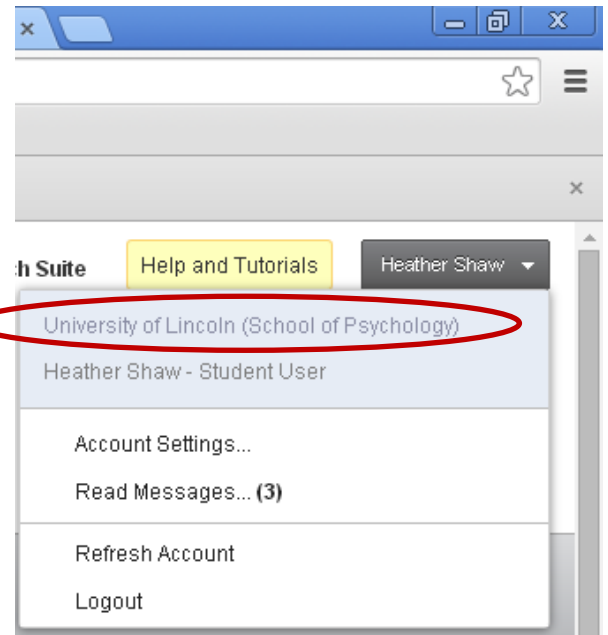


Qualtrics Flow Chart

Both the Student and Supervisor need to create a Qualtrics account. Once made, both parties will also need to check their account is affiliated with the university. They can check this by selecting their name (in the top right hand corner). If all this is already done, they skip to the next step.



Students then design and build their questionnaire's using the tutorials and websites provided. Once completed, students need to submit their surveys to their supervisors (for approval) . This is all done online using the Qualtrics website.

Staff will then receive an email automatically from Qualtrics. This will state their student has requested for their survey to approved. Staff members then login to view a preview of the survey. At this point, a supervisor can 'approve' or 'deny' the survey, leaving comments about the survey if they so wish.

Deny

Approve

The student will receive an email saying their survey has been denied. They can read comments left by the supervisor to make changes e.t.c. They are not able to activate their survey.

The student will receive an email saying their survey has been approved. They can then activate their survey and start collecting data. Note, at any point, an administrator can inactivate a survey if it is in breach of ethical conduct. Students can also download and analyse their data using excel or SPSS (referring to the guides if needed).

