

# QUALTRICS: REAL-TIME RESULTS

Once you have a survey in Qualtrics, you can use it for in-class polling to collect and display data in real-time.

## WOULD YOU LIKE TO TRACK PARTICIPATION?

YES

NO

- Go to [Distribute Survey](#)
- Click [Activate Survey](#)
- Qualtrics will create a link to your survey that you can email or post

## VIEW RESULTS

Qualtrics generates reports under [View Results](#) visualizing your survey results as graphs and tables.

- Display realtime reports on a public webpage or export report as pdfs or PowerPoint presentations.
- For further customization, download the data as a .csv file and generate graphics in external programs.

Need more information? Check out the Qualtrics Visualization handout at [bit.ly/qualtricsvisualization](http://bit.ly/qualtricsvisualization).

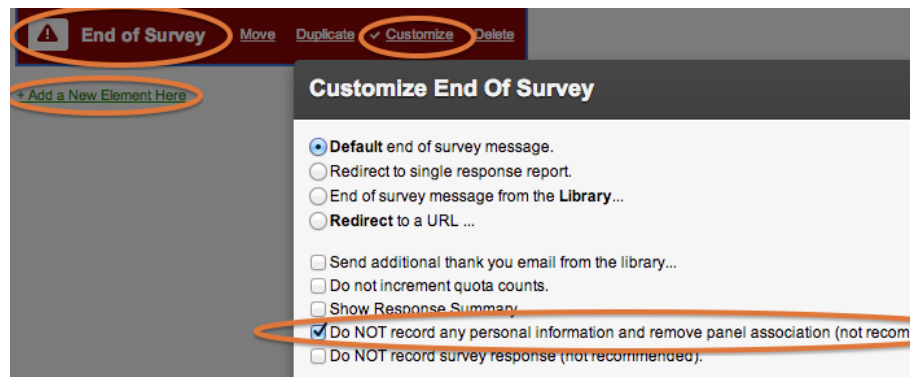
A bit of prep work is needed to create a panel of participants:

- Create a panel by going to [Panels](#) and clicking [Create New Panel](#).
- Members of the panel can be added manually or imported and updated from .csv files or other surveys.

If you have an FAS course you can download the course enrollment from my.harvard.

## TO ANONYMIZE RESPONSES:

- Go to [Edit Survey](#)
- Open [Survey Flow](#)
- Click on [End of Survey](#)
- Select the checkbox to not record personal or panel information



Great, you finished all of the prep work! You are ready to distribute your survey.

- Click [Activate Survey](#), and now you can email the survey to panels.
- Edit the message contents and schedule mailings of report data for a specific time.

## VIEW PARTICIPATION

See who hasn't finished the survey:

- Go to [View Results](#)
- Click [Responses](#)
- Choose [Responses in Progress](#)