Granting Credit Automatically from Qualtrics to SONA

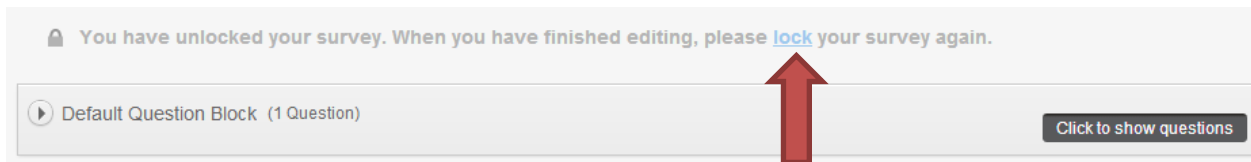Sona has a "Qualtrics Help Page" which outlines this process which can be found at:
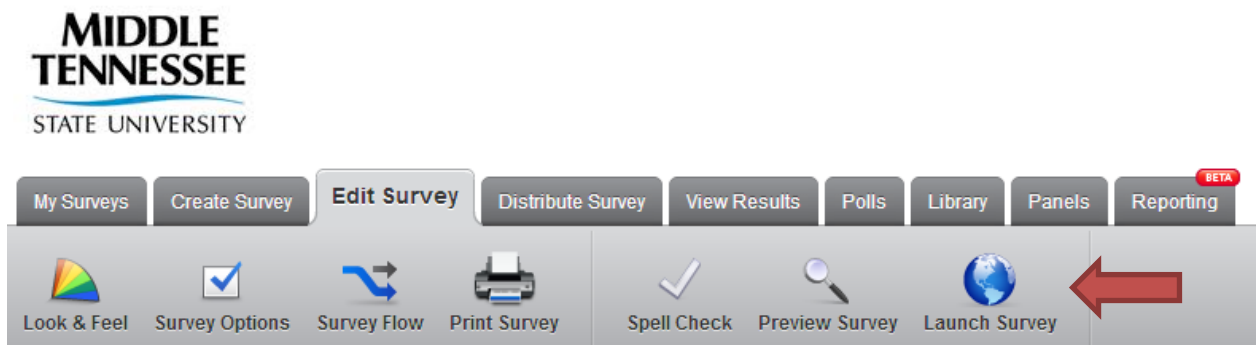
https://www.sona-systems.com/help/qualtrics.aspx

The following steps will allow any SONA participant who completes a survey located on Qualtrics to receive automatic credit for the study when they are done. These steps assume that you, the researcher, have already been granted access to run your online study (this particular study using Qualtrics) through the MTSU SONA system, and that you have access to modify the study.

*Tip before starting: Normally researchers using online surveys in Qualtrics will have the End of Survey option be a debriefing message. The following steps were only successful for me when I simply made the debriefing message a separate last page of the survey, and then when they click on the final arrow it will redirect them to SONA using the other survey flow options. It is suggested to edit your survey in the same way (having the debriefing page as a last page of the survey rather than a survey flow option) for the following steps to be successful.
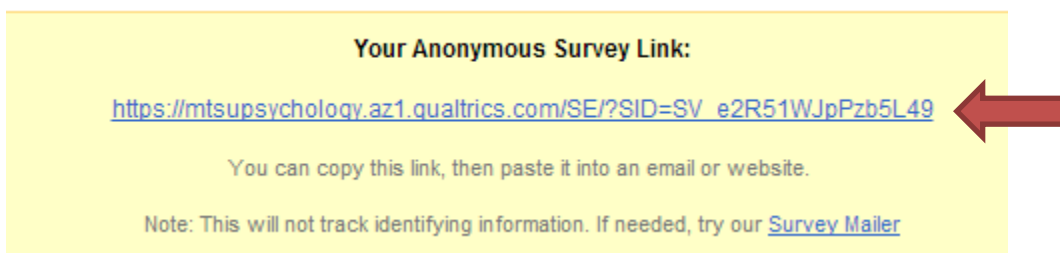
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1) The first step is to create your online survey in full in Qualtrics, and **"Lock" or "Activate"** the survey:

🔒 You have unlocked your survey. When you have finished editing, please lock your survey again.

▶ Default Question Block (1 Question)   Click to show questions

2) After you have locked (or activated) your survey click the **"Launch Survey"** on the far right of the Qualtrics toolbar:

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| My Surveys | Create Survey | Edit Survey | Distribute Survey | View Results | Polls | Library | Panels | Reporting |

Look & Feel   Survey Options   Survey Flow   Print Survey   Spell Check   Preview Survey   Launch Survey

3) You will be given a URL for the survey. **Copy this URL**:

Your Anonymous Survey Link:

https://mtsupsychology.az1.qualtrics.com/SE/?SID=SV_e2R51WJpPzb5L49

You can copy this link, then paste it into an email or website.

Note: This will not track identifying information. If needed, try our Survey Mailer

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4) In a separate browser tab, sign into the SONA system using your experimenter account.
   a) Go to **"My Studies"**.
   b) Click on you study that is using the Qualtrics survey.
   c) Click **"Change Study Information"**.

5) Paste the study URL (that you copied from the **Launch Survey** icon in Qualtrics) into the **Study URL** box (about 2/3 down the page).

Go to the end of the actual URL in the **Study URL** box and add ?id=%SURVEY_CODE% (Note: "id" must be in lower-case) at the end (you will be able to copy and paste if you want to, if you type it, just make sure it looks exactly as it does above). The link in the textbox should look like this:
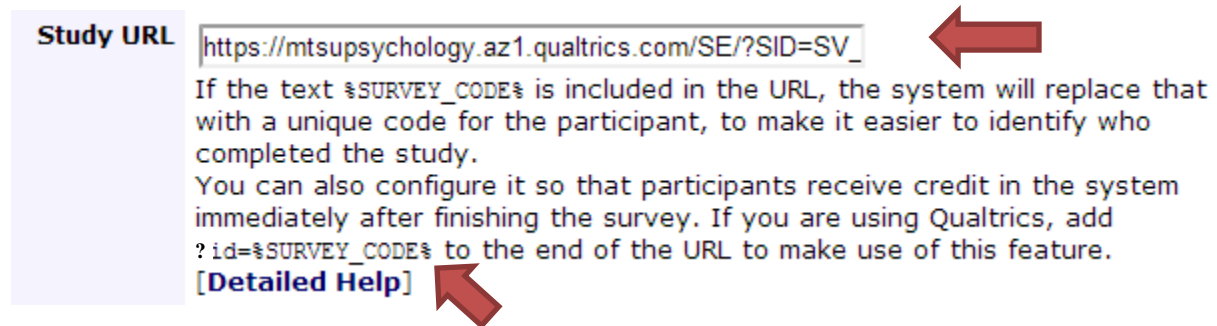
https://mtsupsychology.az1.qualtrics.com/SE/?SID=SV_e2R51WJpPzb5L49?id=%SURVEY_CODE%

Study URL   https://mtsupsychology.az1.qualtrics.com/SE/?SID=SV_   ⬅

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.
[Detailed Help] ⬅

6) Click **Save Changes** at the bottom of the page.

7) You will be redirected to your study information page. Copy the **Qualtrics Redirect to a URL** link. It should look something like the picture below:
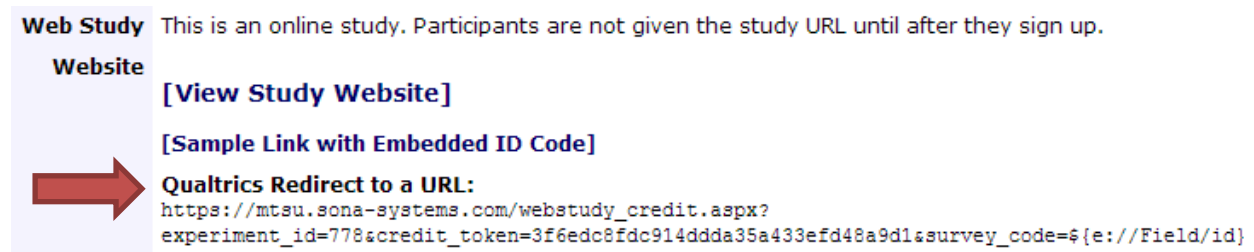
Web Study This is an online study. Participants are not given the study URL until after they sign up.
Website
**[View Study Website]**

[Sample Link with Embedded ID Code]

⬅ **Qualtrics Redirect to a URL:**
https://mtsu.sona-systems.com/webstudy_credit.aspx?experiment_id=778&credit_token=3f6edc8fdc914ddda35a433efd48a9d1&survey_code=${e://Field/id}
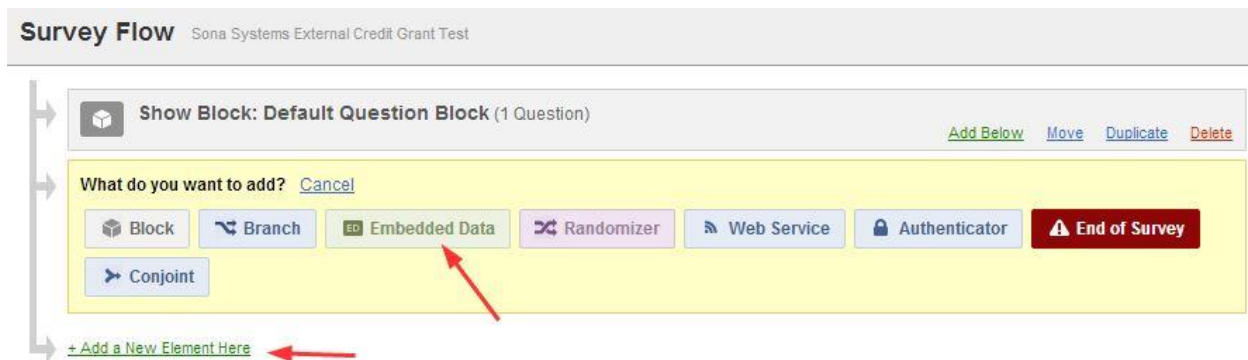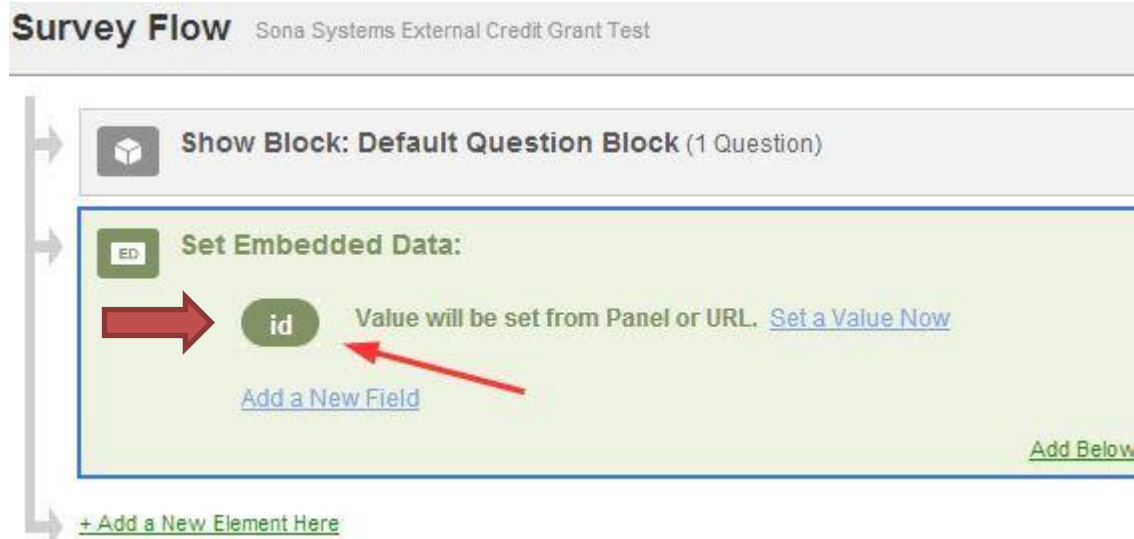
8) In Qualtrics, configure the survey to accept the survey code number, as an embedded data field named **"id".** Remember to use lower-case as this is case-sensitive. To do this, go back to the Qualtrics **Edit Survey** page for the survey and click on **Survey Flow**.
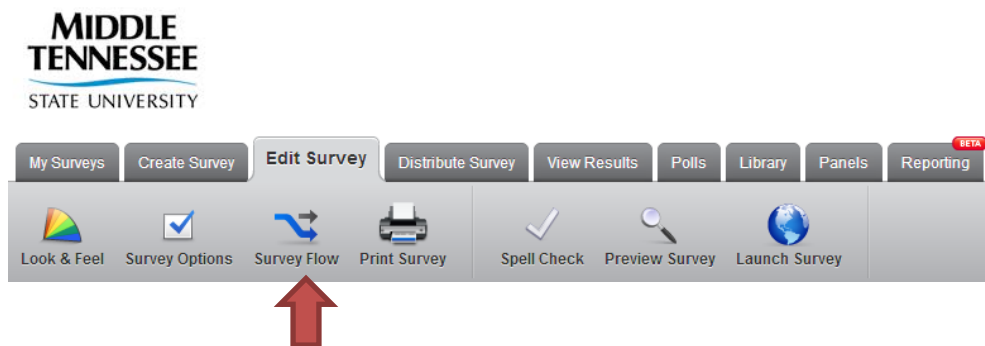
9) Click **Add a New Element**, then click **Embedded Data** and type in **"id" (WITHOUT** the "quotation marks" and save your changes.

10) Click on the **Add a New Element Here** button again in the **Survey Flow Options**.
- Click the **End of Survey** button
    - Click **Customize**
        - Click **Redirect to a URL**
            - Delete everything inside the text box and paste the **Qualtrics Redirect to a URL** link that you got from the SONA system then click OK. The click **Save Flow** in the bottom right hand corner.

IMPORTANT, if you have multiple blocks, or different survey flow options, make sure the **Add a New Element Here** button is the one all the way to the left, if it is not, it may automatically redirect the participant back to SONA as soon as they click the survey link. *In the example picture below, the **Add a New Element Here** button is below an already set **End of Survey** option. You haven't created an **End of Survey** option yet but the **Add a New Element Here** button will still be in the same location.*

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Show Block: Default Question Block (1 Question)
Add Below   Move   Duplicate   Delete

Set Embedded Data:

id   Value will be set from Panel or URL. Set a Value Now

Add a New Field
Add Below   Move   Duplicate   Add From Panel   Options   Delete

Randomizer (FL_5)
Randomly present [−] 1 [+] of the following elements   ☑ Evenly Present Elements   Edit Count
Add Below   Move   Duplicate   Collapse   Delete

Show Block: Test A (56 Questions)
Add Below   Move   Duplicate   Delete

Show Block: Test B (57 Questions)
Add Below   Move   Duplicate   Delete

+ Add a New Element Here   ⬅   **NOT this Add Element button**

⚠ **End of Survey**   Move   Duplicate   ✓ Customize   Delete

+ Add a New Element Here   ⬅   **THIS Add Element button**

Customize End Of Survey

○ **Default** end of survey message.
○ **Custom** end of survey message....
○ Redirect to single response report.
● **Redirect** to a URL ... https://mtsu.sona-systems.com/webstudy_credit.aspx?experi   ⬅

☐ Send additional thank you email from the library...
☐ Do not increment quota counts.
☐ Show Response Summary.
☐ Do NOT record any personal information and remove panel association (not recommended).
☐ Flag Response As Screened-Out ▾
☐ Do NOT record survey response (not recommended).

✓ OK

11) Click on **Survey Options** from the **Edit Survey** toolbar.

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| My Surveys | Create Survey | **Edit Survey** | Distribute Survey | View Results | Polls | Library | Panels | Reporting BETA |

Look & Feel   Survey Options   Survey Flow   Print Survey   Spell Check   Preview Survey   Launch Survey

12) Go to the **Survey Termination** option and click **Redirect to a URL.** Delete everything in the textbox and paste the **Qualtrics Redirect to a URL** option that you received from the SONA system, and click **Save Changes** in the lower right hand corner. Yes, you paste the link in both the **Survey Options** and **Survey Flow!**

Any participant who now accesses your online study through the MTSU SONA system should now be granted credit at the COMPLETION of the survey. If they do not reach the end of the survey (skipping pages should be allowed per IRB protocol), then it will not redirect them to SONA. Repeat: the participant MUST reach the very end of the survey for them to be redirected to SONA.

When the participant is done, they will be routed to a page that should display the following message, when they sign back into their account, the credit for the study will be there (this should happen immediately following completion of your survey):

If you have any questions, I will try my best to help you.

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