QUALTRICS

A CHECKLIST FOR SURVEY BUILDER

Review date: Click or tap to enter a date.

PAGE LAYOUT

QUESTIONS

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Questions | Yes | No | N/A |  | Layout | YES | NO | N/A |
| * Question types
 |[ ] [ ] [ ]   | * Survey landing page
 |[ ] [ ] [ ]
| * Single or multiple answers
 |[ ] [ ] [ ]   | * Page breaks
 |[ ] [ ] [ ]
| * Forced response
 |[ ] [ ] [ ]   | * Question font size
 |[ ] [ ] [ ]
| * Question numbers
 |[ ] [ ] [ ]   | * Block titles
 |[ ] [ ] [ ]
| * Question numbers in sequence
 |[ ] [ ] [ ]   | * Page breaks
 |[ ] [ ] [ ]
| * Dropdown questions
 |[ ] [ ] [ ]   | * Skip logic
 |[ ] [ ] [ ]
| * Recode values
 |[ ] [ ] [ ]   | * Thank you note
 |[ ] [ ] [ ]
| * “NA” or “I don’t know” excluded from analysis
 |[ ] [ ] [ ]   | * Questions in appropriate block
 |[ ] [ ] [ ]
| * Text box

(single, multiple or essay) |[ ] [ ] [ ]   | * Progress bar position
 |[ ] [ ] [ ]
| PAGE NAVIGATION |  |  |  |  | OVERALL |  |  |  |
| **Page Navigation** | **YES** | **NO** | **N/A** |  | **Overall** | **YES** | **NO** | **N/A** |
| * Forward/Back button
 |[ ] [ ] [ ]   | * Survey Expiry date
 |[ ] [ ] [ ]
| * Skip logic
 |[ ] [ ] [ ]   | * Response download
 |[ ] [ ] [ ]
| * Survey progress bar
 |[ ] [ ] [ ]   | * Incomplete response

(record or delete) |[ ] [ ] [ ]
| * Survey flow
 |[ ] [ ] [ ]   | * Available to anyone
 |[ ] [ ] [ ]
| * Survey logic
 |[ ] [ ] [ ]   | * Send a thank you email
 |[ ] [ ] [ ]
| * Survey preview
 |[ ] [ ] [ ]   | * Allow to finish later
 |[ ] [ ] [ ]
| * Publish Survey
 |[ ] [ ] [ ]   | * Contact list uploaded
 |[ ] [ ] [ ]
| * Organization logo
 |[ ] [ ] [ ]  **Distribution:** [ ] Email [ ] Weblink [ ] QR-Code |

**Comment**s: Click or tap here to enter text.

N/A: Not Applicable