Online recruitment - guide for supervisors

Students create and distribute their online studies with Qualtrics. This guide outlines how the system works along with SONA, as well as the basics of using Qualtrics as a supervisor.

GETTING STARTED

Navigate to Qualtrics from the "Online Recruitment" tab in the SS603 area on StudentCentral, or go to **login.qualtrics.com**.

User ID	Your university email address (e.g. j.smith1@uni.brighton.ac.uk)
Password	If you have never changed your password on Qualtrics, the default is "changeme". Click on the Profile symbol in the top right corner of the screen and select "Account settings…" which will enable you to change your password

Approving studies

With Qualtrics, you have more oversight over the studies of your students than you would with SONA. You are able to monitor students' progress, but also review and approve the finalised study. Here's a summary of the approval process:

1. Student finalises their survey on Qualtrics and sends the approval request

2. You receive an email, asking you to log into Qualtrics to approve the study. You'll see the approval request displayed on your screen as soon as you log in.

3. You can preview the survey to make sure everything works fine

4. If there are any changes to be made, you can let the student know and they will need to resubmit the request. If the study is ready to go, you can approve it and the student will be able to start recruiting.

Can I have a look at students' surveys in more detail?

If you wish, you can ask the student to set up "collaboration" with you. Once they've done that, navigate to "Projects" and click on "Shared with me" in the menu on the left. You should be able to see the surveys of all of your students. If you can't see a particular project, it might be because the student hasn't set up collaboration (the students are not asked to do this by default).

Click on a project title to open it in a Survey Editor. Once in the editor, click on "Preview" to see the survey as a participant would. You can click on this ⚙▾ symbol on the top of the preview screen and select "Ignore validation" - this will allow you to preview the survey without answering all the questions, but it's always worth going through the whole survey with validation, to check if everything is working fine.

Using templates

Rather than creating surveys from scratch, students are asked to use a template from a shared university library. These templates will contain ready to go blocks with the information sheet, consent form, prompt for demographics, and a debrief form which they can edit according to their needs. The template will also redirect to a page where we'll collect SONA IDs to monitor research points of L4 and L5 students.

How can the students distribute their studies?

Using a survey link:

- Students can use a link generated by Qualtrics and send their studies to friends and families, or share them on social media. Unlike with SONA, there is no sign-up system for participants. Anyone can just click on the link and complete the study.

Using the Level 4 and Level 5 participant pool:

- Students doing online surveys can still get access to the participant pool of students signed up for SONA. All Level 4 and 5 students are required to complete at least two online studies per year which is equivalent to two points of the overall requirement of 10 Research Points per year,
- Level 4 and 5 students have the opportunity to submit their SONA IDs within Qualtrics questionnaires.
- Online studies are collated on a Qualtrics website which students can access through their modules on StudentCentral.

QUALTRICS VS SONA

Here's an overview of some differences between the features of Qualtrics studies and online SONA studies:

FEATURE	SONA	QUALTRICS
Approving studies	Technicians receive approval request and e-mail supervisors Supervisors review studies. Technicians make studies go live.	Supervisors receive approval requests, review studies and make studies go live.
Participating in studies	All participants must already have or request a SONA account to participate	Anyone can participate by clicking on the study link.
Viewing studies as participants would	Preview one section at a time	Preview the whole study.
Studies with different conditions	Create a different version of the study for each condition	Create one study which will randomly route participants to different conditions when they click on the link.
Presenting media	Participants need to open the media in a new tab. Limited to short videos and audio files.	Play media in the survey window. Can present longer videos and audio files.
Exporting data to SPSS	Download a .csv file, edit in Excel, then import to SPSS	Export directly to SPSS

In addition, Qualtrics offers a range of different question types which allow students to get creative with their studies. Read the guide on "Question Types" if you wish to learn more.