Tip Sheet: Consent in Qualtrics

Building a Consent Form in Qualtrics

Qualtrics has a help page that will assist in building your consent form, including adding skip logic for the "I agree" and "I do not agree" participation requirement.

https://www.qualtrics.com/support/survey-platform/common-use-cases-rc/building-a-consent-form/

Insert Consent File in Qualtrics

Consent can also be added as downloadable file for participants to save. Qualtics has instructions for inserting a downloadable file

https://www.qualtrics.com/support/survey-platform/survey-module/editing-questions/rich-content-editor/insert-a-downloadable-file/

Recommendations:
1. First convert the file to a pdf and save it
2. Save the file with a name such as "Consent form-research study X". Keep the file name fairly short and self-explanatory.

Adding a Print button to Qualtrics

A consent button can be added to the end of your Consent question.

1. Click in the question box as if you were going to edit your question.
2. Select "HTML View" in the upper right corner.
3. At the bottom of the consent, add the following code:
   <input type="button" value="Print this page" onClick="window.print()">