

Instructions to Include with Survey

When you post your Qualtrics survey for your psychometric project, you should have a short introduction on the Qualtrics site for someone who visits to complete the survey. To add an introduction to your survey, start with a new block before the questions. Click on the three dots to the right and “add block below”, then click on “Add new question” for that block and choose “Text/Graphic”. If you have already entered your questions, following the steps above, but go to the new block you added at the end and drag it up to the top. Remove the question number (Q1) by simply highlighting and deleting and uncheck the box. Then type or paste in your introduction.

Sample instructions for your Qualtrics questionnaire

Please include instructions for participants in the online survey prior to presenting the questions. You must include the sentences that are shown in the italicized text. You are welcome to add additional instructions or alter the wording, except for the italicized text.

Hello, thank you for participating in my survey. These are questions for a research project I am conducting for one of my classes at Portland State University. This survey has only 10 questions and should take you less than 5 minutes. There are no right or wrong answers. I am interested in how you feel.

By participating in this survey, you are indicating that you understand that your responses are anonymous and will not be identified with you in any way and that you are at least 18 years old. You may skip any question that you find intrusive or offensive, but it will help me if you respond to as many questions as you feel comfortable with.

Thank you. I really appreciate your help!

<Paste your full name here>

Sample text for your email/or social media blast

You must include the sentences that are shown in the italicized text. You are welcome to add additional instructions or alter the wording, except for the italicized text.

Hi everyone. I am conducting a small research project for a class I am taking at Portland State University. I am hoping you can help me by completing this very brief questionnaire. It is only 10 questions and I think should take you no more than 2-3 minutes. *Your responses are anonymous and will not be identified with you in any way. You must be at least 18 years old to participate.*

The survey is online at this location, which I have confirmed is a safe link and has no malware or other issues:

<paste your Qualtrics link here>

Thanks for your help!!

<Paste your full name here>