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 the URL.

c) For example:

URL provided by Qualtrics: https://jcu.asia.qualtrics.com/SE/?SID=SV_b7ngetX4dIZhz2B

URL with survey code appended: https://jcu.asia.qualtrics.com/SE/?SID=SV_b7ngetX4dIZhz2B&%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 to Qualtrics.

f) For example: https://jcu.asia.qualtrics.com/SE/?SID=SV_b7ngetX4dIZhz2B&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.

<table>
<thead>
<tr>
<th>Website</th>
<th>View Study Website</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sample Link with Embedded ID Code</td>
</tr>
</tbody>
</table>

Qualtrics Redirect to a URL
https://psychologyjcu.sona-systems.com/webstudy_credit.a

Completion URL:
https://psychologyjcu.sona-systems.com/webstudy_credit.a
(client-side)

On Qualtrics,
c) Click on [Edit Survey] and click on [Survey Flow].
From the Survey tab, click **Survey flow**.

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

<table>
<thead>
<tr>
<th>Show Block: Please Read Carefully</th>
<th>1 Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>What do you want to add?</td>
<td>Cancel</td>
</tr>
<tr>
<td>Add Below</td>
<td>Move</td>
</tr>
</tbody>
</table>

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.