


BYUI SURVEYS (QUALTRICS)

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Qualtrics

How Do I Create A Peer Evaluation Survey?

 Brother Matt Zachreson from the BYU-Idaho Physics Dept. has created some excellent material on how to create a peer evaluation survey in Qualtrics. This article demonstrates how to set up a peer evaluation using his method. You will need a [Faculty Qualtrics Account](#) to complete the process; please call 208-496-7230 if you need assistance with obtaining a Faculty Account.

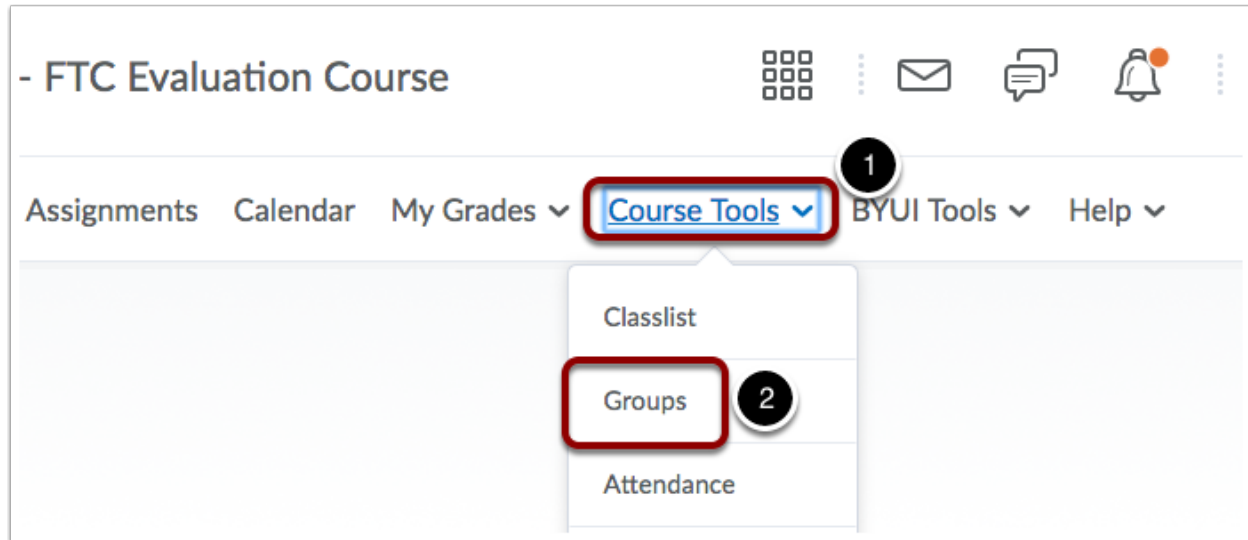
Click [here](#) if you already have groups set up in I-Learn

Make Bookmark

Click and drag this link: [IL3 GroupEvals builder](#) up to your bookmarks bar. If you don't have a bookmarks bar, here are instructions on how to make it visible [for Chrome](#) and [for Firefox](#).

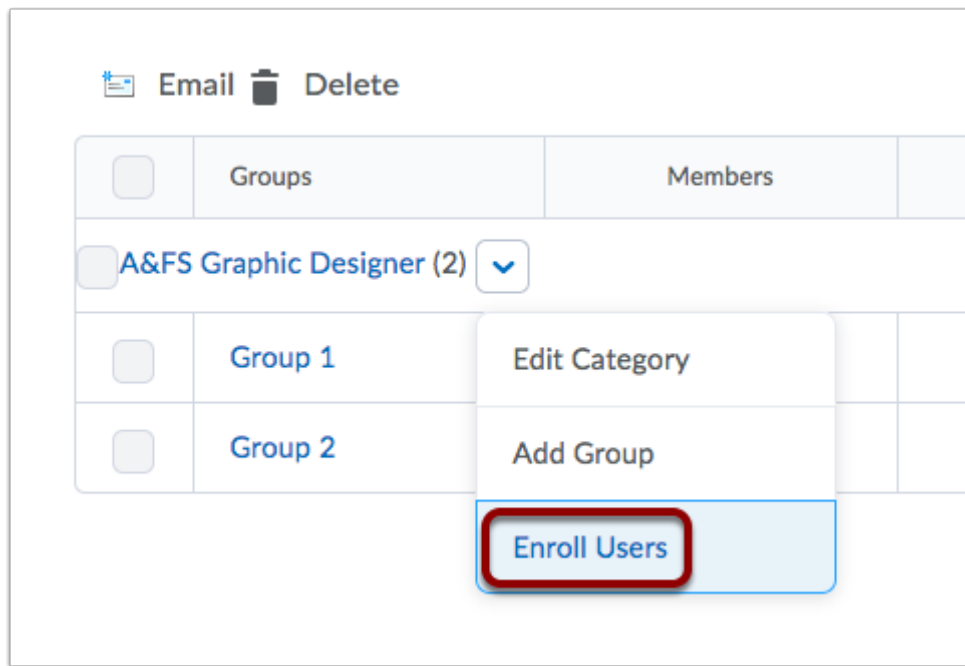
Once you have the above link as a bookmark, you can use it to build a group evaluations Qualtrics file.

Manage Groups



Go to the manage groups page for your I-learn course

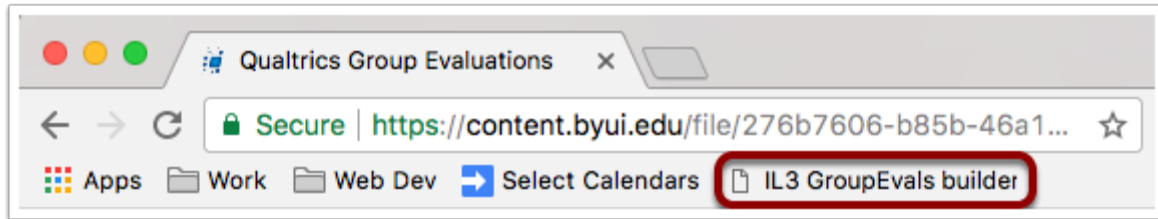
Enroll Users



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Open up the enroll users page

Click Bookmark



If all of your students show up on one page, just click the bookmark. It calls a program that reads through the groups page, and then downloads a ready to upload Qualtrics survey file named "groupEvals.qsf".

If your students are on more than one page, go to the first page of students. (The program will not work unless you start on the first page.) Once on the first page, click the bookmark. It will read that page and advance to the next. Once the second page has loaded, click the bookmark again. Repeat until you've reached the last page and the program downloads the "groupEvals.qsf" file.

The bookmark program can read and save the needed group information on each page, but it can't start running on a new page until you click it. You need to start on the first page, because the program uses the information on the first page to tell that it needs to start building a group evaluation. As you click it on each page, it will read the open page, save the needed info, and advance to the next. Once you reach the last page, the program will recognize it as the last page, build the survey file, save it to your downloads, then clean up all of the info it saved from the other pages.

- ⚠️ This tool has only been tested in Chrome and Firefox. It may not work as expected in other web browsers.
- The bookmark program cannot read any unsaved changes to your groups. If you make any changes to your group enrollment, you must save them before you run the group building program.
- Make sure your groups are finalized when you build the survey file. The program generates a unique 7 digit code for each student that Qualtrics uses to identify them and find their group. It is incredibly difficult to re-organize groups within the survey.

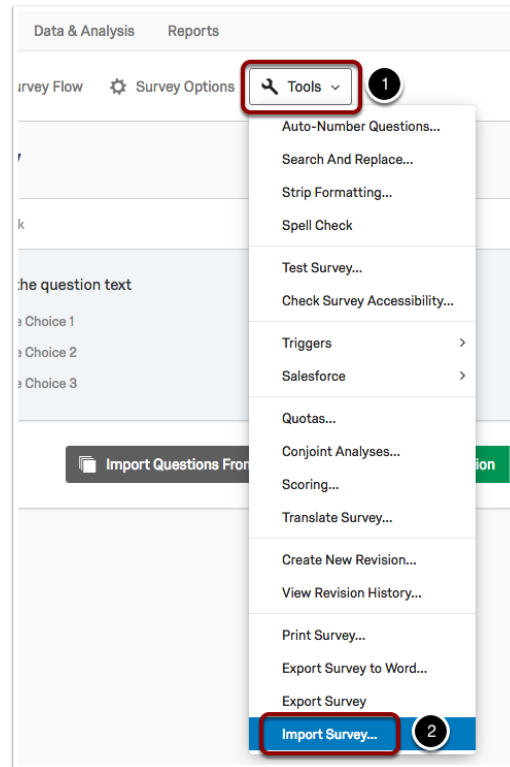
Create New Survey

The screenshot shows the 'Create a Project' dialog box. At the top right, a green button with a plus icon and the text '+ Create Project' is circled with a red box and labeled with a circled '1'. The dialog has a left sidebar with 'New, Blank Project' selected. The main area is titled 'Create a Project from Scratch' and contains a 'Project Name' text field (circled with a red box and labeled with a circled '2') containing 'Peer Eval Survey', and a 'Folder' dropdown menu. At the bottom right, a green 'Create Project' button is circled with a red box and labeled with a circled '3'. A 'Cancel' button is located at the bottom left of the dialog.

1. Click Create Project
2. Give the survey a name
3. Click Create Project

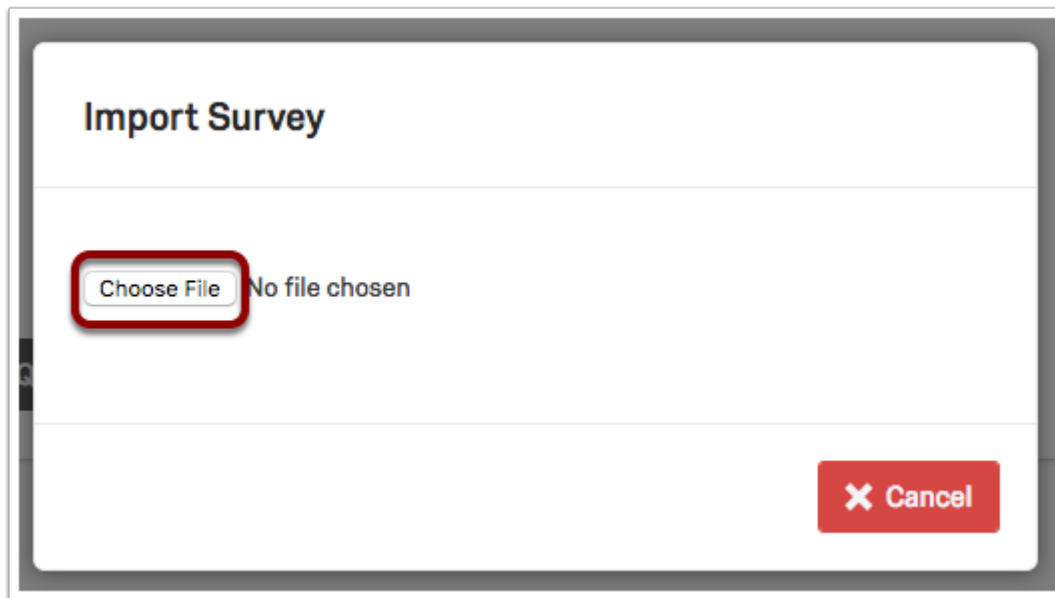
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Upload .qsf File

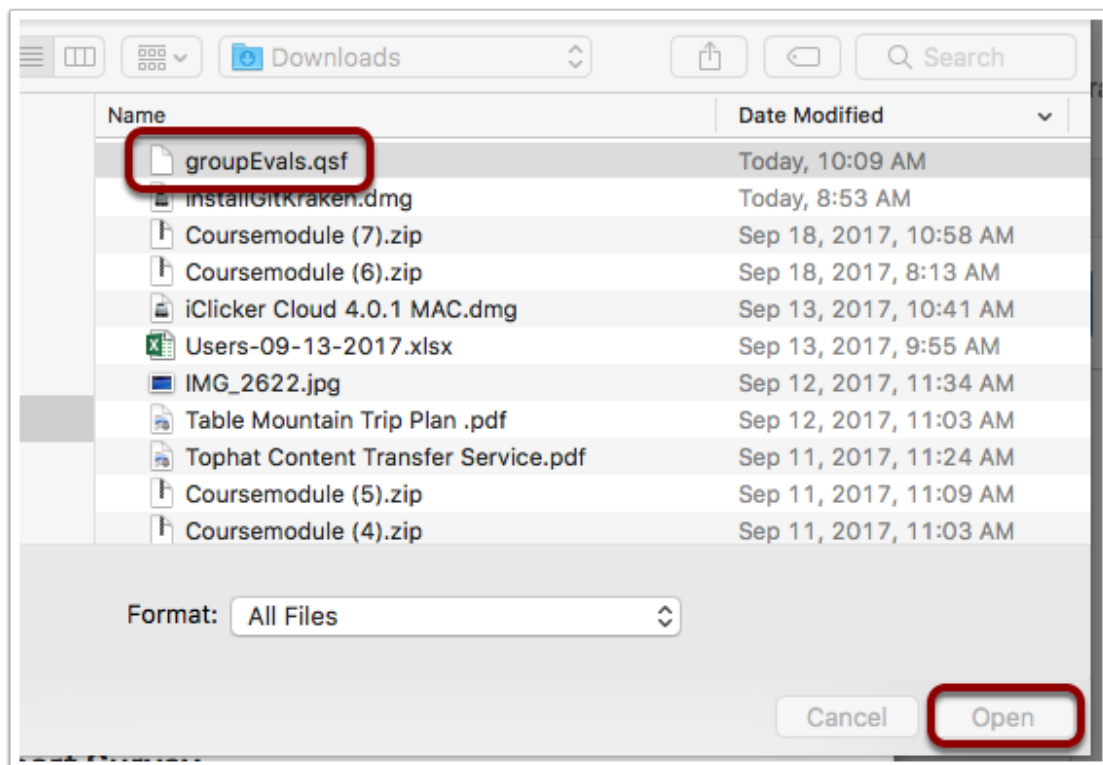


Within your new survey, select Tools, then Import Survey...

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Click Choose File



Find the .qfs file we downloaded earlier, select it, then click Open

Import Survey

Choose File

groupEvals.qsf

This import will create a new survey.

✕ Cancel

✓ Import

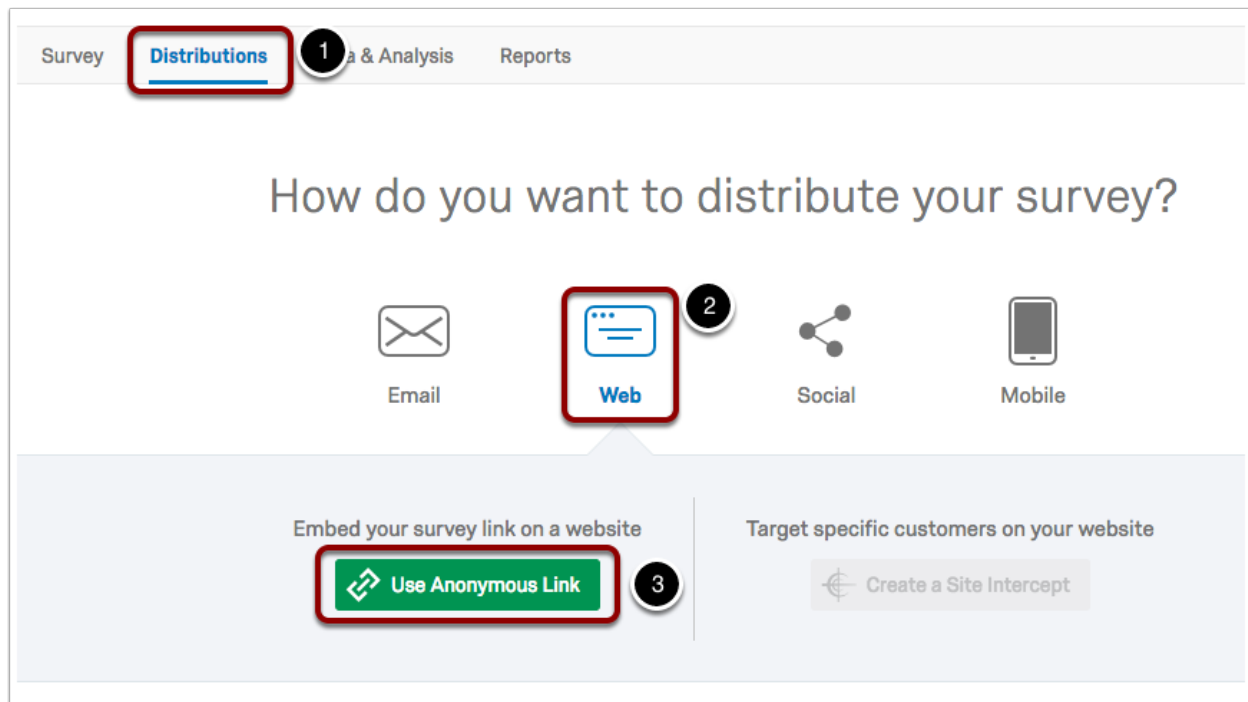
Click Import

Create New Survey

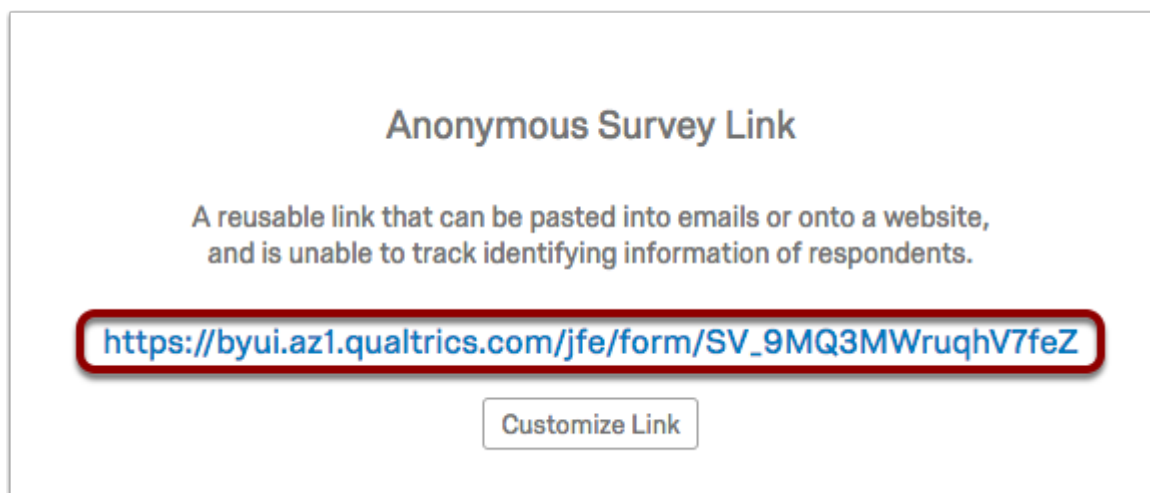
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1. Click Create Project
2. Give the survey a name
3. Click Create Project

Get Anonymous Link



1. Click Distributions
2. From the distribution options, select **Web**
3. Click Use Anonymous Link



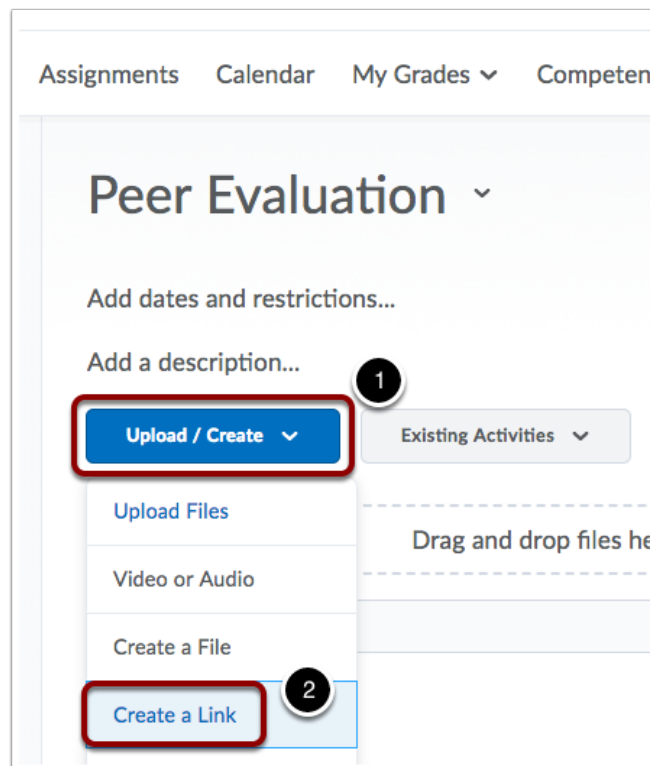
1. Copy the link

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2. Add `?ilearnId={UserId}&SurveyStudent={LastName}%20{FirstName}` to the end of the link. The final link should look something like this:

https://byui.az1.qualtrics.com/jfe/form/SV_9MQ3MWruhV7feZ?ilearnId={UserId}&SurveyStudent={LastName}%20{FirstName}

Create Link In I-Learn



Within a content module in I-Learn, click Upload/Create, then Create a Link

New Link

Title *

Peer Evaluation Survey

URL *

https://byui.az1.qualtrics.com/jfe/form/!

☐ Open as External Resource

Linker progress is not tracked for external resources

Create Cancel

1. Give the link a name
2. Paste in the anonymous survey link from Qualtrics
3. Make sure that Open as External Resource is **not checked**
4. Click Create

Get Survey Results

Peer Eval Survey

Survey Distributions Data & Analysis Reports

The results of the survey are best retrieved from the **Reports** tab in Qualtrics.

Click here if you don't have groups set up in I-Learn

I don't don't wish to set up your groups in I-Learn, it is possible to do so in a .csv file. [Click this link for instructions.](#)