Using Anonymous Subject IDs in Qualtrics and Sona

This is a step-by-step guide that shows you how to manage participants using anonymous subject IDs using Qualtrics and Sona. Using this method will make your life (and your participants' lives) easier in 3 ways.

- 1. It allows research credit to be automatically granted on completion of your study, instead of manually (you're welcome).
- 2. It provides appropriate anonymity for your participants.
- 3. It allows you the option of deleting a particular participant's data in the event of their requesting you do so.

Step One: Create a subject id in Qualtrics

In Qualtrics, create an embedded data element at the top of the survey flow section. The name for this is 'id'.

Survey Flow



Step Two: Customise the end of survey element

At the bottom of the survey flow, you want to customise the end of survey options and select redirect to a URL.

(see example on the next page)

Show Block: Mindfulness Attention Awareness Scale (MAAS) (2 Questions)	Add Below Move Duplicate I	Customize End Of Survey
Show Block: Dispositional Positive Emotion Scale (DPES) (14 Questions)	Add Below Move Duplicate I	
Show Block: Attention Check 1 (1 Question)	Add Below Move Duplicate	Override Survey Options Default end of survey message.
Show Block: Curiosity and Exploration Inventory (CEI) (2 Questions)	Add Below Move Duplicate I	Custom end of survey message Redirect to single response report. Redirect to a URL
Show Block: Attention Check 2 (I Question)	Add Below Move Duplicate I	Send additional thank you email from the library
Show Block: Demographics (7 Questions)	Add Below Move Duplicate I	Do not increment quota counts. Show Response Summary. Do NOT cover any accessed information and remain panel accessibles (act recommanded)
End of Survey Move Duplicate - Customize Delete		Do NOT record any personal mormation and remove panel association (not recommended). Flag Response As Screened-Out * Do NOT record survey response (not recommended).
→ + Add a New Element Here		<u> </u>
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		✓ ОК

The URL you need for this is in your Sona study information. Specifically, it is the one in the box labelled "Qualtrics redirect to a URL". It should look something like this:

https://sussexpsychology.sonasystems.com/webstudy_credit.aspx?experiment_id=993&credit_token=1f26e3b3d2394ad774b ad1902ae5ee64&survey_code=\${e://Field/id}

(for those that are super interested, that "&survey_code=\${e://Field/id}" is the bit that relates to your embedded data in Qualtrics. If you have a different name for your embedded data other than "id" you must specify this here)



Step 3: Customise the Study URL in Sona

The final step (which can also be the first step - it doesn't matter which order you do these steps in!) is to add your Qualtrics link (find that in Qualtrics in the 'Distributions' tab) to the 'study URL' box, and then write "&id=%SURVEY_CODE%" (obviously without the quotation marks) immediately afterwards. Please see the below example of what it should look like.

Should survey participants be identified only by a random, unique ID code?	YesNo
Study URL	https://sussexpsychology.qualtrics.com/SE/?SID=SV_3FeVobrQffdEIG9&id=%SURVEY_CODE% 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
Study URL Display	After participants complete this study, can they still access the Study URL? They will not be given the URL until they have signed up for the study. This setting controls if they can still see it after they have participated. Yes No
Credit Token	47813dfe96244b0caf503928a522715e This token is used if the external web study has the ability to notify the system that a participant has completed the study.

That's it. You're done. Now, credit will automatically be granted to anyone that successfully gets to the end of your study. Also, when you download your data set, all your participants will now be labelled with this more anonymous ID rather than their name or email. Finally, in the event that a participant wants you to delete their data, simply navigate to the timeslots section in Sona where you will see your participants' names (in the below example redacted for um... anonymity) alongside their survey ID. Then, all you would need to do is delete from the data set the row associated with that ID.

🕫 Study Menu 🗸				I	+ Add A Timeslot 🛛 🖨
Timeslots Recent Timeslots	Upcoming Timeslots Older	Timeslots			
imeslots : ! ONLINE study:					
Timeslots for this study are listed below, with any sign-ups listed below the timeslot.		Search for Friday, 4	Search for available timeslots on : Friday, 4 November 2016		
Participation Deadline	Participants Pool	Participants		Website	Modify
2 April 2017 9-00	Signed Up: 10 Open Slots: 290 Total: 300	(Survey ID: 23508) Status: Credit Granted View Prescent Status: Credit Granted View Prescreen Status: Credit Granted View Prescreen Survey ID: 23464) Status: Credit Granted View Prescreen Status: Credit Granted View Prescreen Status: Credit Granted View Prescreen Status: Credit Granted View Prescreen		View Website	i Modify

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