



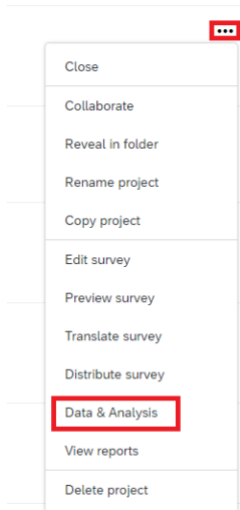
Qualtrics: View Data

Center for Innovation in Teaching and Learning

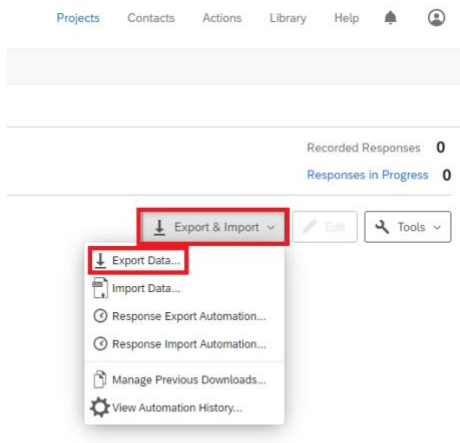
Qualtrics gives you the ability to export and analyze the data collected from your survey responses.

To Export Data:

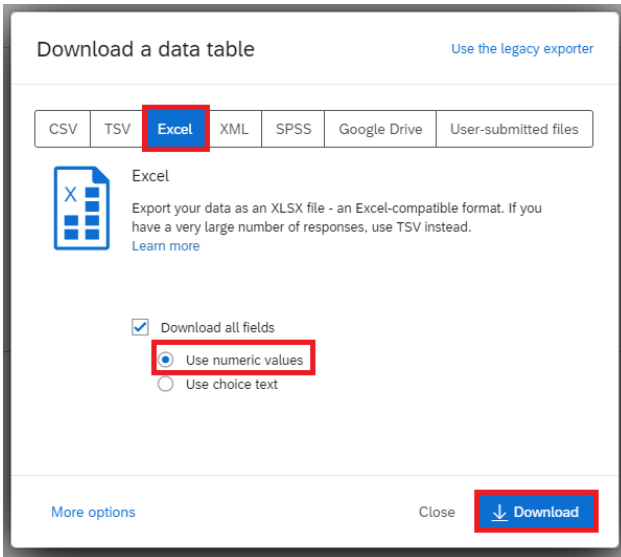
1. On the Qualtrics homepage, click the three-dot menu located on the survey description bar, then select **Data & Analysis** from the drop-down menu.



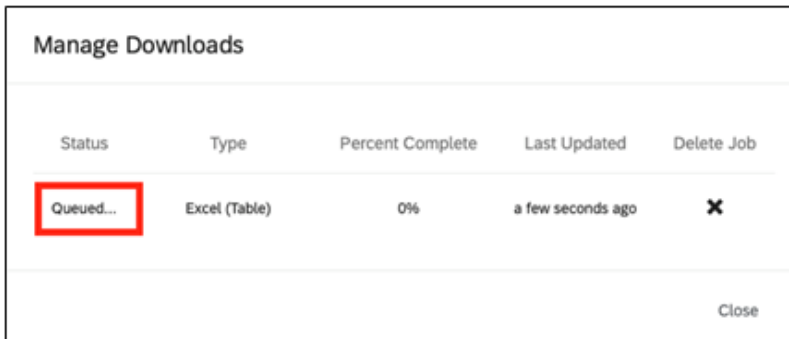
2. On the Data & Analysis page, select **Export & Import** and then select **Export Data** from the drop-down menu.



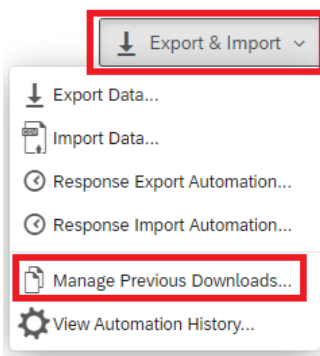
3. On the Download a data table window, select **Excel**.
4. Select **Use numeric values** and then click **Download**.



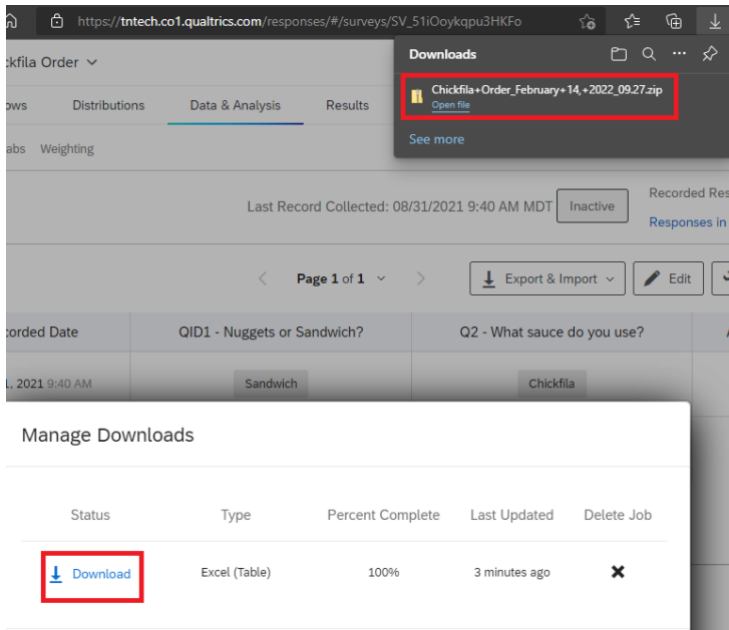
5. If the Download's status says *Queued*, select **Queued** to help the file download.



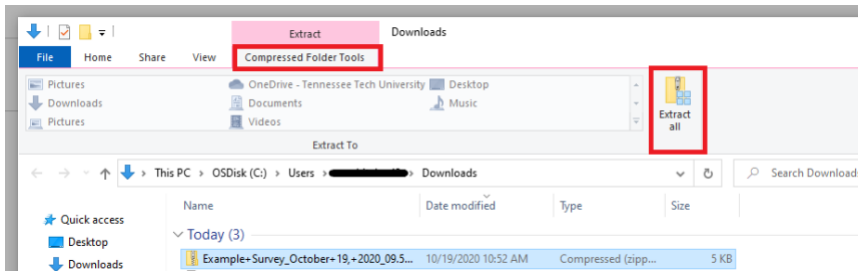
NOTE: You can hit close on the window and not lose your download progress. To access your downloads again, select **Export & Import**, then select **Manage Previous Downloads**.



6. Previous downloads will then be displayed. Select **download** for the file to appear under downloads.



7. Select **Compressed Folder Tools** and then select **Extract All**.



8. Select **Browse** and then select the folder you want the data save to.

9. Click **Extract** and locate the file in the folder you chose.

