

Create, organize and share a project

Introduction

Each time you log into Qualtrics, you'll see the My Projects landing page. My Projects is a one-stop shop with a list of all the projects you've created and all the projects shared with you. Along with each project, you'll notice some at-a-glance details and metrics, as well as a dropdown to the right containing project actions.

Click [HERE](#) to know more about projects overview.

Create a project

A project consists of a survey, distribution record, and collection of responses and reports. When you create a new project, you can create its associated survey from scratch, from a copy of an existing survey, from a template in your [Survey Library](#), or from an imported file.

Click on these following links to know more about:

- [Creating a New Project](#)
- [Creating from a Copy](#)
- [Creating from the Survey Library](#)
- [Creating form a File](#)

Share a project

Sometimes you want to share your project with someone, but not offer them full functionality and options. In these instances, you can use our sharing feature. For example, if you have translators working on your project, you can share the project with their Qualtrics account, giving them permission to edit the survey but not to view the results.

Click on these following links to know more about:

- [Sharing inside your Organization](#)
- [Sharing with Groups](#)
- [Sharing outside your Organization and with New Users](#)
- [Common questions](#)

Organize your projects

To make organizing and sorting your projects easier, you have a number of options available in the [My Projects](#) page, such as custom folders, advanced sorting, and more.

Click on these following links to know more about:

- [Folders Pane](#)
- [Sorting Projects](#)
- [Renaming a Project](#)