How to Give Automatic Credit using Qualtrics and SONA

The SONA system allows researchers to post online studies (e.g. Qualtrics surveys) as an experiment on the SONA website so that participants can sign-up for and complete these studies from their home computers. This instruction set describes how to post your Qualtrics survey on SONA and automatically give credit to participants without having to manually enter credits.

These instructions assume that you already have accounts for Qualtrics and SONA and that your study has been approved.

**Step 1: Launch your Qualtrics survey**
1. Click on the survey you wish to use from your Qualtrics account
2. Click “Launch Survey” (toward the top of your screen)
3. Click “Activate your survey to collect responses.”
4. Copy the anonymous survey link that is provided. It looks like this:

   ![Your Anonymous Survey Link](http://access.qualtrics.com/5E73S3t5Vbppb7j9vyV8v3)

   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 Maker.

**Step 2: Create your experiment in SONA**
2. Click “Add New Study” near the top of the screen.
3. Choose “Online External Study” then continue.
4. Enter all of the survey information as you normally would
5. Paste the anonymous survey link from Qualtrics into the window labeled “Study URL”
6. Scroll to the end of the link that you have just pasted and add this text: 
   &id=%SURVEY_CODE%
7. Once you have added all of the information you need, scroll to the end of this screen and click “Add this study”
8. A new screen will appear that looks like this:
9. Copy the link that says (client-side) at the end. Copy only until the “=”.
   In the above example screenshot I would end up copying this:

**Step 3: Insert an embedded id number in your survey**

1. In Qualtrics, go back to the survey you have just launched.
2. Click “Survey Flow” near the top of the page.
3. Click the “Add Below” option on the first block in your survey.
4. Choose “Embedded Data” from the yellow window that appears.
5. Type id in the box that says “Enter Embedded Data Field Name Here…”
6. Move this embedded data element to the top of the survey flow screen.
7. Click “Save Flow” at the bottom of the screen.

Your Embedded Data block should look something like this:

![Embedded Data Block](image)

**Step 4: Add an end of survey screen that links to the SONA website**

1. Choose the “Survey Flow” menu in Qualtrics
2. Scroll to the very end of your Survey and choose “Add Below”, or “Add Element” at the very end of your survey. You want to make sure this block...
will be outside of any randomization or conditional statements because you want all participants to see this element.

3. Choose “End of Survey” from the yellow window that appears.
5. Choose “Redirect to a URL…”
6. Paste the (client-side) link you just copied into the box that appears next to the words “Redirect to a URL”
7. Scroll to the end of the link you just pasted and add the following text: ${e://Field/id} at the end of the link.
8. Click “OK”. The bottom of the Survey Flow Screen should now look like this:

9. Click “Save Flow”

**Step 5: Test your work**

1. Go Back to the SONA website.
2. Choose the experiment you have just created using these instructions
3. At the top of the Study Information Page, click the link that says “Sample Link with Embedded ID code”
4. This should take you to the first screen of your survey.
5. Look at the URL. There should be the text “&id=#####” where the #’s are some numbers.
6. Run through your survey.
7. After your last screen you should be able to click the next button in your survey (NOTE: You will probably want to instruct participants to click the “Next” button to ensure they receive credit. If they do not click next at the last screen they will not receive credit.). Click the “Next Button”
8. Qualtrics should now show a message indicating you are being redirected.
9. Once you are redirected the page should look like this (note the error message at the top):
Although your page will look like this, participants who are logged in through SONA and sign up for this experiment should see a System Message that indicates credit has been granted.

If you make it to this screen your survey should be set up correctly. Congratulations!