

## Qualtrics: Distributing Surveys.

Qualtrics has detailed online videos which explain how to use the excel files with student email addresses to create panels, then distribute your survey to those panels, then follow up with the non-respondents only.

### Panels and Survey Distribution.

Help videos about panels can be found here: <http://www.qualtrics.com/wiki/index.php/Panels>

The panel tab is explained here: <http://www.qualtrics.com/tutorials/paneltab.html>

How to upload an excel file of email addresses to a new panel can be found here: <http://www.qualtrics.com/tutorials/panelupload.html>

Different actions which can be done on panels is here: <http://www.qualtrics.com/tutorials/panelactions.html>

Using the Qualtrics software to mail the survey directions can be found here: <http://www.qualtrics.com/tutorials/surveymailer.html>

Details on creating a personal message, including the informed consent can be found here.

<http://www.qualtrics.com/tutorials/usingthesurveymailer.html>

An informed consent might look something like as follows. You may want to create a panel with just the emails of people in your group and test it on yourselves first.

Dear \${m://FirstName} \${m://LastName},

<clip an informed consent statement here>

The link to the survey is:

\${!://SurveyLink?d=Take the Survey}

*It is very important to us to get your responses to these questions, however if you do not wish to respond to this survey, please disregard this email. Thanks in advance for responding to the survey,*

Sincerely,

<Your Name and Contact Information Here>