

Automated RSRP Credit

1. Navigate to your study on Sona Systems

The screenshot shows the dashboard for the Rawls College of Business RSRP Student Research Program. The user is logged in as Amanda Cook (Researcher). The top navigation bar includes links for My Studies, All Studies, Add New Study, and Prescreen Results. The 'My Studies' link is highlighted with a blue arrow. Below the navigation bar, there are sections for 'My Studies' (with a '14' badge), 'Upcoming Appointments' (showing 'No Upcoming Appointments'), and 'Studies with Recent Activity' (listing 'PART 2 An analysis of Product Packaging and Incongruity' with a date of September 16, 2016, 'Emotions and upcoming events study' with a date of September 14, 2016, and 'Technology use study' with a date of July 26, 2016).

2. Click on specific study you would like to have automated RSRP Credit

The screenshot shows the 'All Studies' page in the RSRP dashboard. The user is logged in as Amanda Cook (Researcher). The page has tabs for 'All', 'Active', and 'Inactive', with 'All' selected. There are links for 'View Your Uncredited Timeslots' and 'View Printer-Friendly List of Signups'. The 'Sort by' dropdown is set to 'Study Name'. A table lists the studies:

Study Information	Approved?	View
Emotions and upcoming events study (3 Credits)	Approved	• Study Info • Timeslots
PART 2 An analysis of Product Packaging and Incongruity (1.5 Credits) (Online Study) Participants will be analyzing and evaluate product packaging.	Approved	• Study Info • Timeslots
Technology use study (2 Credits) You will interact with a technological tool and report on your experience.	Approved	• Study Info • Timeslots

A blue arrow points to the study 'PART 2 An analysis of Product Packaging and Incongruity'. Below the table, there is a note: 'Participants viewing this page will see restrictions listed with each study, when applicable, except for prescreen and course restrictions, which are always hidden from participants. They will also see studies listed in random order. Inactive studies that are approved will not appear on the list of available studies, but may be viewed when participants are checking their progress or other actions related to that study.'

Study Information

Study Name	PART 2 An analysis of Product Packaging and Incongruity
Study Type	Web Study This is an online study. Participants are not given the study URL until after they sign up.
Study Status	Visible to participants : Approved Active study : Appears on list of available studies Online (web) study : Administered outside the system
Duration	10 minutes
Credits	1.5 Credits
Website	View Study Website Sample Link with Embedded ID Code Qualtrics Redirect to a URL <code>https://rawls.sona-systems.com/webstudy_credit.aspx?e</code> Completion URL: <code>https://rawls.sona-systems.com/webstudy_credit.aspx?e</code> (client-side)

Restrictions

Prescreen Restrictions	No Restrictions View/Modify Restrictions
-------------------------------	---

Additional Study Information

Participant Sign-Up Deadline	24 hours before the study is to occur
Participant Cancellation Deadline	24 hours before the study is to occur
HRPP Approval Code	
Direct Study Link	<code>https://rawls.sona-systems.com/default.aspx?p_retu</code> This is a direct URL for participants to access the study. You may use this in an email or study advertisement.

Researcher Information

3. Scroll to the bottom of the page. Click on “Change Study Information”

Study Menu

- View/Administer Time Slots
- Timeslot Usage Summary
- Download Participant List
- Contact Participants
- View Bulk Mail Summary
- Download Prescreen Responses
- Change Study Information**
- Participant Study View

Abstract

Participants will be analyzing and evaluate product packaging.

Eligibility Requirements

MUST HAVE PARTICIPATED IN PART 1

4. After navigating to “Change Study Information” page, you will see a header reading “Basic Study Information”

Study Information

Please enter information below about the study. The study name may not be the same as any other studies, to avoid confusion. All fields are required unless otherwise marked.

If you are creating a simple study, you only need to complete the Basic Study Information section. More advanced options, including pre-requisites and email notification options are available in the other sections of the form.

You can set prescreen restrictions in a separate area.

[Set Prescreen Restrictions](#)

Basic Study Information

Study Name

Brief Abstract (Up to 255 characters, optional)

5. Continue to scroll down until you can see “Study URL”

Invitation Code

(leave blank if participants do not need a special password to sign up for this study)

Is this a web-based study? Yes -- study is administered outside the system

Should survey participants be identified only by a random, unique ID code? Yes No

Study URL

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](#)

- At the end of your “Study URL”, you will add “?id=%SURVEY_CODE%” to the end of your URL
- Following, open another tab on your browser and log into your Qualtrics Account
- After navigating to your specific study on Qualtrics, click on “Survey Flow”

My Projects > PART 2 An Analysis of Product Packa... ▾

Projects Contacts Library Help & Feedback

Survey Distributions Data & Analysis Reports

Look & Feel Survey Flow Survey Options Tools ▾ [Preview Survey](#) Search Questions...

PART 2 An Analysis of Product Packaging and Incongruity

🔒 This survey is currently LOCKED to prevent invalidation of collected responses! Please unlock your survey to make changes.

Default Question Block Block Options ▾

Q1 **RULES FOR CREDIT:**
1. This is a TWO-PART study. Credit for PART 1 was .5 RSRP credits. PART 2 is worth 1.5 RSRP credits.

9. The “Survey Flow” window will pop up.

The screenshot shows a survey flow editor interface. At the top, there is a 'Show Block: Default Question Block (2 Questions)' with buttons for 'Add Below', 'Move', 'Duplicate', and 'Delete'. Below it is a purple 'Randomizer' block. The 'Randomizer' block has a 'Randomly present' dropdown set to '1', a plus sign, and a checkbox for 'Evenly Present Elements'. It also has an 'Edit Count' link and buttons for 'Add Below', 'Move', 'Duplicate', 'Collapse', and 'Delete'. A blue arrow points to the 'Add Below' button of the 'Randomizer' block. Below the 'Randomizer' block are four 'Show Block' items: 'Show Block: Block 2 (11 Questions)', 'Show Block: Block 3 (11 Questions)', 'Show Block: Block 4 (11 Questions)', and 'Show Block: Block 88 (11 Questions)'. Each of these blocks has its own 'Add Below', 'Move', 'Duplicate', and 'Delete' buttons. At the bottom left, there is a '+ Add a New Element Here' button.

10. Click on “Add Below” and this screen will appear.

The screenshot shows the same survey flow editor interface as in the previous image, but with a yellow dialog box open. The dialog box is titled 'What do you want to add?' and has a 'Cancel' button. It contains several options: 'Block', 'Branch', 'Embedded Data', 'Randomizer', 'Web Service', and 'Authenticator'. There is also a red 'End of Survey' button and a blue 'Conjoint' button. A blue arrow points to the 'Embedded Data' option. Below the dialog box, the 'Randomizer' block and the four 'Show Block' items are visible, along with the '+ Add a New Element Here' button at the bottom left.

11. Click on “Embedded Data”

The screenshot displays a survey flow editor interface. At the top, there is a 'Show Block: Default Question Block (2 Questions)' with options 'Add Below', 'Move', 'Duplicate', and 'Delete'. Below it is a 'Set Embedded Data' block, which contains a text input field with the placeholder 'Enter Embedded Data Field Name Here...'. A blue arrow points to this input field. To the right of the input field, it says 'Value will be set from Panel or URL.' and 'Set a Value Now'. Below the input field is an 'Add a New Field' button. Further down is a 'Randomizer' block with settings for 'Randomly present' (set to 1) and 'Evenly Present Elements' (checked). Below the randomizer are four 'Show Block' elements: 'Block 2', 'Block 3', 'Block 4', and 'Block 88', each with 11 questions and similar control buttons. At the bottom, there is an 'Add a New Element Here' button.

12. You will click on the “Enter Embedded Data Field Name Here...” and change the text to “id” (Must be lowercase)


This screenshot is identical to the previous one, but the text 'id' has been entered into the 'Enter Embedded Data Field Name Here...' input field. A blue arrow points to the text 'id'. The rest of the interface, including the 'Randomizer' block and the 'Show Block' elements, remains the same.

13. You will save the flow. The program will automatically close the window. Continue to stay in the Qualtrics window. Next, you will click on “Survey Options” and scroll down to Survey Termination. Click back to your Sona Tab and go back to your Study Information page as shown below.

Amanda Cook (Researcher)

Study Menu

Study Information

Study Name	PART 2 An analysis of Product Packaging and Incongruity
Study Type	 Web Study This is an online study. Participants are not given the study URL until after they sign up.
Study Status	Visible to participants : Approved Active study : Appears on list of available studies Online (web) study : Administered outside the system
Duration	10 minutes
Credits	1.5 Credits
Website	View Study Website Sample Link with Embedded ID Code Qualtrics Redirect to a URL <input type="text" value="https://rawls.sona-systems.com/webstudy_credit.aspx?e"/> Completion URL: <input type="text" value="https://rawls.sona-systems.com/webstudy_credit.aspx?e"/> <small>(client-side)</small>

Restrictions

Prescreen Restrictions: No Restrictions
[View/Modify Restrictions](#)

Additional Study Information

Participant Sign-Up Deadline	24 hours before the study is to occur
Participant Cancellation Deadline	24 hours before the study is to occur
HRPP Approval Code	
Direct Study Link	<input type="text" value="https://rawls.sona-systems.com/default.aspx?p_retu"/> <small>This is a direct URL for participants to access the study. You may use this in an email or study advertisement.</small>

Researcher Information

14. Copy the link from “Qualtrics Redirect to a URL”. Move back to your Qualtrics tab. Paste your link into “Redirect to a full URL” (Survey Options under Survey Termination)

Survey Termination

- Default end of survey message.
- Custom end of survey message...
- Redirect to single response report.
- Redirect to a full URL, ex. "http://www.qualtrics.com":
- Send additional thank you **email** from a library... When distributed via the Survey Mailer.
- Anonymize Response.** Do NOT record any personal information and remove contact association (not recommended).

15. Save your changes, and the process is complete. Your participants will be able to receive credit after the survey is completed.