

## **“Analyzing & Reporting Results in Qualtrics” Workshop Agenda (6/30/15)**

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1. First, you will complete the “Analyzing & Reporting” survey. To locate this survey, check your FSW email account. A link to the survey should have been provided to you this morning. These survey results will provide the basis of your work today.
2. Next, once all participants have completed the survey, you will gain access to these survey results in order to analyze them. To do this, you must go to “My Surveys” tab.
3. Our goal today is to explore reporting options and to create a few reports along the way.

### **Viewing Results**

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- Responses
- Downloading Data
- Crosstabulation (focus of Part II training)

### **Developing Reports**

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- About Viewing Reports
- Understanding Counts
- Insert a Table
- Insert a Graph
- Add a Note
- Filters and Subgroups
- Drill Down (Reporting)
- Report Options
- Exporting and Sharing
- Embedded Data in Reports

NOTES:

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For more help, please contact Megan A. Just, Coordinator of Effectiveness at [mjust@fsw.edu](mailto:mjust@fsw.edu) or ext. 11084.