1. Login to the QVSR website
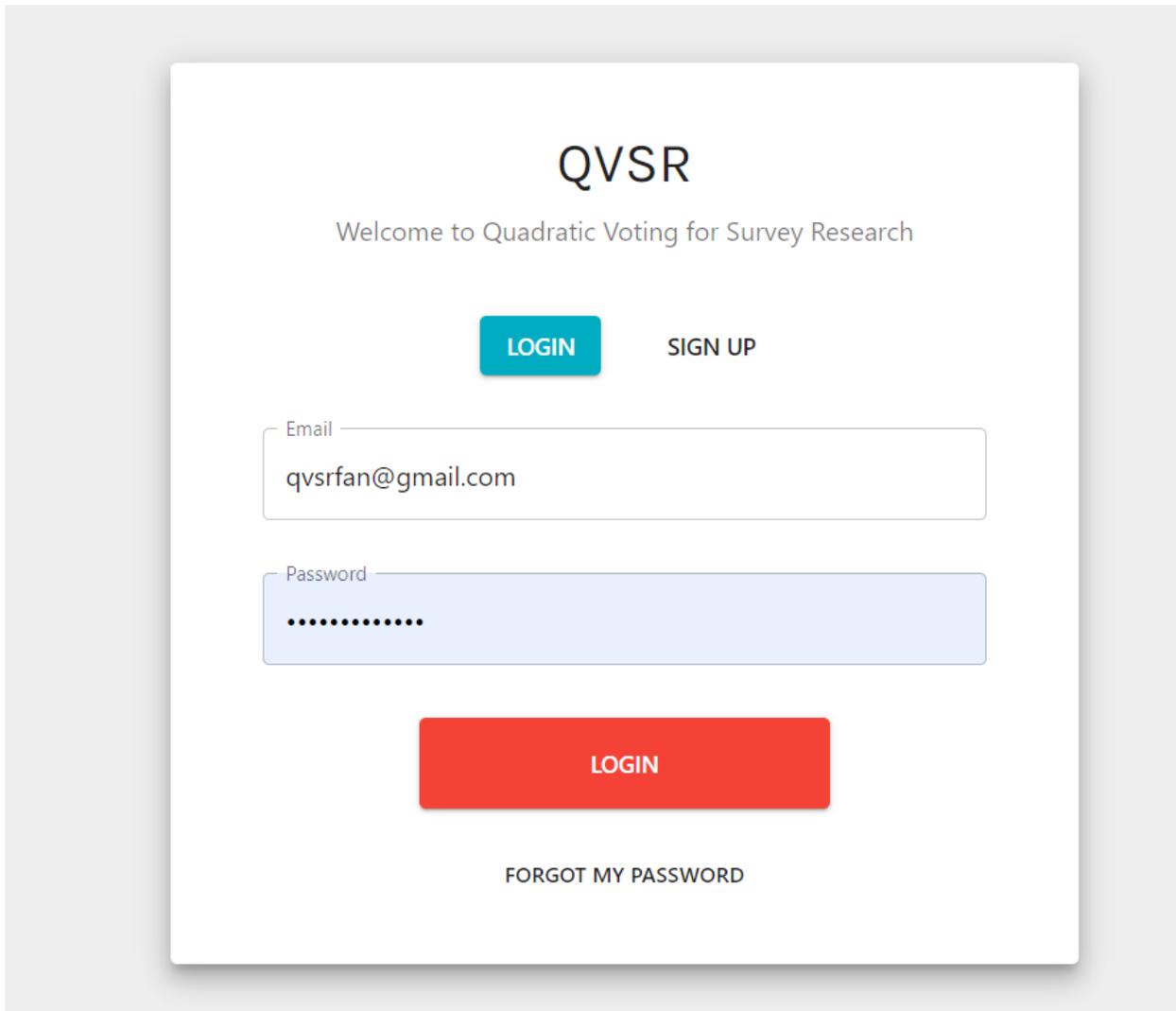
2. Create new survey

3. Choose survey options
    a. If you intend to reroute your QVSR survey to Qualtrics, be sure to check the "Do you want to redirect respondents to Qualtrics" box.
        i. Note that if you wish to begin the survey in Qualtrics, send respondents to QVSR, then send them back to Qualtrics for post QVSR questions, you will need to create two separate Qualtrics surveys, and merge them by respondent ID. If you wish to send respondents from QVSR back to Qualtrics, make sure that the Qualtrics survey link you include in the initial setup below is for the 2nd, post-QVSR Qualtrics survey.

#1 Initial Setup

Topic *

Survey

6/ 75 characters

Preferred Function *

Quadratic ▼

Total number of Credits *

100

☑ Do you want to redirect respondent to Qualtrics?

Qualtrics survey link *

mysurvey.qualtrics.com ⓘ

#2 Language Designation

Preferred Language *

Agree/Disagree ▼

Preferred Token *

Credits ▼

BACK

NEXT

4. Format QVSR survey
    a. Make sure to leave completion message blank if you want to send respondents back to a Qualtrics survey.

#3 Welcome message

Add description of QVSR here and instructions for taking the survey.

T B *I* ↶ ↷ ≣ ≡ 🔗   68/2000

#4 Questions

Question *
Gun Control   ✕ 🗑
QV1   11/ 250 characters

Question *
Abortion   ✕ 🗑
QV2   8/ 250 characters

Question *
Tax Reform   ✕ 🗑
QV3   10/ 250 characters

```
ADD QUESTION
```

#5 Completion message

Start typing...

T B *I* ↶ ↷ ≣ ≡ 🔗   0/2000

BACK   NEXT

5. Save survey

6. Now go to the 1st, pre-QVSR Qualtrics survey, and embed a link to your QVSR survey at the end of the Qualtrics survey.
    a. The link should begin with the url of your QVSR survey, followed by an embedded field capturing respondents' Qualtrics ID to ensure responses can be linked across Qualtrics

and the QVSR site. To capture respondents' Qualtrics ID, use this code:
${e://Field/ResponseID}
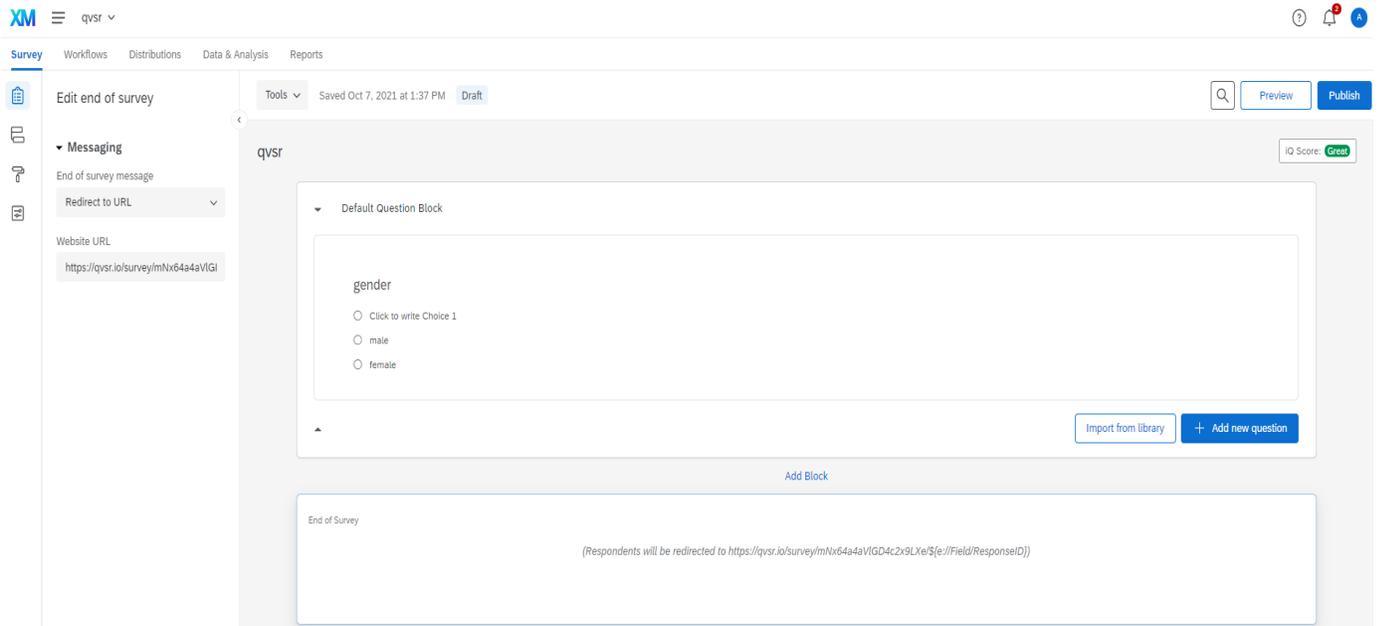
7. Begin the survey in Qualtrics, be sure that you are redirected to the QVSR site, then take the QVSR survey. Then, to ensure the respondent's Qualtrics ID was successfully imported to QVSR, go back to qvsr.io, and click on the analytics arrow underneath your survey:
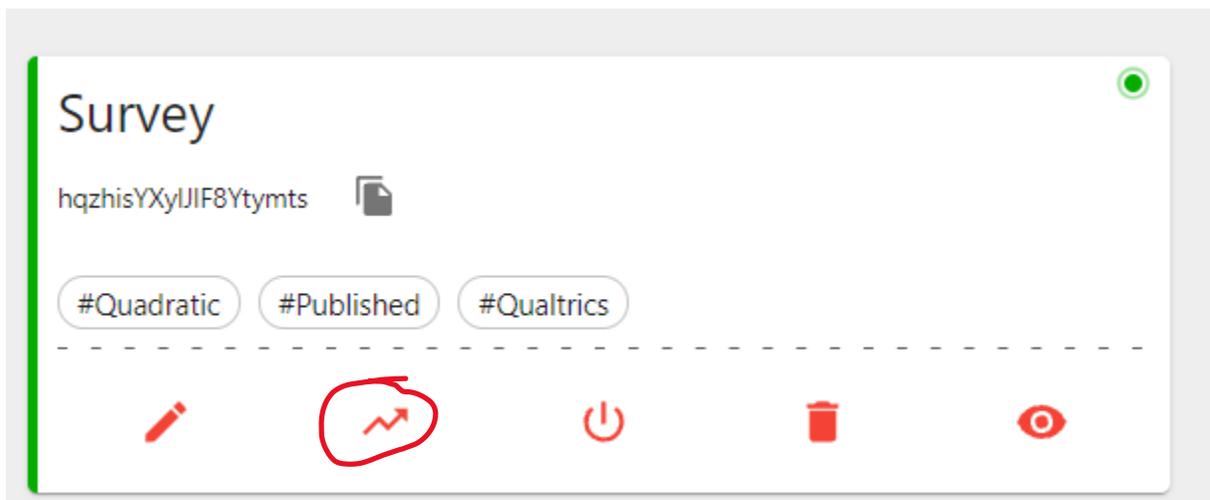
8. Clicking on the analytics arrow will take you to the following screen.
   a. As you can see, the first respondent's Qualtrics User id was not successfully imported to QVSR, while the second respondent's was ("R_1ous..."). If the User id column is blank,

something has gone wrong and you need to go back to Qualtrics to make sure you entered the correct QVSR link.

Survey
hqzhisYXyIJlF8Ytymts

Preferred Function: Quadratic
Credits: 100
Language: Agree/Disagree
Credit Language: Credits

Result

	Question ID	Agree	Disagree	Total
⌄	QV1	1	0	1
⌄	QV2	0	1	-1
⌄	QV3	4	0	4

Answers Insight

		User id	QV1	QV2	QV3	Left credits	Status
⌄	#1	-	0	0	0	100	published
⌄	#2	R_1ous0s7JQoRB0BW	1	-1	4	82	published
			1	-1	4		

Rows per page: 5 ▾   1-2 of 2 |<   <   >   >|

DOWNLOAD CSV

9. Now that you have successfully sent respondents from Qualtrics to QVSR, you can simply merge your Qualtrics and QVSR responses by Response ID. However, if you want to send respondents back to Qualtrics after they take the QVSR survey and import their QVSR responses directly into Qualtrics, you need to take a few more steps.
10. Create a second Qualtrics survey, and embed the variable names from the QVSR survey that you'd like to import back to Qualtrics. For the User id variable (which you need to merge the 1st and 2nd Qualtrics surveys), use embed the variable name userId.
    a. In the 2nd Qualtrics survey, click on the "Survey Flow" icon.

b. Now embed the QVSR variables

11. Then download dataset (QVSR + 2nd Qualtrics survey), and merge it with the 1st Qualtrics survey by userId.