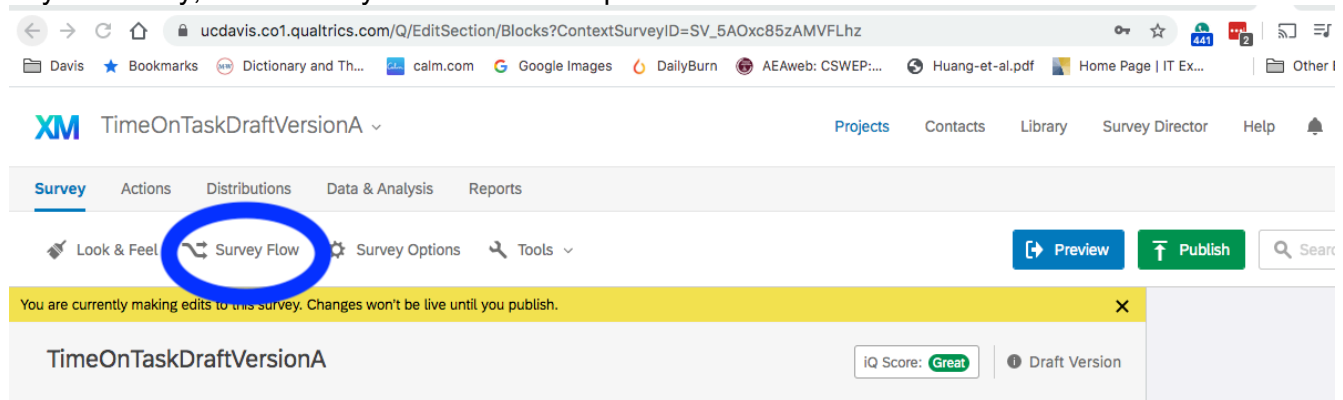**This guide will show you how to use Qualtrics to:**
1. Require students to log in using the central UC Davis authentication system.
2. Make your test accessible and user-friendly.
3. Randomize answer order for a specific question.
4. Randomize question order or randomly select from a pool of questions.
5. Create multiple versions and randomize students into different versions.
6. Automate scoring.
7. Control when and for how long the "survey" is available.

Before you start:
- Sign up for your UC Davis Qualtrics account: https://itcatalog.ucdavis.edu/service/qualtrics-research-suite-online-surveys
- Create a new survey.

1. Using the authentication system

In your survey, click "Survey Flow" near the top of the screen.

Click "Add a new element" and choose "Authenticator".
Select or enter the following options:
      Authentication Type "SSO"
      Capture respondent identifying info
      Username = username
      SSO Type "CAS"
      Hostname "cas.ucdavis.edu"
      Port "443"
      URI "cas"

Move the block(s) of questions underneath the authentication. It should look like this:

When you download the data after students have answered the questions, you will get a "username" for each response - this is their UC Davis Kerberos username and it is authenticated. We recommend also having them enter their names and possibly email addresses as the first question in your survey to make it easier to match the responses with your gradebook.

2.   Accessibility and user interface
Once you have finished creating your survey, see the Qualtrics help file below for how to use the "Check survey accessibility" tool.
https://www.qualtrics.com/support/survey-platform/survey-module/survey-tools/check-survey-accessibility/#CheckingSurveyAccessibility
This is strongly recommended as some survey default options are not accessible but can easily be changed.

3.   Randomize answer order
After entering a multiple-choice question in the survey, you can randomize the order of answers.

Click the cog next to the question and

choose "Randomization." Select "Randomize the order of all choices" to make the answers appear in random order.

4. Randomize question order or randomly select from a pool of questions.
Make a separate Block that includes all the questions you want to randomize.
Click "Block Options" in the top right corner of the block and choose "Question Randomization" as shown in the screenshot below.
Choose "Randomize the order of all questions" to show each student all the questions in random order. To randomly select from a pool of questions, choose "Present only [] of total questions" and fill in the box with the number of questions each student should see.

When you download the data you can select "Export viewing order data for randomized surveys" to save the information about which order each student saw.
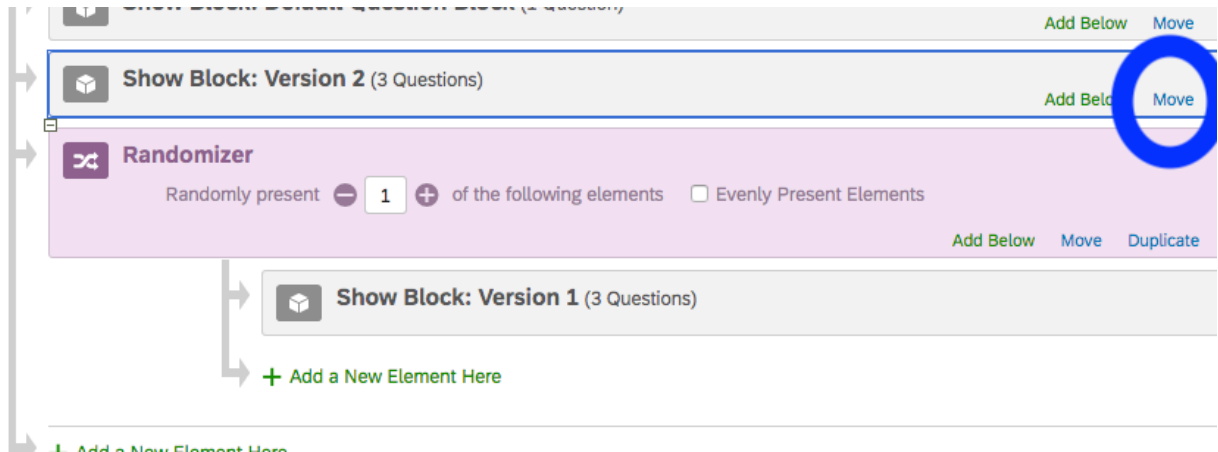
5. Create multiple versions and randomize students into the different versions.
Make separate question blocks for the different versions of the test (note that you can use "copy block" under Block Options to make a complete copy of the whole block of questions).
Click Survey Flow as you would to set up Authentication (#1 above).
Click "Add a New Element Here" and choose "Randomizer."
Use the "Move" option under the question blocks to move each version of the test into the Randomizer. The screenshot below shows the location of the "Move" option.

In the Randomizer, choose "Randomly present [1] of the following elements" (otherwise it will show all the blocks in random order).

You can edit the question numbers to make sure it is clear which block is which - the question numbers don't show to the students, but will show in the data you download.

If you want additional confirmation, when you download the data you can select "Export viewing order data for randomized surveys" to save the information about which questions each student saw.

6.   Automated scoring

Under "Tools" (near "Survey Flow"), choose "Scoring".

Mark the correct answers.

When you download the data, make sure "Score" is selected to be included.

For more details, see the Qualtrics help page: https://www.qualtrics.com/support/survey-platform/survey-module/survey-tools/scoring/

7.   Control the timing of the survey

Click "Survey Options" (near "Survey Flow" and "Scoring").

"Survey Expiration" is under "Survey Protection," the second set of options, as shown in the screenshot below. Select the times you want the survey to be available.

Survey Options

Survey Experience

📋

☑ **Back Button.** Enable respondents to change their responses.
Back Button is not available across branches. More Info
☑ **Save and Continue.** Allow respondents to save and continue later.
☐ **Show Question Numbers.** Great for previews. For participants, try a Progress Bar inst
☐ **Use Custom Survey Validation Messages...**

Survey Language: English (US) ⬍ The language the survey is writter

Survey Title: Cohort Questions 🗒 This text will appear in the browser as

Meta Description: Cohort Questions Search engines and social media

Survey Protection

🔒

🔘 **Open Access.** Allow anyone to take this survey.
⚪ **By Invitation Only.** Prevent people from taking the survey using an anonymous survey

☐ **Password Protection.** This password must be entered to take this survey:
☐ **Prevent Ballot Box Stuffing.** Keep people from taking this survey more than once.
☐ **HTTP Referer Verification.** The user must come from this URL to take the survey:
☑ **Prevent Indexing.** A tag will be added to the survey to prevent search engines from ind
☑ **Secure Participants' Files.** Files uploaded as responses can only be viewed by users
responses.
☐ Show a ~~message~~ when a respondent revisits a ~~previous~~**completed** link..

☑ **Survey Expiration.** The survey will only be available for a specified date range.
This survey is valid from: 01-01-2019 00:00 ▼ to: 03-17-2019 23:59 ▼
Time zone: America/Los_Angeles

🔘 **Default** survey link expiration message.
⚪ **Custom** survey link expiration message.

Survey Termination

🔘 **Default** end of survey message.
⚪ **Custom** end of survey message...