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# Use the Qualtrics Offline App

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The Qualtrics offline app lets you conduct surveys on a tablet or smartphone without an internet connection.

These instructions are <u>similar to the ones on Qualtrics' site</u>, but customized for Brown.

# Find Your Username and Generate an API Key

- 1. On your computer, log into Qualtrics.
- 2. Click the user icon on the top right, then Account Settings.
- 3. First, note the username in the Recent Logins box. This is what you will use to log in to the app.
- 4. Then, Click Qualtrics IDs on the horizontal menu that appears near the top of the page.
- Look for the box that says API. If there is no information in the API box, click Generate Token. (If there's already one listed in the box, don't generate a new one.)
- 6. Copy the API token and email it to yourself to make it easier to open and copy on your phone or tablet later. Or, you could write it down.

### Install the App

Using the appropriate link below, install the app on your phone or tablet. iPad, iPod, & iPhone | Android Tablets & Phones

# Log In to the App

- 1. Open the Qualtrics app.
- 2. When logging in, choose the Sign in with SSO option.
- 3. Enter brown as your organization name
- 4. You will be taken to a Brown single sign on screen

### **Choose Your Surveys**

After logging in, you will be able to choose which surveys can be used offline.

For more detailed instructions, see the <u>Qualtrics article about the offline app</u>.