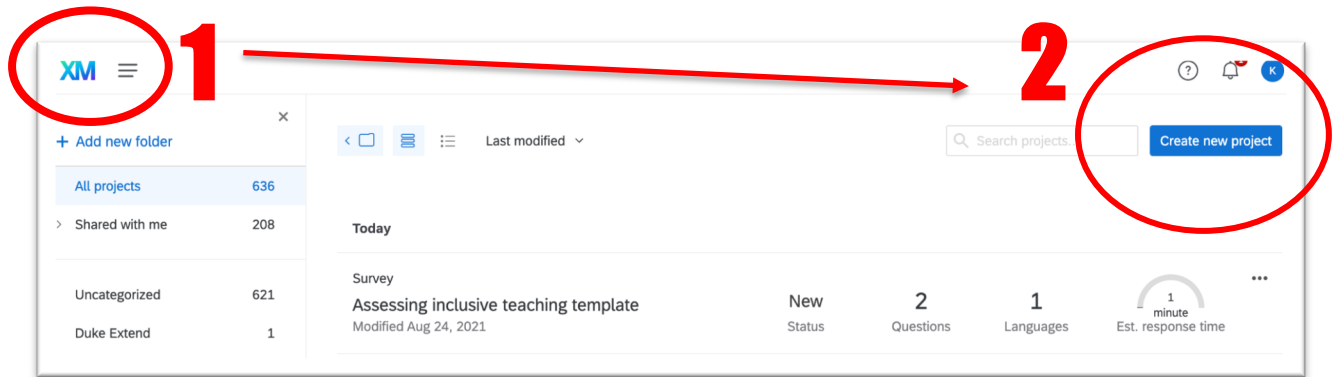
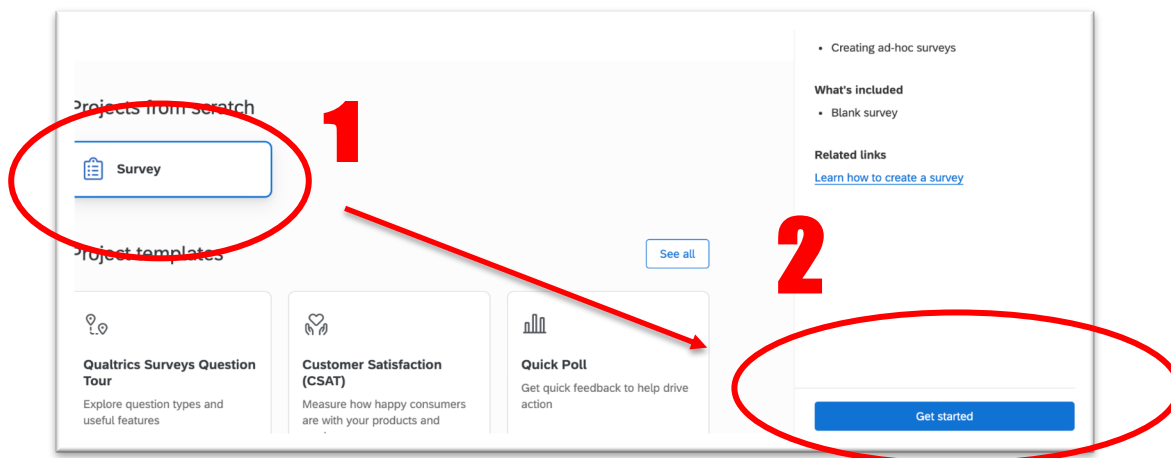


Importing a Survey Template into Qualtrics

1. Download the Qualtrics version (QSF file) of the template you want to use from this site. Be sure to note where your computer saves the file.
2. Navigate to duke.qualtrics.com and log in to your account. If you do not already have a Duke Qualtrics account, follow [these instructions](#) to create an account.
3. If you are not already on the Projects page in Qualtrics, navigate there by clicking on the XM logo in the top left corner. Click on the blue “Create new project” button on the right.



4. Click Survey, then Get Started.



5. Enter a name for the survey.

The screenshot shows a web form titled "Create a new project" under the heading "Survey". The form includes a "Name" field with the placeholder text "My survey title", which is circled in red and labeled with a large red "1". Below the name field is a "Folder" dropdown menu currently set to "Uncategorized". A section titled "How do you want to start your survey?" contains a dropdown menu with four options: "Create a blank survey project", "Import a QSF file", "Copy a survey from an existing project", and "Use a survey from your library". The "Import a QSF file" option is circled in red and labeled with a large red "2".

6. Select Import a QSF file from the drop-down menu.
7. Click Choose File to browse for your survey file on your computer.
8. Click Create project.

After clicking "Create project," you'll be taken to the Survey tab where you can begin editing your survey.

Places where you'll need to add your own information appear in **yellow highlight** in the survey.