Managing Public Reports

Public Reports are those you can share with anyone directly from Qualtrics – they do not need to have a Qualtrics account to view the report. These reports will automatically update as new responses are entered to your survey.

1. Navigate to the report you wish to share.
2. In the Results view, find the button next to “Report Options” and click it.
3. Then click on “Manage Public Report”

4. Make sure both buttons are toggled to the “On” position.

5. Copy the link and enter in a password for the Report.
6. If needed, create an Excel document where you can track the links and Access Codes for each report to be shared externally.
7. If needed, take the link you copied and log in to go.umd.edu and shorten the link.
   a. If you are creating more than one report (e.g., RD Evaluations are 21 similar reports with different RDs responses filtered) it is a good idea to pick a standard naming scheme for these reports. Something like [Project][Term][Year]_[LastName] works well.
   b. Be sure to note this link in the Excel document you created as well.