Adding an Item to a Survey
Create a New Item allows you to add survey questions.

When you click on each survey question, a blue tool bar appears on the right. From this tool bar you are able to Change Item Type, the number of Choices, and decide to Force Response. If Force Response is checked, a respondent cannot submit the survey until the question is answered.

Qualtrics offers many types of survey questions and flexibility within each questions type. If you click on the Change Item Type (green button), it opens up a menu of different survey items.
By clicking on the question text or choices, you are able enter the survey question and response options.

Rich Content Editor tools are available when the question text is selected in the blue box above the text.
In Rich Content Editor, you can insert photos, hyperlinks, tables, and edit the font type and size.

Clicking on the choice options allows for text entry and a blue arrow on the right opens a menu containing the Rich Content Editor, options to insert graphics, display logic, and arrows to move the choice option.

**Student Survey 1**