Copying a Project on Qualtrics

1. Navigate to your Projects screen within Qualtrics.
2. Locate the survey you wish to copy.
3. On the right hand side, you will see a small down arrow – click this.

4. You will see a list of options. One of which is “Copy Project” – Click this.

5. You will then be able to rename the project with the proper term information (e.g., “F2017”) and place it in whatever folder you want.
6. Now go find the new survey you just copied, and make needed edits.
7. This way, the old survey is not changed and you have the historical record (and data) of how items were asked, but you do not have to start from scratch.