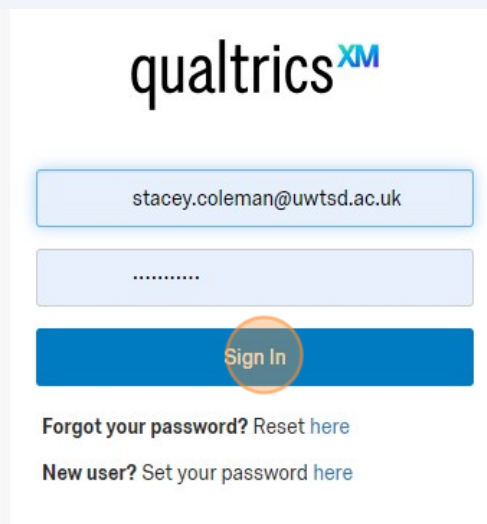


Creating a Qualtrics Survey Project and Consent Form

- 1 Navigate to <https://uwtsdyrathrofa.eu.qualtrics.com/login>

- 2 Add your login details and password and click "Sign In"



The image shows a Qualtrics login form. At the top is the Qualtrics logo. Below it are two input fields: the first contains the email address 'stacey.coleman@uwtsd.ac.uk' and the second contains a masked password '.....'. Below these fields is a blue 'Sign In' button, which is highlighted with an orange circle. At the bottom of the form, there are two links: 'Forgot your password? Reset [here](#)' and 'New user? Set your password [here](#)'.

3 Click "Create a new project"

The screenshot shows the Qualtrics dashboard. On the left, there is a list of surveys: 'Psychology for Work' (28 Responses, Active), 'Dissertation' (3 Responses, Active), and 'Rebecca Kelly' (28 Responses, Active). At the bottom of this list is a blue button labeled 'Create a new project', which is circled in orange. On the right, there is a section titled 'Learn Qualtrics through our free, self-paced courses' with a link to 'XM Basecamp'. Below that is a section titled 'Pinned widgets' with a heading 'Pin widgets to customise your homepage' and three pinned widgets: 'Menstruation', 'Psychology for Work', and 'Dissertation'.

4 Click "Survey"

The screenshot shows the 'Create a project' page in Qualtrics. On the left, there is a sidebar with a search bar and a list of categories: 'you're measuring', 'mers', 'oyees', 'pts', 'ents', 'nts', 'lore', and 'rtment'. The main content area is titled 'Create a project' and has two sections: 'From scratch' and 'Programmes'. In the 'From scratch' section, there are three options: 'Survey' (highlighted with an orange circle), 'Dashboards', and 'Audience'. In the 'Programmes' section, there are three options: 'Community Pulse', 'ETX Service Desk Experience', and 'Audi'. The 'Survey' option is the one to be clicked.

5

Click "Get started"

ources grouped together for an end-to-

ETX Service Desk Experience

Learn how to improve employee experiences with the Service Desk



Experience Drivers Analysis

Understand which product or service features have the biggest impact on outcomes

Related links

[Learn how to create a survey](#)

Get started

6

Type "RM2 Study"

7 Click "Create project"

Name

RM2 Study

How do you want to start your survey?

Create a blank survey project

Create project

Cancel

8 Click "Default Question Block"

RM2 Study

flows Distributions Data & Analysis Results Reports

Tools Saving... Draft

Question type

Multiple choice

Question type

One answer

Multiple answers

Choices

3 +

RM2 Study

Default Question Block

Q1

Click to write the question text

Click to write Choice 1

Click to write Choice 2

Click to write Choice 3

9 Type "Info sheet"

10 Click here.

The screenshot displays a quiz editor interface. At the top right, there is a status bar showing a lightbulb icon, the text "ExpertReview score", and a green badge with the word "Great". Below this is a large white rectangular area representing a question block. Inside this block, on the left, is the text "he question text". In the center is a large orange circle, which is a placeholder for an image. To the left of the circle, there are three lines of text: "oice 1", "oice 2", and "oice 3". To the right of the circle, there are three dots "...". At the bottom right of the question block, there are two buttons: "Import from library" (with a book icon) and "Add new question" (with a plus icon). Below the question block is a grey bar with the text "Add Block".

11 Click here.

XM RM2 Study

Survey Workflows Distributions Data & Analysis Results Reports

Tools Saving... Draft

RM2 Study

Info sheet

Q1

Click to write the question text

Click to write Choice 1

Click to write Choice 2

Click to write Choice 3

12 Click "Text/Graphic"

XM RM2 Study

Tools Saved at 10:31 Draft

RM2 Study

Info sheet

Q1

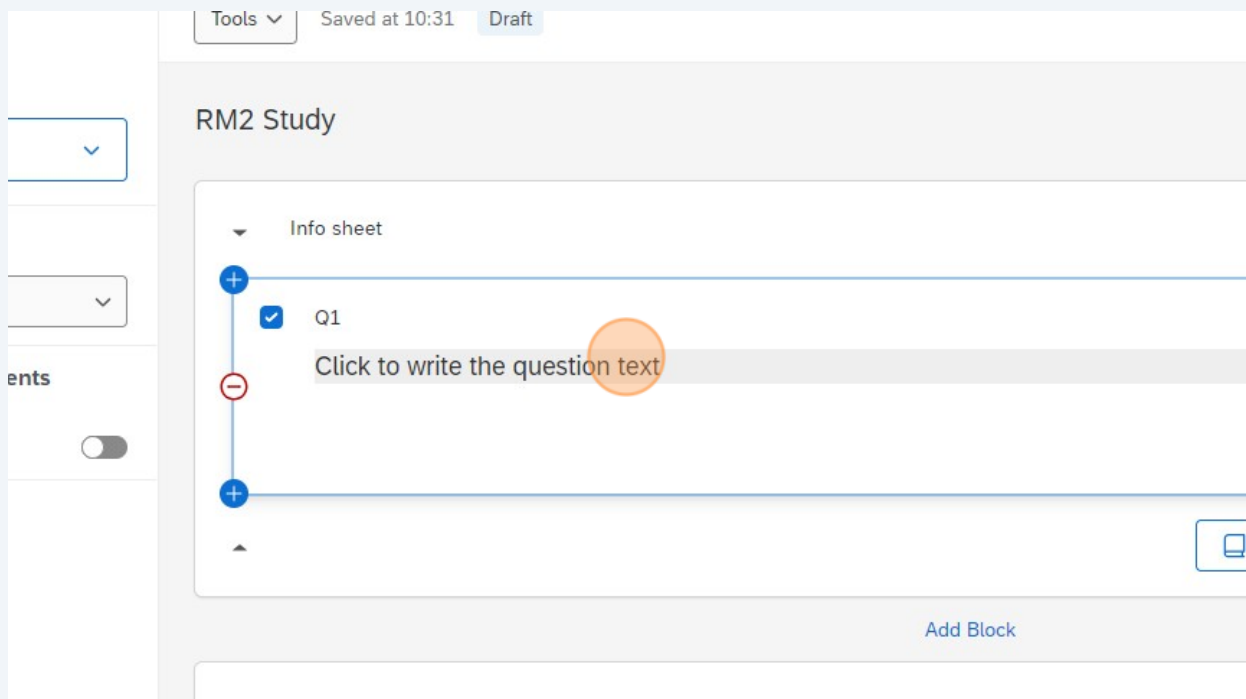
Click to write the question text

Click to write Choice 1

Click to write Choice 2

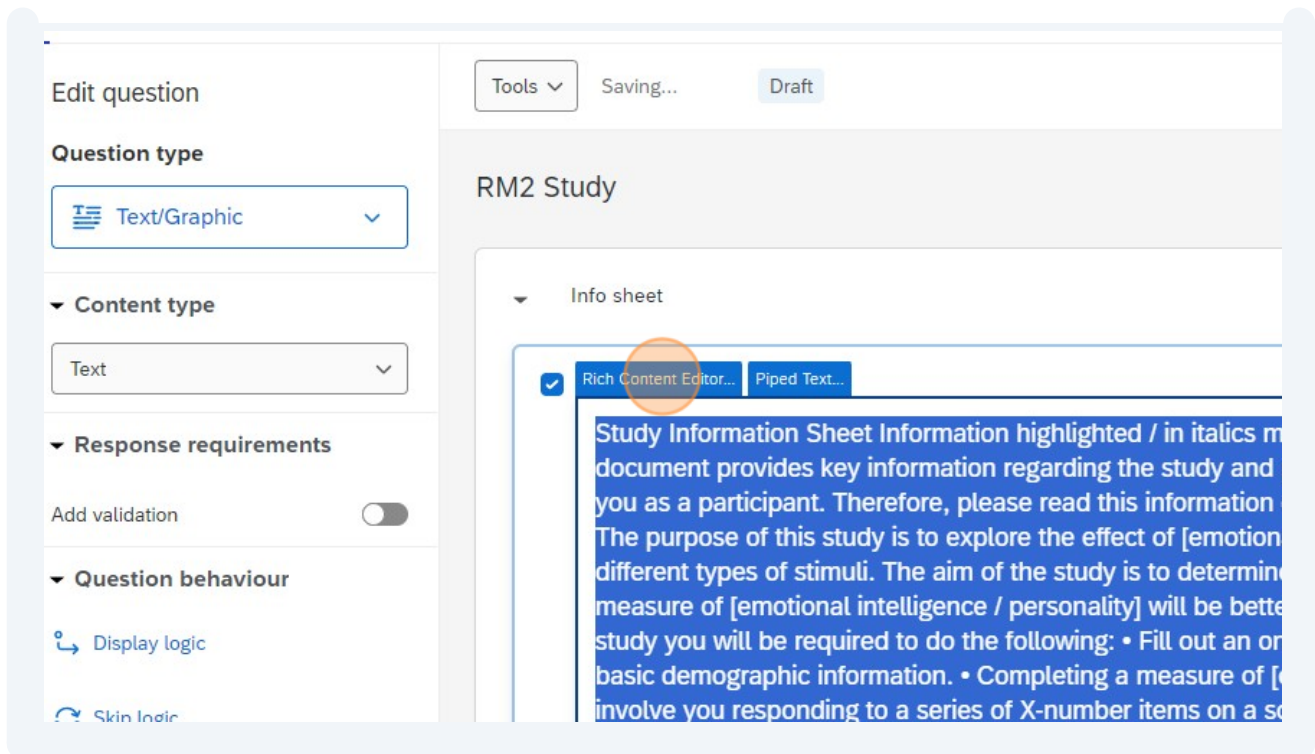
Click to write Choice 3

13 Click "Click to write the question text"



14 Paste in the information sheet. Please remember that your information sheet must be signed off before you can use it.

15 If you have pasted your information sheet in using CTRL + V, the formatting will not have carried over. Ensure you format your information sheet professionally. To do this, Click "Rich Content Editor..." and use the tools to bold, underline, and format the information nicely.



16 Click "Add Block"

17 Call this "Consent"

18 Click "Add new question"

ended you will be asked if you want your data to be saved as part of the study. If you
:a will be anonymised and therefore untraceable to later delete. If you do not wish for your
ase ensure you inform the researcher.

Import from library

+ Add new question

Add Block

Import from library

+ Add new question

Add Block

19 Click "Multiple choice"

rk that assesses memory recall. You will be shown three sets of words and asked to recall
ou can per set.

rdy you will be provided with the study debrief. If you have any questions or concerns
ase contact the research supervisor Stacey Coleman on stacey.coleman@uwtsd.ac.uk.

ake part in this study, please click the button below to direct you to the consent form for
l you want to leave the study, you can do so at any time by
g the researcher.

ended you will be asked if you want your data to be saved
:a will be anonymised and therefore untraceable to later de
ase ensure you inform the researcher.

Multiple choice

Text entry

Text/Graphic

Matrix table

Slider

Form field

Add Block

20

[Click here.](#)

Import from library

+ Add new question

Add Block

to write the question text

to write Choice 1

to write Choice 2

to write Choice 3

Import from library

+ Add new question

Add Block

21

Click here and paste in the consent form information. As with the information sheet, if you are pasting this in then it will lose its formatting, so ensure you format this appropriately.

Consent

☒ Q2

Click to write the question text

☐ Click to write Choice 1

☐ Click to write Choice 2

☐ Click to write Choice 3

Add Block

22

On the left hand side under 'Choices', increase the choices to 5 (these may not have self-populated, so may just say option 1, option 2, etc).

Answer type

☒ Allow one answer

☐ Allow multiple answers

Choices

Number of choices

– 4 +

[Edit multiple](#)

Use suggested choices ☒

Male - Female - Non-binary

☐ Reverse order

I understand that once I complete the study my data will be assigned in place of my name and unique EMS ident accordance with the Data Protection Act.

I am aware that if I have concerns about the study, I can [names and University emails of group members here](#) or (stacey.coleman@uwtsd.ac.uk), should I have any conc

I also understand that at the end of the study I will be pr

Please tick the boxes below to confirm:

☐ Male

☐ Female

☐ Non-binary / third gender

☐ Prefer not to say

23

Click the "Use suggested choices" field to turn these off (if they have automatically turned on)

☐ Allow multiple answers

Choices

Number of choices

– 5 +

[Edit multiple](#)

Use suggested choices ☒

Male - Female - Non-binary

☐ Reverse order

Choice display

☒ Show all

☐ Show first and last

I am aware that if I have concerns about the study, I can [names and University emails of group members here](#) or (stacey.coleman@uwtsd.ac.uk), should I have any conc

I also understand that at the end of the study I will be pr

Please tick the boxes below to confirm:

☐ Male

☐ Female

☐ Non-binary / third gender

☐ Prefer not to say

☐ Click to write Choice 5

24

Click the options one by one and add in the 5 consent options that are on the consent form. All five must be pasted in.

Choices

Number of choices

– 5 +

Edit multiple

Use suggested choices ☐

Format

List

Alignment

Vertical

Add choice group

names and University emails of group members here or the module lead (stacey.coleman@uwtsd.ac.uk), should I have any concerns.

I also understand that at the end of the study I will be provided with

Please tick the boxes below to confirm:

☒ Male

☐ Female

☐ Non-binary / third gender

☐ Prefer not to say

☐ Click to write Choice 5

25

On the left hand side, click "Allow multiple answers"

Edit question

Question type

Multiple choice

Answer type

☒ Allow one answer

☒ Allow multiple answers

Choices

Number of choices

– 5 +

Edit multiple

Use suggested choices ☐

I understand that participation in this study is voluntary and you can withdraw your participation at any time during or after the study.

I understand that once I complete the study, my data will not be traced back to me as a code will be used for identification number. The data will be stored securely in accordance with the Data Protection Act.

I am aware that if I have concerns during or after the study on my participation or the module lead Stacey Coleman, I can contact her at any time.

I also understand that at the end of the study I will be provided with

Please tick the boxes below to

26 Click "Add new question"

ver
draw at any time without penalty
ill be held confidentially with a code assigned in place of my name
ive information on this consent form
in this study

Import from library + Add new question

Add Block

We thank you for your time spent taking this survey.
Your response has been recorded.

27 Click here on "Text/Graphic"

ts

at the end of the study I will be provided with a debrief form.

below to confirm:

ver
draw at any time without penalty
ill be held confidentially with a code assigned in place of my name
ive information on this consent form
in this study

Search Preview Publish

- Multiple choice
- Text entry
- Text/Graphic**
- Matrix table
- Slider
- Form field
- Rank order
- Side by side

28 Click "Click to write the question text"

The screenshot shows a survey editor interface. On the left is a sidebar with a toggle switch and a vertical list of icons. The main area displays a consent form with four checkboxes:

- ☐ I understand I can withdraw at any time without penalty
- ☐ I understand my data will be held confidentially with a code assigned in place of my name
- ☐ I understand all the above information on this consent form
- ☐ I consent to taking part in this study

Below the consent form is a horizontal line with a blue plus icon on the left and the text "+ Add page break" on the right. Underneath this is a question block labeled "Q3" with a blue checkmark icon. The question text "Click to write the question text" is highlighted in a grey box, and an orange circle is drawn around it. Below the question block is another horizontal line with a blue plus icon on the left. At the bottom right of the main area is a button labeled "Add Block". At the very bottom of the interface is a button labeled "End of Survey".

29 Type "Thank you for your interest in this study. As you have not provided consent, however, you are unable to continue taking part. Please notify the researcher."

30

Click "Add page break" between the bottom of the consent form and the start of this new text.

I am aged 18 years or over

I understand I can withdraw at any time without penalty

I understand my data will be held confidentially with a code assigned in place of my name

I understand all the above information on this consent form

I consent to taking part in this study

+ Add page break

Content Editor...

Piped Text...

HTML View

Normal View

Thank you for your interest in this study. As you have not provided consent, however, you are unable to continue taking part. Please notify the researcher.

Edit Question Label

Import from library

+ Add new question

31

Click here to select this 'question'

I am aged 18 years or over

I understand I can withdraw at any time without penalty

I understand my data will be held confidentially with a code assigned in place of my name

I understand all the above information on this consent form

I consent to taking part in this study

Page Break

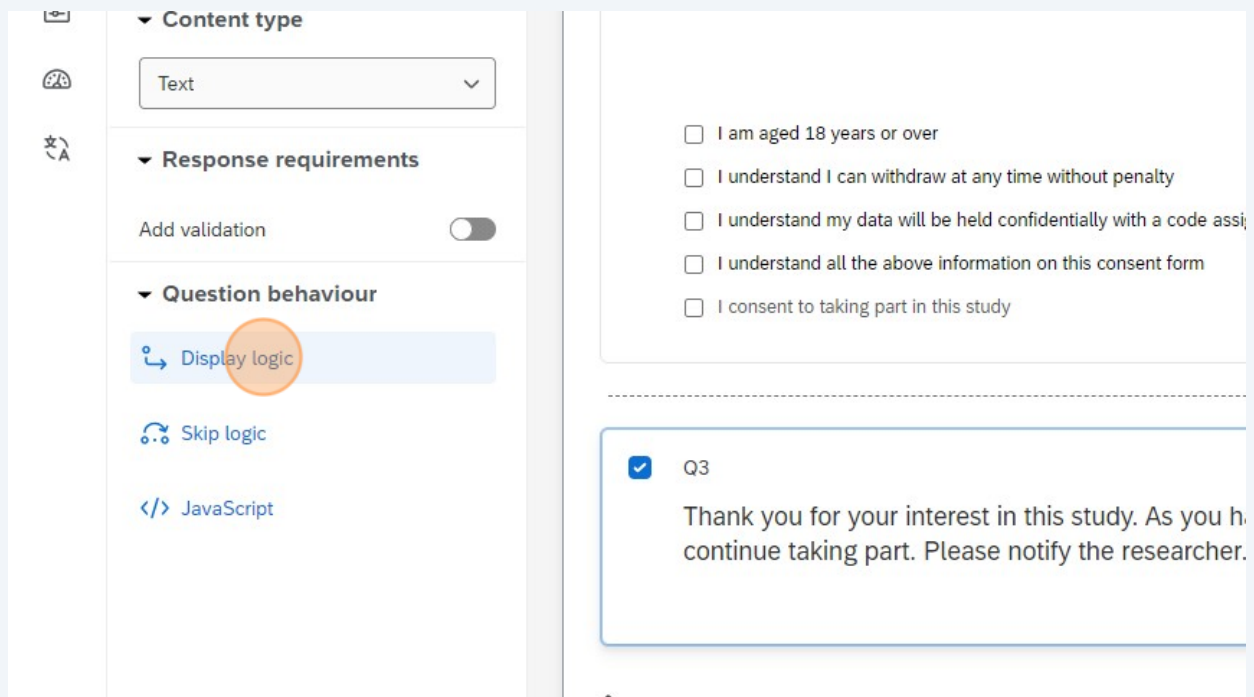
Thank you for your interest in this study. As you have not provided consent, however, you are unable to continue taking part. Please notify the researcher.

Import from library

+ Add new question

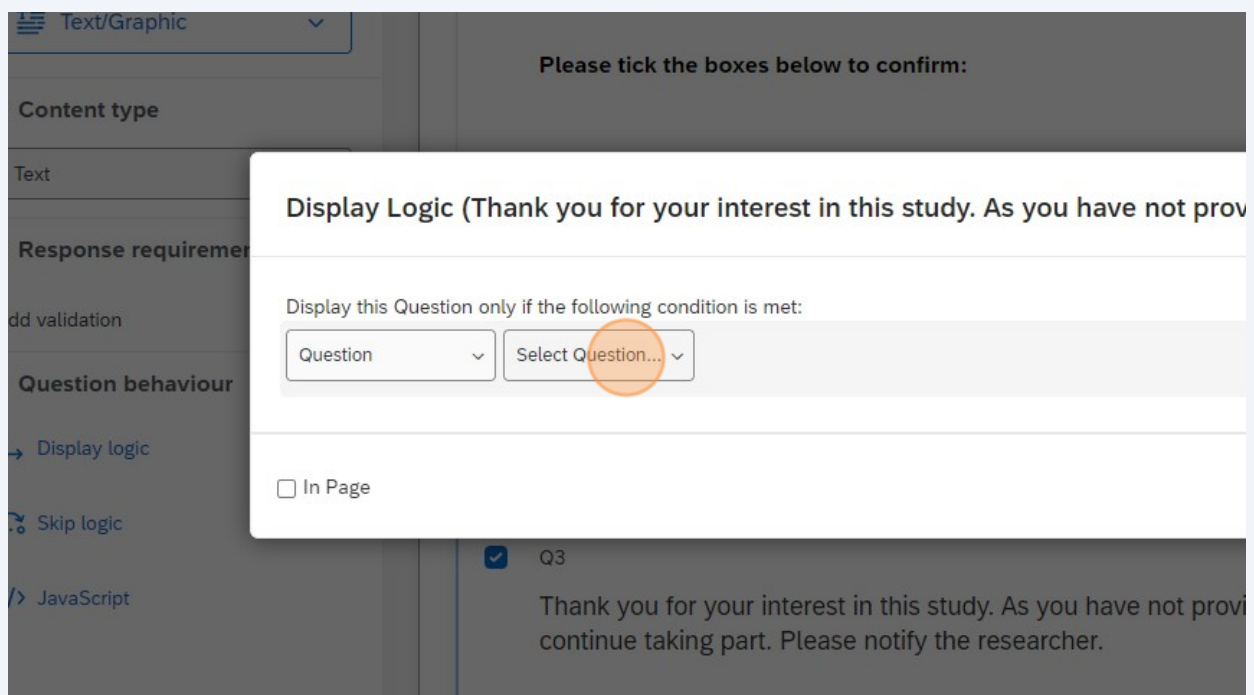
Add Block

32 Click "Display logic"



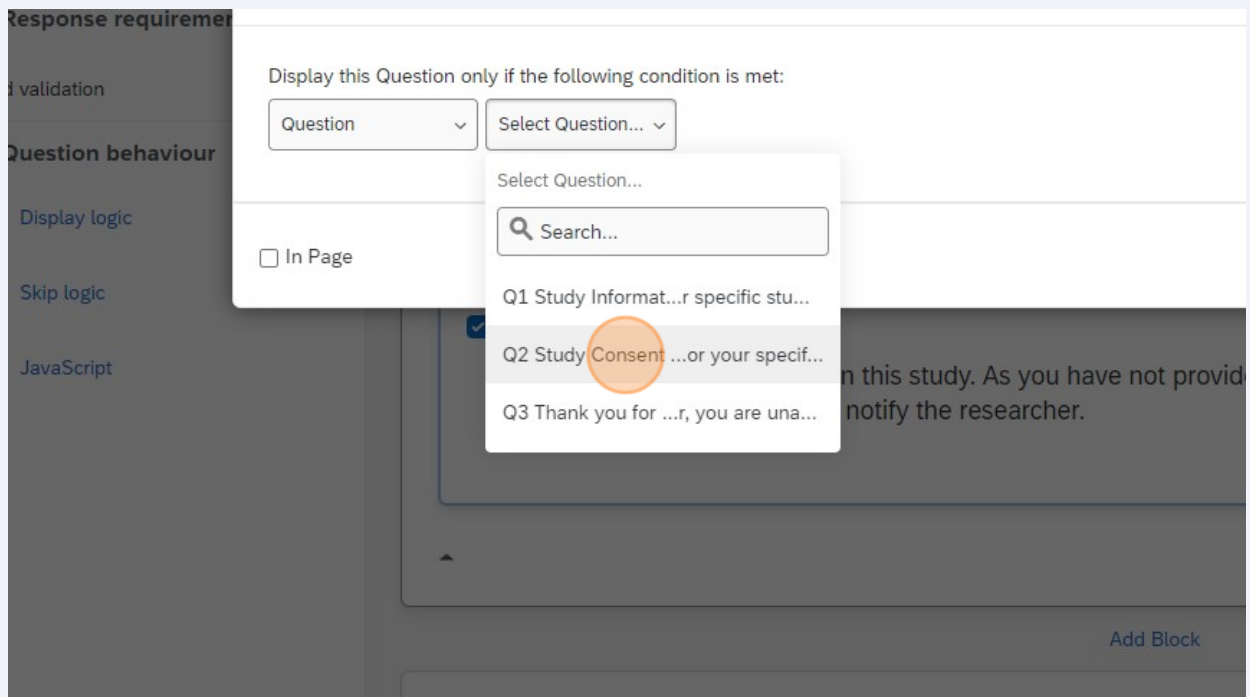
The screenshot shows the 'Question behaviour' settings panel on the left. The 'Display logic' option is highlighted with an orange circle. The main content area on the right displays a list of checkboxes for consent form items, including 'I am aged 18 years or over', 'I understand I can withdraw at any time without penalty', 'I understand my data will be held confidentially with a code assigned', 'I understand all the above information on this consent form', and 'I consent to taking part in this study'. Below this, a question Q3 is shown with a blue checkmark and the text: 'Thank you for your interest in this study. As you have not provided a response, please notify the researcher.'

33 Click "Select Question..."

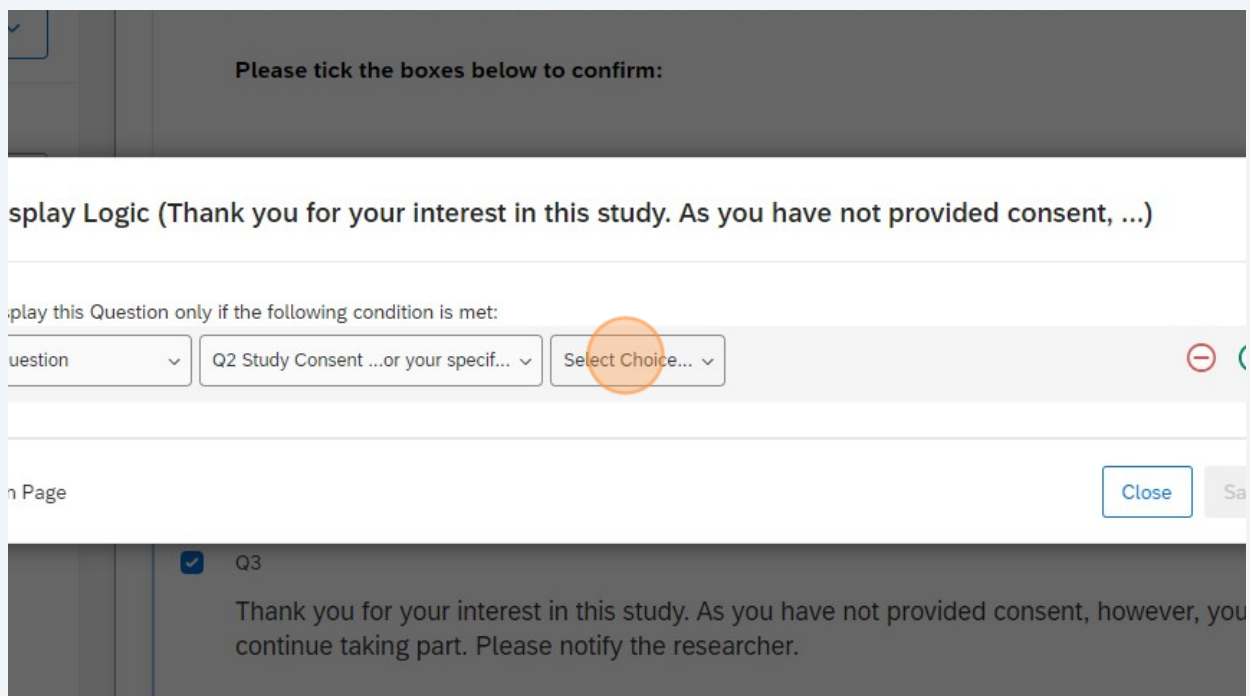


The screenshot shows the 'Display Logic' dialog box. The 'Select Question...' button is highlighted with an orange circle. The dialog box contains the text: 'Display Logic (Thank you for your interest in this study. As you have not provided a response, please notify the researcher.)'. Below this, it says 'Display this Question only if the following condition is met:'. There are two dropdown menus: 'Question' and 'Select Question...'. The 'In Page' checkbox is also visible. The background shows the same consent form and Q3 question as in the previous screenshot.

34 Click "Q2 Study Consent ...or your specif..."



35 Click "Select Choice..."



36 Click "Selected Count"

is Question only if the following condition is met:

Q2 Study Consent ...or your specif... Select Choice... ⊖ ⊕

Select Choice...

Search...

- 1 I am aged 18 years or over
- 2 I understand I ca...e without penalty
- 3 I understand my d... place of my name
- 4 I understand all ...this consent form
- 5 I consent to taking part in this study

Selected Count

☒ Q3

Thank you for your interest in this study. As you have not provided consent, however, you are unable to continue taking part. Please notify the researcher.

End of Survey

37 Click "Is Equal to"

I also understand that at the end of the study I will be provided with a debrief form.

Please tick the boxes below to confirm:

Thank you for your interest in this study. As you have not provided consent, ...)

only if the following condition is met:

Q2 Study Consent ...or your specif... Selected Count **Is Equal to** ⊖ ⊕

Thank you for your interest in this study. As you have not provided consent, however, you are unable to continue taking part. Please notify the researcher.

38 Click "Is Not Equal to"

I also understand that at the end of the study I will be provided with a debrief form.

Please tick the boxes below to confirm:

Display Logic (Thank you for your interest in this study. As you have not provided consent, ...)

Display this Question only if the following condition is met:

Question

☐ Ignore Case

Page

39 Click this field and type "5"

Please tick the boxes below to confirm:

Display Logic (Thank you for your interest in this study. As you have not provided consent, ...)

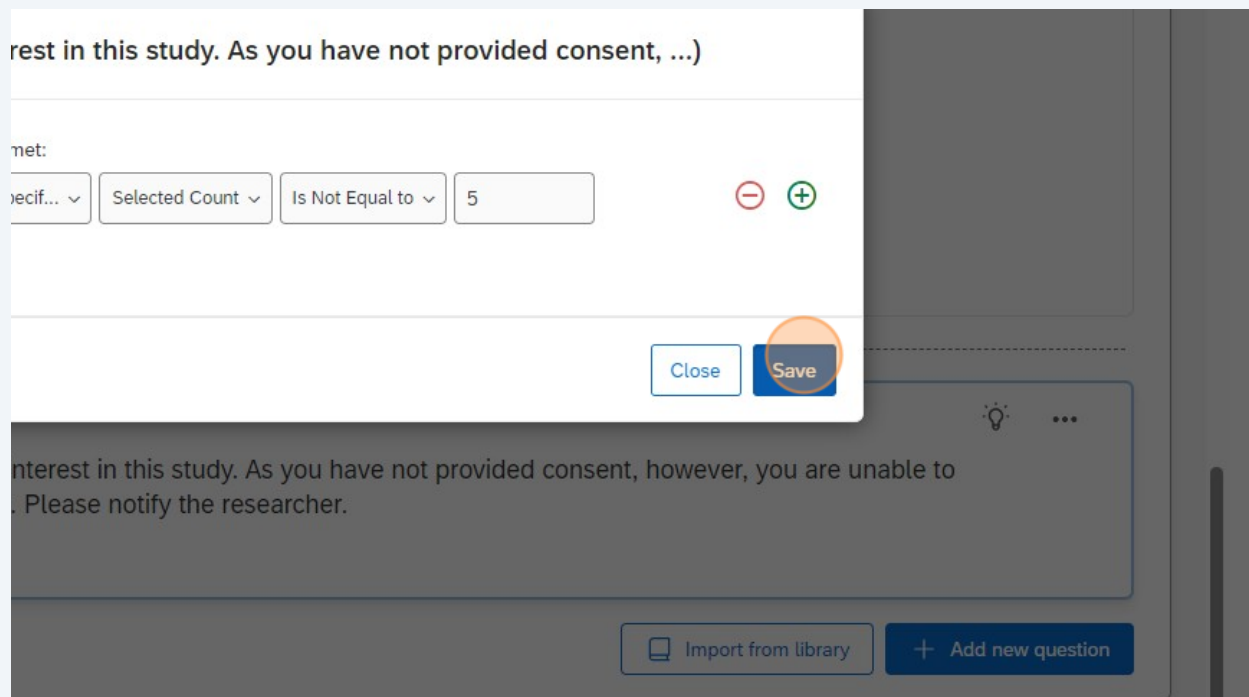
Display this Question only if the following condition is met:

Question

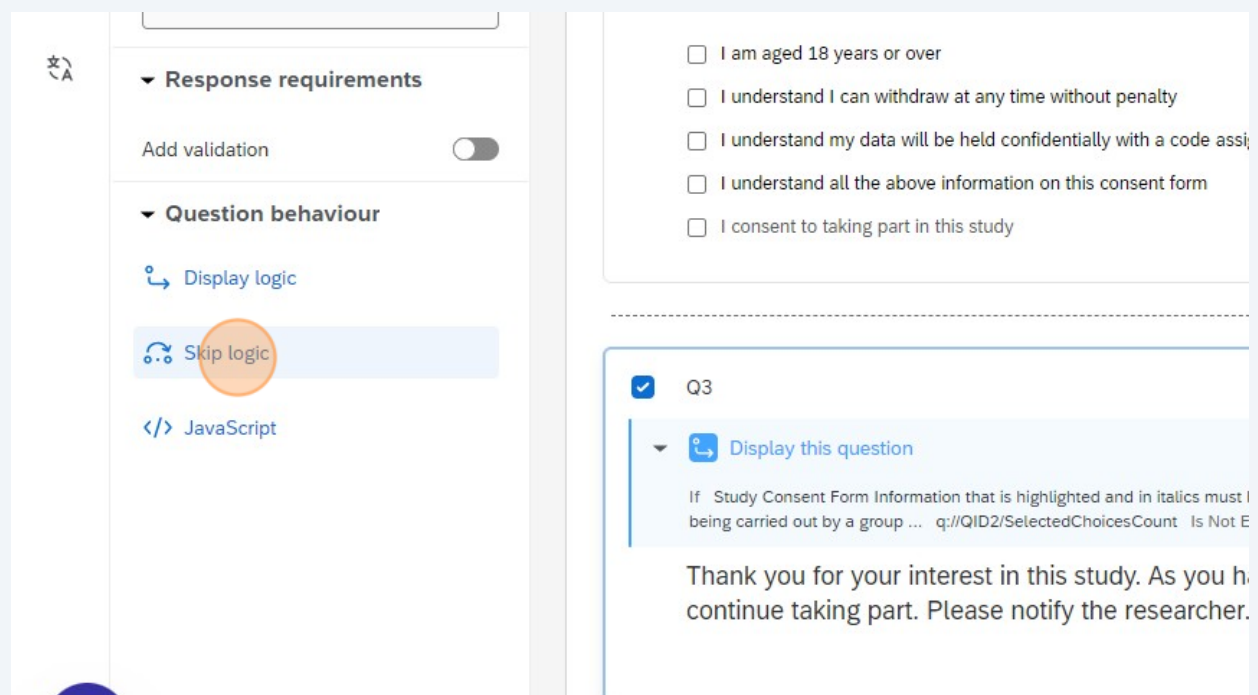
☐ Ignore Case

Page

40 Click "Save"



41 Next, click "Skip logic"



42 Click "Choice"

Please tick the boxes below to confirm:

Skip logic

Skip from this question to

End of Survey

if

Choice

Cancel

Confirm

Display this question

If Study Consent Form Information that is highlighted and in italics must be amended for your specific study and group members. I being carried out by a group ... q://QID2/SelectedChoicesCount Is Not Equal to 5

43 Click "Thank you for your interest in this study. As you have not provided consent, however, you are una..."

Skip logic

Skip from this question to

End of Survey

if

Choice

Thank you for your interest in this study. As you have not provided consent, however, you are una...

Cancel

Confirm

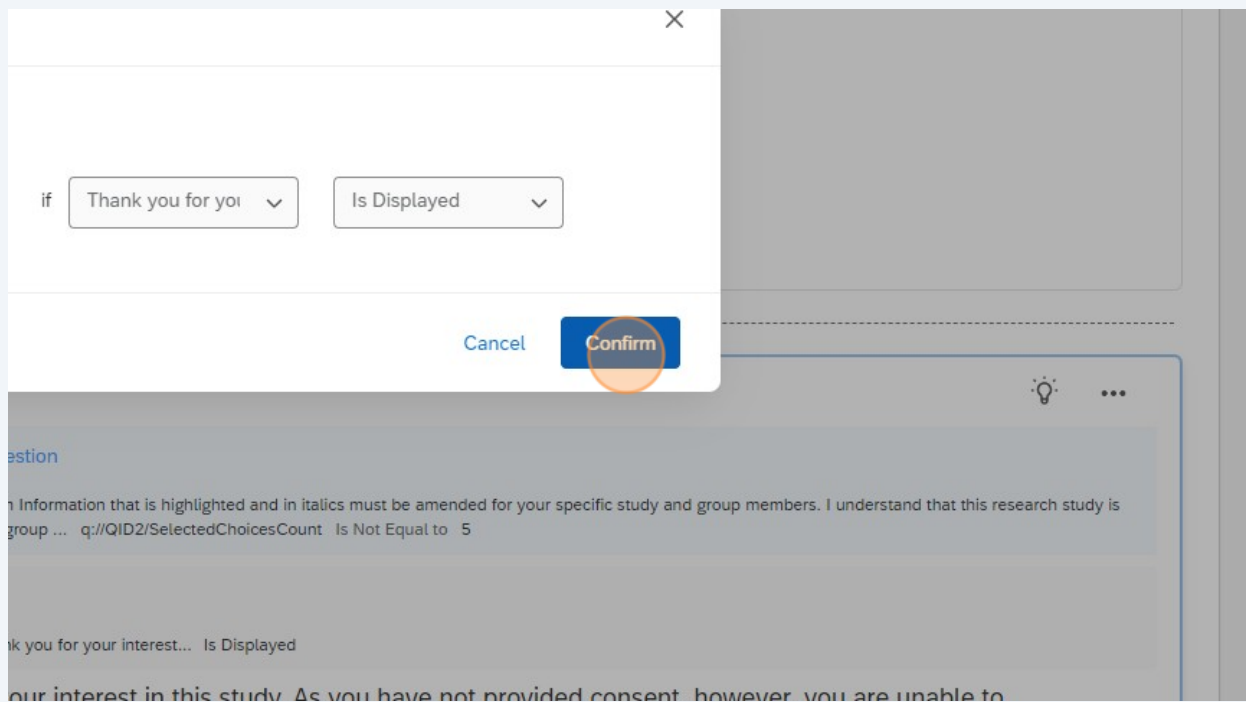
Display this question

If Study Consent Form Information that is highlighted and in italics must be amended for your specific study and group members. I being carried out by a group ... q://QID2/SelectedChoicesCount Is Not Equal to 5

Skip to

End of Survey if Thank you for your interest... Is Displayed

44 Click "Confirm"



The point of the display and skip logics is to ensure that participants cannot continue with the study if they have not provided consent. This text will only be displayed if they do not select all 5 consent options, and then they will be directed to the end of the survey IF the text is displayed.

45 Click "Add Block"

of Survey if Thank you for your interest... Is Displayed

Thank you for your interest in this study. As you have not provided consent, however, you are unable to continue taking part. Please notify the researcher.

Import from library

+ Add new question

Add Block

We thank you for your time spent taking this survey.

Your response has been recorded.

Questions

46 Rename the block "Demographics"

Add validation



Question behaviour

Display logic

Skip logic

JavaScript

Thank you for your interest in this study. As you have not continue taking part. Please notify the researcher.

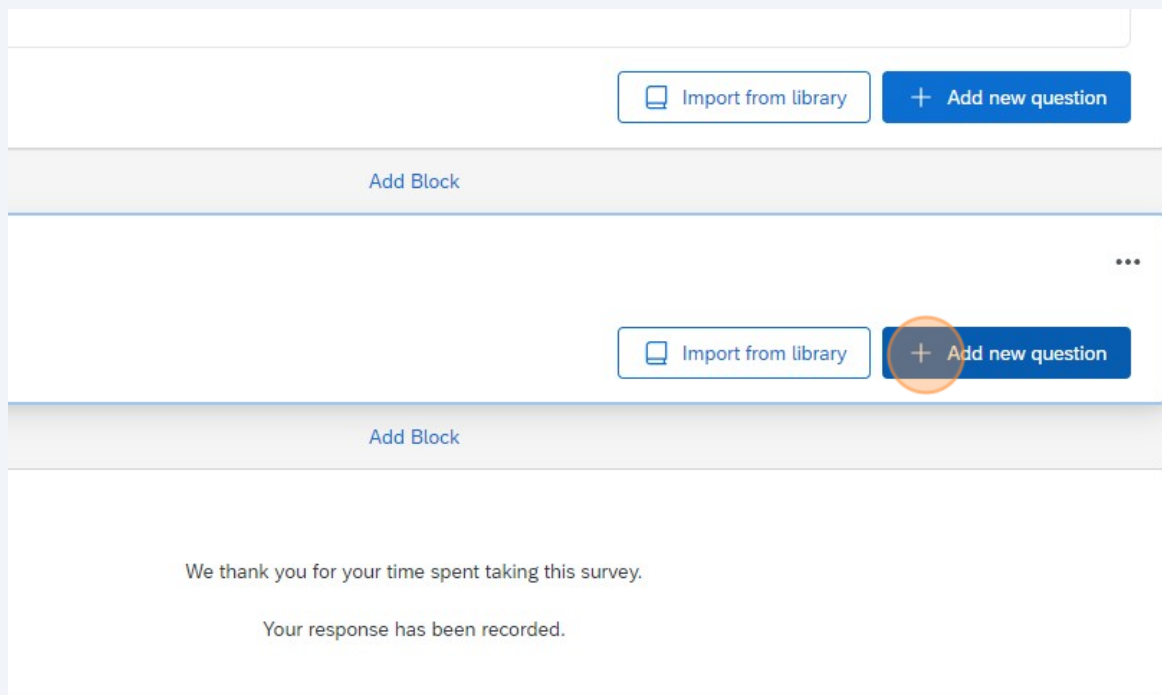
Add Block

Block 2

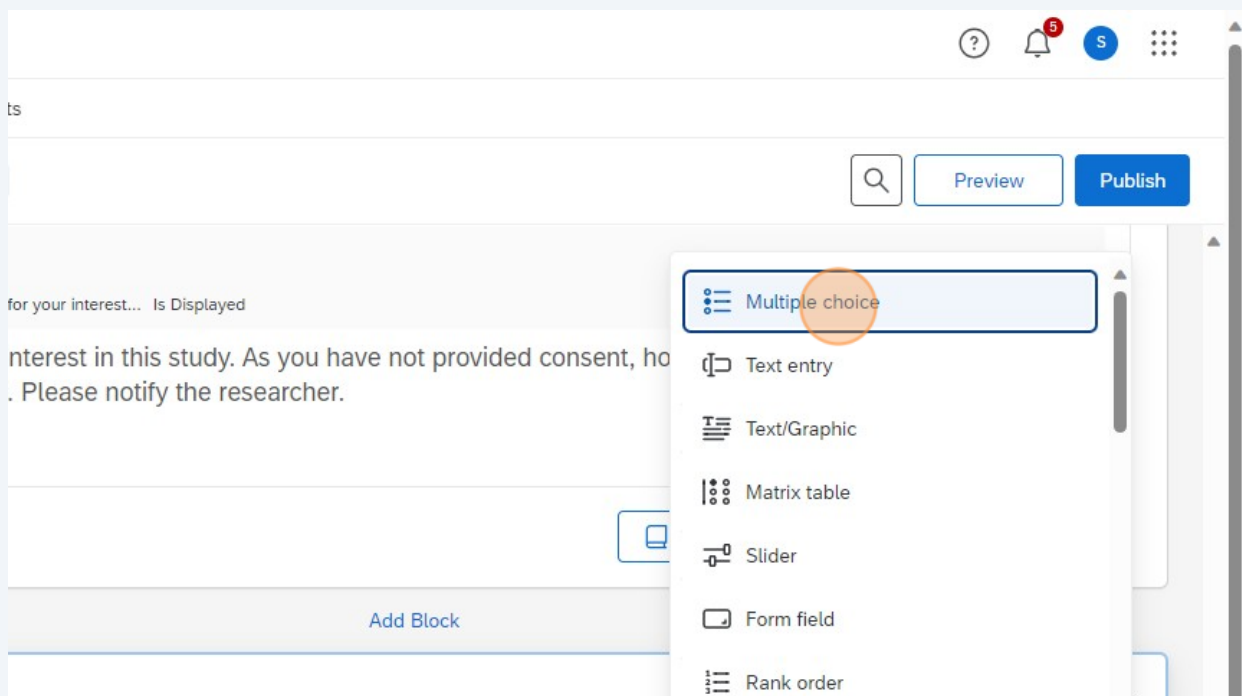
Add Block

End of Survey

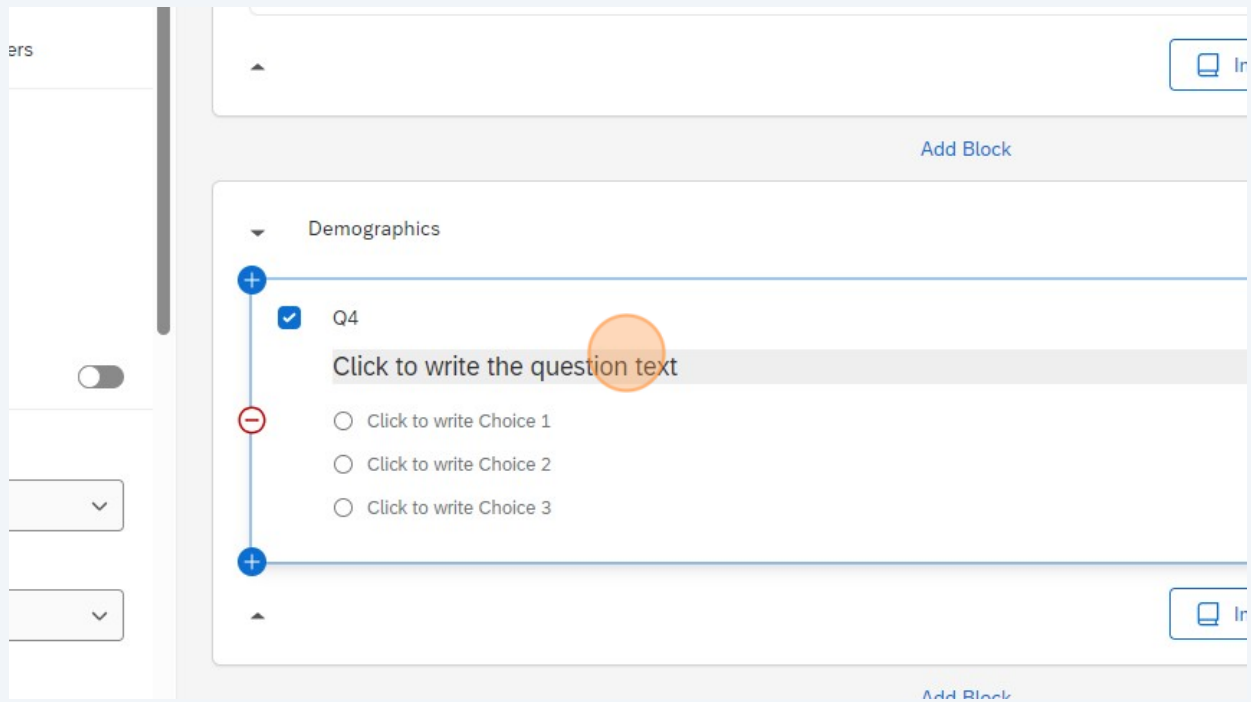
47 Click "Add new question"



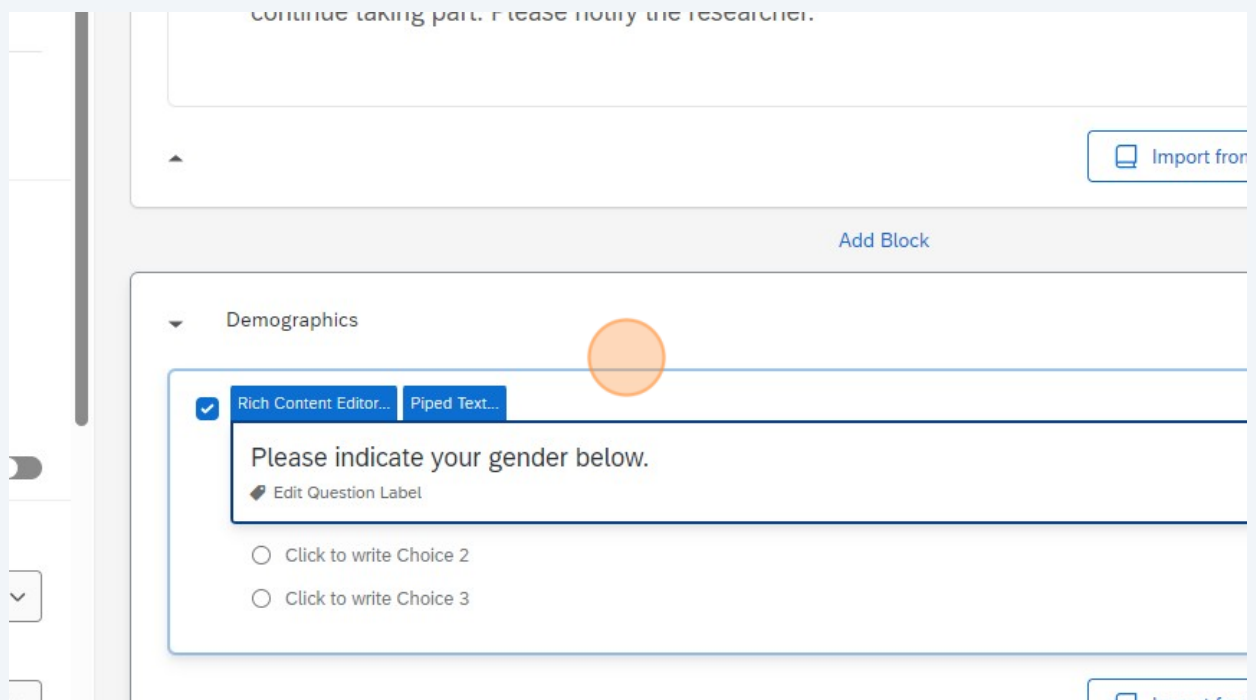
48 Click "Multiple choice"



49 Replace the text with "Please indicate your gender below."



50 Click here.





Tip! When you type in this box, the options may automatically change to 'male, female' etc. If this happens, leave the options there. If it does not, ensure you add the four options below for gender.

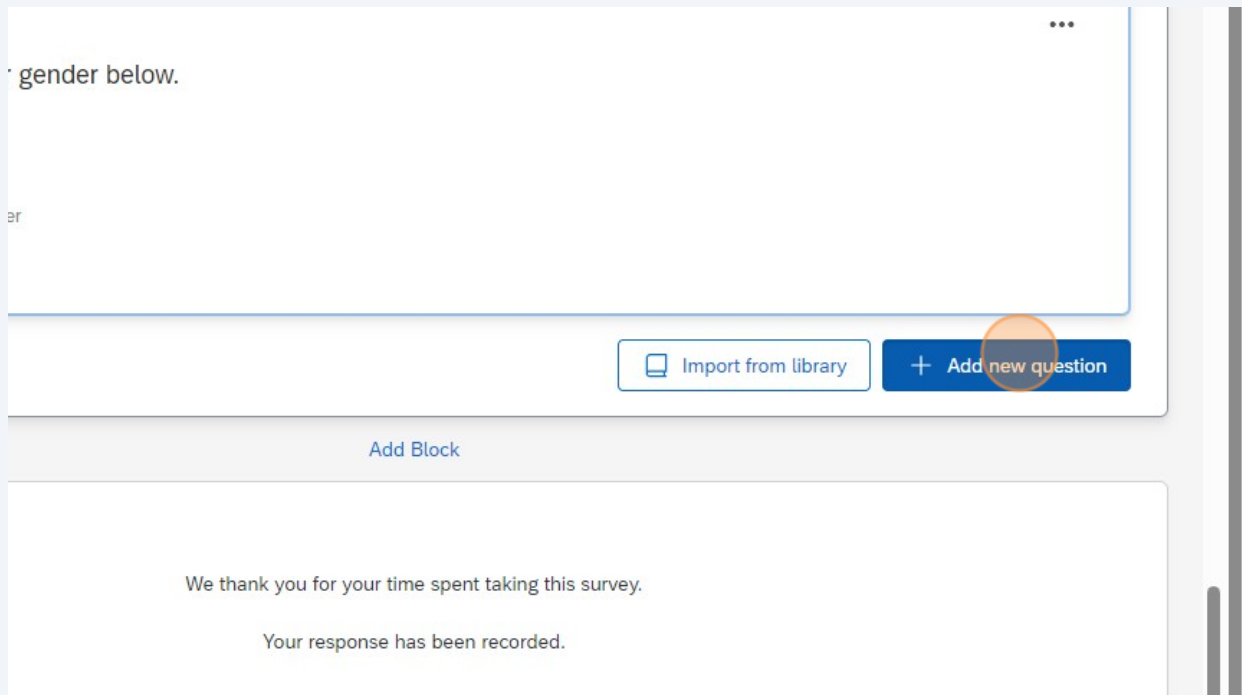
51 Click "Q4" and type "Gender"

The screenshot shows the 'Edit block' interface for a question labeled 'Q4'. The top navigation bar includes 'Workflows', 'Distributions', 'Data & Analysis', 'Results', and 'Reports'. The 'Edit block' sidebar on the left has sections for 'Block behaviour' (with 'Question randomisation' and 'Loop & merge') and 'Format' (with 'Next/Previous button text'). The main editor area shows a 'Demographics' section with a question 'Q4' highlighted by an orange circle. The question text is 'Please indicate your gender below.' and the options are 'Male', 'Female', 'Non-binary / third gender', and 'Prefer not to say'. The question is part of a flowchart with a blue '+' icon at the start, a red '-' icon in the middle, and a blue '+' icon at the end. A 'Tools' dropdown, 'Saved at 10:35', and 'Draft' status are visible at the top right of the editor area.

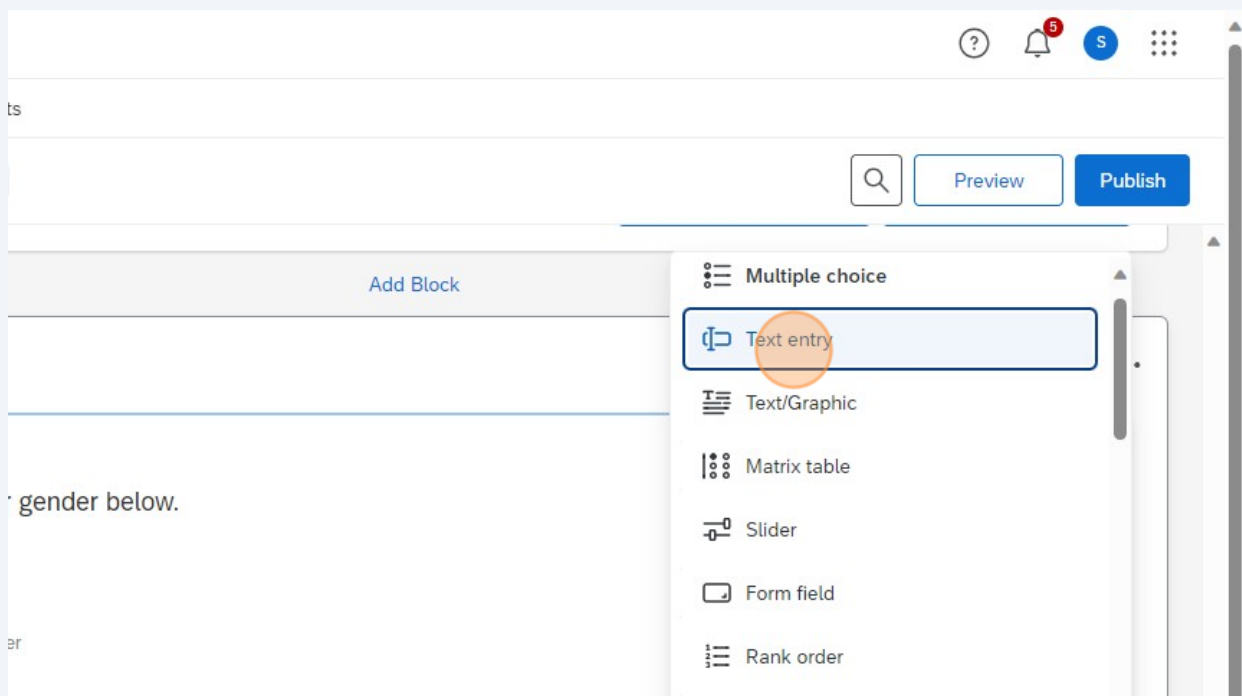


Tip! The reason you change the names of blocks and questions as you go through is so that you get the right names when you download all of this to SPSS at the end. If you end up with Q4 in your SPSS dataset, it will be difficult for you to work out what that is supposed to be related to.

52 Click "Add new question"



53 Click "Text entry"



54 Click here and type in "Please state your age"

The screenshot shows a survey editor interface. On the left, there are two toggle switches. The main area displays a question block labeled "Q5" with a blue checkmark. The text "Click to write the question text" is highlighted with an orange circle. Below this text is a text input field. To the right of the input field is a button labeled "Import". At the bottom right, there is a button labeled "Add Block". The bottom of the interface shows "End of Survey".

55 Click "Q5" and type "Age"

The screenshot shows the configuration for question Q5. On the left, there is a sidebar with the following sections:

- Question type**: A dropdown menu showing "Text entry".
- Text type**: A dropdown menu showing "Single line".
- Response requirements**: Two toggle switches, "Add requirements" and "Add validation", both currently turned off.
- Question behaviour**: Two links, "Display logic" and "Skip logic".

The main area displays the question text "Please state your age" with an orange circle around the label "Q5". Below the text is a text input field. To the right of the input field is a button labeled "Add B".

56 Click "Add Block"

Please state your age

Import from library + Add new question

Add Block

We thank you for your time spent taking this survey.

Your response has been recorded.

Questions

57 Click "Block 3"

Text type

Single line

Response requirements

Add requirements

Add validation

Question behaviour

Display logic

Skip logic

Default choices

JavaScript

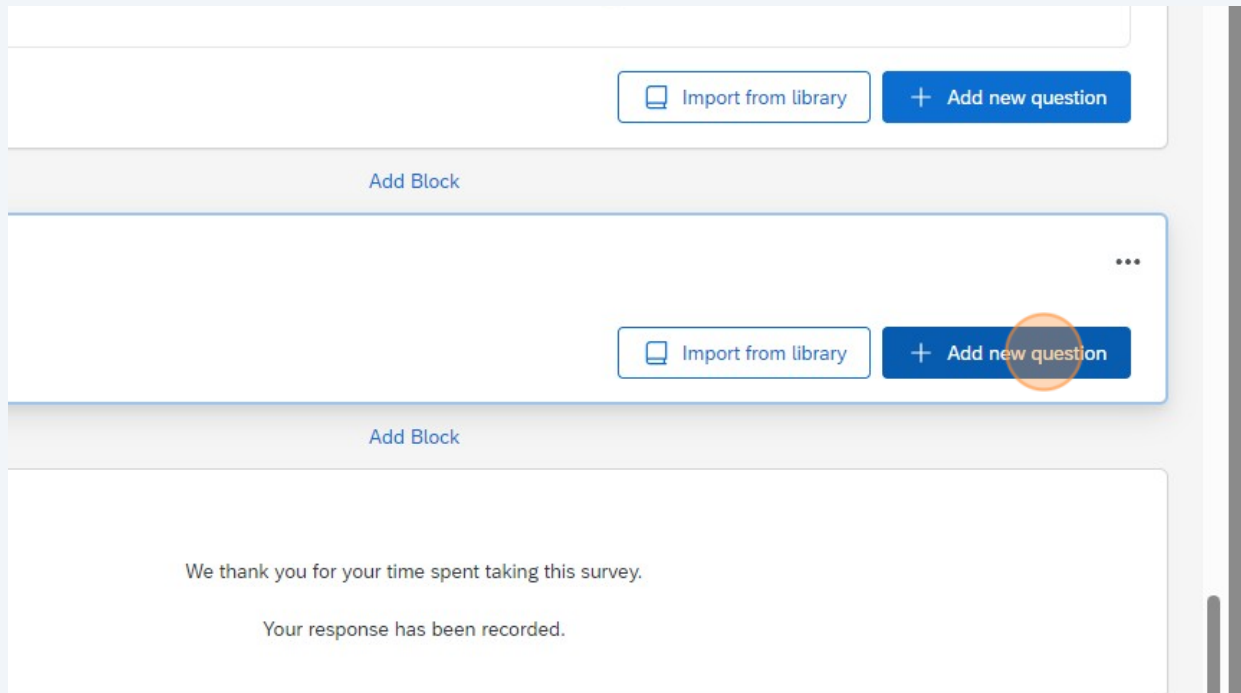
Block 3

End of Survey

We thank you for your time

58 Type "EI / Pers" depending upon what trait you are going to be assessing

59 Click "Add new question"



The screenshot shows a survey editor interface with two blocks. Each block has an 'Add Block' label and buttons for 'Import from library' and 'Add new question'. The 'Add new question' button in the second block is circled in orange. Below the blocks, a message reads: 'We thank you for your time spent taking this survey. Your response has been recorded.'

i Tip!

If you are assessing one personality trait using the Big Five Inventory, you are better off using the Matrix option.

If you have chosen to assess EI, you are better off using the Multiple Choice option.

Matrix Table

60 Click "Click to write the question text"

The screenshot shows a question editor interface. On the left, there are three sections: 'Answer type' with a dropdown set to 'Allow one answer', 'Statements' with a 'Number of statements' spinner set to 3 and an 'Edit multiple' link, and 'Scale points' with a 'Number of scale points' spinner set to 3 and an 'Edit multiple' link. On the right, a list of questions is shown under the heading 'EI / Pers'. The first question, 'Q6', is selected with a blue checkmark. Its text, 'Click to write the question text', is highlighted with an orange circle. Below it are three statements, each with a 'Click to write Statement' label.

Answer type
Allow one answer

Statements
Number of statements
- 3 +
[Edit multiple](#)
Use suggested statements ☐

Scale points
Number of scale points
- 3 +
[Edit multiple](#)

EI / Pers

☒ Q6
Click to write the question text

Click to write Statement 1

Click to write Statement 2

Click to write Statement 3

61 Type "I am someone who...."

62

Click each of the statements to replace with the statements within the BFI. On the left hand side, increase the "number of statements" to the number you need.

The screenshot shows the BFI editor interface. On the left, there are two sections: "Statements" and "Scale points".

Statements section:

- Allow one answer (dropdown menu)
- Number of statements: 3 (with minus and plus buttons)
- Edit multiple (link)
- Use suggested statements (toggle switch)

Scale points section:

- Number of scale points: 3 (with minus and plus buttons)
- Edit multiple (link)

On the right, there is a preview of the BFI. It shows a question label "I am someone who...." and three statements to be written. The first statement is highlighted with an orange circle.

63

Click "Click to write Scale Point 1"

The screenshot shows the BFI editor interface, specifically the scale points section. It displays a table with three columns for scale points and three rows for statements.

Table:

	Click to write Scale Point 1	Click to write Scale Point 2	Click to write Scale Point 3
Is talkative	☐	☐	☐
Is reserved	☐	☐	☐
Is full of energy	☐	☐	☐

The first column header "Click to write Scale Point 1" is highlighted with an orange circle.

64 Type "Disagree strongly"

65 Click here to increase the number of scale points (if using the BFI, you will need five scale points)

The screenshot displays a survey editor interface. On the left, a settings panel is visible with two main sections: "Statements" and "Scale points".

- Statements section:**
 - A dropdown menu at the top is set to "Allow one answer".
 - Below it, the "Number of statements" is set to 3, with minus and plus buttons for adjustment.
 - A link "Edit multiple" is present.
 - A toggle for "Use suggested statements" is currently turned off.
- Scale points section:**
 - The "Number of scale points" is set to 3, with minus and plus buttons. The plus button is highlighted with an orange circle.
 - A link "Edit multiple" is present.
 - A toggle for "Use suggested scale points" is currently turned off.

On the right, a preview of a survey item is shown. It is titled "EI / Pers" and "Q6". The item text is "I am someone who....". Below this, there are three statements with corresponding radio buttons for selection:

- Is talkative
- Is reserved
- Is full of energy

The "Disagree strongly" label is positioned at the top right of the scale, indicating the rightmost point of the scale.

66

Click each scale point to change the text. Ensure you use the exact text that is on the BFI scale!

Add Block

ers

m someone who....

	Disagree strongly	Click to write Scale Point 2	Click to write Scale Point 3	Click to write Scale Point 4	Click to write Scale Point 5
talkative	☐	☐	☐	☐	☐
reserved	☐	☐	☐	☐	☐
full of energy	☐	☐	☐	☐	☐

Import from library + Add new qu

Multiple Choice

67

Click here.

XM RM2 Study

Survey Workflows Distributions Data & Analysis Results Reports

Edit question

Question type

Multiple choice

Answer type

Allow one answer

Allow multiple answers

Choices

Number of choices

3

Tools Saved at 10:43 Draft

Is reserved

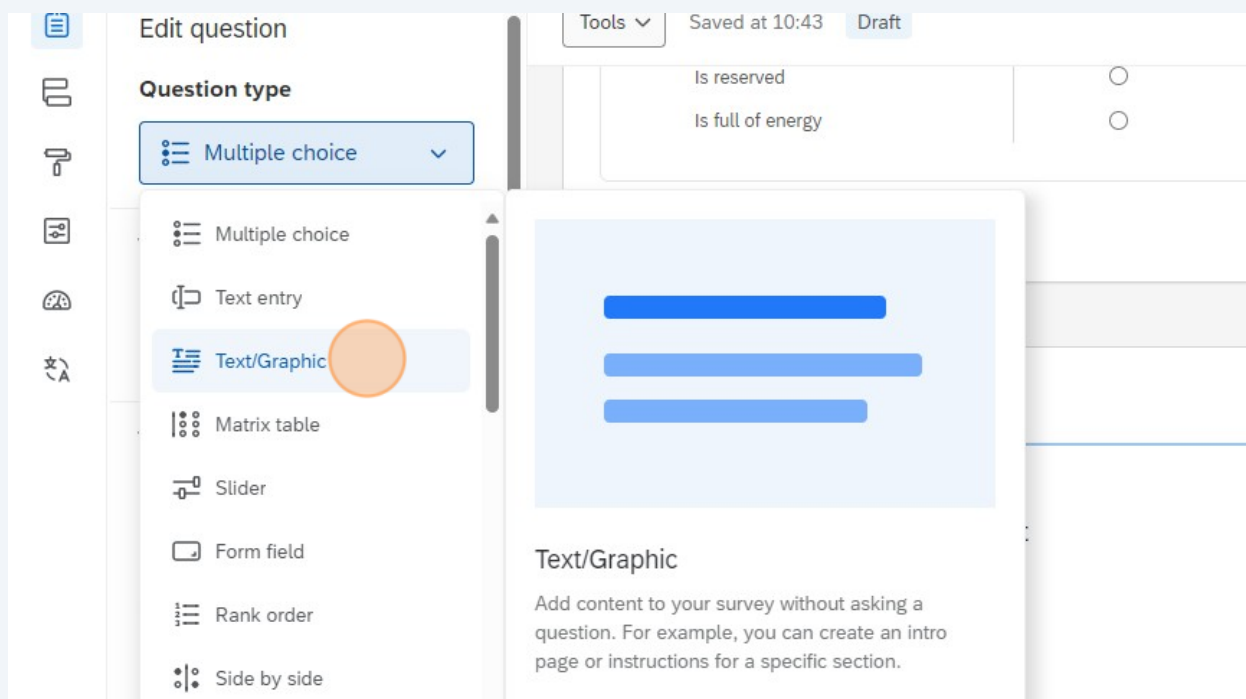
Is full of energy

El / Pers

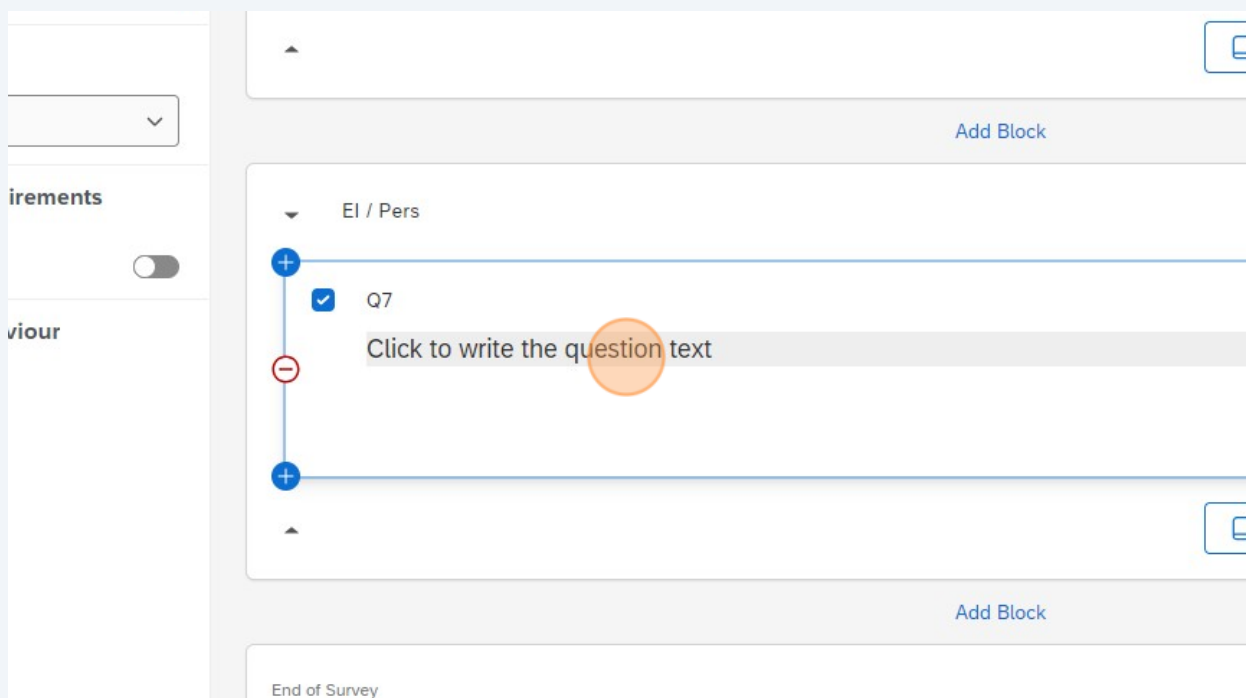
Q7

Click to write the question text

68 Click here.



69 Click "Click to write the question text"



70

Paste in the instructions from the EI measure

E.g, the SSEIT = "Instructions: Indicate the extent to which each item applies to you:"

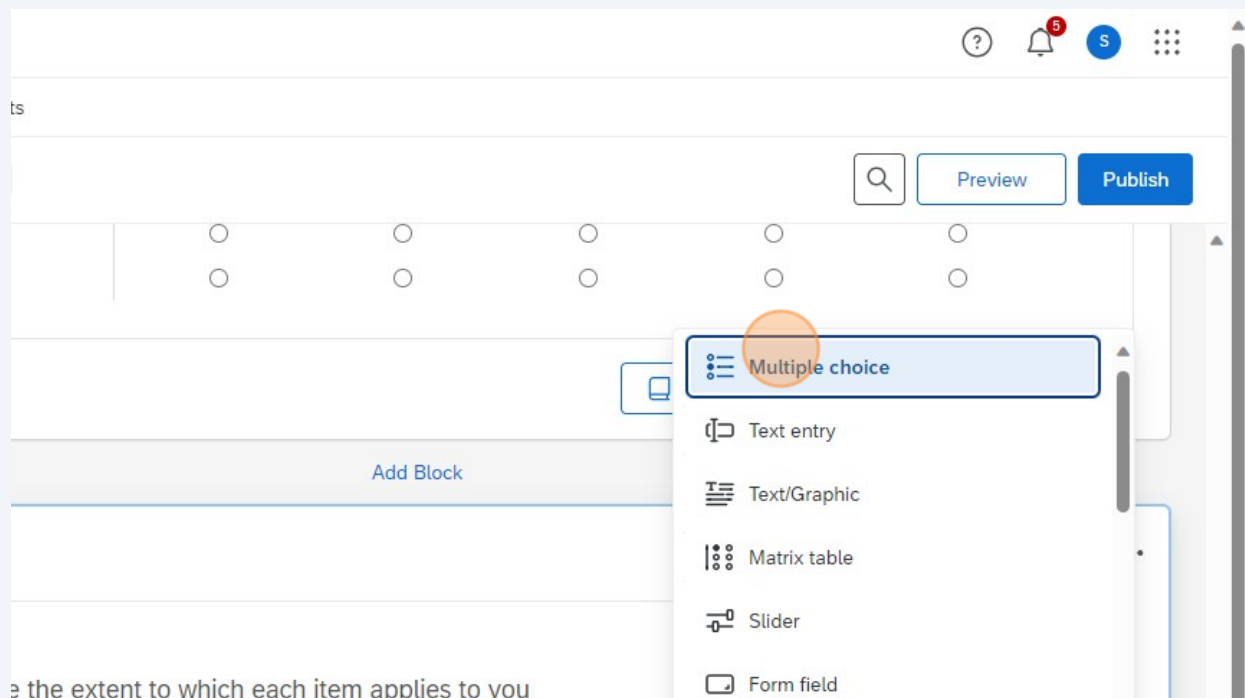
The screenshot shows a survey editor interface. At the top, there are five empty radio button options. Below them is a toolbar with two buttons: "Import from library" and "Add new question". A blue "Add Block" button is visible below the toolbar. The main content area contains a text block with the text "Indicate the extent to which each item applies to you". The text block has a title "Add Text..." and a toggle for "HTML View" and "Normal View". The text block is highlighted with a blue border, and an orange circle is drawn around the top center of the text block. Below the text block is another toolbar with "Import from library" and "Add new question" buttons.

71

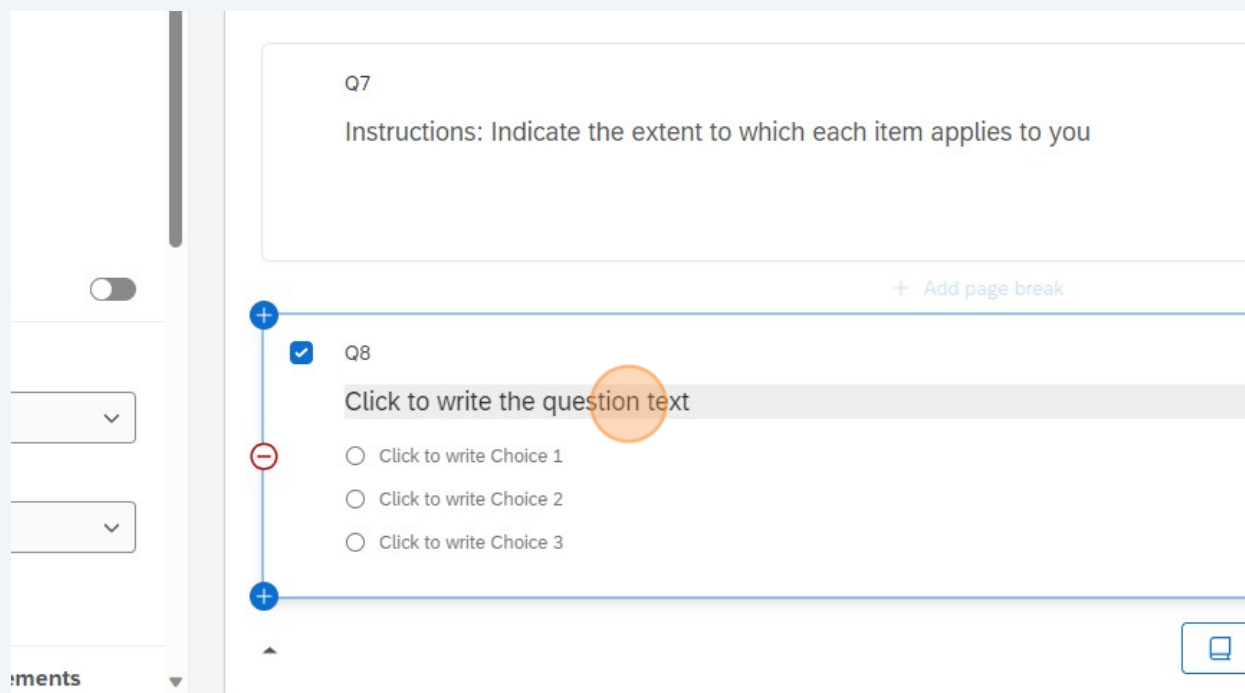
Click this icon.

The screenshot shows a survey editor interface. The main content area contains a text block with the text "Indicate the extent to which each item applies to you". The text block has a title "Add Text..." and a toggle for "HTML View" and "Normal View". A lightbulb icon is visible in the top right corner of the text block. Below the text block is a toolbar with two buttons: "Import from library" and "Add new question". The "Add new question" button is highlighted with an orange circle. Below the toolbar is a blue "Add Block" button. At the bottom of the editor, there are two lines of text: "We thank you for your time spent taking this survey." and "Your response has been recorded."

72 Click here.



73 Click "Click to write the question text" and paste in the first question from the EI scale



74 Increase the "Number of choices" to 5.

The screenshot shows the survey editor interface. On the left, the 'Choices' section is expanded, showing 'Number of choices' set to 3. The 'Format' section is set to 'List'. The 'Use suggested choices' toggle is off. The question text is 'I know when to speak about my personal problem'. The 'Rich Content Editor' and 'Piped Text' tabs are visible at the bottom of the question editor.

75 Click the "Use suggested choices" field BUT beware that these may not be what you need. If they are not the same as on your EI scale, just change the options to what you need.

The screenshot shows the survey editor interface. On the left, the 'Choices' section is expanded, showing 'Number of choices' set to 5. The 'Format' section is set to 'List'. The 'Use suggested choices' toggle is on. The question text is 'I know when to speak about my personal problem'. The 'Rich Content Editor' and 'Piped Text' tabs are visible at the bottom of the question editor.

76

If you want to change the alignment of the options, Click "Vertical" and you can change this to "Horizontal".

The screenshot shows the 'Choices' panel on the left with the following settings:

- Choices**
 - Number of choices: 5 (with minus and plus buttons)
 - Edit multiple (link)
 - Use suggested choices (toggle switch)
- Format**
 - List (dropdown)
 - Alignment: Vertical (dropdown menu is open, showing 'Vertical' selected and circled in orange)
- Response requirements** (dropdown)

Below the panel is a blue circular button with a red center and the text 'Add choice group'.

The main survey area on the right displays:

- Q8 (checked)
- I know when to speak about my personal problem
- Strongly disagree (radio button)
- Disagree (radio button)
- Neither disagree nor agree (radio button)
- Agree (radio button)
- Strongly agree (radio button)

At the bottom, there is a section for 'End of Survey' with the text 'We thank you for'.

77

Click "Horizontal"

This screenshot is identical to the previous one, but the 'Alignment' dropdown menu is open, showing the following options:

- Vertical
- Horizontal (circled in orange)
- Column
- Vertical (with an up arrow)

The rest of the interface, including the 'Add choice group' button and the survey question Q8, remains the same.

78 Click this button.

to the extent to which each item applies to you

ask about my personal problems to others

Disagree Neither disagree nor agree Agree Strongly agree

☐ ☐ ☐ ☐

[Import from library](#) [+ Add new question](#)

[Add Block](#)

79 Click "Copy"

to the extent to which each item applies to you

ask about my personal problems to others

Disagree Neither disagree nor agree

☐ ☐

[Add Block](#)

- Move question
- Copy**
- Replace from library
- Add page break
- Preview question
- Add note
- Delete



This copies the question exactly as it is and places it below. From here, all you need to do is change the text for Q2 (the responses are then already set).

Repeat the "copy" step above for the number of questions you need to add.

80

Click "Add Block"

When I am faced with obstacles, I remember times I faced similar obstacles and overcame them

Strongly disagree ☐ Disagree ☐ Neither disagree nor agree ☐ Agree ☐ Strongly agree ☐

Import from library + Add new question

Add Block

We thank you for your time spent taking this survey.

Your response has been recorded.

Questions

81 Click "Block 5"

The screenshot shows a survey interface with a list of blocks on the right side. The first block is titled "When I am faced with obstacles, I remember times I faced" and has three radio button options: "Strongly disagree", "Disagree", and "Neither disagree". Below this block is a blue "Add Blo" button. The second block is titled "Block 5" and is highlighted with an orange circle. Below this block is another blue "Add Blo" button. The third block is titled "End of Survey".

82 Type "Next..."

83 Click "Add new question"

th obstacles, I remember times I faced similar obstacles and overcame them

Disagree ☐ Neither disagree nor agree ☐ Agree ☐ Strongly agree ☐

[Import from library](#) [+ Add new question](#)

[Add Block](#)

[Import from library](#) [+ Add new question](#)

[Add Block](#)

84 Click "Text/Graphic"

th obstacles, I remember times I faced similar obstacles and

Disagree ☐ Neither disagree nor agree ☐ Agree ☐ Strongly agree ☐

[Import from library](#) [+ Add new question](#)

[Add Block](#)

- Multiple choice
- Text entry
- Text/Graphic**
- Matrix table
- Slider
- Form field
- Rank order
- Side by side

85

Click "Click to write the question text" and type in "Thank you for completing the first part of this study. Now, please turn your attention to the computer screen to complete the second task."

Validation ☐

Question behaviour

Display logic

Skip logic

JavaScript

When I am faced with obstacles, I remember times I faced similar

Strongly disagree ☐ Disagree ☐ Neither disagree nor agree ☐

▲

Add Block

Next...

+

Q10

Click to write the question text

○

+

End