Submitting your prescreening questionnaire via Qualtrics

This is a how-to guide for submitting a questionnaire for prescreening using Qualtrics. Each step is listed below. These same steps are shown with screenshots starting on page 2.

1. Request a Qualtrics account from psych IT. Once you have an account, log in at <uconnpsych.qualtrics.com>.

2. You can either create a new questionnaire to submit (continue to Step 3), OR, you can submit a questionnaire that was included in a previous semester’s prescreening, dating as far back as Fall 2011 (skip to Step 8). Questionnaires prior to Fall 2011 are unavailable and will need to be created on Qualtrics (see Step 3).

3. To create a new questionnaire, click on “Create Survey” from the main page. Under “Quick Survey Builder,” click on “Click to Continue ->”

4. In the “Survey Name” box, you MUST name your survey according to this formula:
   a. the first two letters of the semester for which you are submitting a questionnaire, followed by the 2 digits of the year, ex. “sp12” or “fa14”
   b. dash, ex. “-”
   c. the submitter’s last name, ex. “mcclure” or “meagher”
   EXAMPLE: “sp12-mcclure” “fa14-meagher”
When you have named the questionnaire, click on “Create Survey.”

5. You can type in your survey questions within the default question block by clicking on “Create New Item.” Be sure to keep all of your questions within ONE block. The pane on the right-hand side of the screen will show you numerous options for creating your questions.

   NOTE: Some of these options, such as Display Logic, Skip Logic, and Question Randomization, are NOT preserved when transferring your survey to the master prescreening questionnaire that students see. Item types ARE preserved. If you have questions about what features will transfer, please ask the participant pool coordinator.

6. After you create your items, you will need to name the variables. You may name the variables as you wish, but they must start with the first three letters of your last name and the first letter of your first name. This will ensure that no two researchers have duplicate variable names, which could compromise the data.

   EXAMPLE: Kimberly McClure’s variables would begin with “mck” (e.g., mck01 or mck_mood1); Ben Meagher’s variables would begin with “meab” (e.g. meab08 or meab_instr)
7. Once you have finished your questionnaire, proceed to your Qualtrics main page by clicking on "My Surveys."

8. Locate the survey that you wish to submit, whether it be a new questionnaire or a questionnaire from the previous semester. If you are using a questionnaire from a previous semester, be sure your variables are named correctly (see Step 6) before submitting. Click on "Collaborate" in the same row as the questionnaire that you would like to submit.

9. In the box, type in "Prescreening". Then click on the "prescreening 2012 (prescreening)" that appears below, and click on "Add".

10. When you have added Prescreening as a user, click on all of the boxes available in that row, and then click on "Save".

11. Your questionnaire will then have been successfully submitted for prescreening! You can verify this by clicking on "collaborate" again and seeing whether "prescreening 2012 (prescreening)" is listed as a user.

**NOTE:** Please do not edit your questionnaire after it has been submitted for prescreening. Editing your questionnaire may affect the integrity of the questionnaire that students will see.
1. Request a Qualtrics account from psych IT. Once you have an account, log in at <uconnpsych.qualtrics.com>.

2. You can either create a new questionnaire to submit (continue to Step 3), OR, you can submit a questionnaire that was included in a previous semester’s prescreening, dating as far back as Fall 2011 (skip to Step 8). Questionnaires prior to Fall 2011 are unavailable and will need to be created on Qualtrics (see Step 3).

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**EXAMPLE:** Kimberly McClure's variables would begin with "mcck" (e.g., mcck01 or mcck_mood1); Ben Meagher's variables would begin with "meab" (e.g. meab08 or meab_instr)
7. Once you have finished your questionnaire, proceed to your Qualtrics main page by clicking on "My Surveys."
8. Locate the survey that you wish to submit, whether it be a new questionnaire or a questionnaire from the previous semester. If you are using a questionnaire from a previous semester, be sure your variables are named correctly (see Step 6) before submitting. Click on “Collaborate” in the same row as the questionnaire that you would like to submit. *The example below shows the submission of the newly created questionnaire.*
9. In the box, type in "Prescreening". Then click on the "prescreening 2012 (prescreening)" that appears below, and click on "Add".
10. When you have added Prescreening as a user, click on all of the boxes available in that row, and then click on "Save".

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