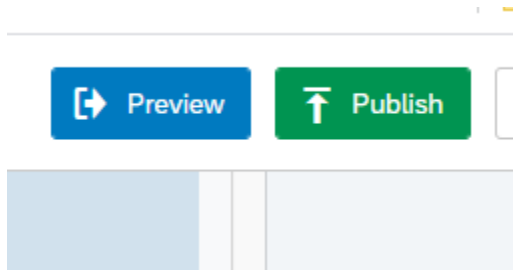


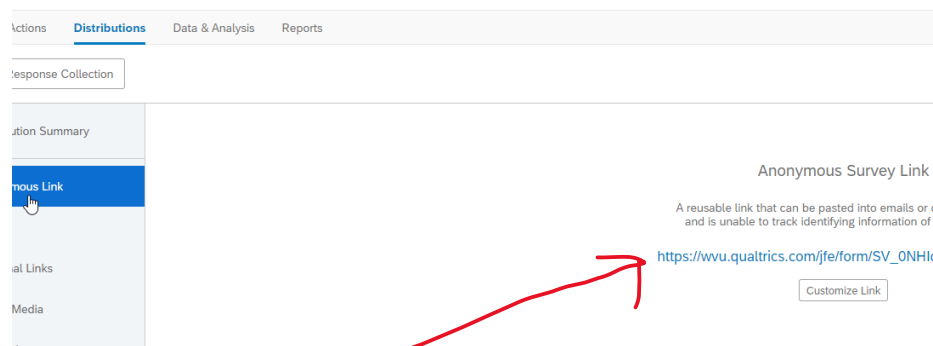
How to get the URL and the File of the survey-form to submit with the protocol – Qualtrics and REDCap

Qualtrics – URL

1. Publish the survey



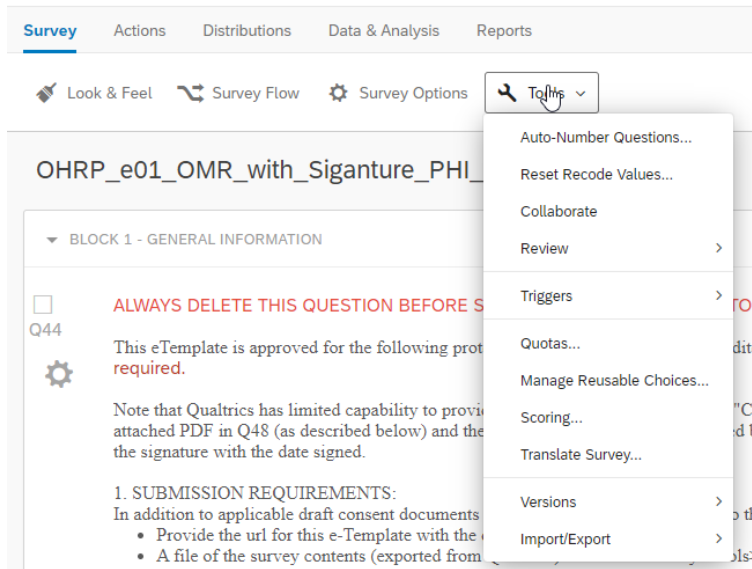
2. Under the **DISTRIBUTIONS DROP DOWN MENU > Anonymous Link**



COPY the link to the NOTES and ATTACHMENTS section of WVU+kc

Qualtrics – Export to a File

1. SURVEY>TOOLS> IMPORT/EXPORT



2. Print Survey

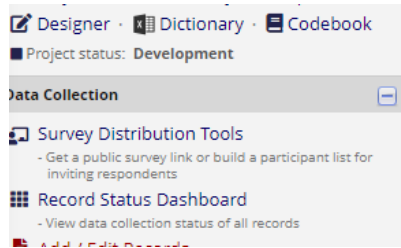
Change the Destination to SAVE AS A PDF
Save the file in the desired location



3. Attach the file to the protocol submission in WVU+kc

REDCap – URL

1. On the right side of the screen: Data Collection>Survey Distribution Tools



Using a public survey link is the simplest and fastest way to collect responses for your survey. You may use the public survey link below to email it to your participants. Responses will be collected anonymously (unless the survey contains questions asking for identifying data from the participant). **NOTE:** Since this method uses a link for all participants, it allows for the possibility of participants taking the survey multiple times, which may be necessary in some cases.

To obtain the survey link, copy the URL below and paste it into the body of an email message in your client. Your email recipient(s) can then click the link to begin taking your survey.

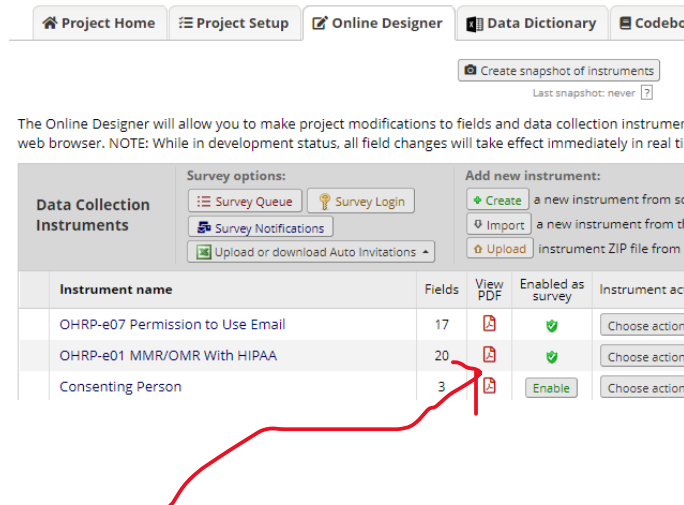
Public Survey URL:

Copy the URL to the Notes and Attachments section of WVU+kc

Notes: If you send the Permission to use the Email form as a separate survey instrument, you will need to include the URL for that instrument. If you are sending the Permission to Use Email form in the same REDCap project as the eIC template, the same URL is used for both.

REDCap – PDF file to attach to the protocol submission

1. In the ONLINE DESIGNER TAB (top of the screen)



Select View PDF – This will download a PDF of the survey form to upload to the NOTES and ATTACHMENTS section of WVU+kc.

Each eTemplate used for the eConsent will need to be attached as a PDF EXCEPT for the Consenting Person instrument.