Filtering Qualtrics Reports

1. Navigate to the Reports tab for the survey you wish to create the reports for and click the “Add Filter” button.

2. This will pop up a list of all survey questions as well as the option to switch to filtering by Embedded Data or Contact Field.

3. Find the item you wish to filter by. For RD Evaluations, this is the question “Who is your Resident Director?”

4. This will result in a band across the top of the report that you will then need to customize.

5. In this example, the Operator will be “Is” and the Operand will be the RDs Name.

6. As you can see, a check mark appears next to Angie’s name. If you would like to have more than one RD represented in a report, you would simply select all of those RDs so they each have a check box.

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7. Rarely, but occasionally, you might need to filter a report based on two separate fields, i.e., create a report that is specific only to new RAs on North Campus. You can do this by clicking the plus sign next to the Operand box.

8. This will open a new box where you can add a number of other parameters to your filtered report.

9. You will then repeat the steps above to select the item, operator, and operand you wish to filter by.

10. **Note:** When you want to filter by more than one thing, you will need to be specific and verify that you are asking Qualtrics to do the right thing. For example, if you wanted to see the responses from ONLY new RAs on North Campus, you would want to make sure “All” is selected below. If, however you wanted a to show the results from anyone who said they were new (north or south campus) AND anyone who said they were on North Campus, then “Any” would be selected below. “All” is the default in this window, and is usually what you will want to have selected.