Information and Guide for Researchers: Online Studies

Sona System

msu-psychology.sona-systems.com

Web-Based (Online) Studies

You may set up studies that are web-based (online), and these studies may be set up internally in the system (online survey study) or outside the system (online external study). The options will vary depending on how your system is configured.

There are a few things to note about web-based studies:

- Once you indicate to the system that the study is web-based, you will not be able to change it so that it is no longer web-based (but you can deactivate or delete the study). So, make this choice carefully
- Web-based studies are typically set up so there is one timeslot, and that timeslot contains the maximum number of participants you would like to participate, and the *last* date and time when they can participate (often, this is the end of the term). It is not recommended that you set up multiple timeslots for a web-based studies (it confuses participants), though the system will support it. It is acceptable to have multiple timeslots where more than one is not active at a time. For example, one could have had a deadline date of the end of the previous semester (and thus is currently in the past), while the current timeslot has a deadline date of the end of the current semester (i.e., in the future).
- It is generally assumed that participants will participate in an online study shortly after they sign up. Because of this, the system will expect you to grant credit to them soon after they sign up. If you are creating an online survey within the system, credit will be granted automatically, immediately after the participant completes the survey.
- In the case of an external web study, if you are using a survey product like Qualtrics, then you may be able to set up credit granting so it occurs automatically as soon as the participant completes the study. See External Study Credit Granting for more information.

Throughout the sign-up process, participants are notified that the study is online.

If the study is not administered by the system (online external study), then participants are not given the URL for the study website until they have signed up, to ensure they complete a sign-up in the system for the study. They can see the URL after sign-up, and while the timeslot they signed up for is still in the future. Once the timeslot they have signed up for is in the past, they no longer have access to the study URL. There is also an option when setting up the study so that the URL will no longer be available as soon as the participant is marked as having participated in the study (regardless of the timeslot date). This restriction regarding viewing the study URL applies only to participants, and only to web-based studies administered outside the system. Online external studies are discussed in more detail in the section Online External Studies, later in this document.

Online survey studies (surveys administered by the system) are discussed in great detail in the section Online Survey Studies, later in this document. Please read it carefully before setting up an online survey study.

Online External Studies

Online external studies are online studies which are not hosted within the system, but instead reside on some other website. This is different from online survey studies (detailed later in this documentation), where an online survey is set up directly in the system and no other website is involved.

For online external studies, you may want to develop some method of linking the participant's sign-up in the system to your online study, so you know who to grant credit to. One way to do this is to ask the participant's name (or some other identifying information) that will make it easy to locate their sign-up within the system and grant them credit once they have completed your online study. Another method of tracking, which reduces the chance of human error, is to use the Survey Code feature described later in this section. The most automated approach is to use the External Study Credit Granting feature, where the participant receives credit automatically as soon as they finish the study.

Note that if External Study Credit Granting is not used, the system will *not* automatically grant credit once the participant has finished the study, and the reason is that the system does not know when something occurred on a website outside the system. In this case, researchers should routinely login and grant credit as necessary.

External Study Credit Granting

With External Study Credit Granting, a participant can receive credit as soon as they finish the online external study. This is accomplished by having the external study notify the system that the participant has completed the study and thus deserves credit.

If you are using a popular commercial product like Qualtrics, SurveyMonkey, SurveyGizmo, LimeSurvey, FluidSurveys, or Inquisit, then skip this section and go to one of the following sections that provide specific instructions for each product. In addition, it may be easier to use the online integration instructions available for each product at http://www.sona-systems.com/help instead of this documentation. The reason is that those products may have been updated since this documentation was produced, and the online integration instructions are updated more frequently.

What follows in this section is a general description of the integration process if you are *not* using one of the commercial survey products listed above. If you *are* using one of those products, then skip to the relevant section (or the online integration instructions) instead.

The notification to the system is done by accessing the Completion URL for the study. A properly-configured study will have up to two Completion URLs:

1. **Client-Side Completion URL**: If this URL is loaded, the participant will receive credit. Typically, this URL would be loaded by the participant clicking on a link in their browser, or the participant being redirected to this link after completing the study. This is the most common method used for commercial survey product where there is not already a built-in integration.

2. **Server-Side Completion URL**: This URL would typically be loaded by the external study (not clicked by the end-user participant) and is a server-to-server communication between the external study and the system. The results are returned in XML format and may be parsed by the external study. This method would be used when you have full control over the external study, like if it is programmed from a Perl script. It also provides more control and security than the client-side method.

You should use only *one* completion URL to achieve credit granting. For most commercial online survey products, and also if you are not familiar with programming, then the client-side completion URL is likely the most appropriate option. To avoid confusion, the system will only display the client-side completion URL if a commercial survey product is being used and is known to support only the client-side completion URL.

To see the completion URLs for your study, first ensure the study is set up correctly as an online external study. Then, enter the URL for the external site in the Study URL field in Change Study Information, and save your changes. Next, click on Change Study Information again and modify the Study URL to include `%SURVEY_CODE%` in the URL in the appropriate place. If you entered the URL for a commercial product like SurveyMonkey, Qualtrics, or Inquisit, then the system will display help text just below the URL with a suggestion for how to include this. Save your changes, and the Completion URLs should now appear on the resulting study information page. In short, the Completion URLs will appear as long as there is `%SURVEY_CODE%` anywhere in the Study URL.

The client-side completion URL will look something like this:

```
https://yourschool.sona-
systems.com/webstudy_credit.aspx?experiment_id=123&credit_token=9185d436e5f94b1581b
0918162f6d7e8&survey_code=XXXX
```

The server-side completion URL will look something like this (if displayed):

```
https://yourschool.sona-
systems.com/services/SonaAPI.svc/WebstudyCredit?experiment_id=123&credit_token=9185
d436e5f94b1581b0918162f6d7e8&survey_code=XXXX
```

In the example above, the XXXX at the end is to show where the survey code number should be placed (in place of XXXX) by the external study website.

The next step is you'll need to configure the online external study to receive the survey code number *from* the system at the start of the study, and also to load one of the completion URLs at the end of the study, while replacing XXXX with the survey code number and pass that *to* the system in the completion URL. Because this involves configuring the external study which is not part of the system, then how this is accomplished depends on the external study software. Usually it involves setting up the survey code number as some type of variable that is passed in via the URL, and then configuring a redirect URL at the end of the study to be loaded, with this variable in the URL.

As this is a complicated feature, the best method to test it is to actually login to the system as a fake participant. The entire credit granting process is not possible to test as a researcher, since researchers cannot sign up for studies. To ensure other (real) participants do not sign up for the study while you are testing it, add an Invitation Code to the study (you can remove it later).

The configuration directions for some popular survey products are below, based on information from those vendors.

External Study Credit Granting with SurveyMonkey

With SurveyMonkey, note that some of the features used within SurveyMonkey may vary depending on your subscription level with SurveyMonkey. In most cases, you will need to have their Gold or Platinum package in order to make use of the Custom Redirect feature necessary for study credit granting to work properly.

Here are the basic steps, which are subject to change (since the product is controlled by SurveyMonkey):

1. In the system, change the Study URL so it includes `%SURVEY_CODE%` in the URL. So if the SurveyMonkey URL is `http://www.surveymonkey.com/s/H2Y9H27` then change it to `http://www.surveymonkey.com/s/H2Y9H27?c=%SURVEY_CODE%`
2. Having completed Step 1, the Study Information on your Sona Systems site now displays a URL labeled "SurveyMonkey Redirect to a URL". In SurveyMonkey, configure the survey to accept the survey code number, as a collector. Click on the "Collect Responses" tab.
3. In SurveyMonkey, configure the Survey Completion option to "redirect to your own webpage", and provide the SurveyMonkey Completion URL from the system. By doing this, SurveyMonkey will put in the survey_code number passed to the collector. If Steps 1 and 2 were completed correctly, then SurveyMonkey will add in the parameter automatically when it redirects the user. So if the SurveyMonkey Completion URL will look something like this:
   `https://yourschool.sona-systems.com/webstudy_credit.aspx?experiment_id=170&credit_token=9185d436e5f94b1581b0918162f6d7e8`

These features are described on SurveyMonkey's site at the following URLs:

- http://help2.surveymonkey.com/articles/en_US/SurveyMonkeyArticleType/Can-I-pass-a-unique-ID-through-the-link-and-then-through-a-redirect-URL ("Can I pass a unique ID through the link and then through a redirect URL?")
- http://help2.surveymonkey.com/articles/en_US/SurveyMonkeyArticleType/Can-I-redirect-respondents-to-a-different-website-upon-completion ("Can I redirect respondents to a different website upon completion?")

The SurveyMonkey Completion URL provided by the system should be sufficient to paste directly into SurveyMonkey. If you prefer to derive the URL from the Client-Side Completion URL, then you simply need to *remove* the &c=XXXX from the end of Client-Side Completion URL and place the remaining text in SurveyMonkey.

External Study Credit Granting with Qualtrics

Here are the basic steps, which are subject to change (since the product is controlled by Qualtrics):

1. In the system, change the Study URL so it includes `&id=%SURVEY_CODE%` in the URL. So if the Qualtrics URL (Anonymous Survey Link) is `https://yourschool.qualtrics.com/SE/?SID=SV_b9ZD41hMZaqE` then change it to `https://yourschool.qualtrics.com/SE/?SID=SV_b9ZD41hMZaqE&id=%SURVEY_CODE%`
2. Having completed Step 1, the Study Information on your Sona Systems site now displays a URL labeled "Qualtrics Redirect to a URL". In Qualtrics, configure the survey to accept the survey code number, as an embedded data field named "id". Remember to use lower-case as this is case-sensitive. To do this, go to Survey Flow | Add a New Element | Embedded Data and type in "id" and save your changes.
3. In Qualtrics, configure the Survey Options | Survey Termination | Redirect to a URL option, and provide the Qualtrics Redirect to a URL value from your Sona Systems site. (You may simply copy and paste the unaltered value from Sona into Qualtrics).

   Note: If you have an End of Survey element set up in Survey Flow, you will need to add the URL there also. Go to Survey Flow | End of Survey | Customize and enter the Qualtrics Redirect URL value from the system into the Redirect to a URL field in Qualtrics.

These features are described on Qualtrics' site at the following URL:

- http://www.qualtrics.com/university/researchsuite/developer-tools/api-integration/passing-information-through-query-strings/ ("Passing Information Through Query Strings")

The Qualtrics Redirect to a URL provided by the system should be sufficient to paste directly into Qualtrics. If you prefer to derive the URL from the Client-Side Completion URL, then you simply need to change the `&c=XXXX` at the end of Client-Side Completion URL to `${e://Field/id}`

External Study Credit Granting with SurveyGizmo

With SurveyGizmo, it is best to follow the URLs listed below that describe the process in detail on the SurveyGizmo website. In those documents, "panel company" refers to our system, and you will only need to focus on the Completed Surveys Link. The Over Quota and Disqualified links are not applicable or implemented in this situation. Note that some of the SurveyGizmo features described below may not be available to all SurveyGizmo subscription levels.

Here are the basic steps, which are subject to change (since the product is controlled by SurveyGizmo):

1. In the system, change the Study URL so it includes `%SURVEY_CODE%` in the URL. So if the SurveyGizmo URL is `http://www.surveygizmo.com/s3/12345/my-survey` then change it to `http://www.surveygizmo.com/s3/12345/my-survey?scode=%SURVEY_CODE%`
2. Having completed Step 1, the Study Information on your Sona Systems site now displays a URL labeled "SurveyGizmo Redirect to a URL". In SurveyGizmo, configure the survey to accept the

survey code number, via a Hidden Field with a URL Variable named "scode". To do this, go to Build & Edit | Select Add Action on the first page of the survey. Pick the name "Sona Survey Code" for the action, and click on Add & Edit Action. In the Value section, first click on Insert Merge Code and choose URL Variable. Then, in the Value section, type in [url("scode")]

3. In SurveyGizmo, configure the URL Redirect for completed surveys. On the *Thank You* page section, go to Add Action | URL Redirect (in Edit Text Elements). Pick some name for the action, and click on Add & Edit Action. In the URL field provide the SurveyGizmo Redirect URL from the system. The SurveyGizmo Redirect URL should look something like this: `yourschool.sona-systems.com/webstudy_credit.aspx?experiment_id=170&credit_token=9185d436e5f94b1581b0918162f6d7e8`
4. Next, on that same page in SurveyGizmo, choose Add Field and choose the question named “Sona Survey Code” from the options and choose Add Field. Then, in the Variable Name textbox, type in `survey_code` and save your changes.

These features are described on SurveyGizmo’s site at the following URLs:

- http://surveygizmov4.helpgizmo.com/help/article/link/panel-integration (“Panel Integration”)
- http://surveygizmov4.helpgizmo.com/help/article/link/url-merge-codes (“Using URL Variables/Query Strings”)

The SurveyGizmo Redirect URL provided by the system should be sufficient to paste directly into SurveyGizmo. If you prefer to derive the URL from the Client-Side Completion URL, then you simply need to *remove* the `&survey_code=XXXX` from the end of Client-Side Completion URL and also the https:// (or http://) from the beginning, and place the remaining text in SurveyGizmo.

External Study Credit Granting with LimeSurvey

With LimeSurvey, the instructions below are for version 2.05+ and newer. At a minimum, be sure you are using version 2.0 build 130526 or newer. Earlier versions contain some bugs that will prevent things from working properly.

Here are the basic steps, which are subject to change (since the product is controlled by LimeSurvey):

1. In the system, change the Study URL so it includes `%SURVEY_CODE%` in the URL. So if the LimeSurvey URL is `http://limesurvey.yourschool.edu/index.php/651365/lang-en` then change it to `http://limesurvey.yourschool.edu/index.php/651365/lang-en?id=%SURVEY_CODE%`

   Note: In versions of LimeSurvey prior to 2.05+, the LimeSurvey URL format was different. If you see a / instead of a ? after index.php in the URL, then add `?id=%SURVEY_CODE%` (so change the & to a ?) to the end of the URL when entering the Study URL.
2. Having completed Step 1, the Study Information on your Sona Systems site now displays a URL labeled "LimeSurvey Redirect to a URL". In LimeSurvey, configure the survey to accept the survey code number, as URL Parameter named "id". To do this, go to General Settings | Panel Integration and add the URL parameter there, with no target question. Remember to use

lower-case as this is case-sensitive, and be sure to click Save for both the new parameter and panel settings.

3. In LimeSurvey, configure the End URL (in Edit Text Elements), and provide the LimeSurvey End URL from the system. The LimeSurvey URL should look something like this: `https://yourschool.sona-systems.com/webstudy_credit.aspx?experiment_id=123&credit_token=4e48f9b638a&survey_code={PASSTHRU:id}` If (and only if) you do not see a LimeSurvey End URL in the system, then proceed with the rest of this step. Otherwise, proceed to the next step.
   In LimeSurvey, configure the End URL (in Edit Text Elements), and provide the Client-Side Completion URL from the system. However, you need to change the XXXX at the end of the URL, and instead have LimeSurvey put in the survey_code number passed as a pass-through variable. So if the client-side completion URL was `https://yourschool.sona-systems.com/webstudy_credit.aspx?experiment_id=170&credit_token=9185d436e5f94b1581b0918162f6d7e8&survey_code=XXXX` then enter it in LimeSurvey as `https://yourschool.sona-systems.com/webstudy_credit.aspx?experiment_id=170&credit_token=9185d436e5f94b1581b0918162f6d7e8&survey_code={PASSTHRU:id}`
4. Note that if, after saving the End URL, you see an & in place of & in the End URL field, then you need to instead set this value while logged into LimeSurvey as an administrator. This is due to a bug in LimeSurvey (bug 7827) that was fixed in version 130526.
5. In LimeSurvey, set “Automatically load URL when survey complete?” to Yes on General Settings | Presentation & Navigation. This is due to a bug in LimeSurvey (bug 7826), where the survey code will not be properly passed through if this setting is set to No.

These features are described on LimeSurvey’s site at the following URL:

- http://manual.limesurvey.org/wiki/URL_fields (“URL Fields”)

External Study Credit Granting with Inquisit

Inquisit is a product offered by Millisecond Software, and the instructions below apply to Inquisit Web Edition only.

Here are the basic steps, which are subject to change (since the product is controlled by Millisecond):

1. In the system, change the Study URL so it includes `%SURVEY_CODE%` in the URL. So if the Inquisit URL is `http://research.millisecond.com/myexperiment.web` then change it to `http://research.millisecond.com/myexperiment.web?survey_code=%SURVEY_CODE%`
2. Having completed Step 1, the Study Information on your Sona Systems site now displays a URL labeled "Inquisit Redirect to a URL". In Inquisit, use the web script registration wizard to configure the survey to accept the survey code number. On the part where it asks how to generate subject IDs, select Query Parameter and enter in "survey_code".
3. In Inquisit, configure the Finish Page URL, and provide the Inquisit Finish Page URL from the system. The Inquisit Finish Page URL should look something like this: `https://yourschool.sona-systems.com/webstudy_credit.aspx?experiment_id=170&credit_token=9185d436e5f94b1581b0918162f6d7e8`

These features are described on Millisecond's site at the following URL:

- http://www.millisecond.com/support/docs/v3/html/howto/interopsurveys.htm ("How to Interoperate Inquisit Web Edition with Online Survey Packages")

The Inquisit Finish Page URL provided by the system should be sufficient to paste directly into Inquisit. If you prefer to derive the URL from the Client-Side Completion URL, then you simply need to *remove* the &c=XXXX from the end of Client-Side Completion URL and place the remaining text in Inquisit.

External Study Credit Granting with QuestionPro

Note that some of the features used within QuestionPro may vary depending on your subscription level with them. In most cases, you will need to have their Corporate Edition in order to make use of the Automatic Redirect feature necessary for study credit granting to work properly.

Here are the basic steps, which are subject to change (since the product is controlled by QuestionPro):

1. On your Sona Systems site, change the Study URL so it includes ?custom1=%SURVEY_CODE% in the URL. So if the QuestionPro URL is: `http://questionpro.com/t/AIZBjs6` then change it to `http://questionpro.com/t/AIZBjs6?custom1=%SURVEY_CODE%`
2. Having completed Step 1, the Study Information on your Sona Systems site now displays a URL labeled "QuestionPro Automatic Redirect URL". In QuestionPro, configure the Finish option in Settings | Finish Options (like in the image below). Choose the Automatic Redirect Option, and provide the QuestionPro Automatic Redirect Website Address from the Sona system in the Website Address field. By doing this, QuestionPro will put in the survey_code number passed to it.
3. If Steps 1 and 2 were completed correctly, then QuestionPro will add in the parameter automatically when it redirects the user. So if the QuestionPro Automatic Redirect Website Address will look something like this: `https://yourschool.sona-systems.com/webstudy_credit.aspx?experiment_id=123&credit_token=4e48f9b638a&survey_code=${custom1}`

These features are described on QuestionPro's's site at the following URL:

- http://www.questionpro.com/help/131.html (QPro custom variables in URLs)

External Study Credit Granting with Fluidsurveys

With FluidSurveys, note that some of the features used within FluidSurveys may vary depending on your subscription level with FluidSurveys. In most cases, you will need to have their Enterprise version in order to make use of the "Custom Variables in Publish URL" feature necessary for study credit granting to work properly.

Here are the basic steps, which are subject to change (since the product is controlled by Fluidsurveys):

1. On your Sona Systems site, change the Study URL so it includes ?id=%SURVEY_CODE% in the URL. So if the Fluidsurveys URL is: `http://fluidsurveys.com/surveys/abc/def/`

then change it to
`http://fluidsurveys.com/surveys/abc/def/?id=%SURVEY_CODE%`

2. Having completed Step 1, the Study Information on your Sona Systems site now displays a URL labeled "FluidSurveys Redirect to a URL". On FluidSurveys, go to the Redirection settings and click on the "Pass through GET variables received from the survey entrance page". Then on Survey Complete Redirect, place the Survey Complete Redirect URL on there. It should look something like this: `https://yourschool.sona-systems.com/webstudy_credit.aspx?experiment_id=123&credit_token=4e48f9b638a&survey_code={{GET_variable.id}}`

More info on how to change these settings can be found here:

- http://help.fluidsurveys.com/hc/en-us/articles/201292424-Redirecting-Using-Advanced-Branching
- http://help.fluidsurveys.com/hc/en-us/articles/200132619-Setting-Redirection-Options

The Inquisit Finish Page URL provided by the system should be sufficient to paste directly into Inquisit. If you prefer to derive the URL from the Client-Side Completion URL, then you simply need to *remove* the &c=XXXX from the end of Client-Side Completion URL and place the remaining text in Inquisit.

Client-Side Completion URL Responses

For help in testing, listed below are the possible messages that the participant will see when they are redirected to the client-side completion URL. Note that if the system has a language enabled other than English, then the message will be displayed in the participant’s preferred language, instead of English (unless their language preference is English of course).

Status Message	**Explanation**
Web study credit successfully granted.	The credit was granted successfully.
No credit given, because you are not a participant, and therefore cannot sign up for this study.	A non-participant account (e.g., the researcher) accessed the URL, but the URL was accessed correctly. Usually this happens when a non-participant clicks on the Sample Link with Embedded ID Code link from the study. This message will occur when testing the credit granting setup, and it’s a sign that everything is set up correctly.
Invalid experiment_id or credit_token.	The experiment_id or credit_token in the completion URL was invalid. As this does not change for each participant, this is most likely to occur if the completion URL was somehow incomplete or truncated.

Invalid survey_code.	The survey_code was not specified at all, or was blank. This may indicate the external study is not properly placing the survey_code in the completion URL.
Invalid survey_code. ## [some number]	The survey_code was provided, but is not valid for this study.
You have already received credit for this study. / You have already participated in this study.	The participant has already participated in this study and received credit/been marked as participated.
You are not eligible to participate in this study.	The participant has already signed up for this study, but has been marked as a no-show, and has no other signups for this study which are in Awaiting Action state.
Web study credit grant error. ## [some number]	Some other generic error. Please contact Technical Support for more information.

Server-Side Completion URL Responses

For help in testing, listed below are the possible messages that the system will give if the Server-Side Completion URL is loaded. This feature is documented using the same format as the general documentation for the API interface, for consistency. See Automating Tasks – API for information about how to locate the API documentation.

Input Parameters

Below are the following input parameters for use with the WebstudyCredit API function. These are included automatically when the system generates the Server-Side Completion URL. Note the parameters must be specified as part of the URL (an HTTP GET) and not via an HTTP POST request.

Parameter	Description / Possible Values
experiment_id	The Experiment ID of the study.
credit_token	The credit token used to identify/reference the study.
survey_code	The code that identifies the participant from the external web study.

Error Codes

Below are the possible error messages encountered and their respective descriptions. If the request was successful, there will not be an Error object returned, and only a Result object. See Sample Output for an example.

Error Type	Error Code	Description
Authentication failed	0	unspecified error
Invalid experiment_id	-1	An invalid experiment_id value has been entered
Invalid credit_token	-2	An invalid credit_token value has been entered
Participant already granted credit	-3	The participant has already been granted credit
Participant already marked participated	-4	The participant has already participated
Participant not eligible (no-show)	-5	The participant is not eligible for credit
Invalid survey_code	-6	An invalid survey_code value has been entered

Sample Input

https://yourschool.sonasystems.com/services/SonaAPI.svc/WebstudyCredit?experiment_id=123&credit_token=9185d436e5f94b1581b0918162e8&survey_code=XXXX

Sample Output

The output is in XML format, and an example is below of a successful request. Most of the Result object will contain null/empty values, as it is part of an object used for other API calls. There are two options to check that the credit grant was successful:

1. The Result object exists
2. The Result object exists and the credit_status field has a value of G

If there was an error, then the Errors object will contain data instead of being null.

```
<WebstudyCreditResponse>
	<WebstudyCreditResult>
		<a:Errors i:nil="true"/>
		<a:Result>
			<a:anon_id_code i:nil="true"/>
			<a:credit_status>G</a:credit_status>
			<a:email i:nil="true"/>
			<a:first_name i:nil="true"/>
			<a:last_name i:nil="true"/>
			<a:phone i:nil="true"/>
			<a:signup_id>123</a:signup_id>
			<a:student_id_num i:nil="true"/>
			<a:survey_code>XXXX</a:survey_code>
			<a:user_id i:nil="true"/>
		</a:Result>
	</WebstudyCreditResult>
</WebstudyCreditResponse>
```

Security Considerations

There is one potential risk with using the client-side completion URL. Because the URL is typically accessed directly by the participant (their browser is redirected to it), then they have access to view the parameters in the URL. The completion URL contains a key specific to your study, as well as an ID (the survey code number) to indicate which participant should be granted credit.

The risk is that a participant could use this URL and start trying other ID (survey code numbers) to grant other participants credit. In order for this scheme to work, *all* of the following must be true:

- They must be able to guess an ID number used by another participant. The ID numbers are not necessarily sequential.
- The other participant must be signed up for this study.
- The other participant must not already have received credit for this study (i.e. they are in Awaiting Action state).

It's fairly unlikely that all three situations will occur, and it's also a lot of work for a participant to guess all possible ID numbers, though this can be automated. If this is a concern, the best option is to use the server-side completion URL, since that is a communication from server to server, and so participants will not see the communication. The drawback is that most commercial survey products do not support use of the server-side completion URL, so additional programming would be required.

Using the SURVEY CODE Feature

Note: If you are just interested in external study credit granting, then this section may not be applicable. This section describes how to use the survey code feature to link a sign-up in the system to data collected in the external study. However, it also describes the foundation for how the survey code feature works, which is useful in better understanding the external study credit grant feature.

For web-based studies which are administered outside the system, there is a special facility available for advanced users to track sign-ups in their web-based study while still preserving confidentiality. This feature applies only to web-based studies administered outside the system.

Before going further, it is important to note that this is an advanced feature and may require some programming skills. Sona Systems is unable to provide technical support for any programming questions.

The way this feature works is that if the text `%SURVEY_CODE%` is placed anywhere within the Study URL field, the system will automatically replace this text with a unique number for the participant. This unique number will also be displayed next to their sign-up within the system, so it's easy to match sign-ups by this number. The number can be anywhere from 4-7 characters in length, and will not contain leading zeroes (1234 is possible, but 01234 is not).

The external study will then need to be set up to process this code and log it appropriately. Sona Systems cannot provide detailed technical support on how to program an external study, as that is code that is external to our software.

Here is an example of how this works. Let's say the study URL is:
`http://www.myschool.edu/mysurvey.html`

If the Study URL is entered in the system as:
`http://www.myschool.edu/mysurvey.html?id=%SURVEY_CODE%`
then when a participant clicks on that URL, the system will replace `%SURVEY_CODE%` with a unique numeric value to identify the participant. For example, the URL may be changed to:
`http://www.myschool.edu/mysurvey.html?id=30039`

If that is the case, then on the page in the system listing sign-ups for this study (i.e., in the timeslot), the code 30039 will appear next to that participant's sign-up.

If this code is parsed and handled by the external study, then the researcher can easily link up the sign-ups in the system with who they have collected data from within their external study, so they know who to credit. Note that the crediting still will not occur automatically. The purpose of this feature is to provide a way to identify participants without compromising privacy, since the system can then be configured so that names are not displayed next to sign-ups.

To help with setting this up, if a participant is not viewing the URL (for example, the researcher is viewing the URL), this special survey code text will simply be removed. Note this special text must be in all capital letters, and surrounded by percent signs. You may confirm it was entered correctly because a sample URL will be displayed when you go to view (not edit) the study, below the normal study website link.

If you provide a SurveyMonkey, Qualtrics, Inquisit, LimeSurvey, SurveyGizmo, or FluidSurveys URL in the Study URL field, then the system will provide guidance (after saving your changes) about how to use the survey code feature.

Online Survey Studies

Introduction

The system includes a rather extensive online survey feature (if enabled on your system). It allows you to set up an online survey as a study within the system, and participants who sign up for the study will be asked to immediately complete the survey. Upon their completion of the survey, they will be granted credit automatically by the system. You may then analyze their survey responses on an individual basis, or download the raw data across all participants who completed the survey, for further analysis. There is a slight chance that you may notice a discrepancy in the number of responses when analyzing a single question compared to downloading the entire set of responses. This can occur if a participant is currently taking the survey, but has not completed it. Their data is included in the single-question analysis (when available) but not in the full download of responses, as there is not a full set of data for an in-progress participant. The system will prevent participants from completing the survey more than once, so there is no risk of duplicate entries for the same participant.

To comply with research ethics guidelines, the participant is given the opportunity to withdraw from the survey at any time. See Participant Withdrawal from a Survey for more information.

There is a space to provide closing text for the survey, which is displayed to participants after they successfully complete the survey (after they have saved all their responses and cannot go back). This is an ideal place to include any relevant debriefing information.

The online survey feature is rather complex due to the many features it contains. In addition, your ability to modify the survey after participants have started to take the survey is quite limited. Because of this, you should plan out your survey well in advance, to make sure it is finalized before you make it available to participants. You may find it helpful to plan out the survey on paper before entering it into the system.

A survey may have an unlimited number of sections and an unlimited number of questions per section, though we recommend limiting surveys to fewer than 300 total questions, 15 sections, and 15 questions per section, to reduce participant fatigue and to ensure proper system performance. Participant fatigue can be an issue since they must complete the survey all at once. In addition, you should make participants aware that their session may time out because of inactivity, and usually this means they will be logged out after 15 minutes of inactivity. Inactivity would happen if they load up a section of questions but do not complete and save their responses for that section within that period of time. It is a good idea to structure sections accordingly, especially if a section contains lengthy text or complex questions. The system will warn participants a few minute prior to this inactivity logout, and provide them with the opportunity to extend their session.

Questions may be free-entry (requiring the participant to type in an answer) or multiple-choice (pick only one or pick many from the list of choices). You may also specify that the system computes a participant's results for an entire section, as either a section sum or average score. This computed sum or average can be computed only for numeric, multiple-choice (pick only one) questions in the section. Such a computation is often useful when a participant's aggregate score is more important, such as with a depression battery.

For free-entry questions where the participant is asked to enter a free-form text answer, the size of the entry field (as it is displayed) cannot be resized in terms of dimensions (only by length). Participants may enter up to 255 characters in their response.

Sections can be displayed in a specified order or random order, or a combination of both. Every section may contain introductory text introducing the section, and the survey itself may also have introductory text introducing the survey, as well as closing text that is displayed upon completion of the survey. You may specify that questions within a section are displayed in random order. If you do not specify random ordering for questions in a section, then the questions will be displayed (in each section) in the order they were entered and cannot be reordered later. Multiple choice questions can have their choices displayed in the entered order or random order (this is specified on a per-question basis). Multiple choice question choices can be displayed horizontally (across the page) or vertically (down the page).

It is important to realize that while the survey feature is quite extensive, there are some things it does not support. It cannot do question timings, where the speed of a participant's response (typically in milliseconds) to each question needs to be measured. It also cannot do branching, where the questions being presented to a participant will vary depending on their answer to other questions within that same survey (an example being asking a question like “Do you smoke cigarettes?” and then presenting a different set of questions based on their response). The reason advanced features like this are not currently supported is that our software is primarily a participant pool software product that happens to have an online survey feature within it. We asked our customers which features in an online survey were most important to them, and those features exist within the product. There are numerous products on the market specifically for doing online surveys (with no subject pool component), which contain more advanced features, and can easily be linked to from the Sona Systems product by setting up your study as an online study conducted outside the system.

Creating or Modifying a Survey

To create a survey, first create an online survey study. After you create it, you will see the option Update Online Survey when you view the study information. You may not create 2-part online survey studies.

It is important to note that while you are making changes to a survey, it is deactivated so participants may not participate in it. When you go to the Finalize Survey option after you have finished your work with the survey, you will have the opportunity to save your changes and make the survey active (available to participants) or inactive (not available to participants). You should always choose the Finalize Survey option when you finish your work with the survey, as the system saves all changes and computes some other important data when you finalize the survey. If you would like to continue work on the survey at a later date, you should still choose the Finalize Survey option to ensure your changes during the current session are properly saved (most likely you would choose to keep the survey inactive in this situation).

General Survey Information

Choose the General Information option (if creating a new survey, this is the first page you will see) to provide some basic information about the survey. The fields are explained below:

Field	**Description**
Introductory Text	Optional, maximum 10,000 characters. Provide a set of text that will be displayed when a participant starts the survey. You may include HTML in this area, but please be sure you know what you are doing. If you would like to add a carriage-return (paragraph break), simply type in “<p>” (without the quotes). When you first create the online survey, the system may automatically insert some basic default text in this area. You may change any of this text as much as you like – the system will not change it back later as long as you save your

	changes. This is a good place to place any text for informed consent purposes. You may view how this text is displayed to participants by saving it, then going to Preview Introductory Text, which is available from the Section List page.
Closing Text	Optional, maximum 7,000 characters. Provide a set of text that will be displayed after a participant completes the survey and saves their responses. This is an ideal place for debriefing information. You may include HTML in this area, but please be sure you know what you are doing. If you would like to add a carriage-return (paragraph break), simply type in “<p>” (without the quotes). You may view how this text is displayed to participants by saving it, then going to Preview Closing Text, which is available from the Section List page.
Display sections in random order?	You may specify a specific ordering for sections, have the system randomize the order for all sections, or specify the order of some sections, and a random order for other sections. If you specify the order for only some sections, you may also specify, for each section, whether it should be displayed before or after the random-ordered sections. The system does not keep track of the random order sections were displayed for each participant.
Mobile Devices Allowed?	If set to Yes, the participants accessing the system using the mobile version (app) on a mobile device like a smartphone or tablet will be allowed to participate. If the survey makes use of images or question and choice layout is very important, then it may be better to set this to No as the layout may be rendered differently on devices, especially smartphones with small screen sizes. For technical reasons, there is no easy way to preview how questions will look on a mobile device except to

	login as a test participant using an actual mobile device.
Participant response review/change	If set to Yes, then participants may review and change their responses just before they complete the online survey. They are given this opportunity after they complete the last section of the survey, and before any closing text is shown. At this point, they can see all their responses and go back to any section to change their responses. Once they complete the online survey, they cannot go back at a later date and change any responses. It may be useful to set this option to No (so that they are not allowed to review or change their responses at the end of the survey) if sections are somehow dependent on one another, such that allowing participants to change their responses may affect the integrity of data collection.

Section List

Depending on if you are adding or editing the survey, you will be taken to the list of sections for the survey. Here, you can change the order that sections will be displayed (if you have not enabled full random section ordering for the survey), and see a quick review of each question. From here, you can add a question to any section and edit any question. To add a new section, choose the Add a New Section choice at the bottom of the page.

If you have enabled partial random section ordering, then you can specify a section order for the sections you would like to be displayed in a specified order. For the sections you would like to be displayed in random order, leave the Section Order item blank. When you specify a section order, use each number once, and use the numbers 1-98 if you would like the section to be displayed *before* the random-ordered sections, and the numbers 100-199 if you would like the section to be displayed *after* the random-ordered sections. Be sure to use each number only once, or leave the number blank to make the section part of the random-ordered section. Sometimes it is useful to use partial random ordering if you want to ask basic (e.g. demographic) information in the first few sections, while asking more analytical questions in the random-ordered sections. Likewise, you may want to ask about the previous random-ordered sections after they are completed. It is not possible to intersperse ordered sections within the set of random sections, like having 2 ordered sections, then 3 random sections, the 1 ordered section, then 2 random sections, etc. The random sections are treated as an entire block of sections, and other sections cannot be placed at specific places within that block.

There is also a Preview Section option so you may preview the survey as participants will see it.

Adding or Modifying a Section

To add a new section, choose the Add New Section link at the bottom of the Section List page. To modify an existing section, choose the Edit Section Information link next to the section you would like to modify, from the Section List page.

There are three pieces of information you may provide for each section. First, you may specify some introductory text to be displayed at the beginning of the section. When participants take the survey, they view one section at a time, and all the questions in that section. The introductory text may be helpful in explaining the purpose or topic of the questions in that section. You may include HTML in this area, but please be sure you know what you are doing. If you would like to add a carriage-return (paragraph break), simply type in “<p>” (without the quotes). The introductory text is limited to 15,000 characters.

You may choose if the questions for that section are displayed in random order or the order in which they are entered.

You may also choose to have the system compute a section sum or average (for each participant) for the section. These scores are computed only for all the multiple-choice, numeric questions in a section, where only one choice may be chosen. Think carefully about setting this value, because you are very limited in your ability to change it after participants have started to take the survey.

Computed section sums or means are often useful when all the questions are using a unidimensional scale (1-5, for example), but a participant’s average score response to the section is more useful to account for their outlier responses.

Depending on if you are editing or adding a section, after you save your changes, you will be taken to a page to add a new question or to the section list.

Adding or Editing a Question

To add or edit a question, choose the appropriate choice from the Section List, next to the desired section. Questions will be displayed in the order they are added to a section, or in a random order, depending on the section settings. Questions cannot be reordered after they are added, so this should be planned carefully. Depending on the state of the section and if participants have taken the survey, some options will be automatically set for you, and not changeable. All fields must be filled out.

Field	**Description**
Question Text	The text for the question. This will be displayed above each question’s choices. Maximum 15,000 characters.

Abbreviated Question Name	A 15-character label for the question. This is not displayed to participants and is used to name the columns that appear when the data is exported in CSV format. Many statistical analysis programs limit column names to 15 characters.
Question Type	Multiple Choice (select one), Multiple Choice (select many) or Free Entry. If the section has a computed average or sum, you may be limited in your ability to add Multiple Choice (select one) non-numeric questions. Free entry choices may contain a response up to 255 characters in length.
Display length of Free-Entry field	Specifies the length (size) of a free-entry field when it is displayed. Acceptable values for this setting are 5-85, and the field will always allow participants to type in up to 255 characters. The height of the field cannot be adjusted, and this setting only applies to Free Entry questions.
Display choices in random order?	If set to Yes, the choices for this question will be displayed to participants in a random order. This option only applies to multiple choice questions.
How should the choices be displayed?	Horizontal (across the page) or vertical (down the page) are the two options for how the choices for a multiple-choice question should be displayed. Often, the horizontal display is effective when the question involves a scale. This setting applies only to multiple-choice questions.
Can participants decline to provide an answer for this question?	If set to Yes, participants will see a choice below this question that allows them to opt out of answering the question. If set to No, they must answer the question. The default when adding a new question (not copying an existing question or section) is set to Yes for ethical compliance.
Are all choices numeric?	If set to Yes, all choices must be numeric whole numbers (e.g. 1, -2, 10). This only applies to multiple choice questions. Sections with a computed section sum or average may not contain non-numeric multiple choice (select many) questions.

Display numeric value?	If set to No, the numeric value of the choice is not displayed to participants. This only applies to numeric, multiple-choice questions where each choice includes both a numeric value and associated text (e.g. “5 Strongly Agree”). This is useful when running a reverse scale.

If the question is a multiple choice question, you must also fill out the choices section that is part of the same form. A minimum of 1 choice must be provided for the question. Each choice may be up to 255 characters in length. If the question is specified as numeric, you must provide a numeric choice, and that choice must be a whole number (e.g. -5, 1, 0, 349). If you would like to provide descriptive text to accompany each numeric choice, you may do so by typing in the numeric choice and leaving one blank space after it, then typing in the descriptive text, for example: “5 Strongly Agree”. If you provide descriptive text along with the numeric choice, then you have the option of hiding the numeric value from participants, by choosing No to the “Display numeric value?” setting for the question. This is useful in reverse scale or other situations where the numeric value for the choices is not important.

If the choices you specify when adding a question do not conform to the configuration of the question (e.g. specifying a non-numeric choice for a numeric question), the system may change the question configuration to ensure that the choices are then valid.

Copying a Section

You may copy a section from any of your own surveys into your current survey, by choosing Copy From an Existing Section in the Section List. You will see a list of eligible surveys to copy from. After you choose which survey to copy from, you will see a list of eligible sections in that survey. Once you choose a section, it will be copied into the survey you are currently editing. You may copy only one section at a time, because of the system performance impact when copying sections.

The administrator also has the ability to copy to or from the prescreen, so ask the administrator to do this for you, if you need it done.

Copying a Question

For multiple-choice questions, it is often the case that many questions have the same measures (choices). To make entry of similar questions easier, you may use the Copy Question feature to copy a question. Such an option is only available for multiple choice questions. To copy a question, select the question you would like to copy (when viewing the Section List). You will then be taken to a list of sections where you may copy this question to (the default is set to the section the question came from). After you decide which section you would like to copy the question to, you will be taken to a page where you can make any final changes to the copy of the question before saving it.

Saving Your Changes

When you are done, you should go to the Final Review and save your changes. Even if you plan to do further editing of the survey later, it is **imperative** that you go to the Final Review step, as the system needs to save certain special changes and make some computations. If you do not want participants to participate in the survey yet, you can save changes but keep the survey inactive. When you save your changes, it may take a moment to save all the changes, as the system is performing a number of computations on the survey. Please be patient, as these computations are done to make performance for participants as fast as possible. The system tracks which user last made the survey active or inactive and when they did this, and this is displayed on the setup page.

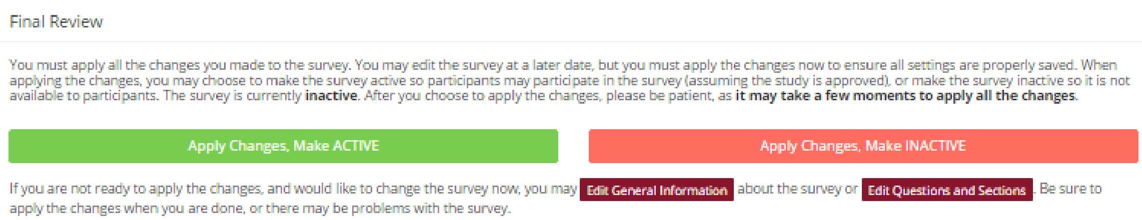

Figure 1 - Saving Survey Changes

Viewing a Survey as a Participant

If you would like to see how the survey will be displayed to participants, that can easily be done while setting up the survey. Next to each section (in the section list), there will be a Preview Section link so you can view the section exactly as participants would see it. You may also view how the introductory and closing text will appear to participants, by choosing the Preview Introductory Text and Preview Closing Text options which appear on the Section List page.

Participants will see a basic progress display on the top right corner of each page, listing the section they are on (ordinal counting), and how many sections total are in the survey. When using Preview Section, you will see this progress display as well, except the current section number will appear as “X” in preview mode since it is not an actual participant taking the survey (and randomization of section order may be involved).

If you find it necessary to go through the entire process as a real participant, you can do so by creating a test participant account. Set the online survey study so it has an invitation code, so no other participants can sign up (since they will not know this invitation code). Then, sign up with your test participant account and take the survey. You can remove the invitation code later if necessary.

Participant Withdrawal from a Survey

At any time while participating in the survey, participants have the option to withdraw from the survey. A Withdraw button will appear in the top right corner of each page.

When a participant withdraws, they have the option to withdraw *without* the option to receive credit, or *with* the option to receive credit.

If they choose to withdraw *without* the option to receive credit, all their survey responses as well as the record of their sign-up will be deleted. Participants are told that this option should be used if they want to later participate in the survey. In other words, it would likely be used when a participant starts a survey but realizes they won't have sufficient time be to complete it at the moment, but would like the opportunity to participate later. No notification to researchers is sent in this scenario.

If they choose to withdraw *with* the option to receive credit, then all their survey responses will be deleted, but a record of their sign-up will be kept and it will be in awaiting action state. The researcher will receive an email about the withdrawal, as well as some basic information about how far along the participant was when they chose to withdraw (both in time spent and number of questions completed). This information is provided in case there is a policy of granting credit for early withdrawals based on time spent or percentage completion. Participants also have the option of including a message that will be sent to the researcher to explain their withdrawal, but such a message is not required. The researcher should then grant credit to the participant if necessary, by going to the timeslot and finding that sign-up.

Participants are informed that if they are unsure which of the withdrawal options to choose, that they should choose the withdraw option that retains their ability to receive credit.

The withdrawal option cannot be removed, as it is there to ensure compliance with research ethics guidelines.

Viewing Survey Data Usage and Deleting Survey Data

The system has a limited amount of storage space, and you are expected to download the survey data you have collected on a routine basis, and then delete it from the system. By going to View Survey Data Usage, you can see how much database space is being used. You can then download the survey data (a link is provided), and delete it from the system.

When you delete the data from the system, all survey data collected within the last 5 minutes will *not* be deleted, as a safety feature. This is to ensure you have had adequate time to download the survey data before deleting it (to account for the time between downloading the data and deleting it).

If you choose to delete the survey data in this manner, the record of participant sign-ups *will* be retained, so you can ensure they do not complete the same online survey again.

Deleting a Single Participant's Survey Responses

On rare occasions, you may want to delete a participant's survey responses, usually so they can participate again. To do this, cancel their sign-up and that will delete their responses. Note this will also remove any credit they earned. See Manual Cancellation for more information.

Analyzing Survey Responses

You may analyze a specific survey question on-screen by selecting the survey and choosing the Analyze Survey Responses option. From there, you may choose a specific question and view or download the response data. This will include data from participants who are still in the process of completing the survey, but have not yet completed it. The Download Survey Responses option, which provides the entire set of survey responses for all participants, includes only data from participants who have completed the survey, to ensure easier data analysis.

In rare cases, you may notice that a few responses for certain questions appear (or disappear from) the Analyze Survey Responses while never showing up in Download Survey Responses. What happens in this situation is that a participant started an online survey but never fully completed it or withdrew from it (they probably just closed their web browser). The system goes through all “orphaned” responses in this situation and clears them out once they are more than 2 days old.

More likely, you will want to analyze the survey data across all questions. In this case, you should choose the Download Survey Responses option.

To successfully analyze the data, you will need to download 2 sets of data. The first is the question key, which lists a unique numeric identifier for each question, along with the question text and abbreviated question name. It also includes the section number each question was in. Note the section number listed is merely a unique identifier for each section, and has no correspondence to the order in which sections were presented. Also note that section mean and sum values, if calculated, will normally be at the end of the list of questions. This data is in CSV format, and is available by clicking the Download Question Key link on the Download Survey Responses Page.

After you download the question key, you can download the survey data. The data may be separated into parts, if there is a lot of data to download. The system will adjust the size of each part based on how many questions are in the survey. A survey with a large number of questions will be broken into more parts, with fewer rows of data per part. The default option is to download the entire set of survey data (all parts) at once. If you receive an error when doing so, then download each part one at a time – there may be too much data in the combined download for the system to process.

You may also choose to limit the download based on date range, which is based on when the participant completed the survey. If you choose a date range, this merely filters each existing part of the download, so some parts may be empty if no participants whose responses would normally be included in that part completed the survey during the specified date range.

There are three options for downloading and viewing the data (both the question key and responses):

1. Download as CSV File. This is the most popular option, and allows you to save the data on your computer and load it in your preferred data analysis tool.
2. View On-Screen (CSV Format). This option lets you view the data on-screen instead of downloading it. The data is still displayed in CSV format, and it’s a good way to view the format of the data and ensure all the data you expect is there. Often with larger datasets, downloading and viewing the data with some tools (like Excel) may make it appear as if not all the data is there, when in reality it’s a limitation of the tool and not a problem with the data download. The on-screen option is also useful if data was collected in a language that uses Unicode character sets, like Hebrew.

3. <u>View On-Screen (Table Format)</u>. This option provides an easy way to view the data on-screen (to visually analyze the data) but is not very useful for purposes of loading the data into an analysis tool.

The data is presented as one row per respondent, with each of their responses in a different column. The first row includes the column headings, and the column heading maps to the abbreviated question name. Since there is no facility to specify an abbreviated question name for the computed section sum/mean item, the system automatically assigns a unique name to those columns. The naming convention is SECXXX where XXX maps to the system's internal section identifier for that section (section_id). You can use the question key to determine which question maps to which column. The order of columns (questions) in the data download is not necessarily the same as the order of questions in the survey – it's ordered based on how the data is stored internally in the system. The data also includes the exact time the participant started and completed the online survey. You can use any common data analysis tool to compute how long it took the participant to complete the survey, using this information. There is also a column listing how many minutes it took the participant to complete the survey, rounded to the nearest minute.

There will be an option to include only the numeric response portion of questions that are multiple-choice with numeric choices. This is useful if the numeric question was set up with associated text, but that text should not be included in the analysis file. One example would be where the response selected was "5 Strongly Agree" but only the number 5 (and not the associated text) is useful during analysis. If you choose this option and download data and find that the associated text is included with the numeric response, then have a closer look at the survey – most likely the question was not actually set up as a numeric question. The easiest way to deal with this downloaded data is to use a data analysis tool to do a search and replace to change the response in your downloaded data into a numeric format. Your IT department can provide assistance with such tools.

If your survey has a lot of questions (and thus columns in the output file), you may have trouble loading the data with some spreadsheet programs, which are not equipped to handle such large datasets. Your best option is to use a full-featured statistical analysis package, like SPSS or SAS. Those packages handle large CSV-format data imports with ease. Your IT department can help you to select the best tools. In particular, Excel has trouble dealing with datasets with more than 250 questions (columns).

Frequently Asked Questions about Online Surveys

Is it possible to have multiple versions of an online survey, with participants being randomly assigned to one version of the survey at the start of the survey?

The best way to do this is to create multiple online surveys (you can easily copy questions between them with the Copy Section Feature, to save time), and use a prescreen participation restriction that is unrelated to your research. For example if there is a prescreen question asking for the last digit of the participant's university ID number (assuming this is randomly distributed), then you can use that to easily break up the pool into random tenths by using that as a prescreen participation restriction for each version of the study.

Is there a way to post images, graphics, or videos in the online survey, so that participants can respond to questions referring to the image or video?

Yes. You will need to have the ability to post images on a webserver (most likely at your school), and know a small bit of HTML. Let's say your graphic is located at
`http://www.yourschool.edu/myimage.gif`

Put this in the place where you want the image to be displayed:
```
<IMG SRC="http://www.yourschool.edu/myimage.gif">
```

If you're unfamiliar with HTML, you may want to ask someone in your IT department for assistance with this.

You can use a similar process to post videos, but you'll need to ask the person in charge of the webserver where you post the video for the best method (in HTML) for linking to it, as there are a few different methods to link to videos.

You cannot upload images or videos directly onto the Sona Systems server, but every university provides a facility to post content on webservers at the school, and this method is better for participants also as the data (images and videos are usually quite large) will be stored on the high-speed network within the university.

Can certain sections be presented for a specified period of time (e.g. 60 seconds)?

No. There are technical limitations and inaccuracies in how web browsers interact with web servers, as well as internet latency factors that make this difficult to do, so this feature is not offered.

Can I make an online study a two-part study?

Online studies cannot be two-part studies, and the reason has to do with what two-part studies are intended for. They are used when the researcher needs to ensure a fairly strict separation between each part. For example, in memory research, a researcher may want to set up the two parts exactly 14 days apart.

The issue with online studies is they are not scheduled to take place at a certain date and time, so it's impossible to enforce any kind of strict separation between each part.

If the goal is just a follow-up to a study, then the time separation probably isn't very important. In that case, the best solution is to set up two studies, and set the first study as a pre-requisite for participation in the second study.

Is there a method to upload a survey into the system (from Word, Excel, etc.)?

For online survey studies, there is no method to upload the data. We considered this, but there is no standard format for survey data representation, so there was no format we could really support for uploading.

In the online survey feature, there is the ability to copy questions and sections, which may make it easier to set up the survey if many questions have the same sets of choices, for example.

When a participant is taking an online survey study, when is their sign-up actually recorded in the system?

The system will not record completion (or even sign-up) of an online survey study until it is actually completed (or if the participant chooses to withdraw early). Participants are shown the closing text as the last step of the online survey study -- just after their responses have been saved and their sign-up is recorded.

When they start the online survey study, it is noted to participants that their responses are not fully saved until they complete the study, and only then will they be properly recorded. This is for both technical and IRB reasons.

I have created my online survey and participants cannot see it. I have ensured that all the prescreen restrictions, course restrictions, and pre-requisite/disqualifier restrictions are set correctly. Why is it not showing up?

You need to set up at least one timeslot (and the standard method for an online survey is to set up only one timeslot) for the survey, to specify the participation deadline. If you still have problems, contact the administrator and ask them to run Check Study Configuration on your study, and that will explain why a study is or is not showing up.

My online survey had 5 spaces in a timeslot, and somehow 6 people signed up and received credit. How did this happen?

This is a rare situation that occurs, usually with online surveys that take a long time to complete. What happens is that all 6 people (or at least the last 2 people) started the online survey at around the same time, and before any of them could finish it. The system checks at the point of sign-up to see if there are open spaces for the online survey, but does not consider someone who has started the online survey but not finished it as taking up one of those places (in case that person abandoned early without properly withdrawing). So, in this rare situation, there is no choice but to credit all participants who successfully completed the survey, as it is the only fair outcome for participants. Note that this situation is quite rare, and most likely occurs when the survey is lengthy, and there are many participants vying for a limited number of available timeslots in the system.