

Adding and Using QualMeeting Discussion Guides

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In order to Create or Assign a Discussion Guide to a QualMeeting, you need to go to the **Materials** tab inside of the QualMeeting. Then, go to the **Discussion Guide** tab. If you haven't created a guide in your project, click **Create Guide**.

You're well on your way! Click **Next** for the next step.

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Create a name for your Discussion Guide.

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After naming your Discussion Guide, click **Create**.

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To begin creating your Discussion Guide, add a Section.

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Create a name for your section and define the amount of time you plan to use on this section during the interview. Then, click **Create**.

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Once you have a section, add Questions to your section.

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If you want to remove the guide from the QualMeeting, click **Reset** in this popover menu.

If your Discussion Guide has already been created, click **Select Guide** to attach a guide to your QualMeeting.

All of your available guides will show. You can also see which QualMeetings a guide is used on by looking under the name of the guide. Select which guide you'd like to use and then click **Save**.

When an edit is made to a Discussion Guide, it will be applied to the guide in every QualMeeting it is applied to. You will be able to see all meetings the guide is used in, so you can ensure you want to edit it before you make changes.

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Once inside your QualMeeting interview, click **Discussion Guide** in the sidebar to select your guide. If you select your guide before the meeting, your guide will appear in the sidebar.



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To select your guide, click **Select Guide**.



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All of your available guides will show. You can also see which QualMeetings a guide is used on by looking under the name of the guide. Select which guide you'd like to use and then click **Save**.

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To assist in leading the conversation, you can start the timer when you begin a section. This helps you keep track of how long you're spending on each section during your interview.

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As you ask a question, check the checkbox to denote that you've already asked that question. It is important you check the box while you're asking it, so the Discussion Guide question shows in the correct place in the transcript.

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After your QualMeeting, you will be able to see each question you asked in the transcript. The questions will only appear if you checked the checkbox next to them during the meeting.

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If you hover over the timestamp, you will see the time of day the question was asked. You will also see a play button.

If you click the play button, you will be taken to that time in your QualMeeting interview when the question was asked.



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