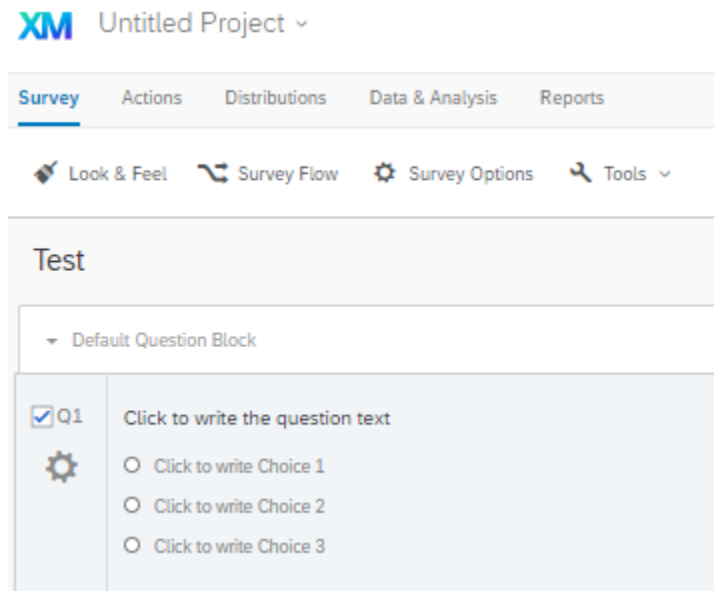


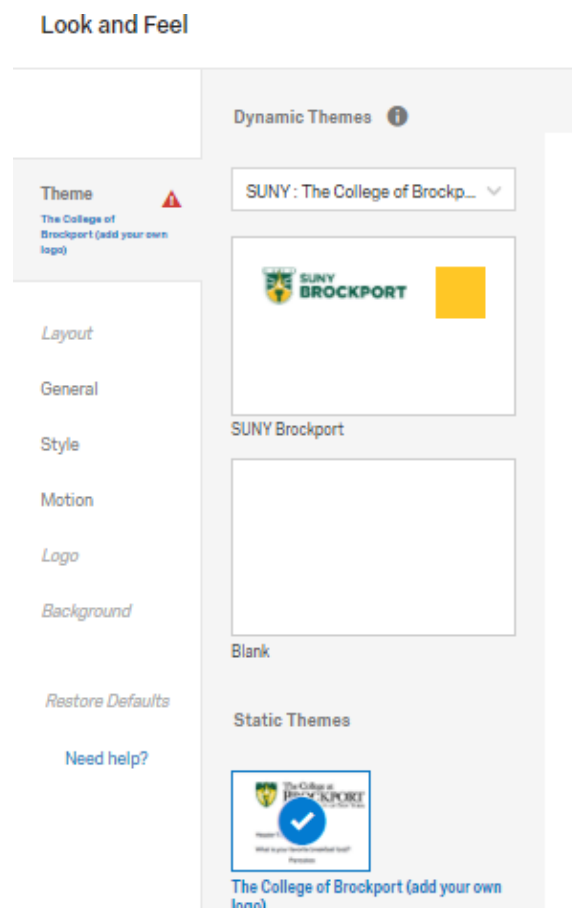
Changing the College Logo in a Qualtrics Survey

These instructions outline the process to change the logo featured in a Qualtrics survey to the current College logo. This is only necessary with some existing surveys, depending on their creation date. New surveys will default to the current logo.

1. When logged into Qualtrics and making edits to a survey, click on the *Look & Feel* tab in the upper-left corner of the screen.



2. Once within the *Look and Feel* window, click the *Theme* tab, which will not only display the current logo, but also the previous logo. Click the current logo labeled "SUNY Brockport" and then click save. Publishing your survey is required for the current logo to take effect.



3. Upon publishing, your survey should now be set to display the current logo, and you can confirm this by previewing your survey.