## Select **Project** on the upper right side of the screen.

VIII University of Arizona - University Wide -	Projects	cts Library	Help	۵	٢

## Select the blue button "Create new project" under the upper right menu.

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	×										
All projects	88	< 🗖		Project name 🗸	Q Se	arch projects	·	Create ne	ew proj	ject	

Click the icon to create your own Survey.



Type the name of the project for the annual review survey in the text box and select "From Library" under the text box.



Select "University of Arizona – University Wide" under Library.

( Back	CREATE YOUR OWN	Get Started
	Survey *	
	Start with a blank survey project and build it to suit your needs. Learn More	Features
	Project Name	
	(Administrator's Last Name Here) Annual Review	Survey
	A new survey based on a copy of a survey from your own or a shared library.	
	Library	
	University of Arizona - University Wide 🗸	
	Asya D Roberts	
	Qualtrics Library	
	University of Arizona - University Wide	

Select "Faculty Affairs" folder and "Admin Annual Review Survey...2020." Click the blue button to the right side, "Get Started" to finish the survey as a project.

Please do not change any of the question items on the survey.

