

Mentee/Mentor Needs Assessment Qualtrics Import Instructions

Below is a QSF file with the Mentoring Needs Assessment survey that has already been created in Qualtrics for you. Please see the following instructions for how to import this into your Qualtrics account, rename the survey for your department, duplicate it for multiple supervisors, edit questions and more.

1. Download the QSF file and save it to your desktop or downloads folder. **Do not open the file.** This ensures that the file type remains QSF and does not convert to a document or text file.
2. Open qualtrics and log into your account.
3. From the home page, select the blue “create new project” button on the bottom left.
4. On the create a project page, select “survey” under from scratch at the top, then “get started” on the bottom right.
5. You will be brought to a page that says create a new project, and you can leave it blank as “untitled.” Select the blue create project button.
6. You will now be on a blank qualtrics survey page. Select tools on the top left, then under import/export, pick import survey. Choose the QSF file attached in this email that you downloaded & saved in step one.
7. It will automatically name the project category ReseachCORE, leave this, then select the green import button.

*You should now be looking at the matrix table Qualtrics survey containing the Mentor/Mentee survey in the ‘editor’ view. We highly encourage you to rename the project with a new title that includes your department’s name, such as “Radiology: Mentor Needs Assessment.” You are free to edit questions, add questions, or make any other changes you see fit to adapt to your department’s needs.

**If you have any questions or concerns regarding setting up a Qualtrics survey, importing this file, or collecting & managing the resulting data, please contact Amna Aslam at ama4015@med.cornell.edu*