

# Distributing Your Survey

How do you want to send/distribute your survey?

- **Post the survey link online:**

1. Under Survey Options, select the radio button next to "Open Access".
2. Under Distributions, use Anonymous (or single reusable) link.
3. Copy and paste that link into your website.

- **Send the survey link in an email via Outlook or your personal email:**

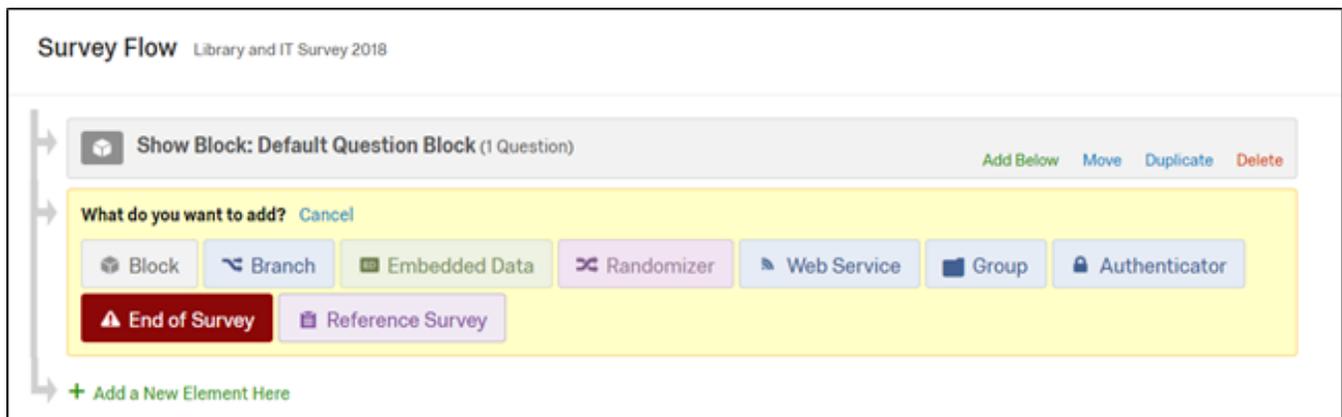
1. Under Survey Options, select the radio button next to "Open Access".
2. Under Distributions, use Anonymous (or single reusable) link.
3. Copy and paste that link into your email.

- **Have Qualtrics email the survey link to a specific group of people (doing this will prevent respondents from taking the survey more than once and will capture identifying information about the respondent):**

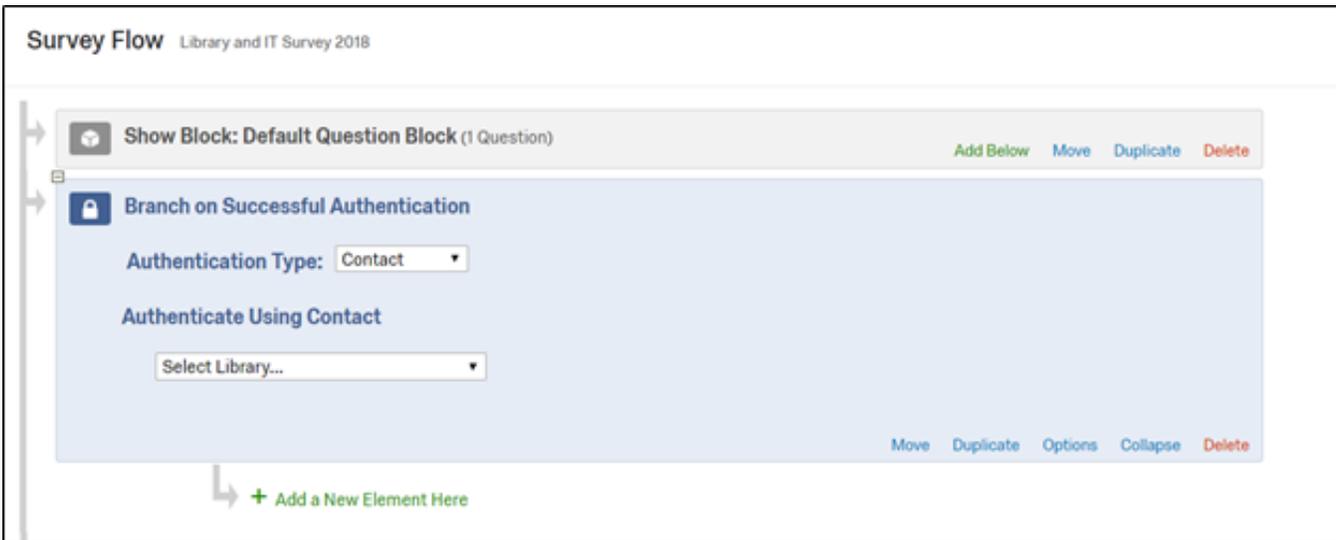
1. Under Survey Options, select the radio button next to "By invitation only".
2. Create a Contact List/Panel of the people you wish to send the survey to by following these directions:
  - i. Click on Contacts at the top right-hand side of the screen.
  - ii. Choose +Create Contact List. Give it a name.
  - iii. Upload a spreadsheet of the contact list or input them manually.
1. Under Distributions, use Emails to send survey link to that Contact List.

If you need to know who took the survey, you can do any one of the following:

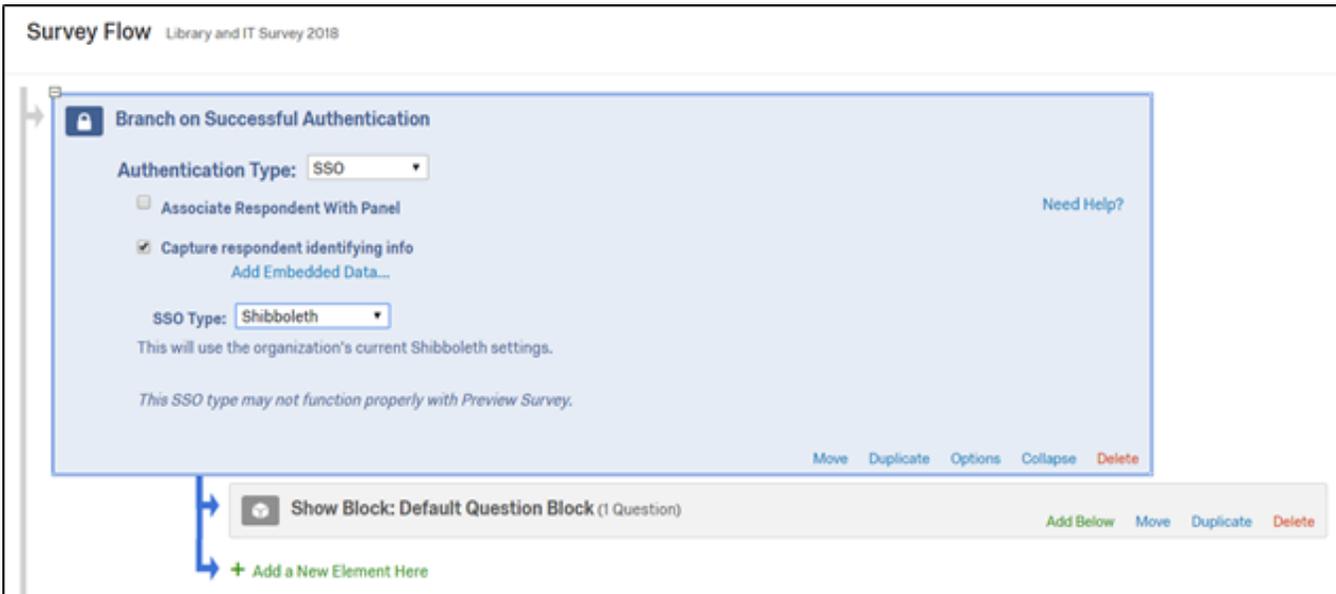
- Create a survey question asking for their name.
- Send your survey to a Contact List via the Qualtrics email distribution.
- Use authentication to require respondents to sign in with their Ursinus username and password by following these instructions:
  - Edit the survey and go to **Survey Flow**.
  - Click on **Add a New Element** there.
  - Select **Authenticator**.



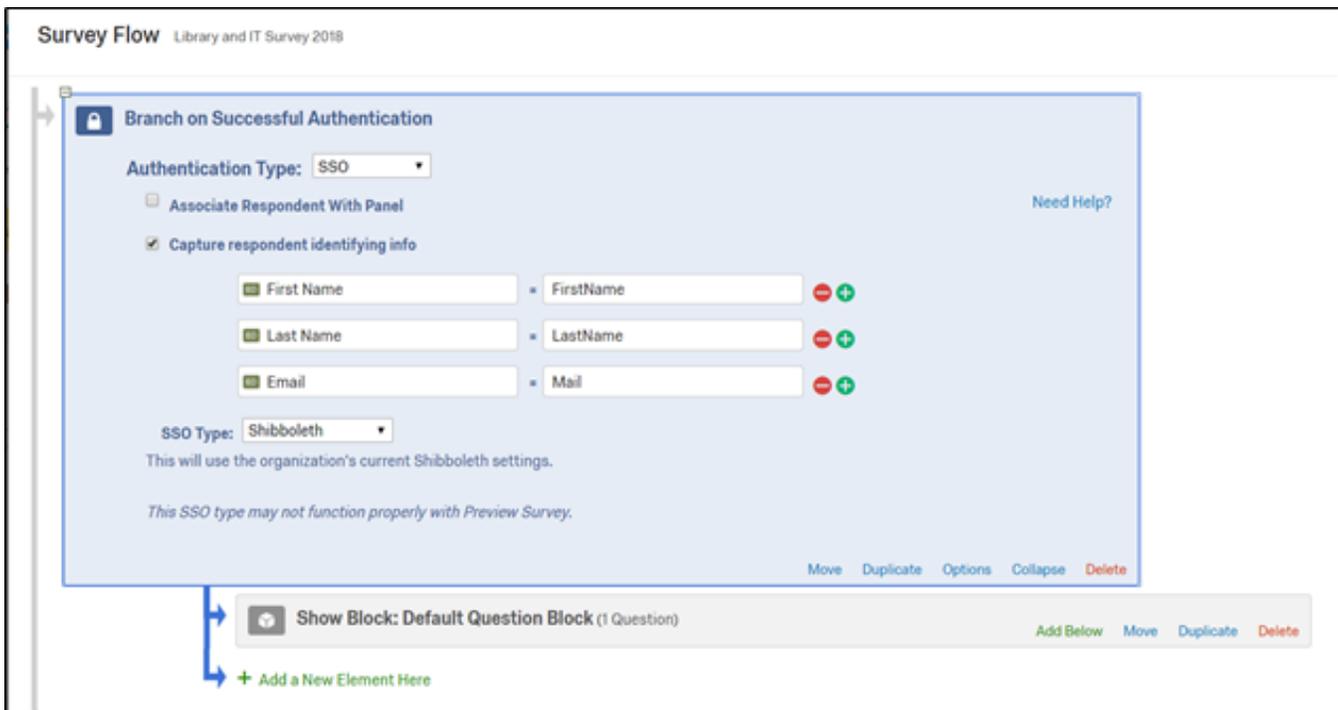
- Move the Question block(s) below the new Authentication block by selecting the **Move** icon and dragging it down to where the "Add a New Element here" is displayed.



- Change the **Authentication Type** to **SSO**.
- **Uncheck** the “**Associate Respondent with Panel**” box (unless you want to only allow people in a Contact List to take the survey. If so, check it and choose your Contact List).
- **Check** the “**Capture respondent identifying info**” box.
- Change the **SSO Type** to **Shibboleth**.



- Under **Capture respondent identifying info**, click on **Add Embedded Data...**
- In the first field, type **First Name** and then **FirstName** (no spaces) in the box next to it.
- Click on the green + icon and type **Last Name** and then **LastName** (no spaces) in the box next to it.
- Click on the green + icon and type **Email** and then **Mail** (no spaces) in the box next to it.
- Click **Save Flow** at the bottom.



#### If you want to prevent respondents from taking the survey more than once:

- Under Survey Options, click on “Prevent Ballot Box Stuffing” [Note: This will only prevent respondents from taking the survey twice in the same browser (e.g. Chrome). If they change browsers or computers, they will be able to take the survey more than once. Complete one of the other bullet points below to prevent this.].
- Send your survey to a Contact List via the Qualtrics email distribution.

If you want the survey to be completely anonymous (i.e. Qualtrics will not store any data about the respondent at all), click on “Anonymize Response” under Survey Options.

#### Follow-Up Options

If you used Qualtrics to email your survey to a Contact List, you can:

- Send respondents who did not take/finish the survey a reminder email by going to Distributions and clicking on “**Schedule Reminder**”.
- Send respondents who completed the survey a thank you message by going to Distributions and clicking on “**Schedule Thank You Message**”.

To send a thank you or custom message automatically after they complete the survey, go to Survey Options and click on “**Custom end of survey message**”. You can also click on “**Send additional thank you email from a library**” if you are using a Contact List.

To automatically redirect your respondents to a copy of their answer choices upon survey completion, go to Survey Options and click on “Redirect to single response report”.