

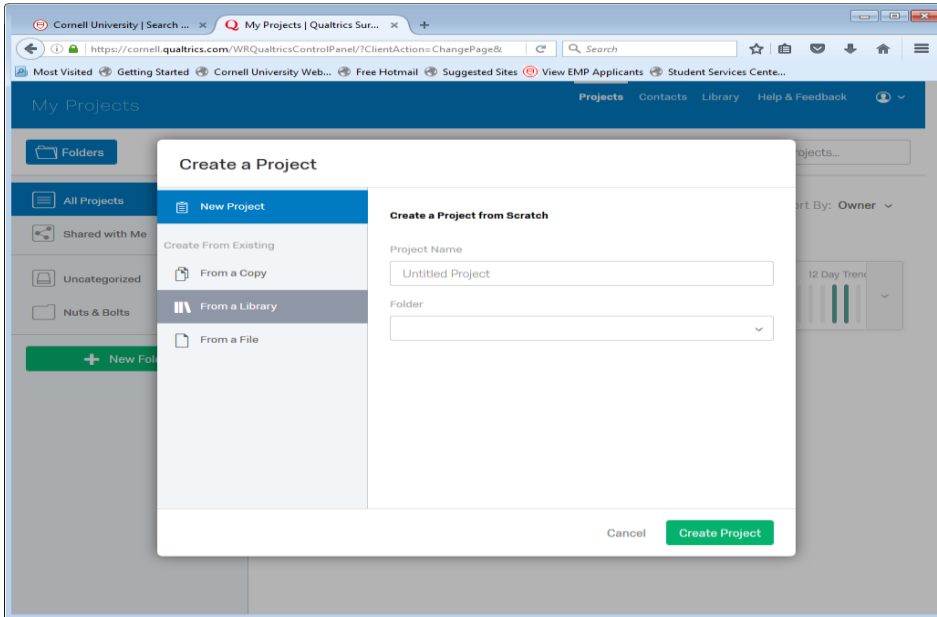
USING CORNELL QUALTRICS SURVEY FOR THE NUTS & BOLTS QUESTIONNAIRE:

Go to <https://surveys.cornell.edu>

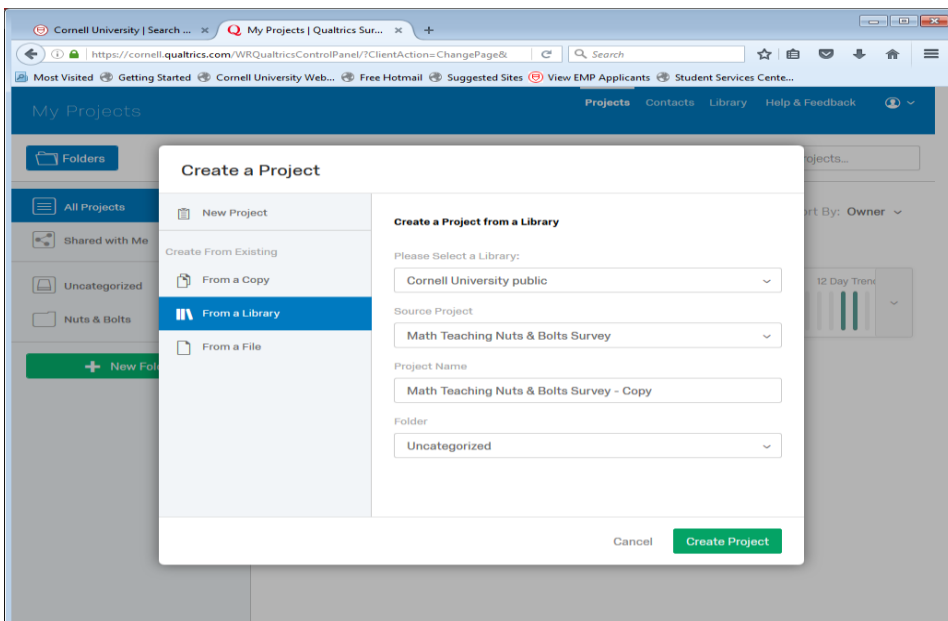
An account will be generated automatically when you click the LOG IN button. Enter your NetID and Password.

How to generate your Nuts & Bolts questionnaire anonymous link in Qualtrics:

- Click “Create Project”
- At the left side of screen click “From a Library”

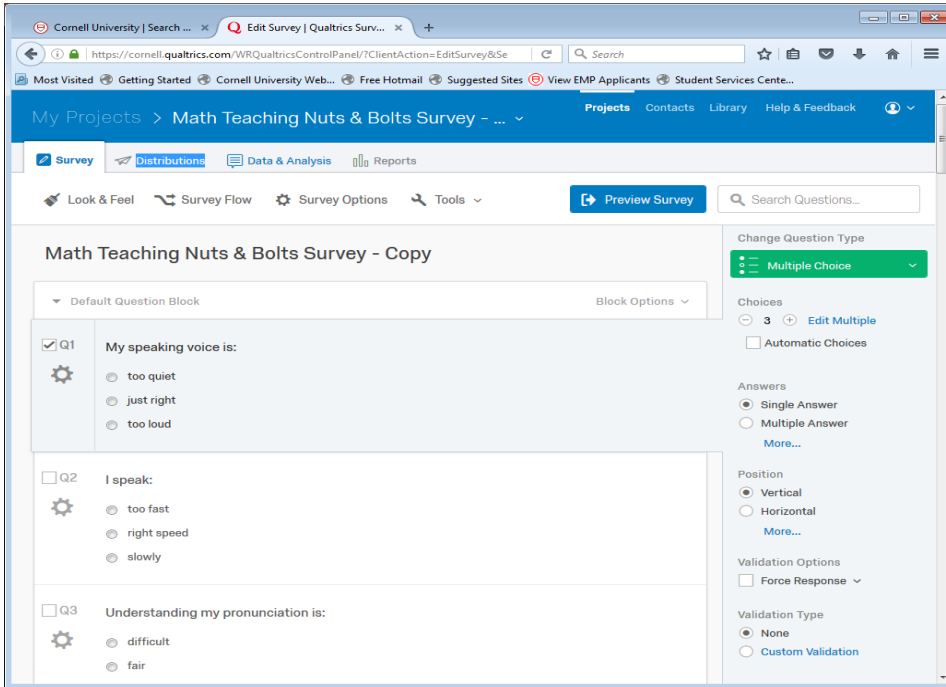


- At “Please Select a Library:” choose “Cornell University Public”
- At “Source Project” select “All Projects”
- **At the search list type in “Bolts” and select “Math Teaching Nuts & Bolts Survey”**
Math 1110 has a different survey, therefore, select “Math Teaching Nuts & Bolts Survey-1110”
- At “Project Name” type a project name
- At “Folder” click “Uncategorized”
- Click “Create Project”



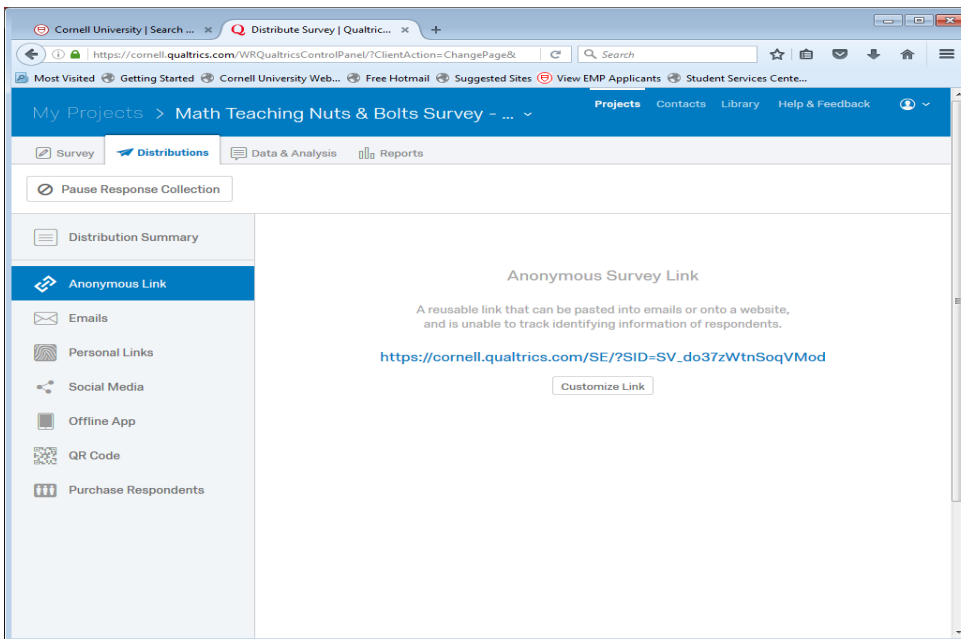
The screen will open up to the Nuts & Bolts Survey.

At the top left of screen click “Distributions”



At “How do you want to distribute survey?” click Email & Compose E-mail
It may open to a Qualtrics e-mail box, click cancel.

At left of screen **Click Anonymous Link** – this is your link to send to students.



Sending your anonymous link:

- You can either send the link in an e-mail notification using your class roster in Peoplesoft Faculty Center or you can send it directly from Qualtrics.
- To send via Peoplesoft, copy the link and access your class roster in Peoplesoft:

- To get your class roster go to your “Faculty Center” by logging into Peoplesoft (www.facultycenter.cornell.edu)
- Click the icon to the left of the Class column
- At the bottom of your class roster click “notify all students”.
- Change Subject to: Qualtrics Teaching Survey (or whatever you want to call it)
- In the Message Text box draft your e-mail (sample e-mail below) and copy & paste your “Anonymous Link” then click send.
- When students access the link they will be sent directly to your questionnaire and when they submit it, it will be sent directly to your Qualtrics account.

If you want to send it directly from Qualtrics click **Emails** on the **Distributions** tab. **Compose Email**. You will need to manually enter the e-mail recipient addresses.

Sample e-mail:

Dear Students,

The following link is the Department of Mathematics Nuts & Bolts Student Survey for Math _____. Your survey responses are anonymous, and will be sent directly to the course instructor. Please complete the survey by _____. The questionnaire provides useful information for your instructor enabling him/her to improve the classroom experience. We also encourage you to complete the “comments” questions at the end of the survey. If you have concerns or questions that are not addressed in this questionnaire, the Mathematics Department invites you to discuss this with a member of our advising committee. Committee members include:

Michael Nussbaum, nussbaum@math.cornell.edu

Birgit Speh, bes12@cornell.edu

James West, west@math.cornell.edu

You can also contact the Director of Undergraduate Studies, Ed Swartz at ebs@math.cornell.edu.

Thank you for your time in completing this survey.

Link to Survey: copy/paste your survey link

Log into Qualtrics to View Reports. Your screen will look like this OR you will see a “Reports” tab at the top.

Cornell University | Search ... x My Projects | Qualtrics Sur... x

https://cornell.qualtrics.com/ControlPanel/

Most Visited Getting Started Cornell University Web... Free Hotmail Suggested Sites View EMP Applicants Student Services Cente... Search

Projects Contacts Library Help & Feedback

My Projects

Folders + Create Project Search Projects...

All Projects 2 Shared with Me Uncategorized 2 Nuts & Bolts + New Folder

All Projects Sort By: Owner

Heather Peterson

Status	Questions	Est. Response Time
New	31	2 minutes
New	41	4 minutes

Math Teaching Nuts & Bol...
Last Modified: Sep 13, 2016 10:42 ...

Math Teaching Nuts & Bol...
Last Modified: Sep 13, 2016 10:44 ...

Showing page 1 of 1

- Activate
- Share Project
- Reveal in Folder
- Rename Project
- Copy Project
- Edit Survey
- Preview Survey
- Translate Survey
- Distribute Survey
- Data & Analysis
- View Reports
- Delete Project