

**From:** dopmannouncement <dopmannouncement@uabmc.edu>

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**To:** DOPM All Users <DOPMAllUsers@uabmc.edu>;

**Subject:** Computer Tip of the Week -- How to easily do a Survey

## How to easily do a Survey

Brought to you by

Lisa Schwaiger

- DOPM HelpDesk Triage and  
Computer Tech in MT-403



### QUESTION:

There are times when it might be useful for me to do a “Survey”, and send it to a bunch of outside folks, or post it somewhere. Some examples of what the survey might be for are:

- Event feedback  
Or
- RSVP yes or no – if you are coming to at least one of these multiple sessions
  - Which of these locations/times will you likely be attending?
    - If the lunch session, do you want lunch?
      - If so, what food allergies (if any) do you have?

What is a super easy way for me to do that?

### ANSWER:

UAB has a “Survey tool” called Qualtrics that UAB folks (student, staff, etc.) can use for free to create a Survey.

And of course then anyone with the link to that Survey can fill it out.  
(It’s a slightly fancier version of “Survey Monkey”.)

To get started: Click <https://www.uab.edu/it/home/component/k2/item/442-qualtrics>  
(Then click “What is the cost and how do I get started?”)

Here is a 10-minute Beginners Tutorial: [https://www.youtube.com/watch?v=\\_hSo-ldj19k](https://www.youtube.com/watch?v=_hSo-ldj19k)

Here’s a Survey I did recently to experiment: [https://uab.co1.qualtrics.com/jfe/form/SV\\_5768Jv5S6VoSodv](https://uab.co1.qualtrics.com/jfe/form/SV_5768Jv5S6VoSodv)  
Feel free to fill it out; it seeks feedback on these TOTWs ☺

We are just learning about it too, so if you have feedback, please let us (Lisa) know.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>