Embed Your Consent Document into Qualtrics

1. Place the consent document in its own Box folder within your USU Box Account.

2. Adjust the "share" settings on both the folder and the document within the folder so that the access type is "People with the link."

3. Access the ellipsis button next to where your document says "Shared," and select "Sharing > Embed Widget" to open the settings dialogue box.
This step is not required, but recommended to maximize the ease of reading the form. In the Embed Widget Settings, select “Custom” as the size. The USU Qualtrics Template defaults to a survey skin that is 770 pixels wide, and we recommend using the entire width of the skin to embed the consent document. With “Custom” size selected, you can change the “width” to 770 and the “length” to whatever you choose, but you should select at least 770.

Copy the Embed Code from the dialogue box.

Go to your survey in Qualtrics. Create your first “question” to ask participants to review the Informed Consent document.

Within the question box, go to the “HTML View” in the upper right hand corner of the text box. Paste the embed code you got from Box, a preview should appear within seconds.
Q17. Please fully review this Informed Consent document before deciding whether to proceed with this survey.

8. Force a response to the question so that your participants cannot move forward without indicating that they have reviewed the consent document.

9. Preview your survey to ensure that the consent document is readable and functions the way you’d like it to.

10. Finally, add a page break to that question so that participants are not able to move past the consent process without taking action. The IRB highly recommends creating a polite "thank you" page for those who decline after reading the form or are not eligible to participate in your study, and using skip logic to land on that page if a "no" response is received.