

Procedures for Using Surveymonkey with Sona Systems

Overview of Steps:

1. You need to create a survey and generate a URL link in Surveymonkey.
2. You need to add a special string to this URL when you input it into Sona Systems
3. When you download data from Surveymonkey, the Sona System ID number for each participant will be listed in the data.
4. Take this list of ID numbers and use them to credit participants in the Sona Systems website

Creating a Survey Link for Your Surveymonkey Questionnaire

1. Log onto Surveymonkey, and go to your survey.
2. Click **collect responses**.
3. Click **Create a link to send in your own email message or to place on a webpage**. Note: You may have to click **Add New Collector** if the above option does not come up at first.
4. Copy the link under the “Sending Survey Link in an Email” heading.

Putting Surveymonkey Link into Your Sona Systems Study

1. Log onto your Sona Systems study.
2. Set up a new study and select “external online survey” as the type of study.
3. Under “Study Information,” click **Change Study Information** at the bottom of the page.
4. Next to “Study URL,” under “Advanced Settings,” paste the link you created in Surveymonkey.
5. At the end of the URL link you pasted, type the following: **&c=%SURVEY_CODE%**
 - a. Type the above exactly as you see it here.
 - b. This code gives each participant a unique ID number that can be read and maintained in both Sona Systems and Surveymonkey, ensuring participant anonymity through all steps of the experiment.
 - c. For example:
 - i. If this is the link I created in Surveymonkey:
https://www.surveymonkey.com/s.aspx?sm=N0y2a8qfTOFS7HpE6IXASg_3d_3d
 - ii. Then this is the URL I post on Sona Systems:
https://www.surveymonkey.com/s.aspx?sm=N0y2a8qfTOFS7HpE6IXASg_3d_3d&c=%SURVEY_CODE%
6. Click **Save Changes**.
7. Now click **Sample Link with Embedded ID Code** under “Study Information” on the next page. You will be redirected to your study website, and you will also see that the “%SURVEY_CODE%” in the URL has been replaced with a unique ID number. This is how your survey will look to a participant with that ID number.

Assigning CEP Credit on Sona Systems for Completing Surveymonkey Studies

1. Log onto Surveymonkey, and go to your study.
2. You need to download your data as an Excel file to see the CEP ID numbers. The ID number will not show up under “Custom Data.” (Go to **Analyze** then **Download Responses** and choose the **CSV format**).
3. When you open the Excel or .csv file, you will see the 5-digit ID number created by Sona Systems. You will essentially be matching these numbers up with those on Sona Systems.
4. Now log onto your Sona Systems study, and click on **View/Administer Timeslots** under “Study Information.”
5. Click on **Modify** next to the timeslot with the corresponding CEP ID number.
6. Follow directions from the Sona Systems manual to complete the crediting process.