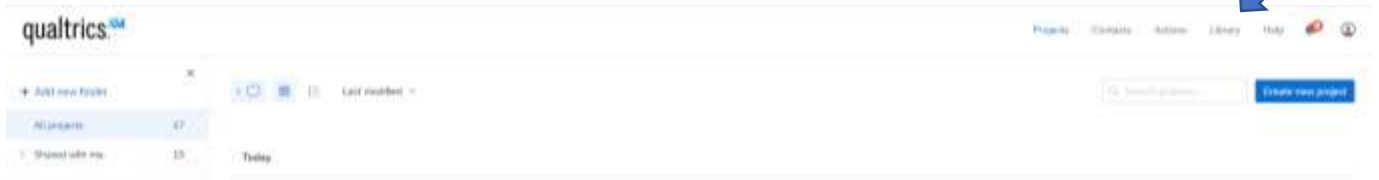
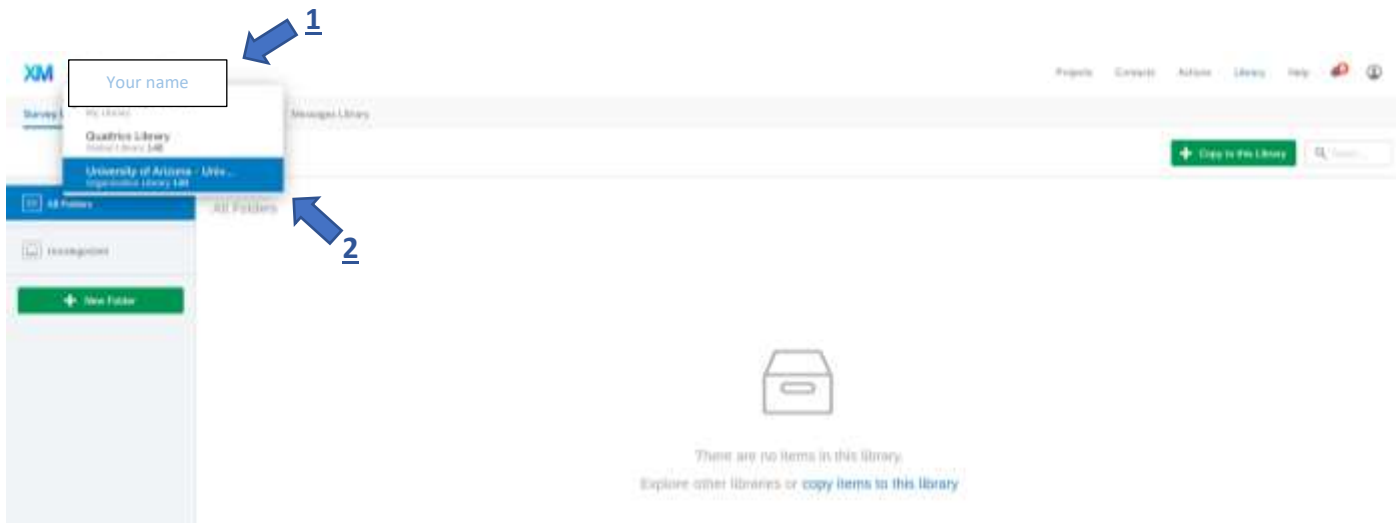


## How to copy “360 Administrator Annual Review Survey” into your own Qualtrics library & produce an anonymous link

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



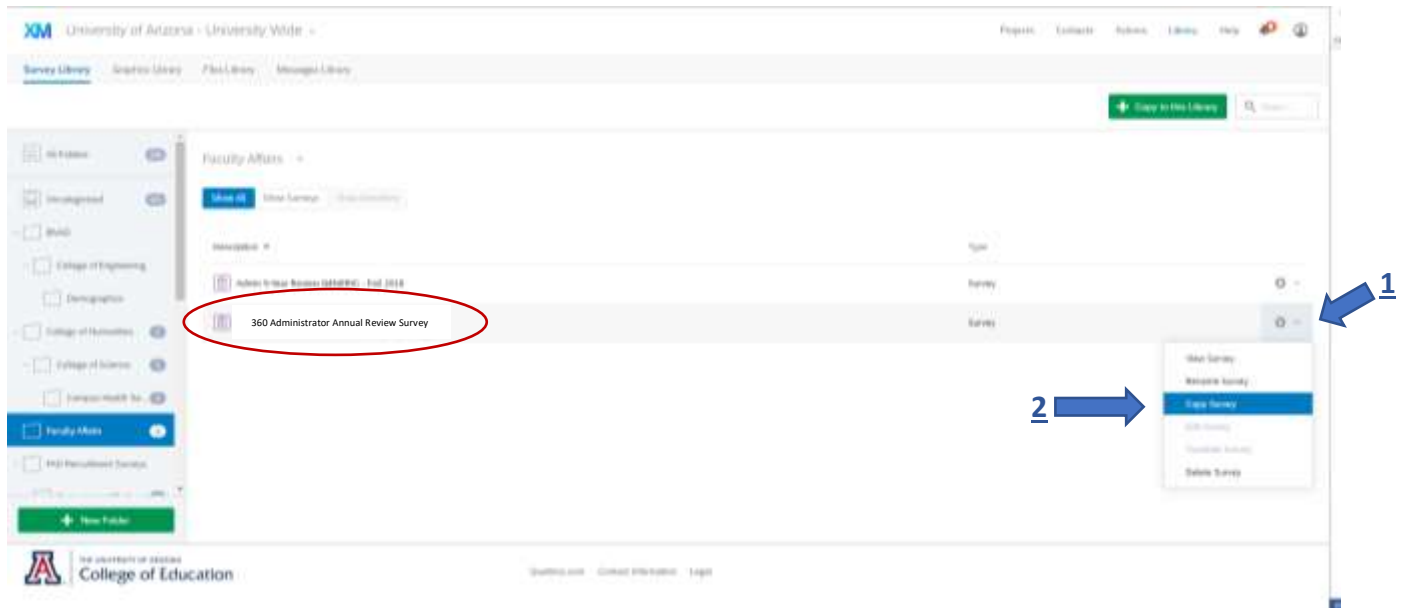
2. Click on your name and then click on “University of Arizona”.



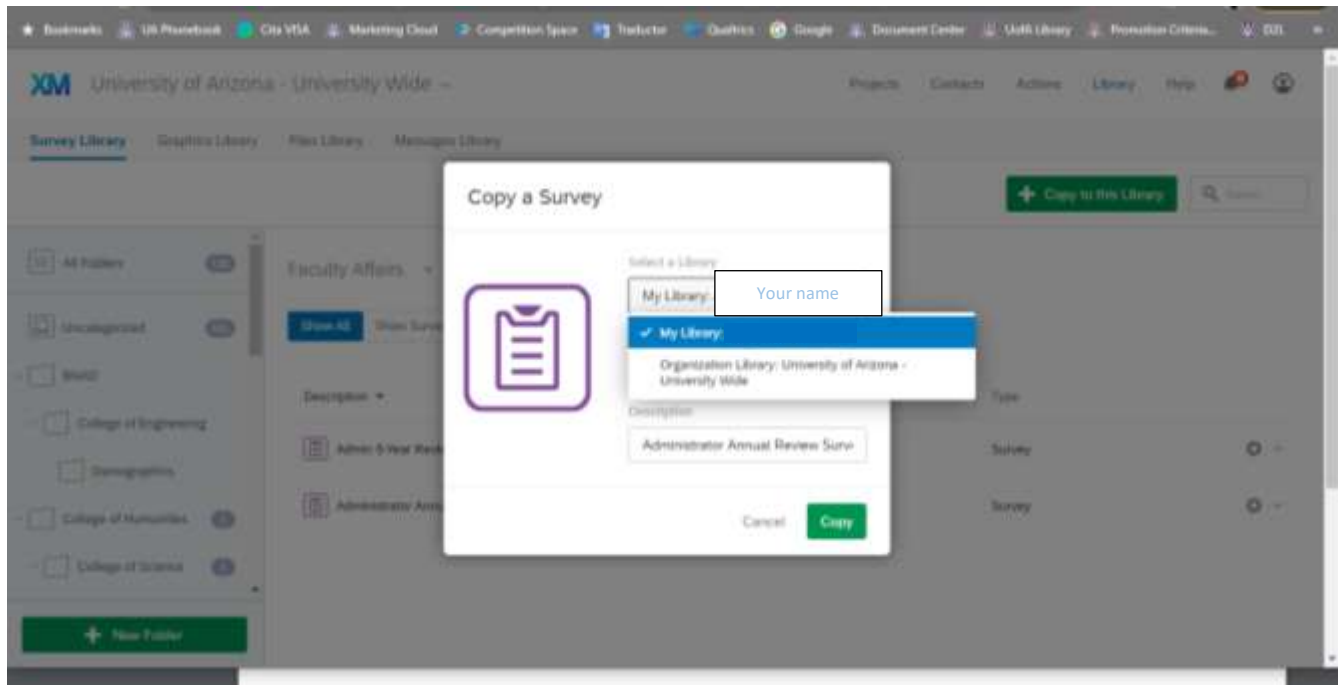
3. Click on the “Faculty Affairs” folder.



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”.

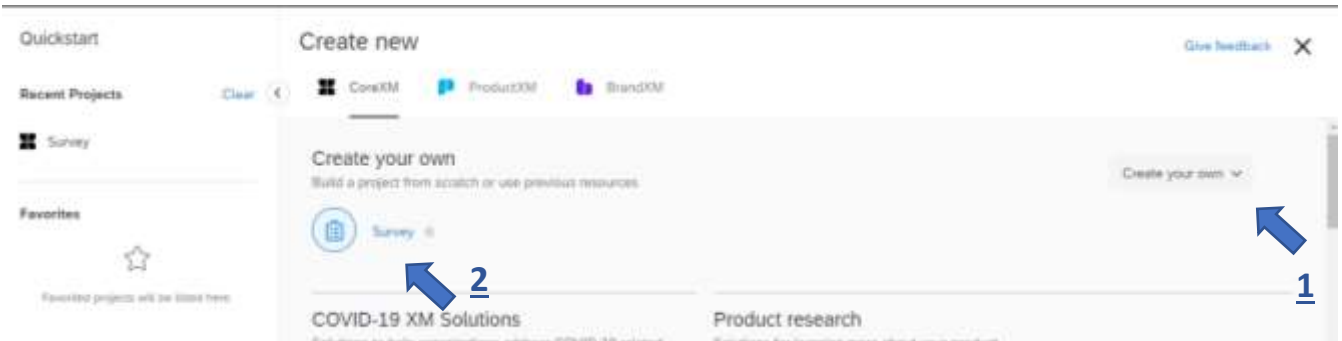


6. The survey should be in your library now.

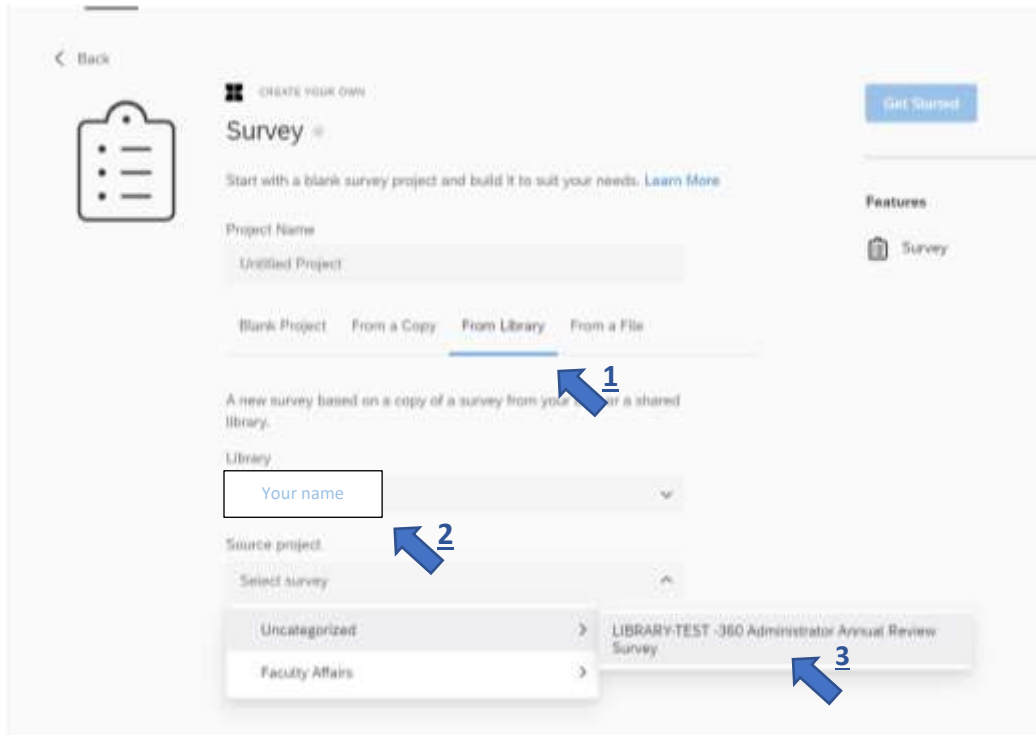
7. In order to see the survey in your Qualtrics “Projects”, click “Create New Project”.



8. Make sure “Create your own” is selected. Then click “Survey”.

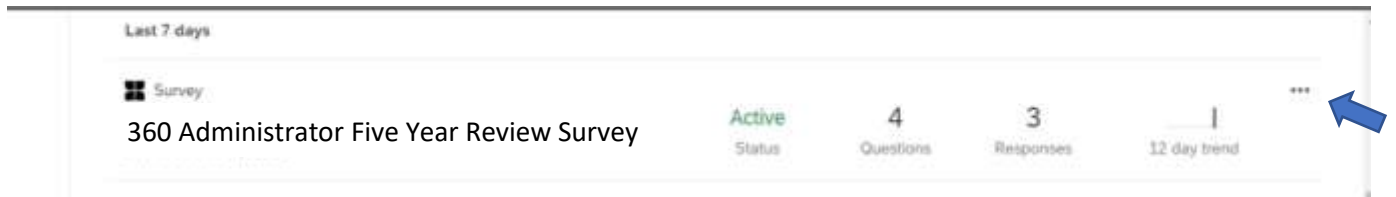


9. Click “From Library”. Select “Your Name” and then select “360 Administrator Annual Review Survey”

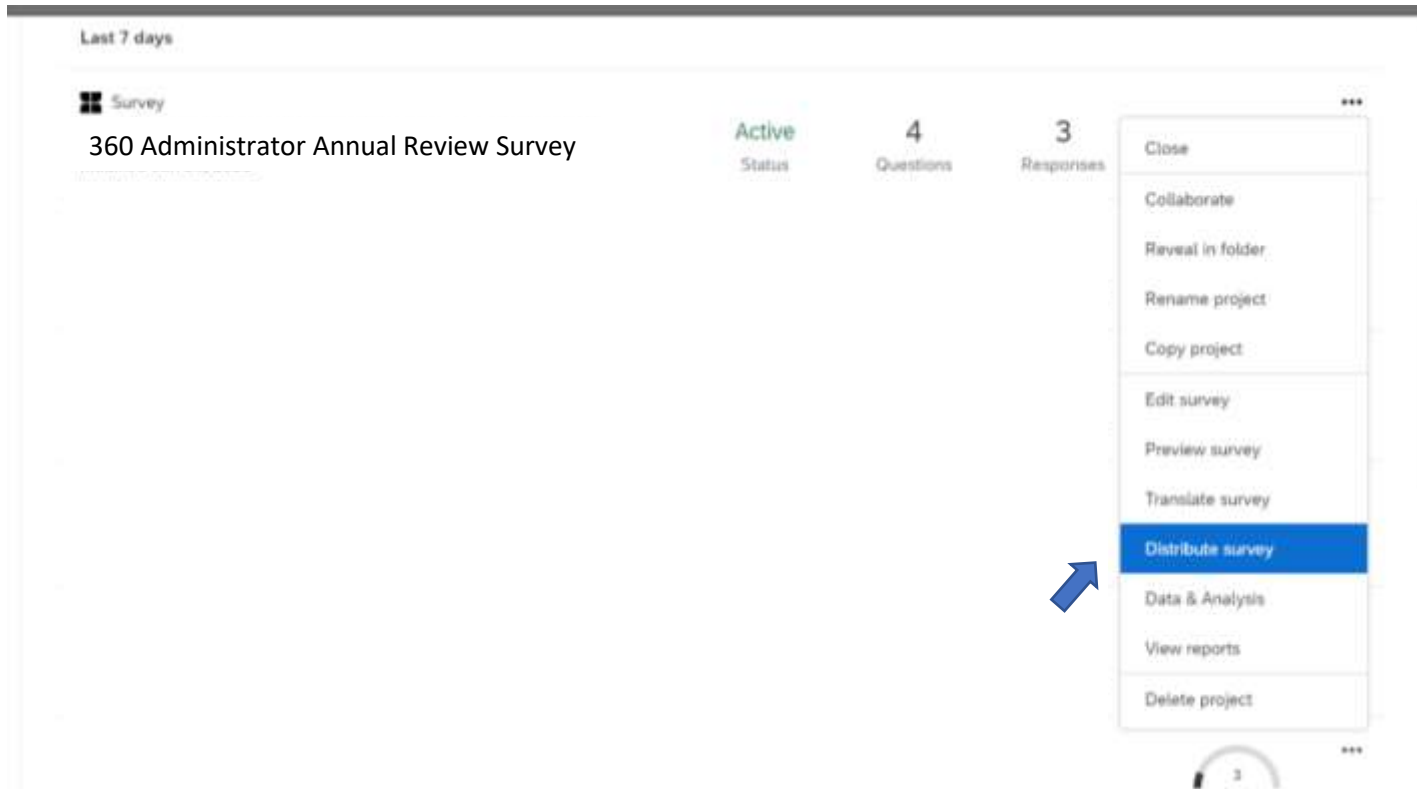


## How to create a link for anonymous responses

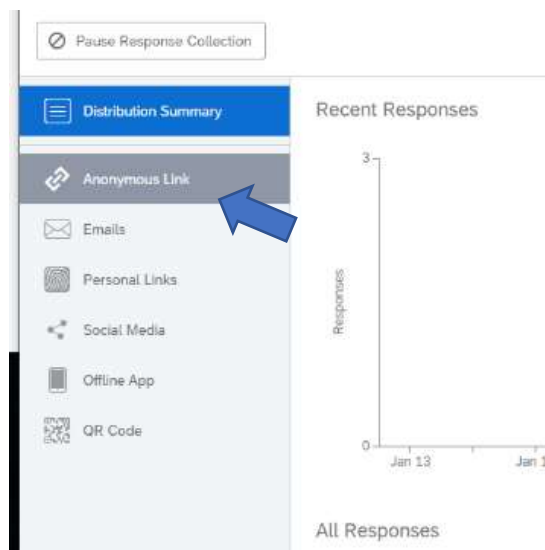
1. Click on the three dots of the “360 Administrator Annual Review Survey”.



2. Select “Distribute survey”.



3. Select “Anonymous Link”.



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/>

