NP EP LAB Qualtrics Hacks

Many of the studies conducted by the lab utilize Qualtrics software. Here is a running list of tricks that have been developed over the years. This document is designed to help our team members address several standard problems that we've run into over the years (although it is public and anyone doing this kind of research might benefit from this info!).

For more info on our lab and our work, check out glenngeher.com.

Recoding for AGE and similar variables via Qualtrics

If you have a variable with drop down numbers (often we score age in this manner), the values need to be recoded within the Qualtrics environment.

Step 1: Open the Qualtrics editing view
Step 2: Click on the "advanced question options" (gear icon)
Step 3: Click on Recode values
Step 4: Every age value should match the assigned value (every number in right and left columns should match)
Step 5: Click "Close"

1. Obtaining coding information for between-subjects variables in output produced by Qualtrics
   IF you have a grouping variable (some people are in condition A and some in condition B, for instance, Qualtrics needs you to do a trick so that the grouping variable data are represented (as like 0s and 1s) in your SPSS .sav file. Importantly, all this information needs to be within one block.

Step 1: hit Data analysis
Step 2: Export Data
Step 3: Click SPSS
Step 4: Click More options
Step 5: Check Export viewing order data for randomized surveys

NOTE that this is, for various reasons, not a perfect fix to this issue -- the below process, in section titled "RANDOMIZING CONDITION IN SURVEY FLOW" is best.

CREATING Independent VARIABLES THAT EMERGE IN SINGLE COLUMN in SPSS (author: Kaitlyn Longo)

1. Create each level of each independent variable in its own individual block. (i.e. if you have a 2x2 design you will have 4 different blocks for independent variables).
2. Go to the survey flow and where you need your first independent variable click "Add a New Element Here" and choose "Group". (Create this group as its own new block in the survey flow, not as a branch off of any existing block)
3. Label this group as your first independent variable by changing where it says "Untitled Group" to the name of your fist independent variable.

4. Next you are going to click “Add a New Element Here” under the group so that your new element is a branch off of your group and choose the “Randomizer”.
5. As a branch off of the “Randomizer” you are going to click “Add a New Element Here” and choose “Group”. You will label this group as the first level of your first independent variable by changing the “Untitled Group” label.
6. You will now drag your block for the first level of this first variable to be a branch off of the “Group” you just created.
7. Next you will create another branch off of this group by clicking on the “Add a New Element Here” button and choosing “Embedded Data”. (This embedded data block will be a branch of the group, not of the IV level block itself)
8. Directly under where it says “Set Embedded Data” you will delete the text “Create New Field or Choose from Dropdown..” and type in the label you gave to the first level of your first IV.
9. Next click on “Set Value Now” and type 1 (or whatever value you choose for this level).
10. You will then create another branch off of the randomizer box and choose “Group” and label this as your second level of your first independent variable.
11. You will then follow steps 5-9 for the second level of the first independent variable, but set the “Embedded Data” value as 2 (or whatever value you choose for this level).
12. For the second independent variable you will follow steps 2-11 for this independent variable. Make sure you are doing this independent variable as a different block (not attached to or a branch of any other block) at step 2.
13. After you have completed all the steps for both independent variables go back to the “Randomizer” for each variable and change it so that they both say “Randomly Present **1** of the Following Elements” so that your participants are only getting one level of each variable. (Qualtrics automatically sets it to present all levels, so this must always be changed in any scenario for random assignment).
14. You can also check off the box for “Evenly Present Elements” if you need your conditions evenly distributed.

How to Grant Subject Pool Credit Automatically for Qualtrics Studies SUNY New Paltz Department of Psychology

Step 1: Get HREB approval and be sure your survey on Qualtrics is complete and ready for distribution

Step 2: provide the Subject Pool coordinator (psychsubjectpool@newpaltz.edu or (845) 257 - 3497) with your approval letter from the HREB. They will then grant you access as a "researcher" to the SONA system.

Step 3: On your Qualtrics survey, on the final page or debriefing, be sure to tell participants to click the NEXT button, taking them to the SONA website, granting credit. If they do not click NEXT and just close their browser, they will not get credit. Click *publish* (green button, top right of page) on your Qualtrics survey to be sure it is the most up-to-date-version.

Step 4: Go to *Distributions*, click on *Anonymous Link*, Copy the survey link found in the middle of your screen

Step 5: Go to the SONA website, log in, click on researcher, click *Add New Study,* select *Online External Study* for credit, enter in the study name, description, HREB approval code, and any other pertinent information (e.g., faculty advisor)
Step 6: Click Yes to make the study active (the subject pool coordinator will then approve it, making it available to participants)

*Note: each 30 minutes block = 1 credit (i.e., 10-min survey = 1 cr, 40-min survey = 2 cr)

Step 7: select any advanced settings needed but the default options will often suffice

Step 8: Paste the Qualtrics anonymous study link (see step 4) into the Study URL box, adding ?id=%SURVEY_CODE% to the END of the weblink

- Your own web address will be slightly different but will begin with *https:newpaltz.co1.qualtrics.com/*…...and end with *?id=%SURVEY_CODE%*

Step 9: Click *Add This Study* (green button, bottom of screen).

Step 10: A new screen will appear and in the lower left, you will see *Qualtrics Redirect to a URL.* Copy that URL onto your clipboard.

Step 11: Go to Qualtrics, click on *Survey Flow,* click *Add a New Element Here* option at the bottom, select *Embedded Data,* instead of selecting an option for the dropdown, just type "id" (lower case, without quotations), now click your cursor outside the survey flow box (do not choose to "set a value now").

Step 12: Place your cursor over the *Move* link and drag the embedded field to move it to the top of the survey flow.

Step 13: Click *Add a New Element Here* again, select the red *End of Survey* button, click *Customize* option, click ***DEFAULT END OF SURVEY MESSAGE***.

· Press *OK*, and then *Save Flow*. Then press the green *Publish* button.

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Step 6: Check if the automatic crediting works

· Set up one timeslot. Then immediately log in as a student and reserve that timeslot (or have a student on your research team do this). Take the study. When the study is finished, you should be automatically redirected to the SONA login page. Sign in with your student account again to see if credit was granted.

· Whichever method you use, if it worked right, congratulations! Move on to Step 7. · If it didn't work, revisit Steps 3 through 5 to see where the mistake is. After fixing the mistake, repeat Step 6 until it works.

NOTE: You as a researcher need to go in to "grant credit" with this system (as a participant, the credit will be shown as "pending" until it is granted by the research)

Step 7: Add Timeslots for your study

· Suggestion: Add just a couple timeslots as a trial run, just to make sure there aren't any bugs. If those participants are automatically credited, then add as many more timeslots as you need.

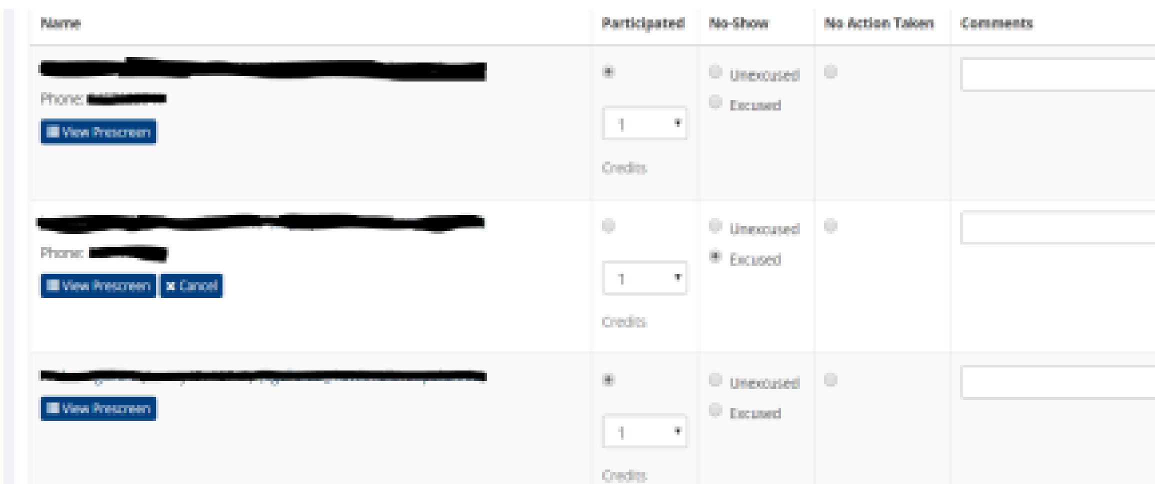
· Please place the deadline no later than the end of the *current* semester. You can always add additional timeslots after the current semester finishes.

Your student participants and the SPC will appreciate this very much. If your study's timeslot deadline instead extend into the subsequent semester, this will create a lot of confusion and stress: for example, some students might mistakenly assume that they can get course credit this semester by participating in the study next semester.

Step 8: After completing the study

· Once the study’s deadline has passed, scroll through your list of participants for that timeslot. Most should already say “Status: Credit Granted.” But a few may say “Status: Awaiting Action.” If so, press the Modify button.

· On the next screen, for any participants currently with *No Action Taken*, select *Excused No-Show*. Then press the Update Sign-Ups button at the bottom of the screen.



Why the Excused No-Show option, you might wonder? This option does not penalize participants for failing to complete your study. That is appropriate for online studies, which do not require the researcher to invest experimenter time or lab space. The Unexcused No-Show option, which does penalize participants, is better suited for no shows to in-person studies, which do invest lab time and space for each participant.
Also, any participants classified as no-show can later be reclassified as credit-granted, by the researcher or the SPC, if there is clear reason to believe they did actually participate but simply failed to exit the survey correctly (see Step 2).

*Click here if you have encountered an error for more detailed guidelines or contact the Subject Pool coordinator at psychsubjectpool@newpaltz.edu or (845) 257 - 3497