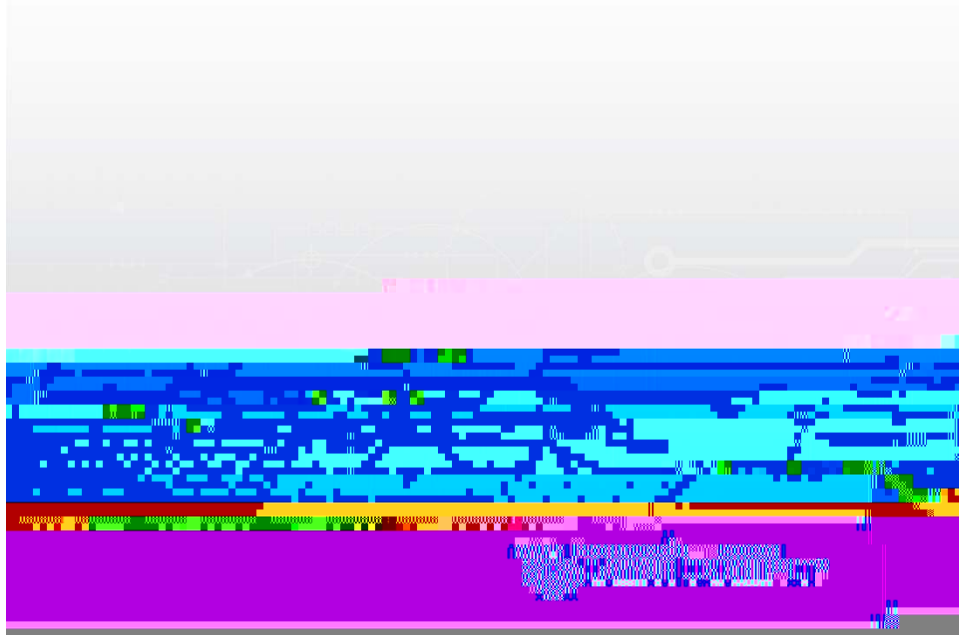


Obtain Approval to Distribute a Lamar Survey

- 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



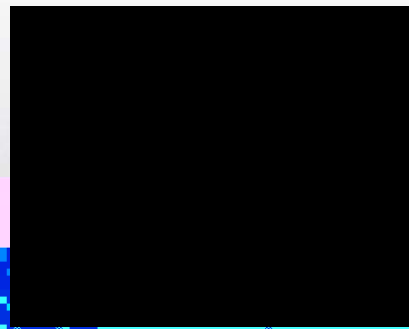
Survey Creator Selects an the IRB Analyst

- Click the arrow to Select IRB Analyst

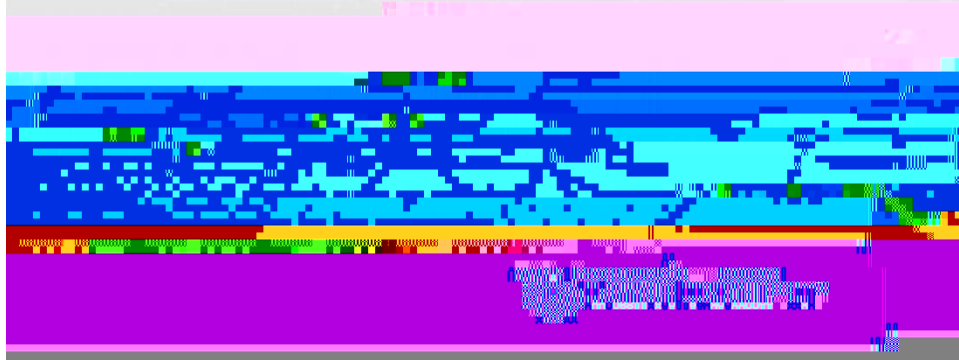


Comment to the Approver

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

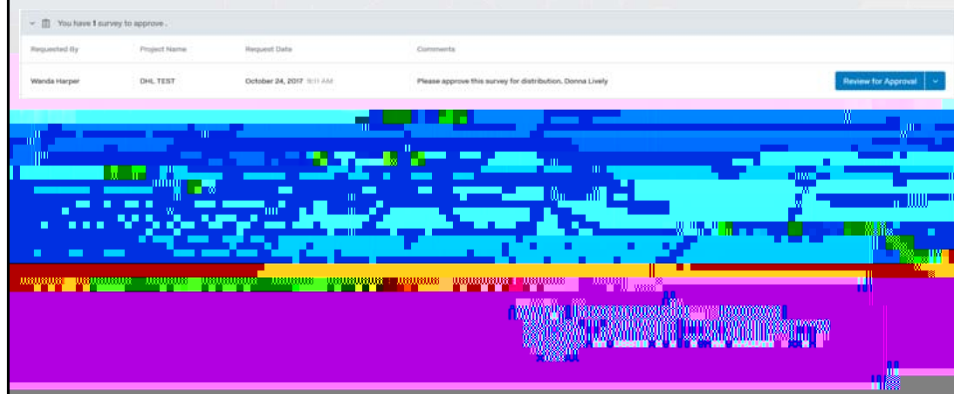


Creator's Survey Pending Approval



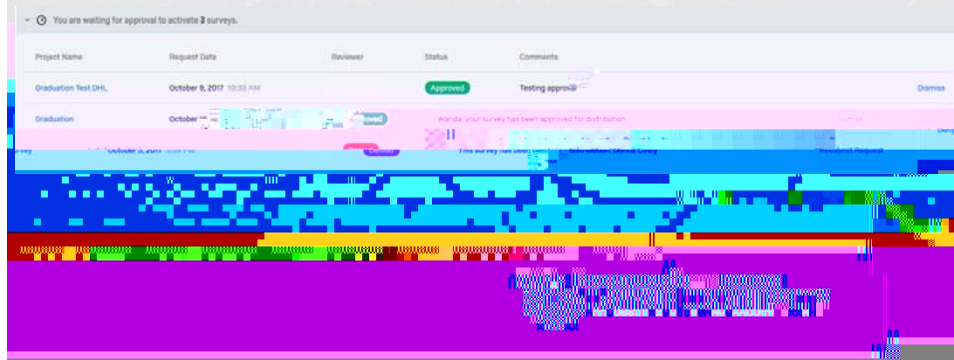
IRB Analyst Review

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



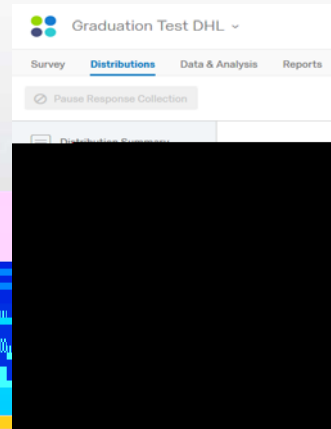
Distribution has been Approved or Denied

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



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

Distribute your survey via email.

Compose Email

Compose the Distribution Email

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

- To:** Donna Lively - dlively@tamar.edu (Annotated: Select from your contacts list)
- From:** noreply@pemailserver.com, Wanda Harper, w.harpen@tamar.edu
- When:** Send in 1 hour (Annotated: Select when to send your survey)
- Subject:** Graduation
- Message:** Dear Student, Please complete the following survey! Follow this link to the Survey: \$@-chancelink?ip=Take the Survey! On Copy and paste the URL, below into your internet browser: \$@-chancelink?ip= Take the Survey! Follow the link to get out of future emails: \$@-http://tamar.edu/links here to unsubscribe!

Additional annotations on the right side of the image:

- Enter wording in the email (points to the message body)
- The link to the survey is already there (points to the survey link in the message body)
- Click the Send button (points to the Send button at the bottom right)