

## Steven Bianco

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**From:** Erin S. Hailstone  
**Sent:** Tuesday, November 10, 2015 10:41 AM  
**To:** Steven Bianco  
**Subject:** Question regarding Qualtrics Training

Hello Steven,

A group of staff 4-5 members in the Student Life division have requested some basic training in Qualtrics (Racheal Archer). Melissa Rizzuto and I were discussing the Qualtrics User Group and your name came up as a great person to co-facilitate the training with me. I realize that you are very busy in your position, but would you be interested in working on this?

They are looking for information in the following three areas:

1. How to create a survey
2. How to make changes to a survey
3. How to manipulate the data (and other information deemed "valuable")

There needs appear to be quite basic. Although I am not an expert in Qualtrics (by any means!) I wanted to offer them some direct training (also showing where they would learn how to access the Qualtrics video training and "help" resources). I was thinking that I could use the share table and laptops in AA-168 to allow for a hands-on approach. We could build a general outline to cover the basics but I imagine that they really need a hands-on, trial and error activity with guidance/facilitation.

I didn't want to confirm with them until I heard back from you. I don't think this would be a huge time commitment for you, just an hour or so building the workshop outline and then some tweaking through email etc. We could offer them an hour and build it around your schedule sometime in December or January?

Please let me know when you have a moment Steven.

Thanks ☺

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