

## Guide to integrating Qualtrics with the SONA system [updated 28 July 2021]

This guide assumes a basic understanding of the SONA system (covered in the monthly SONA orientation).

Qualtrics is an online survey software that enables researchers to collect survey data online. JCU has purchased a license for Qualtrics. Students can login to Qualtrics (<https://jcu.qualtrics.com>) using their JCU login ID (i.e., jcxXXXXX and password).

Researchers using Qualtrics can use the survey code feature of the SONA system to track participants who have completed their study while preserving privacy and confidentiality.

### 1) Add an online external study

#### On the SONA system,

- Click on [Add New Study] and click on [Online External Study].
- Enter URL (provided by Qualtrics) and include %SURVEY\_CODE% at the end of the URL.

Invitation Code	<input type="text"/>	(leave blank if participants do not need a special password to sign up for this study)
Is this a web-based study?	Yes -- study is administered outside the system	
Study URL	<input type="text"/> If the text %SURVEY_CODE% is included in the URL, the system will replace that with a unique code for the participant, to make it easier to identify who completed the study. You can also configure it so that participants receive credit in the system immediately after finishing the survey. If you are using Qualtrics, add &id=%SURVEY_CODE% to the end of the URL to make use of this feature. <a href="#">Detailed Help</a>	
Study URL Display	After participants complete this study, can they still access the Study URL? They will not be given the URL until they have signed up for the study. This setting controls if they can still see it after they have participated. <input checked="" type="radio"/> Yes <input type="radio"/> No	

- For example:

<p>URL provided by Qualtrics:  <a href="https://jcu.asia.qualtrics.com/SE/?SID=SV_b7n9eqX4dIZhz2B">https://jcu.asia.qualtrics.com/SE/?SID=SV_b7n9eqX4dIZhz2B</a>          URL with survey code appended:  <a href="https://jcu.asia.qualtrics.com/SE/?SID=SV_b7n9eqX4dIZhz2B?id=%SURVEY_CODE%">https://jcu.asia.qualtrics.com/SE/?SID=SV_b7n9eqX4dIZhz2B?id=%SURVEY_CODE%</a> </p>
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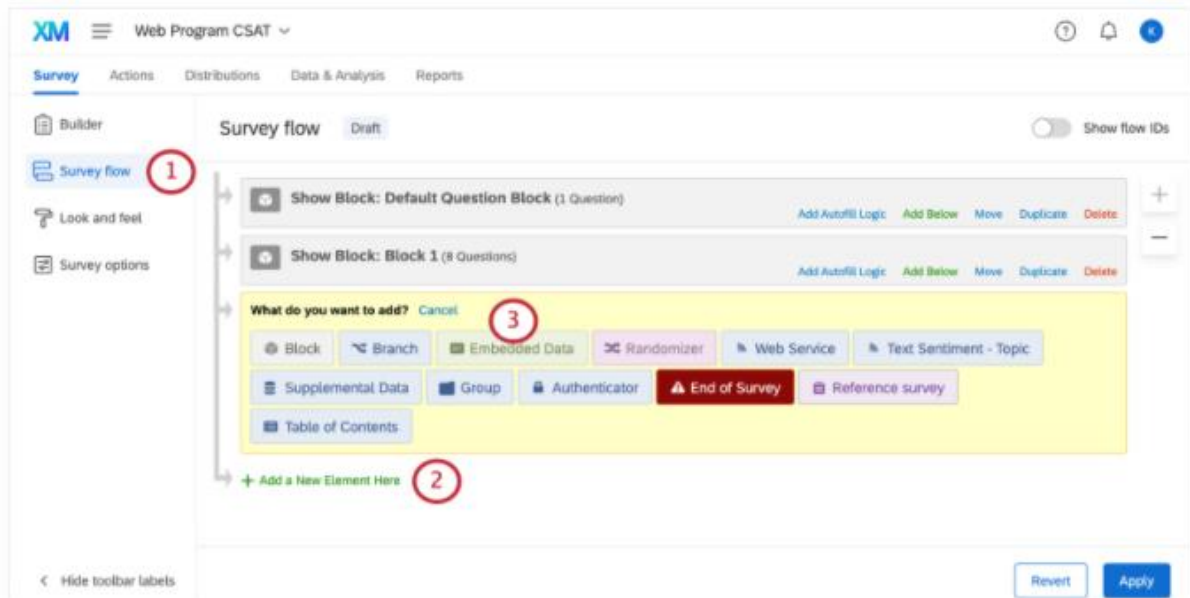
- Click on [Add This Study].
- When a participant clicks on the URL, the unique ID of the participant will be passed to Qualtrics.
- For example: [https://jcu.asia.qualtrics.com/SE/?SID=SV\\_b7n9eqX4dIZhz2B&id=13617](https://jcu.asia.qualtrics.com/SE/?SID=SV_b7n9eqX4dIZhz2B&id=13617)

## 2) Configure Qualtrics to receive the unique ID

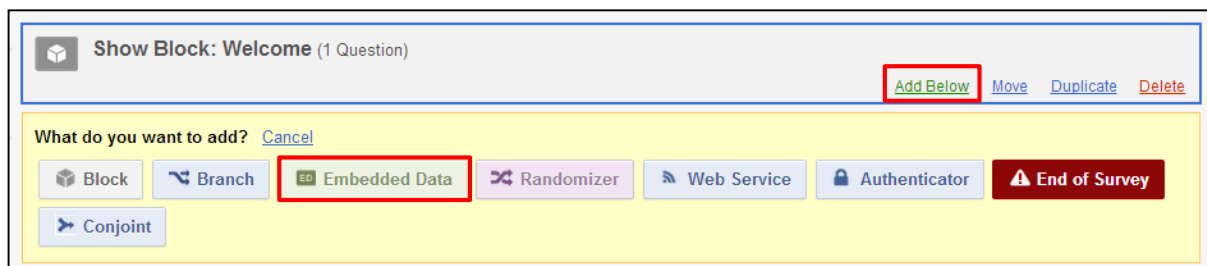
### On Qualtrics,

- Click on [Edit Survey] and click on [Survey Flow].
- Click on [Add Below] after the first block of the survey.

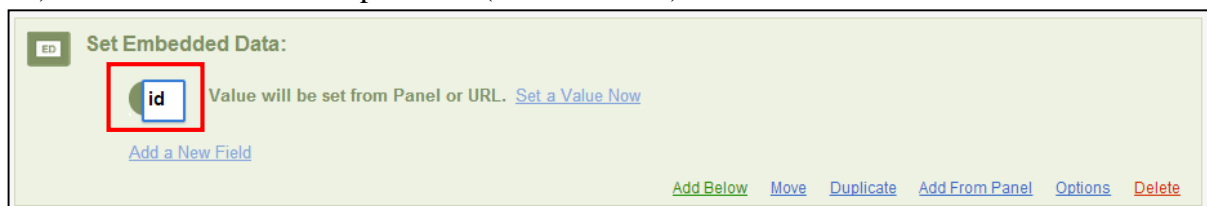
From the Survey tab, click **Survey flow**.



- Click on [Embedded Data].



- Enter 'id' into the field provided (case-sensitive).



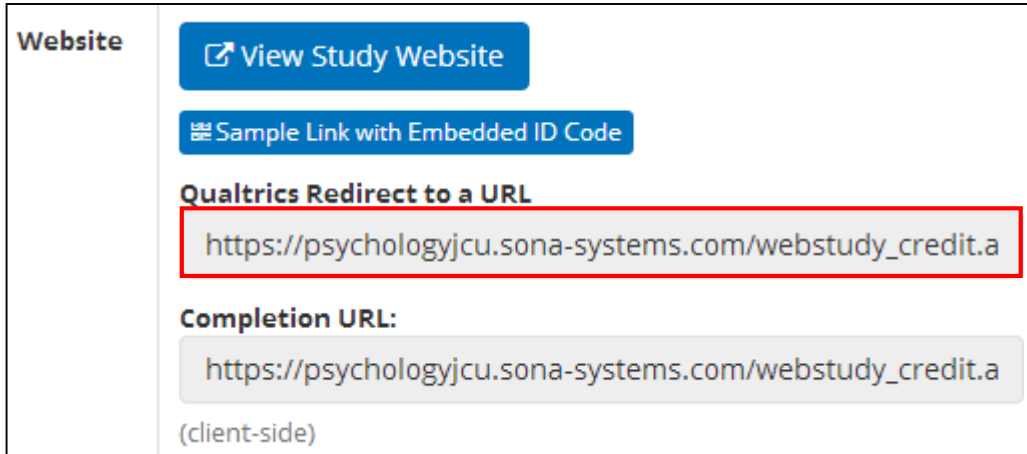
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### 3) Setup SONA for automatic credits allocation

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#### On the SONA system,

- a) Click on [My Studies] and click on your study.
- b) Copy the URL in the field [Qualtrics Redirect to a URL] to a notepad.



The screenshot shows the 'Website' section of the SONA system. It includes a 'View Study Website' button, a 'Sample Link with Embedded ID Code' button, and a 'Qualtrics Redirect to a URL' field. The URL 'https://psychologyjcu.sona-systems.com/webstudy\_credit.a' is entered in this field and is highlighted with a red border. Below it, the 'Completion URL:' field also contains the same URL, with '(client-side)' written below it.

#### On Qualtrics,

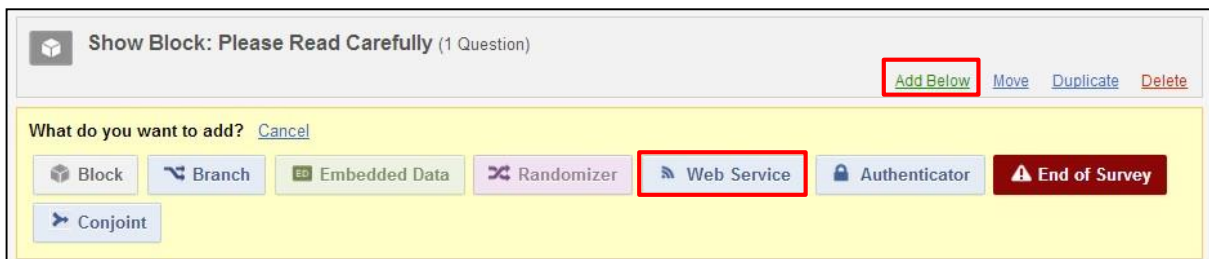
- c) Click on [Edit Survey] and click on [Survey Flow].

From the Survey tab, click **Survey flow**.



The screenshot shows the Qualtrics Survey Builder interface. The 'Survey' tab is selected, and the 'Survey flow' sub-tab is active. A red circle with the number '1' highlights the 'Survey flow' button in the left-hand navigation menu. The main area shows a 'Draft' survey flow with a single block: 'Show Block: Default Question Block (1 Question)'. Action buttons like 'Add Autofill Logic', 'Add Below', 'Move', 'Duplicate', and 'Delete' are visible.

- d) Click on [Add Below] after the last block of the survey.
- e) Click on [Web Service].



The screenshot shows the 'Add Below' dialog box in Qualtrics. The title is 'Show Block: Please Read Carefully (1 Question)'. The 'Add Below' button is highlighted with a red border. Below the dialog, a 'What do you want to add?' section shows several options: 'Block', 'Branch', 'Embedded Data', 'Randomizer', 'Web Service', 'Authenticator', and 'End of Survey'. The 'Web Service' option is highlighted with a red border.

- f) Paste the copied URL from the notepad onto the field provided.
- g) Once the survey flow is saved, Qualtrics will be integrated with SONA and credits will be allocated automatically.