

## Use these instructions when you are posting an online external survey on SONA linked to Qualtrics.

1. Construct your survey in Qualtrics.
2. Activate your survey in Qualtrics.
3. Add a new study in SONA. Select **Add New Study**.
4. Select **Online External Study**.

**Online Survey Study.** An online survey study that is set up in the system, and administered by the system.

**Online External Study.** An online study that is set up outside the system (i.e. on another website).

[Continue >](#)

**Note:** The other option ‘**Online Survey Study**’ is for online studies using SONA’s survey system, which is not as flexible as Qualtrics or SurveyMonkey.

5. Set up your study on SONA.
6. Generate the “Your Anonymous Survey Link:” provided by Qualtrics.

**Your Anonymous Survey Link:**

[https://missouristatechhs.qualtrics.com/SE/?SID=SV\\_1ZzaxWhtNVN90nr](https://missouristatechhs.qualtrics.com/SE/?SID=SV_1ZzaxWhtNVN90nr)

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](#)

7. Paste the link into the SONA Study URL box.

**Study URL**

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.

8. Add the following to the end of the link &id=%SURVEY\_CODE%

If the original ULR is this:

`https://missouristatechhs.qualtrics.com/SE/?SID=SV_1ZzaxWhtNVN90nr`

Change it to this:

`https://missouristatechhs.qualtrics.com/SE/?SID=SV_1ZzaxWhtNVN90nr  
&id=%SURVEY_CODE%`

9. Click “Add this Study” button at the bottom of the page.

10. After you add the study in SONA, go back into the study and you will see the Completion URL information that will allow you to set up a client-side completion link in Qualtrics. This link will automatically grant credit in SONA.

## Website

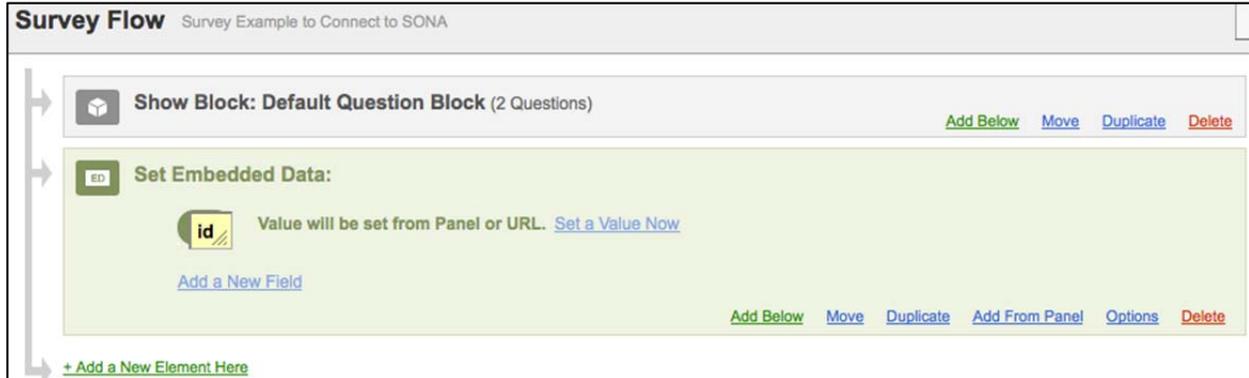
[\[View Study Website\]](#)

[\[Sample Link with Embedded ID Code\]](#)

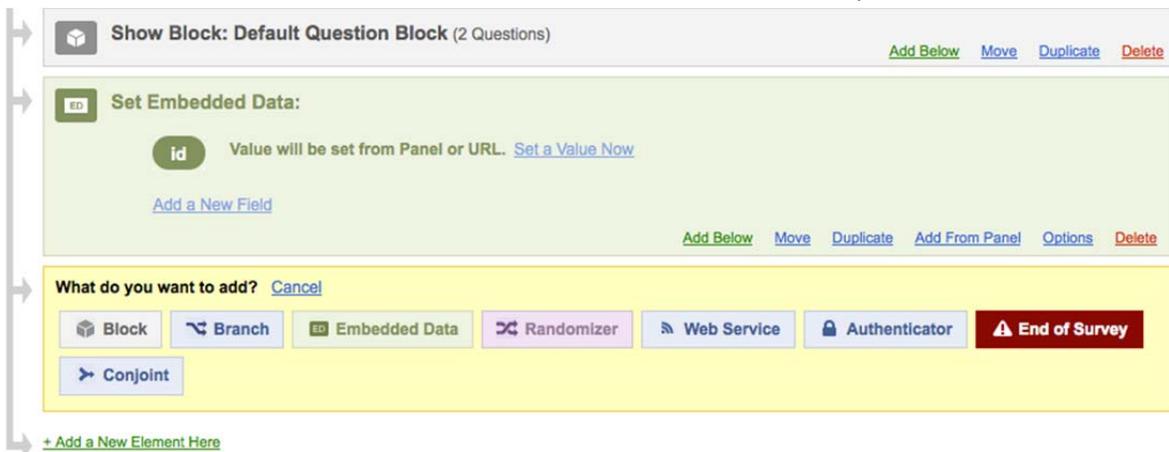
### Qualtrics Redirect to a URL:

```
https://missouristate.sona-systems.com/webstudy_credit.aspx?experiment_id=526&credit_token=92dc75decc0a4228bd4ab98d1599a878&survey_code=${e://Field/id}
```

11. In Qualtrics, configure the survey to accept the survey code number, as an embedded data field name "id". Use lower case as this is case-sensitive.
  - a. Select "Edit Survey" > Select "Survey Flow" > Select "Add a New Element Here" > Select "Embedded data"
  - b. Enter id in the box "Enter Embedded Data Field Name Here".



- c. Select +Add a New Element Here and Select End of Survey.



- d. Click Customize End of Survey.
- e. Select Redirect to a URL . . .

### Customize End Of Survey

Default end of survey message.  
 Redirect to single response report.  
 End of survey message from the Library...  
 Redirect to a URL ...

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).  
 Do NOT record survey response (not recommended).



12. Paste the link provided by SONA in the box.

The instructions are slightly different for linking to a study on SurveyMonkey or Inqsit. Let me know if you need those instructions.

### The Student Side of an External Online Study

When a student clicks on the timeslot button for an online external study they are presented with the following screen:

Timeslots	
<b>NOTE:</b> This is an online study. Sign up below, and then participate on the study website at any time before the participation deadline that is listed.	
Participation Deadline	Sign Up?
Tuesday, April 30, 2013 9:00 AM	<input type="button" value="Sign Up"/>

Participants do not have to complete the survey when they sign up for it. They are given the option to complete it at any time before the deadline.

**You may want to create several timeslots with short deadlines to force people to participate earlier.**

After a student signs up for a timeslot, they are presented with the following screen:

**System Message: Sign-up Successful**

Your sign-up has been completed. You have signed up for an online study. You should go to the website listed below to participate. You have until the Participation Deadline date to participate, though most participants participate immediately after signing up. Please copy down the following information:

Signup Information	
<b>Study Name</b>	Demonstration Survey
<b>Participation Deadline</b>	April 30, 2013 9:00 AM
<b>Website</b>	<a href="#">Complete Survey Now</a>
<b>Detailed Description</b>	This is a fake study. I am testing the integration of SONA with Qualtrics. If I am successful, Qualtrics will automatically grant credit on SONA.
<b>Researcher</b>	Michelle Visio Office: Hill Hall 213F Phone: 417-836-8438 Email: <a href="mailto:michellevisio@missouristate.edu">michellevisio@missouristate.edu</a>

After the student completes the survey on Qualtrics and submits their final response, they will be redirected to the SONA login screen and a system message will say “Web study credit successfully granted”.

experiment management system

Missouri State UNIVERSITY

Psychology Department

Welcome to the MSU Research Participation System

**System Message: Web study credit successfully granted.**

**Announcement:**

If you experience problems with login, please contact [MichelleVisio@MissouriState.edu](mailto:MichelleVisio@MissouriState.edu).

**Friday May 3, 2013** is the last day students can participate in research and the last day researchers can use the PSY 121 Participant Pool.

Researchers have until Monday May 6th at 5:00 PM to post research credits to student accounts.

Lost your password?  
Click here to retrieve it

User ID:  @Live.MissouriState.edu

Password:

Log In