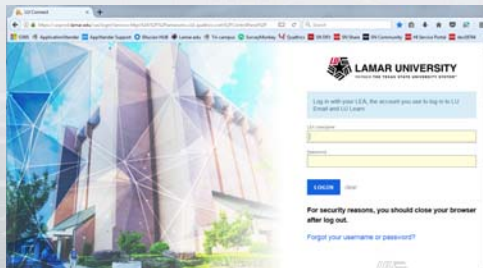


Obtain Approval to Distribute a Lamar Survey

- First the survey subject matter is submitted to the IRB Board for approval to begin research
- Once IRB approved, the survey can be created within Qualtrics
- When the survey is completed in Qualtrics, the creator will request approval for the survey to be distributed
- The IRB Analyst grants or denies approval of the survey within Qualtrics

How to Self Enroll your Qualtrics Account

- Click the link <https://lamaruniv.co1.qualtrics.com/>
- Enter your LEA credentials (jsmith) and password

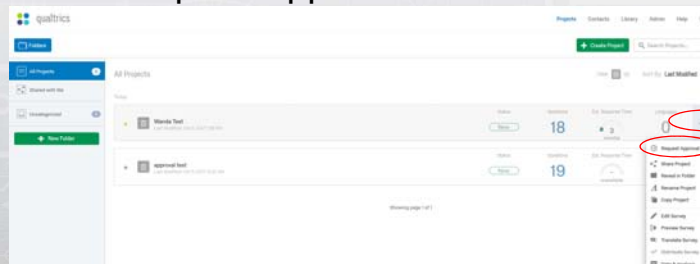


Note: I recommend bookmarking this site for future use



The Qualtrics Survey Creator

- The survey creator creates a survey in Qualtrics
- The creator will go to the Projects page, right click the arrow to the right of the survey and select Request Approval



Survey Creator Selects an the IRB Analyst

- Click the arrow to Select IRB Analyst

Request Approval

You must request approval from one of the following users to activate your survey.

Select a Person... ▾

IRB Analyst is project below.

Close Request Approval

Comment to the Approver

- The creator can add a comment to the IRB Analyst
- Click the Request Approval button to submit the request

Request Approval

You must request approval from one of the following users to activate your survey.

IRB Analyst ▾

Add a comment regarding this project below.

Please approve this survey for distribution.
Donna Lively

Close Request Approval

Creator's Survey Pending Approval

- On the creator's Projects page a box will appear showing the name of the survey, the Request Date, the IRB Analyst, the Status, and the comment to the approver

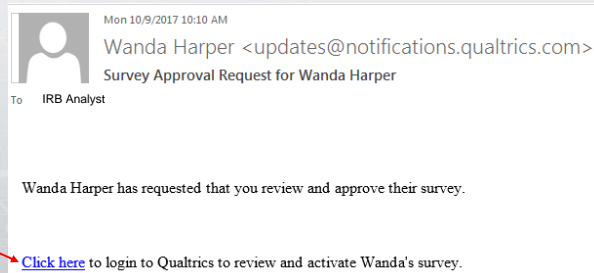
- You are waiting for approval to activate 2 surveys.

Project Name	Request Date	Reviewer	Status	Comments	
Graduation-Test DHL	Oct 9, 2017	IRB Analyst	Pending Approval	I have received IRB approval and am ready to distribute my survey.	Cancel Request



The IRB Analyst

- The IRB Analyst will receive an email from Qualtrics stating that there is a survey to review and approve for distribution



IRB Analyst Review

- The IRB Analyst will login and review the survey questions then approve or deny the survey for distribution

- You have 1 survey to approve.

Requested By	Project Name	Request Date	Comments	
Wanda Harger	DH4 TEST	October 24, 2017 10:11 AM	Please approve this survey for distribution, Donna Lively	Review for Approval

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Distribution has been Approved or Denied

- Open your Projects page to see that your survey has been approved or denied
- Click the project name to open the survey

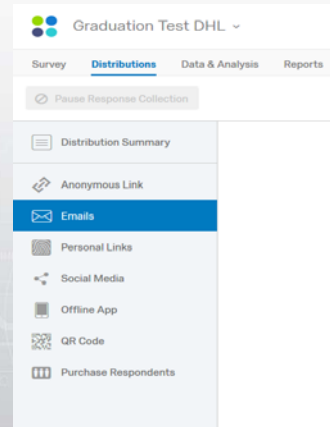
- You are waiting for approval to activate 3 surveys.

Project Name	Request Date	Reviewer	Status	Comments	
Graduation Test DH4	October 9, 2017 10:53 AM	IRB Analyst	Approved	Testing approval	Dismiss
Graduation	October 16, 2017 8:15 AM	IRB Analyst	Approved	Wanda, your survey has been approved for distribution	Dismiss
Deny this Survey	October 5, 2017 3:59 PM	IRB Analyst	Denied	This survey has been denied for distribution, Donna Lively	Resubmit Request

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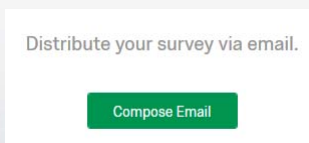
Distribute an Approved survey

- Click the Distribution tab to choose a distribution method

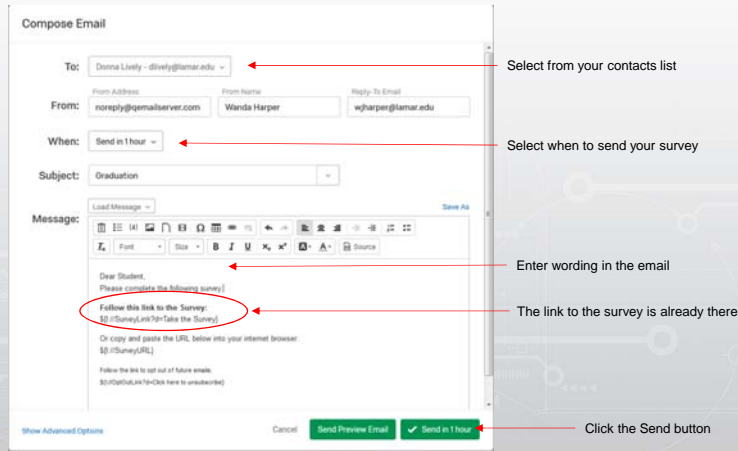


Email your survey to respondents

- Click the Emails link
- Click Compose Email



Compose the Distribution Email



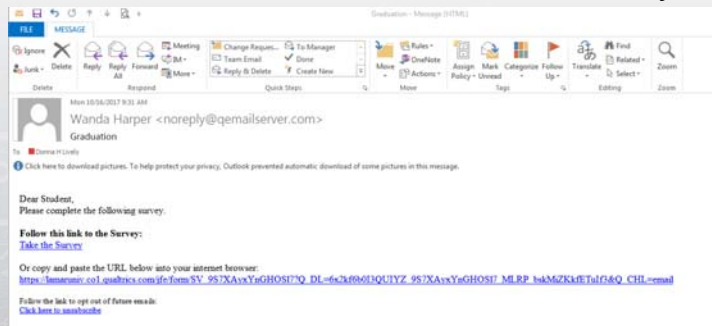
The screenshot shows an email composition window with the following fields and annotations:

- To:** Donna Lively - dlively@lamar.edu (Annotation: Select from your contacts list)
- From:** noreply@qemailserver.com, Wanda Harper, w.harper@lamar.edu
- When:** Send in 1 hour (Annotation: Select when to send your survey)
- Subject:** Graduation
- Message:** Dear Student, Please complete the following survey! Follow this link to the Survey: [Link] (Annotation: Enter wording in the email)
- Buttons:** Send Preview Email, Send in 1 hour (Annotation: Click the Send button)



The Invitee is sent a link to take the survey

- The person invited to take the survey will receive an email with a link to the survey.



The screenshot shows an email received in Outlook with the following content:

- From:** Wanda Harper <noreply@qemailserver.com>
- Subject:** Graduation
- Body:** Dear Student, Please complete the following survey. Follow this link to the Survey: [Take the Survey](#). Or copy and paste the URL below into your internet browser: https://lamaruniv.col.qualtrics.com/jfe/form/SV_957XAvxYwGHOSI?Q_DL=6x2kfr661QUIYZ_957XAvxYwGHOSI_MLRP_hAM6ZkKHEt6f64Q_CHL=eead

