

How to create a Mid-Course Feedback Survey in Qualtrics using sample question templates

It is recommended that you create an individual survey for each course to ensure accuracy in the responses.

Download the Qualtrics Template(s) you want to use:

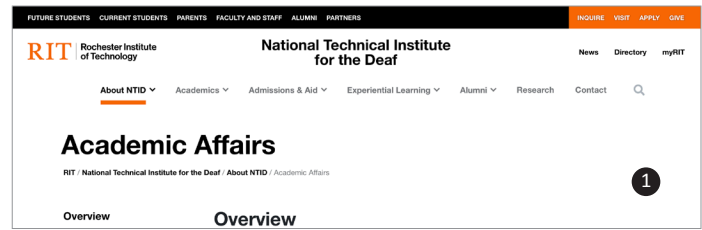
1. Go to the MCF webpage <https://www.rit.edu/ntid/president/academic-affairs#mid-course-feedback-mcf>
2. Click on 'two Templates'
3. Your file should automatically download, if not right click and select download linked file.

Note: You cannot use the Open option; these .qsf files can only be opened from within Qualtrics.

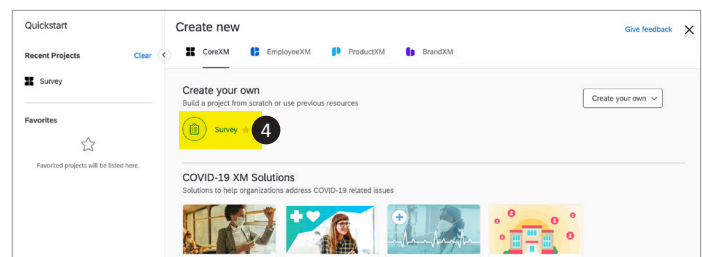
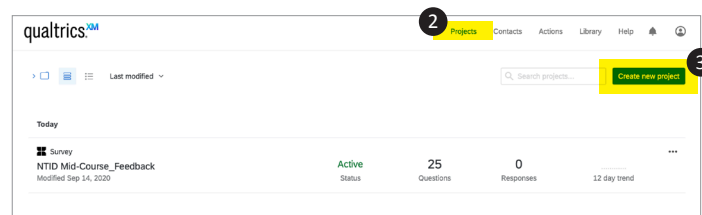
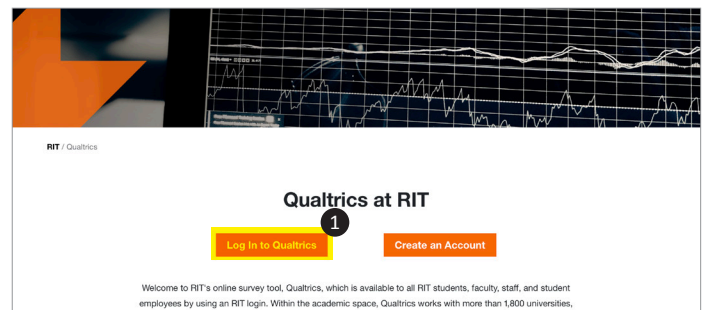
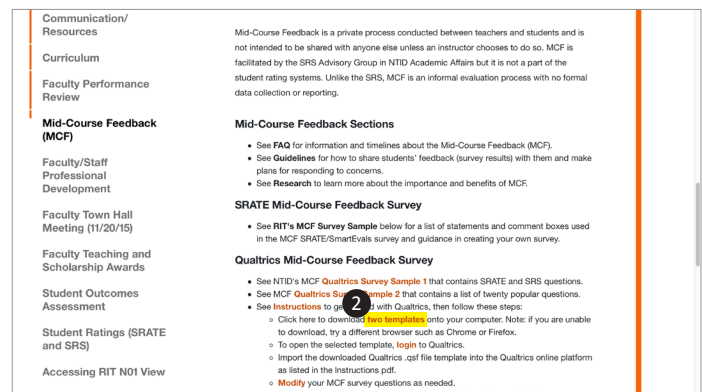
The file will be saved in your Downloads folder, or wherever you have directed your browser downloads; you can move it from there to any folder you want it in.

Create your Qualtrics MCF Survey from a template:

1. Log in to Qualtrics at: <https://www.rit.edu/survey/>
2. Click on **Projects** (top right)
3. Click on **Create new project** (top right)
4. In the Create your own section, click on **Survey**



Scroll down the left sidebar to MCF



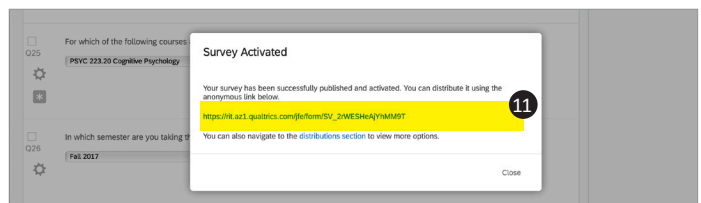
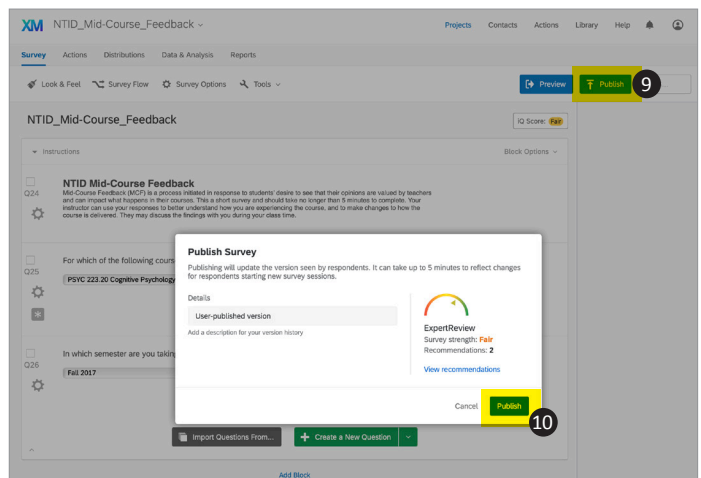
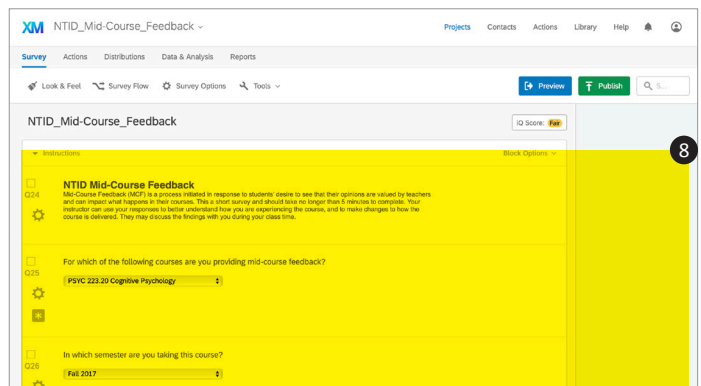
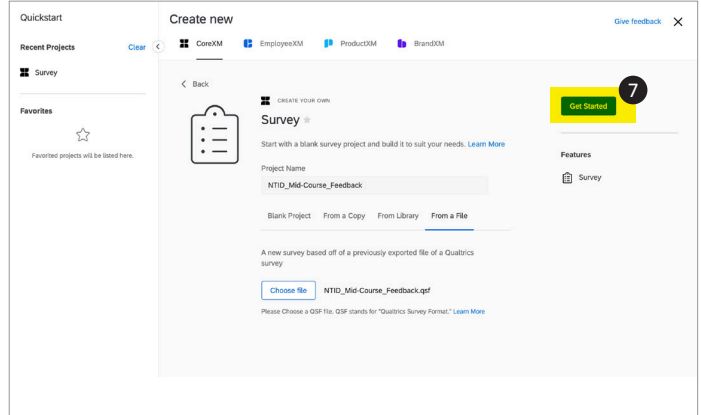
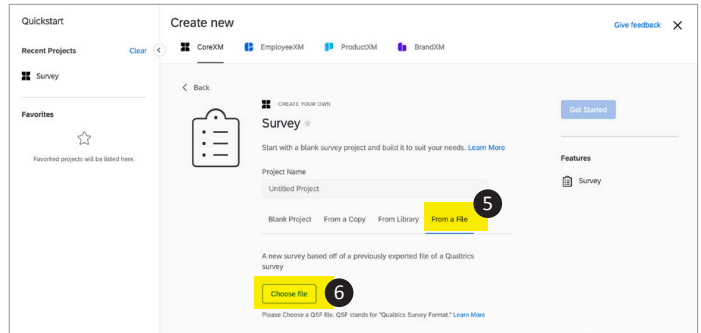
Instructions continued on the next page.

5. Click on **From A File**
6. Select **Choose file**
(Locate and select the file which you downloaded & saved earlier)
7. Click on **Get Started** (top right sidebar)
8. Update template as you like,
to create your own survey.
You can add, remove, modify questions as you see fit for each individual course.
9. When complete, click on **Publish** and your survey will be analyzed for ExpertReview.

10. In the ExpertReview dialog box click **Publish** to confirm.
11. Your survey is now live, and you will be given an anonymous link that you can distribute to your class.

OR

You can navigate to the **distributions** section for additional options.



Additional Qualtrics Help?
Qualtrics tutorials and help can be found at:
<https://www.qualtrics.com/support/>