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**.

**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.

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

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:
credit_token=92dc75decc0a4228bd4ab98d1599a378&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 . . .
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:

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:
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”.

![SONA Login Screen]

System Message: Web study credit successfully granted.

Announcement:

If you experience problems with login, please contact 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.