CWML Statistics in Qualtrics
Instructions & FAQs
Basic Instructions

1. Go to: https://yalesurvey.ca1.qualtrics.com/jfe/form/SV_6hCqad76NI3Z5hs
   a. Or:
      i. Visit Staff Links and use the link there.
      ii. Alternatively, create your own bookmark for the link above.

2. Complete the form for each relevant activity/interaction, following the prompts and using the glossary and FAQs from prior documentation if needed.
Further Documentation

1. On pages 5-13, view side-by-side instructions showing you what the process looked like before in Outlook Stats, compared to what it looks like now in Qualtrics.

2. On pages 15-18, view FAQs.

3. See additional in-depth documentation on the Staff Links page.
Side-by-Side Instructions

Comparing Outlook Stats to Qualtrics Stats
Side-by-Side Instructions: Date

In the past, date was automatically captured by Outlook Stats. Unfortunately this will no longer be the case.

In Qualtrics, if you complete your stats the day the interaction occurred, select Yes and date will be automatically recorded.
If you don’t complete your stats on the day the interaction occurred, select No, then enter date. By default, this date is yesterday.

Enter date interaction occurred

Enter using MM/DD/YYYY format. For example: 01/03/24

(Default is yesterday’s date.)

12/15/2023
Side-by-Side Instructions: Duration

In the past, duration was automatically captured by Outlook Stats. Unfortunately this will no longer be the case.

In Qualtrics, enter how long the interaction was in minutes. The minimum duration is 5 minutes.

How long was this interaction (in minutes)?

List time in minutes, as a whole number. For example: 30
(The minimum amount of time that can be recorded is 5 minutes.)

45
Side-by-Side Instructions: Type

Formerly, manual entry field with 3 choices.

In Qualtrics, select one type from list.
Side-by-Side Instructions: **Who**

Formerly, manual entry field with 12 choices.

In Qualtrics, select role(s) from list.
Side-by-Side Instructions: Affiliation

Formerly, manual entry field with 11 choices. In Qualtrics, select affiliations(s) from list.

What affiliations were involved in this interaction?

- YSM
- YNHH
- YSN
- YSPH
- PA online
- PA onsite
- Yale Grad
- Yale College
- Yale other
- external
- unknown
Side-by-Side Instructions: **Mode**

Formerly, this field defaulted to Zoom. If not Zoom, manual entry from 6 choices.

In Qualtrics, Zoom is also the default. Select another option to change.
Side-by-Side Instructions: Participants

Formerly, this field defaulted to 1 or could be entered manually.

In Qualtrics, 1 is also the default. Enter another number to change.
Side-by-Side Instructions: Free Tags

Formerly, this field could be entered manually.

List your custom free tags, separated by commas.

Sample Consultation

Invite attendees

12/15/2023 9:00 AM All day Time zones
12/15/2023 9:30 AM Don't repeat

Search for a room or location

Teams meeting

type: consultation
who: faculty, researcher
affiliation: YSN
mode: in-person
participants: 2

free: finding data

If you'd like to add free tags to this interaction, list them below:

Please separate tag concepts by commas. For example: systematic review, COVID-19

finding data
FAQs
Existing FAQs

All the existing FAQs still apply. Read on for additional ones.
What if I need to change my answers?

- The new Qualtrics form cannot be edited by you, as you could your Outlook Stats before. Because of this, we ask you to enter your stats with attention to detail and accuracy.
- However, if you really need to change something, please contact Kaitlin and Lei.
Is this Qualtrics form collecting personal data?

- The Qualtrics feature that collects IP addresses and location information is turned off.
- Qualtrics metadata we are collecting on this form:
  - Date your response started, ended, and was recorded
  - How long it took you to complete the form
  - Progress level of form (e.g., only 50% complete)
- Via Yale CAS, we are also collecting your NetID.
How do I use free tags?

- See previous documentation for information on how to use free tags, which work nearly identically as before.