

How to create an MCF Survey in Qualtrics using sample question templates

Download the Qualtrics Template(s) you want to use:

1. Go to the MCF webpage <https://www.ntid.rit.edu/president/academic-affairs/mcf>
2. Click on 'Template 1' or 'Template 2'
3. Select *Save File*, then click on *OK*

(Note: you cannot use the *Open* option; these .qsf files can only be opened from within Qualtrics)

File will be saved in your *Downloads* folder; you can move it from there to any folder you want it in

Create your Qualtrics MCF Survey from a template:

1. Login to *Qualtrics*
2. Click on *Projects* (top right)
3. Click on *Create Project* (top right)
4. Click on *Create your own*
5. Click on *Create from existing*
6. Click on *From a file*
7. Select/Open the .qsf template file (which you downloaded and saved earlier)
8. Click on *Create Project* (bottom right)
9. Update template as you like, to create your own survey
10. Remember to **save** your survey