



### **Xlab Web Study (Credit Granting) Directions: for Researchers Using Qualtrics**

Sona Systems has updated the system to allow automatic credit granting for online experiments through Qualtrics – making online experiments even more convenient for all: researchers, participants, and the Xlab Administrative Staff.

The following changes to the Survey Options will allow your online experiment to reduce the chances of repeat data from the same subject and allow Xlab to see who completed the survey and who to pay.

#### **How to Set Up Credit Granting with Online Qualtrics Studies:**

Log in to your Qualtrics

1. Change the Qualtrics URL (Anonymous survey link) by adding **?id=%SURVEY\_CODE%** to the end of the URL (this can be done in notepad or Word).
2. Go to Survey Flow → Add a New Element → Embedded Data → type in **id** (lowercase) → Save.
3. Go to Survey Options → Survey Termination → click Redirect to a URL
  - a. Now, Copy and paste the URL sent to you by the Xlab staff that looks something like this: *https://xlab.sona-systems.com/webstudy\_credit.aspx?experimentid=123&credit\_token=5674586234n0fdghdkjgh84679&surveycode=\${e://Field/id}*

4. Also in Survey Options:

Survey Experience

Uncheck all

Survey Protection

Click: **Open Access** ["Invitation only" risks giving away the identity of the participant]

Check: **Prevent Ballot Box Stuffing**

Check: **Prevent Indexing**

[Optional] Check: "Survey Expiration" and enter date and time