How to copy “360 Administrator Annual Review Survey” into your own Qualtrics library

1. Click on “Library” on your Qualtrics Dashboard.

2. Click on your name and then click on “University of Arizona”.

3. Click on the “Faculty Affairs” folder.
4. Click on the “360 Administrator Annual Review Survey” circular gear icon on the right and then select “Copy Survey”.

5. Select “My Library: Your Name”, type the name of the project and click “Copy”.

6. The survey should be in your library now.
How to create a link for anonymous responses

1. Click on the three dots of the “360 Administrator Annual Review Survey”.

- **Survey**
  - 360 Administrator Annual Review Survey
  - **Active Status**
  - **Questions**
  - **Responses**
  - **12 day trend**

2. Select “Distribute survey”.

3. Select “Anonymous Link”.

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**Survey**
- 360 Administrator Annual Review Survey
- **Active Status**
- **Questions**
- **Responses**
- **Distribute survey**
  - Close
  - Collaborate
  - Reveal in folder
  - Rename project
  - Copy project
  - Edit survey
  - Preview survey
  - Translate survey
  - **Anonymous Link**
  - Results
  - Personal Links
  - Social Media
4. An anonymous link will be created. It can be pasted into emails.

Anonymous Survey Link

A reusable link that can be pasted into emails or onto a website, and is unable to track identifying information of respondents.

https://uarizona.co1.qualtrics.com/