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).

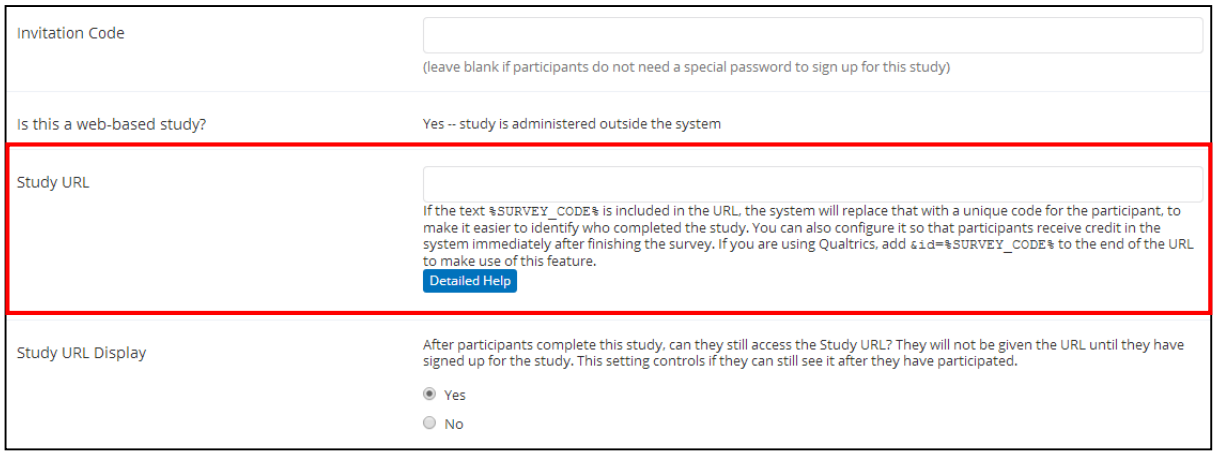
Qualtrics is an online survey software that enables researchers to collect survey data online. JCU has purchased a license for Qualtrics. Students can login to Qualtrics (https://jcu.qualtrics.com) using their JCU login ID (i.e., jcxxxxxx and password).

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,

a) Click on [Add New Study] and click on [Online External Study].
b) Enter URL (provided by Qualtrics) and include %SURVEY_CODE% at the end of theURL.



c) For example:

URL provided by Qualtrics:
https://jcu.asia.qualtrics.com/SE/?SID=SV_b7ngeqX4dIZhz2B
URL with survey code appended:
https://jcu.asia.qualtrics.com/SE/?SID=SV_b7ngeqX4dIZhz2B?id=%SURVEY_CODE%

d) Click on [Add This Study].
e) When a participant clicks on the URL, the unique ID of the participant will be passed toQualtrics.
f) For example: https://jcu.asia.qualtrics.com/SE/?SID=SV_b7ngeqX4dIZhz2B&id=13617

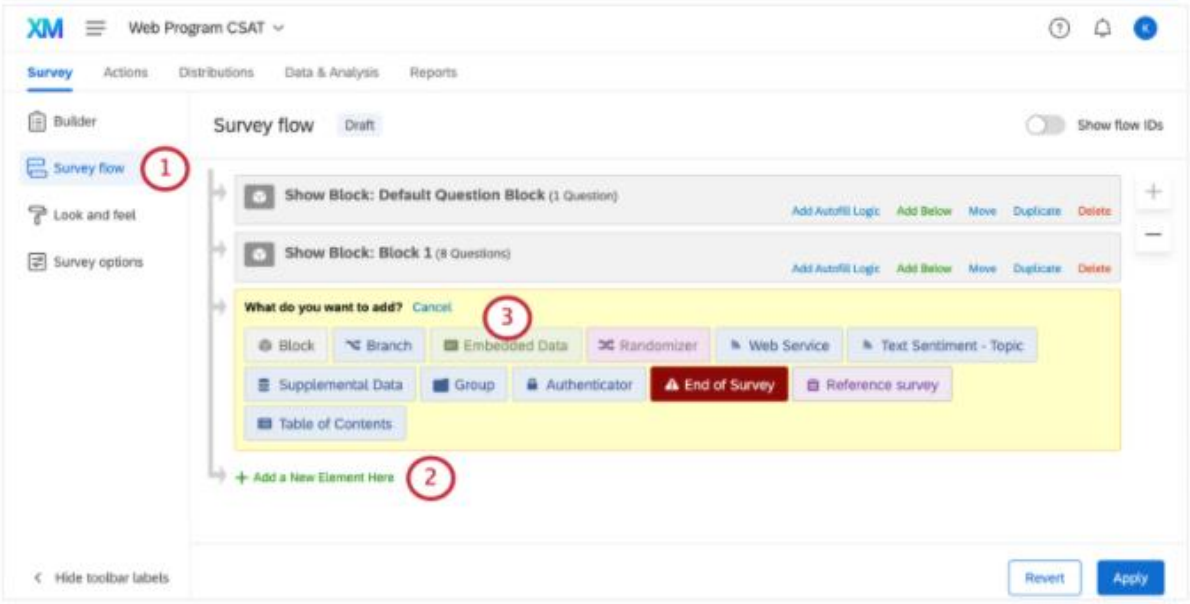
2) Configure Qualtrics to receive the unique ID

On Qualtrics,

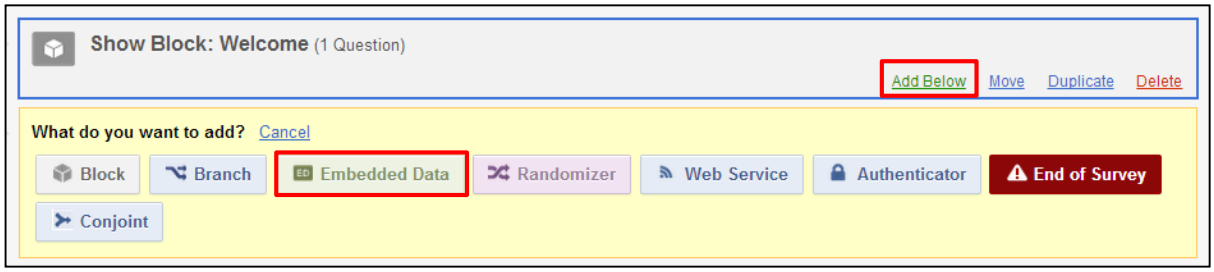
a) Click on [Edit Survey] and click on [Survey Flow].

b) Click on [Add Below] after the first block of the survey.

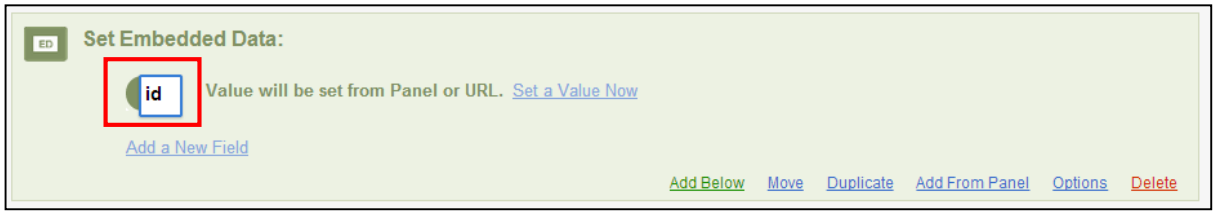
From the Survey tab, click **Survey flow**.



c) Click on [Embedded Data].



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

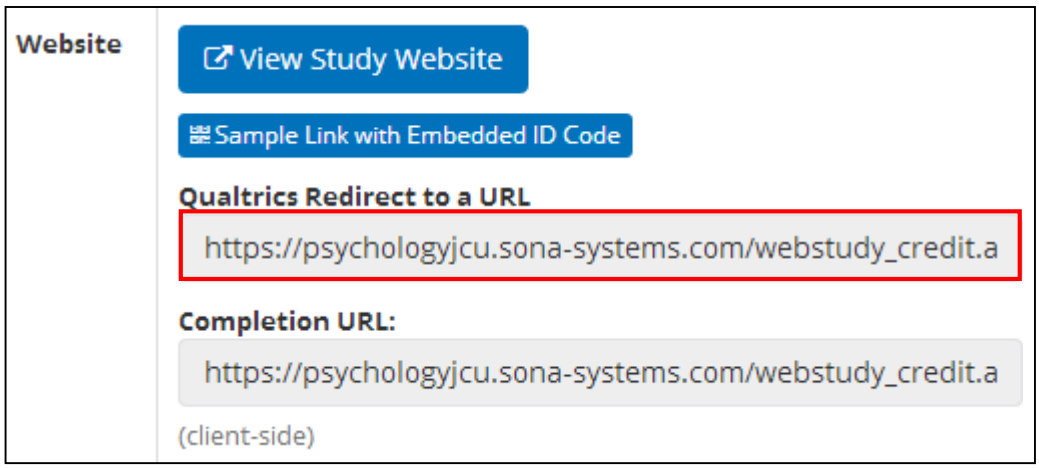


3) Setup SONA for automatic credits allocation

On the SONA system,

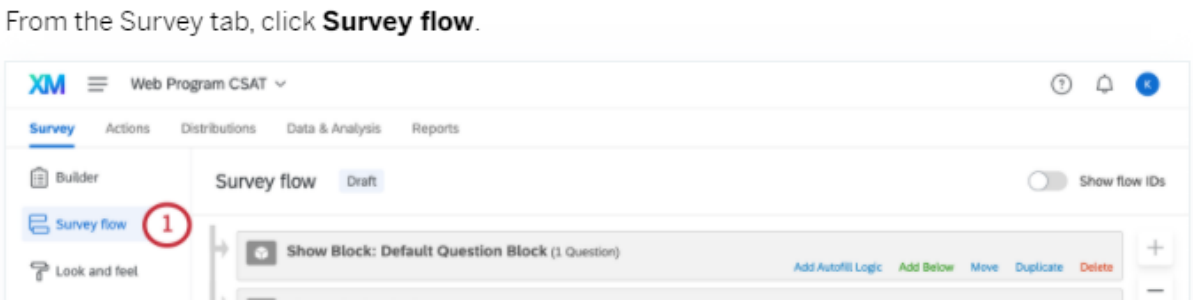
a) Click on [My Studies] and click on your study.

b) Copy the URL in the field [Qualtrics Redirect to a URL] to a notepad.



On Qualtrics,

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



d) Click on [Add Below] after the last block of the survey.

e) Click on [Web Service].

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.