journal Writing Competition Registration</td>
<td>Active</td>
<td>195</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What’s changed?

- View/organize Projects (shared and unshared)
What's changed?

- Create Survey → Create Project
What’s changed?

- Survey Tasks dropdown to the right
What’s changed?

• Survey: Advanced options → Tools
What’s changed?

• **Distributions** now its own module
What’s changed?

• Generate survey links for custom distribution
What’s changed?

• View Results separated into: Data & Analysis and Reports
What’s changed?

• **Data & Analysis**: export data sets
What’s changed?

• **Data & Analysis:** export csv files
What’s changed?

- **Data & Analysis**: Download all user submitted files
What’s changed?

- **Reports**: Visualization/Export
What’s changed?

• Panels is now **Contacts**
• Survey, Block and Question Libraries are now all in the **Survey Library**
Frequently Used Features

Collaborating with other users
Frequently Used Features

Email Triggers: Submission notification
Frequently Used Features

Email Triggers: Auto respond to user
Frequently Used Features

Start and End Dates

Survey Options

Survey Expiration. The survey will only be available for a specified date range.

This survey is valid from: 06-09-2016 00:00 to: 07-09-2016 00:00

Time zone: America/New_York
More Resources

• Frequently asked questions: https://www.law.upenn.edu/its/docs/qualtrics/faqs

• Explore all the new Qualtrics features: https://www.qualtrics.com/support/explore-the-new-qualtrics/
Important Reminders

- University policy prohibits collecting credit card or social security numbers online. Please be sure you are in keeping with community expectations and law and policy if collecting potentially sensitive data. For more information, see Penn resources on protecting student privacy under FERPA, health records under FERPA, HIPAA, Social Security Numbers, and Credit Card Data.

- Details: [www.law.upenn.edu/its/docs/qualtrics/](http://www.law.upenn.edu/its/docs/qualtrics/)
Need Additional Help?

• Call or email ITS:
  898-9140 | itshelp@law.upenn.edu

• Call Qualtrics: 1 (800) 340-9194

• Submit a support request for Qualtrics:
  https://qglobalops.co1.qualtrics.com/jfe/form/SV_0Hw0KUWQeesy8QZ