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