RUNNING ONLINE STUDIES ON ERPS

A quick guide

March 2020

Running online studies on ERPS is very similar to running offline studies: the main difference lies in a few modifications that need to be made to your Qualtrics survey during set up.

Summary of steps:

- Include embedded data 'id' in Qualtrics survey
- Set up study on ERPS website, adding ?id=%SURVEY_CODE% to the end of the survey URL
- Once the study is set up, find the unique redirect link in the study information
- Set Qualtrics end page to redirect to redirect link
- Add custom ERPS end message to your survey

Step by step procedure

Make sure your survey is completely finalized and ready to go before you start setting up for ERPS. If you have to change the Qualtrics link, start a new study – do not mix and match. Each study (and redirect code) has to match a single survey.

1. Set Qualtrics study to accept unique IDs

• In 'Survey Flow', at the top, add embedded data "id" (lower case!) to your survey (do not set a value now)

Irvey Flow ERPS_TEST12345		Zoom Out Zoom In Show Flow IDs
Set Embedded Data:	Now Add Below Move Duplicate Add From Contacts Options Delete	
Show Block: Questions (2 Questions)	Add Below Move Duplicate Delete	
Show Block: Exit (1 Question)	Add Below Move Duplicate Delete	
		Cancel 🗸 Save Flow

2. Set up study on ERPS – add query string to link

• On the ERPS website, 'Create a New Study' \rightarrow select 'Online External Study'

- Name and describe your study as usual
- Scroll down to 'Advanced Settings Study URL', and paste in your Qualtrics study URL, adding query string ?id=%SURVEY_CODE% at the end (not %SURVEY_CODE% as the website suggests!)
- Save the new study

s tris a web-based study:	res — stady is definitistered outside the system			
Should survey participants be identified only by a random, unique ID code?	YesNo	Your survey link	Query string	
Study URL	https://erasm if the text %sokve make it easier to	nusuniversity.eu.qualtrics.com/jfe/form/SV_aaXDC Er_coues is included in the orc, the system win repla identify who completed the study.	Sktk5n1x4Pj?id=%SURVEY_CODE%	
Study URL Display	After participants signed up for the Yes No	s complete this study, can they still access the Study e study. This setting controls if they can still see it aft	URL? They will not be given the URL until they have r they have participated.	
Participant Sign-Up Deadline	24 ho	urs before study is to occur		
Should the Researcher receive an email notification when a participant signs up or cancels?	 No Yes for sign Yes for cand 	n-ups and cancellations cellations only		
Researchers at Timeslot-Level	Can researchers Yes	for this study be assigned to specific timeslots? Only	applies if the study has more than one researcher.	

3. On ERPS: find the unique redirect link

At the end of your Qualtrics study, participants need to be redirected to Sona systems to get their credit. This takes two steps:

• Step 1: Find the redirect link in 'Study Information – Website – Qualtrics Redirect to a URL'. Copy this link

Duration	SU MINULES	Posoarchor Info	rmation	
Credits	1 Credits	Researcher Inio	Induon	~
Website	C [*] View Study Website	Researcher	Camilla Zallot	
	器 Sample Link with Embedded ID Code			
Г	Quarters request to a ORL			
_ L	https://erps.sona-systems.com/webstudy_credit.aspx?expe			
	Instructions			
	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			
Abstract	This is a drill			
Description	This is an online study test			
tudy Menu				

4. Set Qualtrics survey to redirect to ERPS

- Step 2: In Qualtrics, under 'Survey Options Survey Termination', select 'Redirect to a full URL' and paste in the **redirect link**
- Remember: The redirect code is unique and has to match a single survey

Please click next, or y Thank you for your part	Survey Options				
	Survey Termination	Default end of survey message.		Â	
^	•	Redirect to a full URL, ex. "https://www.qualtrics.com" https://erps.sona-systems	1		
		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.	•		
Trash / Unused Questions (3 Questions)	Inactive Surveys	Default inactive survey message.			Empty Trash
Click to write the question text Click to write the question text	Partial Completion	Record •] responses in progress [1Week •] after respondent's [last activity •			
Memel	· ,	rease note, the recipient cannot continue taking the survey once their data is recorded or deleted.			
		с	ose 🗸 Save		
					_

5. Add survey end question on Qualtrics

• To make sure participants click through until they are redirected to the ERPS website, add a final Qualtrics question saying:

"The survey is nearly finished. When you click next, you will be redirected to the ERPS website, your participation will be recorded and you will be granted a credit. **Please click next, or your participation won't be recorded**. Thank you!"

	Add Block	
Exit		Block Options ~
Q5	The survey is nearly finished.	U U
₽	When you click next, you will be redirected to the ERPS website, your participation will be recorded and you will be granted a credit.	
a	Please click next, or your participation won't be recorded.	•
	Thank you for your participation!	
-		0
	The Import Questions From + Create a New Question	
	Avid Directo	
_	ADD BICK	
	End of Survey	Survey Termination Options

- When participants click next on this final question, the survey goes on to 'End of Survey' which will redirect participants to the ERPS website, where their credit is granted automatically
- The participant unique ID is saved both on ERPS and in your Qualtrics data for reference

6. Set up a timeslot for your study

- In Study Menu → View/Administer Timeslots → Add a Timeslot simply select a deadline for your study.
 - Participants can sign up until 24h before the deadline
 - o Participants can participate anytime until the deadline
 - Participants can cancel their sign up until 17:00 the day before the study is to occur

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udy was created as an online (web) study. Because a participar esearchers create a single timeslot. The single timeslot contain ate. and has a final participation date of the last date that par	nt may participate in an online study at any time, is the maximum number of participants who may rticipants may participate.					
You are adding timeslots to a study that is unapproved , so pa	articipants will not be able to sign up for the study.					
Tuesday, 31 March 2020						
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lumber 200 Jicipants					Camilla Z	allot (Researcher)
Add This Timeslot	System Message: Timeslot added.					×
	o\$ Study Menu +				+ Add A Time	islot 🔒 Print
	Copyright All Timeslots Recent Timeslots U	pcoming Timeslots Older Timeslots				
	Timeslots : Online Test					
	Timeslots for this study are listed belo	Timeslots for this study are listed below, with any sign-ups listed below the timeslot.			Search for available timeslots on :	
			-	Tuesday, 24 March	2020	GO
	Participation Deadline	Participants Pool	Participants	Website	Modify	
	31 March 2020 12:00	Signed Up: 0 Open Slots: 200 Total: 200		View Website	C Modify	
	Participation Deadline 31 March 2020 12:00	Participants Pool Signed Up: 0 Open Slots: 200 Total: 200	Participants	Website View Website	Modify If Modify	

7. Run a pilot

- Make sure that the study is approved by the ERPS coordinator (find the 'Send Approval Request' button in the Study Information page)
- You are strongly advised to run a pilot with an N of 10-15 first
- Please check that credits are being recorded correctly in your pilot (Study menu -> view/administer time slots)
- Once you are sure everything is working correctly, you can change the N in the timeslot to a higher number to open the study to more sign ups

What participants see



Important information

- One Qualtrics link one study redirect link
 - If you have to change the Qualtrics link, start a new study do not mix and match.
 The redirect code is unique and has to match a single survey
- Run a pilot
 - Please help us ensure the system runs smoothly. Run your study as a pilot first and flag any problems that come up
- Common ERPS 'rules' still apply
 - studies should take approximately 30 minutes. Please do not deviate from this norm as this will create perceptions of unfairness amongst students
 - If your study is shorter than 30mins:
 - please try to combine it with another short study (yours or from another researcher) – in this case please join the different studies in the same Qualtrics survey
 - o alternatively, contact Camilla @ erps@rsm.nl
- Also find detailed instructions here
- Do you use a platform other than Qualtrics? Please contact Camilla @ erps@rsm.nl
- Any more questions? <u>erps@rsm.nl</u>