

QUALTRICS Ci3T PAGINATED REPORTS

Getting Started

This document will walk you through how to import a Qualtrics report file (.qrf) previously built and exported from another account and how to share the completed report with Ci3T Leadership Team Members. For additional information and support, please visit the links in the right column on this page.

For more information on comprehensive, integrated, three-tiered (Ci3T) models of prevention, visit www.ci3t.org.

Qualtrics Paginated Reports Overview

<https://www.qualtrics.com/support/survey-platform/reports-module/reports-section/paginated-reports-overview/>

Understanding Statistics

<https://www.qualtrics.com/support/survey-platform/data-and-analysis-module/cross-tabulation/understanding-statistics/>

Learn to Use Qualtrics Research Core

<https://basecamp.qualtrics.com/>

More information at

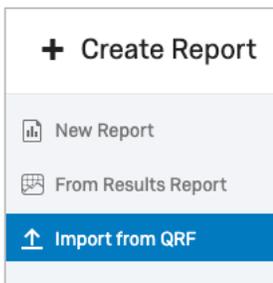
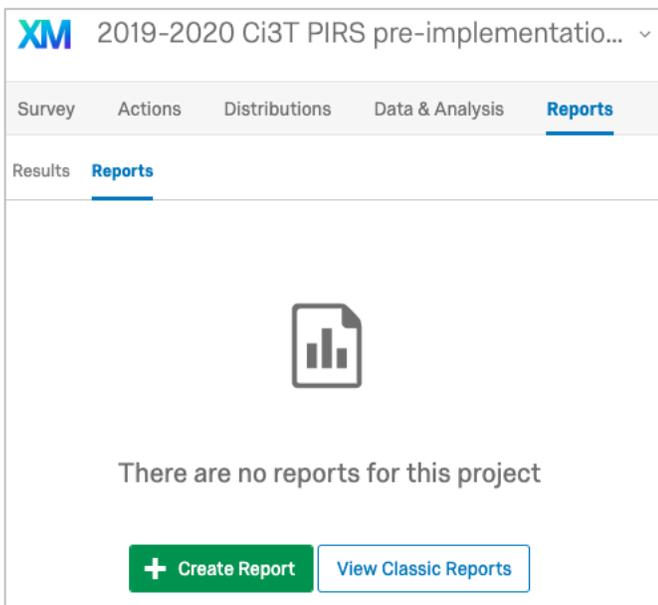
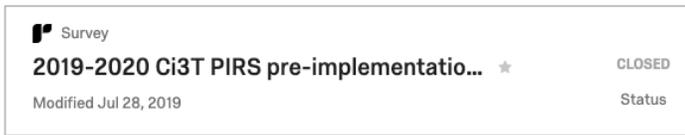
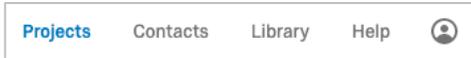
<https://www.qualtrics.com/support>

CONTACT

For assistance setting up Qualtrics paginated reports, please contact Qualtrics support:

1.800.340.9194

To import a report from a .qrf file



1. Log in to your Qualtrics account and you should start on the *Projects* page, or navigate there if needed.
2. Click the survey you want to create the report for, such as a Ci3T PIRS pre-implementation and Demographics survey.
 - a. Remember to close the survey before creating a report or downloading data. See **Qualtrics Surveys General Walk Through** document for explanation.
3. Click the *Reports* tab on the left side, top.
4. Click *Reports* below the *Reports* tab when it appears.
 - a. Qualtrics refers to these as either paginated reports or *Advanced-Reports* because you can customize page layout, etc. When searching Qualtrics's support site be sure to differentiate between advanced-reports (what Ci3T uses) and results-reports (not used).
 - b. The *Results* tab to the left are referred to as *Results-Reports* and provide a quick view of data and a default report.
5. Click the green *Create New Report* button.
6. Click *Import from QRF* on the left.

Note. QRF stands for Qualtrics report file.

7 Choose File PIRS_Pre-Implem...t_Template.qrf

Report Name

8 PIRS pre-imp & demo report

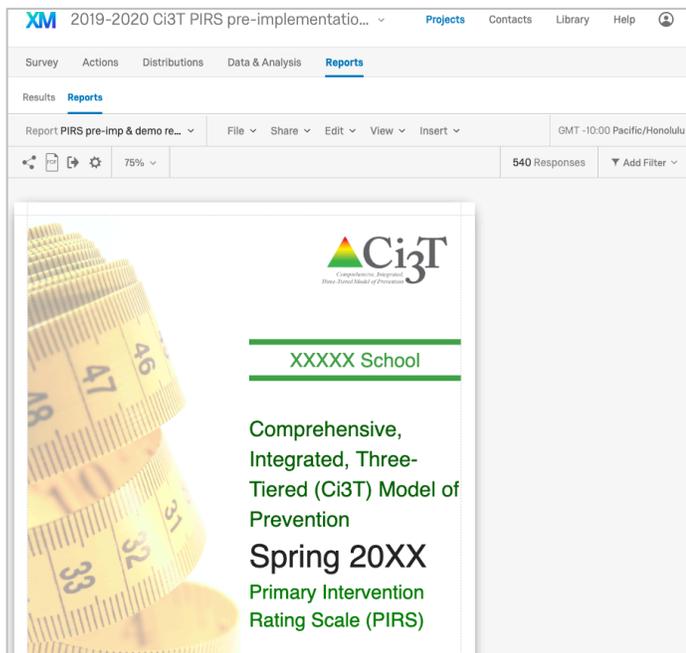
Please update the sources of the report. This will change each visualization's source to its new mapped source (at least one of the new sources must be the current active survey). However, the fields in each visualization will NOT be mapped or updated. If you wish to modify a field, then you must manually modify the fields of the visualizations of the imported report.

New Source

2019-2020 Ci3T PIRS ... 9

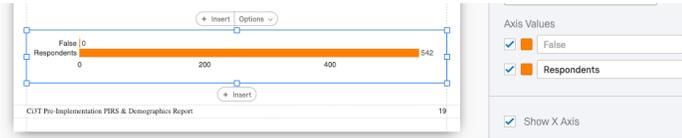
Cancel Create

7. Click *Choose File*. Locate the Qualtrics report file (.qrf) you downloaded to your computer (e.g., from ci3t.org/measures). In this example the import file is **PIRS_Pre-Implementation_and_Demo_Qualtrics_Report_Template.qrf**
 - a. *Note.* Files download from ci3t.org as .zip (compressed / archived) files and need to be unzipped before using. Each .zip file contains the Qualtrics file and PDF sample(s) for comparison to what you see on your Qualtrics account.
8. Type in a *Report Name*. This name can be simple or can match your survey name, as desired.
9. If prompted to do so (i.e., “Please update the source of the report...”), confirm the *New Source* is the name of the survey you are working on.
10. Click *Create*.

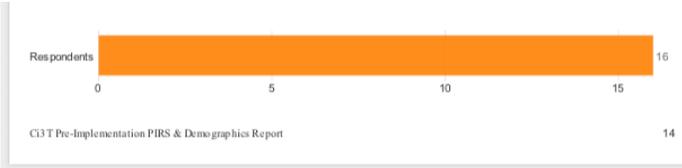


11. You should now have your report template loaded and ready to customize, similar to the screenshot on the left.
12. Look for red text, elements like XXXXX, and _____ where updates are needed to prepare each school's report.
 - a. For example, in the PIRS pre-implementation report Page 1, replace XXXXX with the school name, 20XX with the current year, and fill in “Prepared by: _____”
 - b. On Page 6 where data results are displayed, update the school name, district/county, and if desired add response rate (manually calculate based on how many emails were sent and how many surveys were completed).
13. Confirm data are displaying correctly on each page. Use the report example PDF that downloads in each .zip file from ci3t.org/measures to see what the report **should** look like.
14. For example, the **PIRS_Pre-Implementation_and_Demo_Qualtrics_Report_Template.qrf** used in the example screen shots downloads in a .zip file

with the PIRS_Pre-Implementation_and_Demo_Qualtrics_Report_EXAMPLE.pdf (file names may vary). Compare this PDF to what you see on each page in Qualtrics and adjust as needed.



Qualtrics visualization and right sidebar.

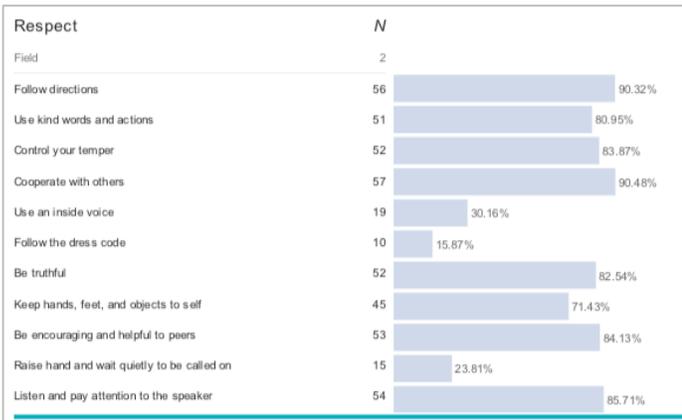


Example PDF downloaded with .qrf file in the .zip file.

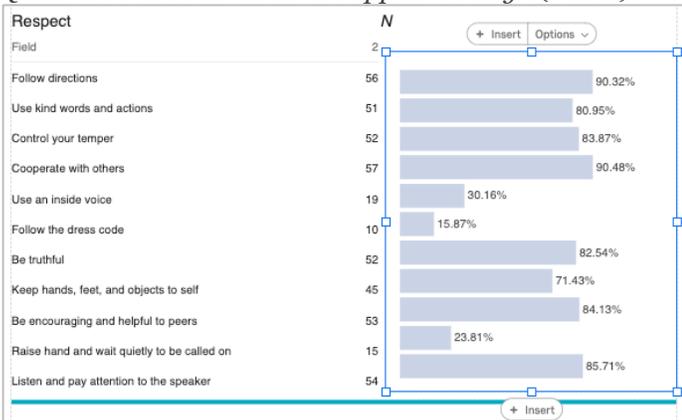
15. To adjust a data element (referred to as a visualization in Qualtrics support documents), select the element and use the tools on the right sidebar to make changes.
 - a. In this screenshot, both values are displaying, while the example PDF shows to only display Respondents, so uncheck “False”



- b. Depending on what appears incorrect, adjustments may need to be made in the survey itself, since the report pulls data from there.



PDF may be correct when downloaded (above), even if in Qualtrics online items do not appear to align (below).



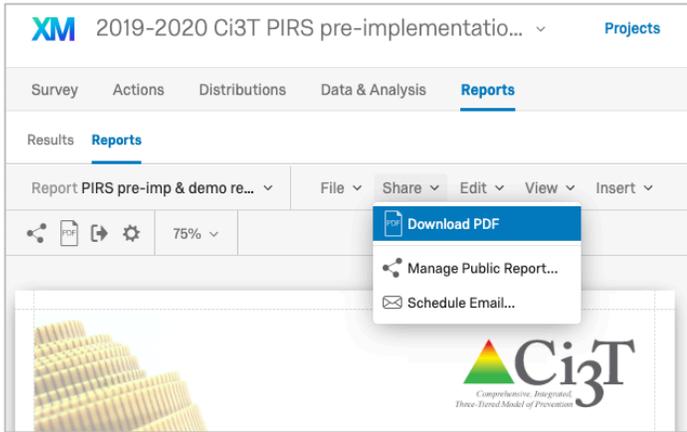
16. In some Ci3T reports, text elements align to data visualization, and/or count data visualizations are aligned to percentage data visualizations, such as in the SESSS report shown on the left.

There are four elements in Qualtrics making what is shown on the left: (a) the Text Area “Respect N” on top of (b) the Data Table with text and count data for choice 2 *critical for success*, (c) same data visualized as a Bar Chart showing percentage of respondents who rated each item as 2, and (d) the horizontal Divider line below those data.

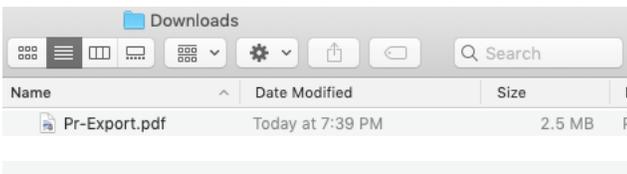
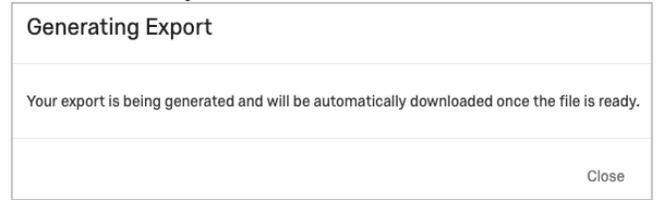
You may need to adjust the Text Area so “N” is on top of the 2, and you may need to adjust the height of the Data Table or Bar Chart so rows of text align with each data bar.

Currently, using Chrome to work in Qualtrics appears to provide the most accurate correspondence between what you see online and how the report downloads as a PDF.

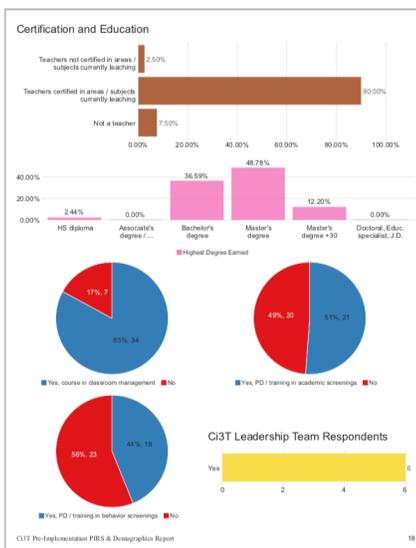
Before adjusting alignments download a PDF of the report to verify adjustments are needed.



17. When all looks ready to share, at the top of the report in the middle click *Share > Download PDF*.
18. Click *Close* on the pop up window. The report will take a few minutes to generate and will automatically download.

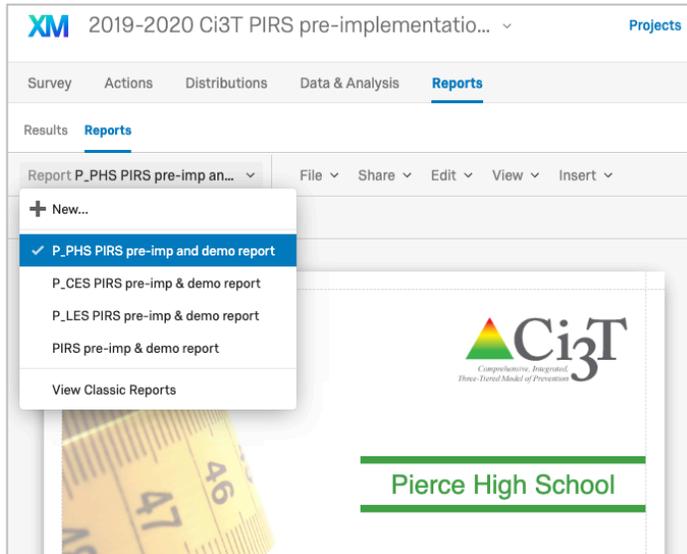


19. Find the exported PDF file (e.g., in your Downloads folder), which will usually be name “Pr-Export.pdf” (paginated report export pdf).
20. Rename the file with the school initials.
 - a. For keeping track of Ci3T reports across schools and years, we recommend using a standard naming convention, such as [district initial]_[school initials] [report name] [semester] [year].pdf
 - b. Example: **P_LES PIRS Report Spring 2020.pdf**
 - c. Following a standard naming convention will allow all files to “stack” by school where they are saved, or by year then school if you begin file names with the year. Example: **2020 P_LES PIRS Report Spring.pdf**



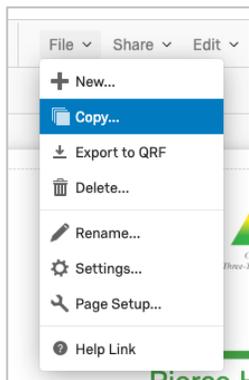
21. Check the PDF file’s contents for accuracy (reliability) and distribute to Ci3T Leadership Team Members at the appropriate session.
 - a. Remember to share reports with principals and district leaders a week before the session where teams will receive the report so leaders have a chance to preview the data and prepare for conversations around the data.

Creating multiple reports



22. There are a few ways to create multiple reports when training a cohort of schools.
- You could have a copy of the whole survey project for each school (each survey distributed separately to each school), with one report attached to each school's survey.
 - You could have one survey project distributed to multiple schools, with one report attached to the survey, filtering for each school, customizing text in the report for that school and downloading as a PDF before touching up text again for the next school and downloading the next PDF.
 - You could have one survey project distributed to multiple schools, with multiple reports attached to the survey, one report per school.

We recommend option (c) and describe the steps in the following



23. After getting your first report working and all data displaying correctly (think of the first report as the master template), click *File > Copy*.

Make as many copies as needed based on the number of schools to which the survey was distributed.

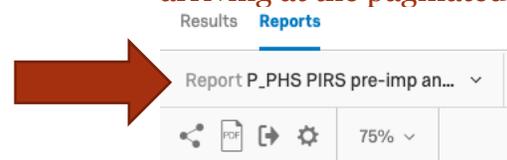
Copy Report

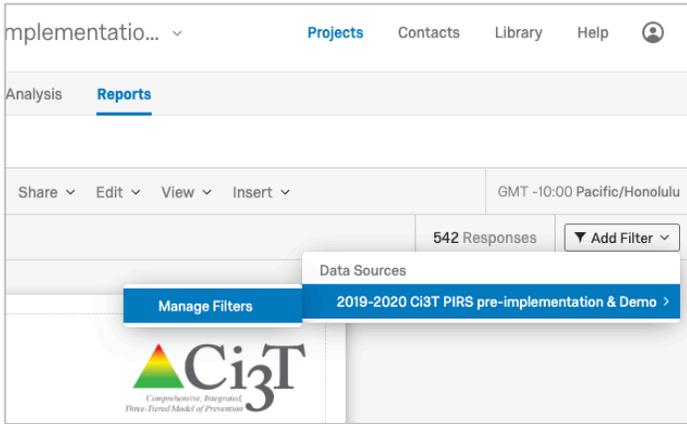
Report Name

P_PHS PIRS pre-imp & demo report

Cancel
✓ Copy

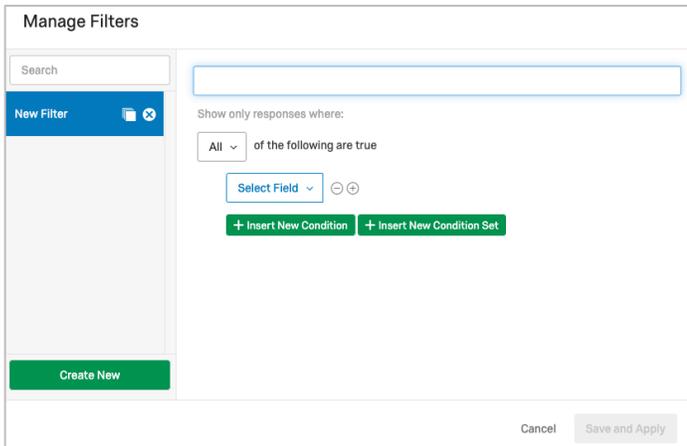
24. For each copy, add the district initial and school initials in the front of the new report name (e.g., P_PHS PIRS pre-imp...).
- Be careful to notice which report you are working in when navigating between the Survey and the Reports tab. **Always look at the Report name displayed when first arriving at the paginated Reports.**



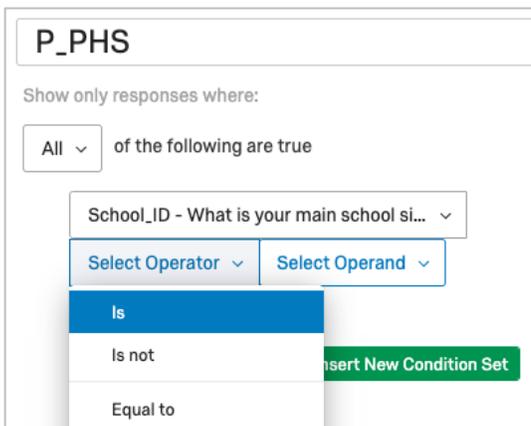
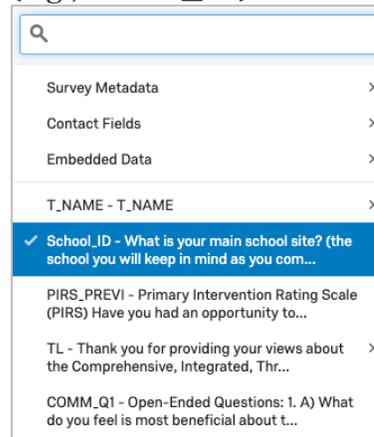


25. In each school's newly copied report, add a filter to display only data from that school's participants by clicking *Add Filter* > [survey name] > *Manage Filters*.
26. Click *Create a Filter*.

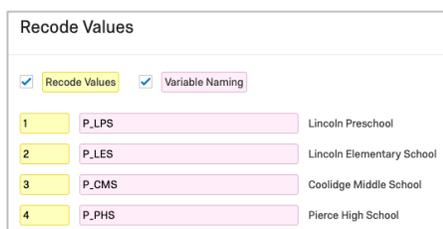
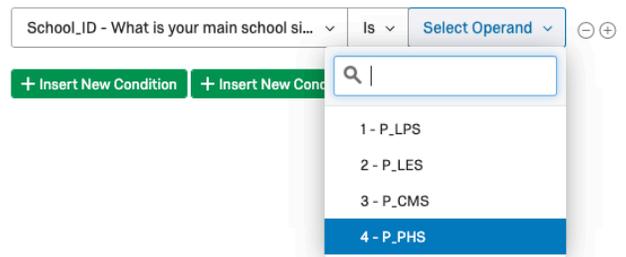
You do not yet have any filters.



27. Name the filter with the same district initial and school initials format (e.g., P_PHS).
28. Click *Select Field* to set the condition for the filter and choose the survey question where respondents selected their main school site (e.g., School_ID).



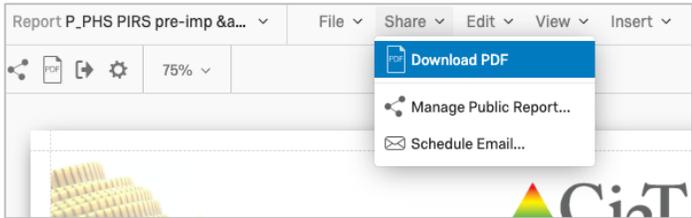
29. Click *Select Operator* and choose *Is*.
30. Click *Select Operand* and choose the school to match the name of the report on which you are currently working.



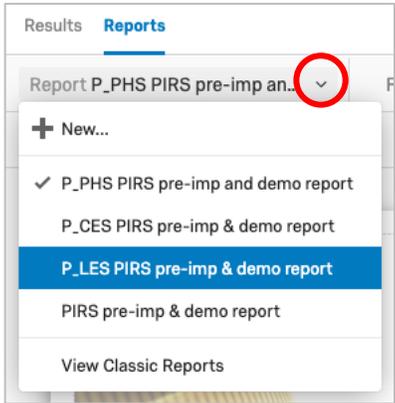
Note. How your school choices display will depend on if your survey used Recoded Values and/or Variable Naming for the School_ID multiple choice question in the survey.

Save and Apply

31. Click *Save and Apply*. The number of responses will change to reflect the filter being turned on.



32. Update text elements in the report as needed (e.g., school name, district/county, response rate) and click *Share > Download PDF* when complete.



33. Navigate to the next report by clicking the Report name drop down.

Repeat adding a new filter for this school so this report only displays data for this school, and PDF.

For more information, including FAQs, tutorials, walk-through guides, videos, and more, visit <https://www.qualtrics.com/support/>

For assistance, contact Qualtrics support at 1.800.340.9194