QUALTRICS TUTORIAL

Research Question: Do people perform better on a math task after observing Impressionist art or modern art?

❖ **Upload images to your Graphics Library**
  ➢ Click the "Library" tab ➔ "Graphics Library"
  ➢ Click "upload a new graphic" on the top right-hand corner
  ➢ Browse and find the files which are in a folder called "Qualtrics Tutorial" in the w: drive. For each image:
    ▪ Assign a category – "Impressionist" or "Modern" depending on which subfolder the image is from
    ▪ Next to description you can name the image (the default is the name of the file)
    ▪ You can change the size of the image
    ▪ Click "Save" when you are done

❖ **Create your survey**
  ➢ Click "Create Survey" tab ➔ "Quick survey builder"
    ▪ Name your survey, "Art and Math"
    ▪ You do not have any folders yet so just leave the "folders" text field blank
  ➢ Create "Intro" block
    ▪ Click on "Default Question Block" and rename it "Intro"
    ▪ Click "Create a new item"
    ▪ Under "Change Item Type" choose "Text/Graphic"
    ▪ Type the following instructions:
        Thank you for participating in this study.
        We are interested in examining how observing paintings affects performance on a subsequent math task. When you click the "next" button, you will be presented with a series of paintings for 5 seconds each. You will not have to press any keys during this time. Simply observe the paintings.
    ▪ Change the question name (Q#) to something like "instruct"
    ▪ You can click on "Preview Question" on the right side of the screen to see what this question will look like to participants.

  ➢ **Create "Impressionist" block**
    ▪ Click on "Add block" on the bottom right-hand side of the "Intro" block
    ▪ Click on "Block 2" and rename it "Impressionist" - In this block you want to display a series of Impressionist paintings
    ▪ Click "Create a new item"
    ▪ Under "Change Item Type" choose "Text/Graphic"
    ▪ Type ➔ select "Graphic"

- Click on "Choose graphic" and select one of the Impressionist paintings in your "Impressionist" folder
- Change the question name to "Degas" (or whatever the name of the image file is)
- Add a page break (right side of screen)
- Click on the green plus symbol at the bottom righthand side of the page break to add the next question
- Repeat last 6 steps for other 3 paintings

➢ **Create "Modern" block**
- Click on "Add block" on the bottom right-hand side of the "Impressionist" block
- Click on "Block 3" and rename it "Modern" - In this block you want to display a series of modern art
- Repeat steps from previous section

➢ Advanced function : Auto-advance
- Sometimes you want a screen to auto-advance after a certain number of seconds.
- Click on next to the question that you want to have this function and select "Javascript"
- Type the following:
  - /*Place Your Javascript Here*/this.hideNextButton(); this.clickNextButton.delay(5);this.hidePreviousButton();
- The "5" indicates that you want the screen to advance automatically after 5 seconds.
- Do this for all 8 of your image questions

➢ **Create "Math Task" block**
- Click on "Add block" on the bottom right-hand side of the "Modern" block
- Click on "Block 4" and rename it "Math Task" - In this block you want to present math problems for participants to solve
- Choose the "Text Entry" item type
- Enter a math problem, ex. 23 + 34 – 12 =
- Create 3 of these questions total and name each "math 1," "math 2," "math3"; add page breaks in between the questions

➢ Advanced function: Timing
- Sometimes it is useful to know how much time a participant spent on a particular question
- Above each math question, add another item "Timing"

➢ **Create "Final Questionnaire" block**
  ▪ Click on "Add block" on the bottom right-hand side of the "Math Task" block
  ▪ Click on "Block 5" and rename it "Final Questionnaire" – this is the block where you want to include questions that check whether participants have guessed your hypothesis and to present manipulation checks if necessary.
  ▪ Create the following three questions:
    • "What do you think this study was meant to test?" (*text entry, essay text box)*
    • "How much did you enjoy looking at the paintings?" (*multiple choice, horizontal position, 7 choices, labeled "not at all," "somewhat," "very much"*)
    • "How difficult was it to solve the math problems?" (*multiple choice, horizontal position, 7 choices, will automatically label*)
  ▪ Name each question (ex. Hypothesis, Enjoyment, Difficult)

➢ **Create "Demographics" block**
  ▪ Create the following three questions:
    • What is your gender?
    • What is your age?
    • What is your race? (*make multi-responses possible for this question*)
      ♦ American Indian or Alaska Native
      ♦ Asian
      ♦ Black or African American
      ♦ Native Hawaiian or Pacific Islander
      ♦ White

❖ **Survey Flow**
  Now that you have created the different parts of your survey, you need to create the survey flow. This tells Qualtrics <u>what</u> to present <u>when</u>.
  ➢ Go to "Edit Survey" → "Survey Flow"
  ➢ You will see the 7 blocks that you have created
  ➢ You want everyone to see the first "Intro" block so leave that alone
  ➢ You want Qualtrics to randomly present either Impressionist art or modern art so click "Add Below" in the "Intro" block and select "Randomizer"
  ➢ Click "add a new element here" → "block" → select "Impressionist" from pulldown menu
  ➢ Add a another element and select the "Modern" block
  ➢ Under "Randomizer" it should say "Randomly present 1 of the following elements" – click "evenly present elements" to make sure you get roughly the same number of participants in each between-subjects condition
  ➢ Delete the "Impressionist" and "Modern" blocks from the survey flow – you only want these blocks to appear within the randomizer

> ➢ After the presentation of the paintings, you want participants to proceed to the "math task" block, followed by the "final questionnaire" block, and lastly, the "demographics" block. Check that the blocks are organized this way in the survey flow.

❖ **Preview Survey**
  Go to "Edit Survey" ➔ "Preview Survey"

❖ **Launch your survey!**
  > ➢ Click "Activate to collect responses
  > ➢ Click "Custom link" to change the link text to something like "Art and Math"
  > ➢ Copy and paste "Art and Math" and send it to your participants'

❖ **Get your results**
  > ➢ Click "View your results" tab ➔ "Download data"