

Using Anonymous Subject IDs in Qualtrics and Sona

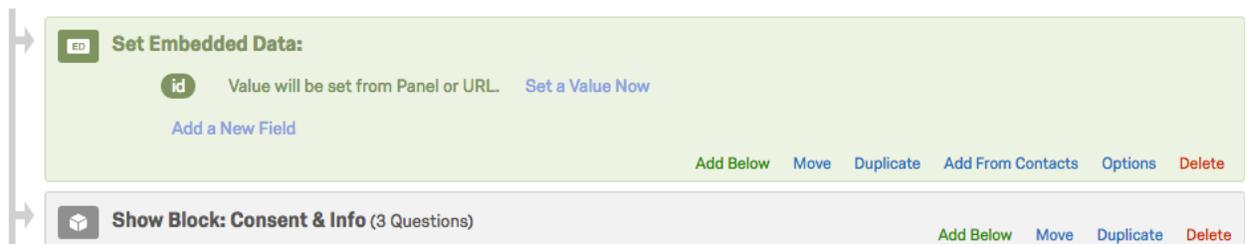
This is a step-by-step guide that shows you how to manage participants using anonymous subject IDs using Qualtrics and Sona. Using this method will make your life (and your participants' lives) easier in 3 ways.

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'.

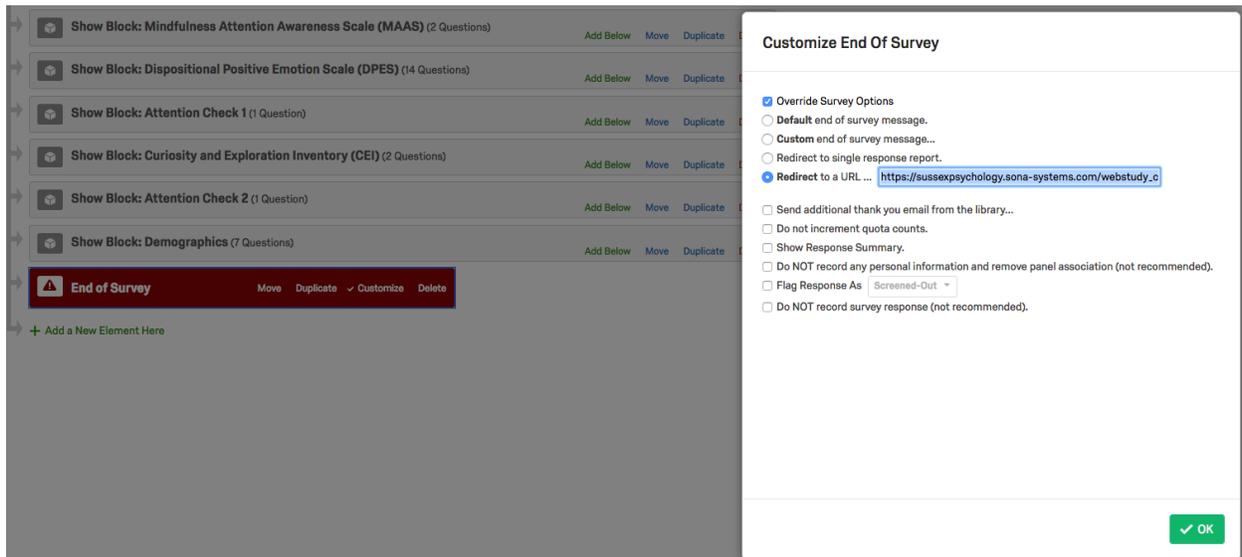
Survey Flow



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.

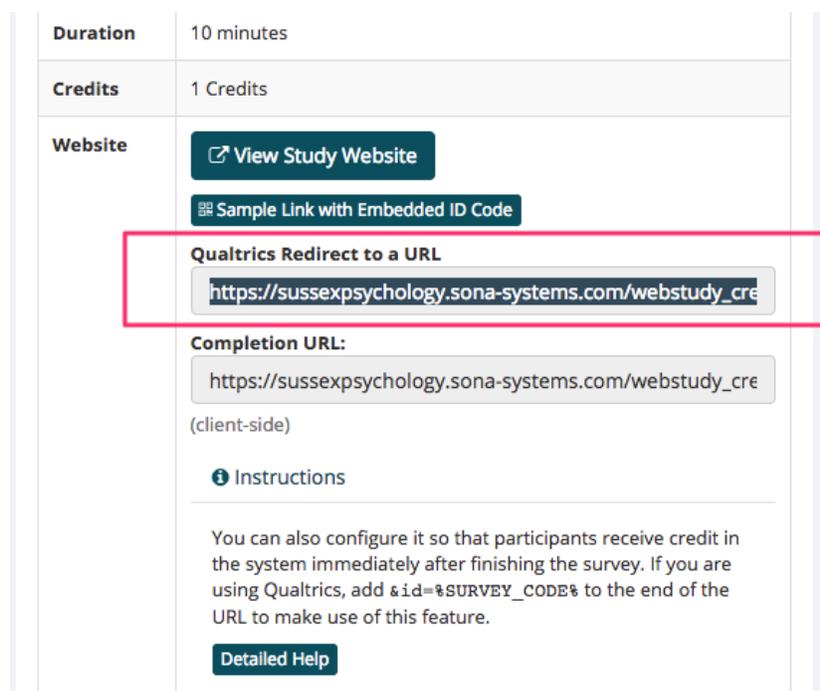
(see example on the next page)



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.sona-systems.com/webstudy_credit.aspx?experiment_id=993&credit_token=1f26e3b3d2394ad774bad1902ae5ee64&survey_code=\\${e://Field/id}](https://sussexpsychology.sona-systems.com/webstudy_credit.aspx?experiment_id=993&credit_token=1f26e3b3d2394ad774bad1902ae5ee64&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?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Study URL	<input type="text" value="https://sussexpsychology.qualtrics.com/SE/?SID=SV_3FeVobrQffdeIG9&id=%SURVEY_CODE%"/> <small>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.</small> 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. <input checked="" type="radio"/> Yes <input type="radio"/> 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.

Participation Deadline	Participants Pool	Participants	Website	Modify
12 April 2017 9:00	Signed Up: 10 Open Slots: 290 Total: 300	[Redacted] (Survey ID: 23508) Status: Credit Granted View Prescreen [Redacted] (Survey ID: 23428) Status: Credit Granted View Prescreen [Redacted] (Survey ID: 23464) Status: Credit Granted View Prescreen [Redacted] (Survey ID: 23615) Status: Credit Granted View Prescreen [Redacted] (Survey ID: 23558) Status: Credit Granted View Prescreen	View Website	Modify