

Complete the Training packages in Qualtrics Basecamp

Qualtrics have designed training packages designed to show the basics of what it can do.

In 'Learn to Use Qualtrics for Research' complete the training packages titled:

1. Configuring your Research Project (25 minutes)
2. Customizing your Research Project (18 minutes)

Within each package there are a number of tutorials to watch.

To gain access to the tutorials you will need to log into Qualtrics using your details provided during the session. Once you click the below link, you will need to click 'Register' and put in your Qualtrics username and password.

<https://basecamp.qualtrics.com/path/learn-to-use-qualtrics-for-research>

Create your own study in Qualtrics

Your study:

Exploring how attitudes towards feminism are impacted by viewing a video on gender equality and scores on the Narcissistic Personality Inventory

You will have two groups of participants - Each participant will complete the same stage; however, one group will see one video (the Experimental condition will see a gender equality speech) and the other group will see a different video (the Control condition will see a video of animals)

The purpose of the study is to see whether attitudes to feminism can be changed after watching the video on gender equality. The study is also exploring how attitudes towards feminism differ depending on a persons Narcissistic personality traits.

A participant will:

1. Read through the **Consent Form** and click options to show their consent
2. Complete a **Demographics** questionnaire
3. Complete the **Attitudes Towards Feminism** scale
4. Complete the **Narcissistic Personality Inventory**
5. Be shown one of the two videos (experimental or Control conditions)
6. Complete the **Attitudes Towards Feminism** scale again
7. Read through the **Debrief form**

Qualtrics Setup

Please complete the two training packages list above before moving onto this task.

Before going into Qualtrics, download the **Consent form and Debrief form** from Moodle. You will need to adapt both of these slightly and save both as PDF documents.

You will also need to download the two papers from Moodle, ready to add them into Qualtrics as your questionnaires

Step 1: Adding a Consent Form

1. Add a new Block
2. Rename the block 'Consent' (instead of 'Default Question Block')
3. Add a new 'Multiple Choice' question
4. Rename the question number to 'Consent' (instead of 'Q1')
5. Paste the Consent form into the question text
6. When on the textbox, click 'Rich Content Editor' and make the study information presentable
 - Change the font and size
 - Centre and underline the title
 - Etc...
7. Set your 3 question choices to:
 - a. 'I am over the age of 18'
 - b. 'I have read and understood the above information'
 - c. 'I consent to taking part in this study'
8. Change Answer Type to 'Allow Multiple Answers'
9. Set skip logics – so if a participant does not select all three options, they are removed from the study:
 - Your first Skip Logic condition will be: End of Survey >> if I am over the age of 18 >> is NOT selected
 - Repeat this for all three of your consent options
10. While in 'Rich Content Editor' click on the bottom of the text (so your cursor is under your consent information and then click on insert file (symbol across the top that looks like a piece of paper)

11. Upload file and locate the PDF Consent Form you created
12. For the 'Description' write 'Please click here to download a copy of the consent information'

Step 2: Adding the Attitudes towards Feminism Scale 1

1. Add a new block
2. Rename the block 'Demographics'
3. Add a new 'Multiple Choice' question
4. Rename the question number 'Gender'
5. Write in 'Please select your gender below.'
6. Set your 4 options to
 - Male
 - Female
 - Non-binary/other
 - Prefer not to say
7. Add new 'Multiple Choice' question
8. Rename the question as 'Age'
9. Type in 'Please select which age category you fall into.'
10. Click the toggle labelled 'Use Suggested Choices' and select 'Age'
11. Remove the option of 'Under 18'
12. Change the format to 'Dropdown'

Step 3: Adding the Attitudes towards Feminism Scale 1

13. Add a new block
14. Rename the block 'Attitudes Towards Feminism1'
15. Add a new 'Multiple Choice' question
16. Rename the question number to 'FEM1_1'
17. Find Question 1 in the journal on Moodle (A Comparison of Responses on the Attitudes Toward Women Scale and Attitudes...) and paste in the first question into the question text
18. Add the 1 – 7 Likert (ranging from Strongly agree to Strongly disagree)
19. Repeat this for all 20 items on this scale (in order from Question 1-20)

20. Rename each question 'ATF1_2', 'ATF1_3'...

Step 4: Adding the Narcissistic Personality Inventory

1. Add a new block
2. Rename the block 'Narcissistic Personality Inventory'
3. Add a new 'Matrix Table' question
4. Change the Matrix Type to 'Bipolar'
5. Rename the question number to 'NPI1'
6. Change the number of Scale Points from 3 to 2
7. Add the first 20 '*A. options*' to the left-hand side and add the first 20 '*B. options*' to the right-hand side
8. Create a new Matrix Table (following points 3-6) and add the second 20 '*A. options*' and '*B. options*' to the second table (name this 'NPI2')
9. Add a 'Page Break' between the two Matrix tables

Step 6: Embedding the first video (experimental condition)

1. Click this link to the YouTube video of Emma Watson giving a Gender Equality speech (<https://www.youtube.com/watch?v=dSHJYyRViIU>)
2. On YouTube, click the 'Share' button under the video
3. Click 'Embed' and copy the text
4. In Qualtrics, add a new Block
5. Rename the block 'Video1'
6. Add a new 'Text/Graphic' Question and type in 'Please press play and watch this video in full. Once the video is complete, please press on the blue arrow to continue.'
7. Rename the question 'Experimental'
8. Add a new question and set to 'Timing'
9. Rename this 'Timing1'
10. Click the toggle on 'Delay showing submit button' and set for the 2 minutes
11. Moving the 'Timing' question above the video

Step 7: Embedding the second video (control condition)

1. Click this link to the YouTube video
(<https://www.youtube.com/watch?v=4QzRHWG83AA>)
2. Follow points 2 – 11. However:
3. Rename the block 'Video2'
4. Rename the video Question 'Control'
5. Renaming the Timing question 'Timing2'

Step 8: Ensure participants only see one video

1. Go into Survey Flow (down the left hand side of the screen)
2. After your 'Narcissistic Personality Inventory' block, click 'Add below'
3. Add 'Randomizser'
4. Hover your mouse over 'Move' on 'Video1' and drag up to 'Add a new Element Here'
5. Do the same for 'Video2'

So, you should now have your 2 Video blocks under and indented below your NPI block

6. Change the 'Randomly presented...' option to 1
7. Click the 'Evenly Present Elements' box
8. Click Apply (in the bottom right corner)

Step 9: Add the Attitudes towards Feminism Scale again.

- Make sure this is in a new block
- Rename the block to 'Attitudes towards Feminism 2'
- Rename the questions 'ATF2_1', 'ATF2_2'...

Step 10: Adding the Debrief

1. Add new block – rename 'Debrief'
2. Add new 'Text/Graphic' question and rename 'Debrief'

3. Insert your Debrief information
4. Again, allow for a PDF copy to be downloaded