1. Log into <https://ufl.qualtrics.com/>
   1. Username: Your GatorLink log-in
   2. Password: Your GatorLink log-in
2. Click on “Create Survey” in left-hand corner
   1. Choose “Quick Survey builder” when options pop up
3. Name and save your survey
   1. Name: LASTNAME\_DATE Practice Survey

You will see a blank survey. First we will create a consent form, then we will add questionnaires.

1. Creating the consent form
   1. Rename the “block”
      1. Click on “Default Question Block” and change the words to “Consent”
   2. Add the text of the consent form
      1. Use the template from UF’s IRB page
         1. <http://irb.ufl.edu/irb02/informed-consent-instructions-procedures/samples.html>
      2. Technical instructions
         1. Click the green button “ + Create a New Item”
         2. A multiple choice question will appear – change this to text by clicking on the green box to the right that says “Multiple Choice” and selecting “Descriptive Text” instead.
         3. Write a consent form, including expected time to complete survey, reward (none), who is conducting the survey, and that it is a class exercise.
         4. Click on “Q1” and rename it to something more meaningful, such as “Consent”
   3. Add a question asking if people consent
      1. Click the green button “+ Create a New Item”
      2. Leave it as multiple choice and change the question text to “Do you agree to participate in this survey?”
         1. Add a “Yes” and a “No” response option. Delete the extra response options.
      3. Click on “Q2” and rename the item to “Consent”
   4. We will come back later and add question logic. For now, proceed with creating the survey.

1. Create the first questionnaire
   1. Add a new block
      1. In the bottom right-hand corner of the screen you’ll see gray text that says “Add block”. Click on it.
      2. Rename “Block 1” to the name of your first questionnaire. For all future blocks and questions, be sure to rename each one to something meaningful.
   2. Choose a real questionnaire to program – you can find lists here:
      1. <https://www.psytoolkit.org/survey-library/>
      2. <https://ppc.sas.upenn.edu/resources/questionnaires-researchers>
      3. <http://blogs.brighton.ac.uk/sasspsychlab/2016/10/09/free-measures/>
   3. Click on the green “+ Create a New Item” button. Explore the possible question choices.
      1. Add the questions and answer choices for your chosen questionnaire. Each question should be a separate item.
      2. Rename each item with a scale abbreviation and question number (e.g., “Satisfaction with Life Scale’s 1st question would be abbreviated as “SWLS01”)
2. Add a demographics block
   1. Add 5 items asking about people’s background; these should be meaningful demographic variables (e.g., gender, race/ethnicity, age, income, language, etc – think items you’d ask on the US Census)
      1. Add a new block; rename it to “Demographics”
      2. Click on the green “+ Create a New Item” button. Explore the possible question choices.
      3. Create 5 questions about some aspect of the participant’s background, including one of each of the the following question types:
         1. Multiple Choice
         2. Text Entry
         3. Slider or Graphic Slider
         4. Matrix Table
3. Follow the instructions in Step 5 to add 3 additional questionnaires. You must include at least two additional real validated questionnaires from psychology; any additional questionnaires or questions are up to you – you can create them from scratch or use established measures. Each questionnaire must include at least 5 questions – play around with the different question format options. Be creative!
   1. How to find real scales and measures in psychology
      1. Go to scholar.google.com
      2. Search for the topic you’re interested in + the words “questionnaire”, “measure”, or “scale” (or a combo)
      3. You’ll get papers validating scales related to your topic; look through the paper to find the items and the actual measure
      4. You can also look through the links provided earlier
4. Add a closing “Thank You” page
   1. Add another block and rename it “Thank You” or “End of Survey”
   2. Add a descriptive text item that says “Thank you for your time. The survey is now over.”

The survey is now complete. We’re going to do a little bit of fancy stuff here.

1. Add Consent Form logic. Participants who agree to participate in the survey will just continue on; participants who say “no” will go immediately to the end of survey screen.
   1. Go back to your “Consent” question on the first page.
   2. On the right hand side, select the button “Add skip logic”. A button graphic will appear below the question.
   3. Change the options so that it says:
      1. If NO is SELECTED then skip to END OF SURVEY.
2. Randomize order of questionnaires.
   1. Go to the “Survey Flow” option at the top of the page. When you click it, a new window will open that displays the block names.
   2. Click on the green text “+Add a new element here”
      1. Select “Randomizer”
      2. Drag the questionnaire blocks into the randomizer.
      3. Make sure under “Randomly present XX of the following elements” that it equals the number of blocks
      4. Click on “Save flow”
3. [Optional] Add experimental conditions
   1. If you have an experiment, make each condition its own block and put the two blocks under the randomizer. Then set it so that it only presents ONE of the elements. Half the participants will randomly be in one condition (do one block) and half will be in the other (do the other block).

Okay, your survey is done! Now we need to send out the link.

1. Launch survey
   1. Click on “Distribute Survey”
   2. Click on blue text “Click to activate survey”
   3. You will get an anonymous link. Please share this link with at least 10 friends, family, etc today and ask them to complete your survey. We will download and look at their data next week!