


# STEPS TO EMBED INFORMED CONSENT IN YOUR SURVEY



# CREATE A NEW SURVEY

Rocky Embeds Informed Consent - Sample 1

SUMMARY → DESIGN SURVEY → PREVIEW AND SCORE → COLLECT RESPONSES → ANALYZE RESULTS

QUESTION BANK

Search for questions

BUILDER

THEMES

LOGIC

OPTIONS

PRINT

Page Logic

More Actions

⊕ LOGO

Rocky Embeds Informed Consent - Sample 1

⊕ PAGE TITLE

Help!

Feedback!

# HERE ARE THE KEY STEPS (ALSO SHOWN ON THE FOLLOWING "SLIDES")

- (1a) On the first page of your survey, add a multiple choice item that has as its text the informed consent form information.
- (1b) The response options are Yes and No
- (2a) Insert a new page in the survey. See the pdf
- (2b) You may have to move items around but be sure that the informed consent is on page 1 and the first survey item is on page 2
- (3a) Go back to the informed consent item and click on the "logic" option.
- (3b) For "Yes" select go to page 2; for "No" select Disqualify
- (3c) Save
- (4) Preview your survey to be sure it works.

(1A) HERE IS THE STARTING PAGE OF THE SURVEY

Page Logic ▼ More Actions ▼

Page Title ?

How to embed informed consent as Item #1

You're good up to 100 characters.

Page Description ?

This is going to be a sample survey for my EDU738 class.

CANCEL SAVE

+ NEW QUESTION ▼

or Copy and paste questions

Help!

Feedback!

(1A) USING  
THE  
“BUILDER”  
SELECT AND  
DRAG  
“MULTIPLE  
CHOICE”  
ONTO THE  
SURVEY  
FORM AREA

⊕ NEW QUESTION

☰ Multiple Choice

★ Star Rating

☁ File Upload

👤 Net Promoter® Score

▭ Single Textbox

💬 Comment Box

⌵ Matrix of Dropdown  
Menus

📅 Date / Time

🖼 Image

🖼 Image A/B Test

☑ Checkboxes

⬇ Dropdown

📊 Matrix / Rating Scale

☰ Ranking

🔑 Slider

☰ Multiple Textboxes

👤 Contact Information

✍ Text

✍ Text A/B Test

Help!

Feedback!

# (1A) THE INITIAL LAYOUT FOR A MULTIPLE CHOICE ITEM

SCORE → COLLECT RESPONSES → ANALYZE RESULTS NEXT →

**EDIT**    OPTIONS    LOGIC    COPY

Multiple Choice  Show Suggested Questions ?

**Q1**

Rich text editor toolbar: **B** U *I* [Link](#) **A** ...

SCORE → COLLECT RESPONSES → ANALYZE RESULTS NEXT →

### Answer Choices ⊕ BULK ANSWERS ?

- ⊕ ⊖
- ⊕ ⊖
- ⊕ ⊖

Score this question (enable quiz mode) ?

Use previous answer choices (carry forward responses) ?

Add an "Other" Answer Option or Comment Field ?

⊕ NEXT QUESTION    CANCEL    SAVE

Help!

Feedback!

(1A) PASTE  
YOUR  
INFORMED  
CONSENT  
FORM INTO  
THE TEXT  
AREA OF THE  
QUESTION.

Rocky Embeds Informed Consent - Sample 1 EDIT

+ PAGE TITLE

**EDIT**    OPTIONS    LOGIC    COPY

Multiple Choice ?     Show Suggested Questions ?

Q1    Informed Consent

Hello,

We are students in a graduate education course at Salem State University, EDU 738. As part of the course requirement we are conducting a study to .....

PROCEDURES, RISKS, BENEFITS, etc.....

By clicking 'Yes' below you are acknowledging the following:

(a) I confirm that I have read and understood the attached information sheet for the above study. I confirm that I have had the opportunity to consider the information and ask questions and that these have been answered satisfactorily.

(b) I understand that my participation is voluntary and that I am free to withdraw at any time without negative consequences without giving any reason

(c) I agree to take part in this study.

And I understand that if I click 'No' below, I will exit this survey with no penalty to me.

Answer Choices + BULK ANSWERS ?

## AN EXAMPLE OF AN ELECTRONIC PERMISSION

Dear Student,

Recently, your Professor told you about a study that s/he is participating in regarding teaching practices. As part of that study, you are being invited to participate in a voluntary survey focused on your professor's teaching. Please note that your responses will be completely anonymous. Your professor will not have access to them. Thus, taking the survey cannot affect your grade and does not provide any risks or benefits to you. Your participation, however, is both appreciated and helpful to improving teaching at Salem State in general.

Electronic Consent:

If you click the 'yes' radio button below, you will be indicating that you have read this information about this survey and that you agree to participate at this time.

If you click on the 'no' radio button below, you will be declining to participate and you will exit this survey.

Please note that if you begin the survey but decide not to complete the survey you can simply close the browser.

Should you have any questions about the survey and/or your participation please contact Professor Rocky Shwedel (978-542-6642), principal investigator.

For concerns about your treatment as a research participant, please contact:

Institutional Review Board (IRB) Sponsored Programs and Research Administration Salem State University

352 Lafayette Street

Salem, MA 01970

(978) 542-7556 or (978) 542-7177 or [irb@salemstate.edu](mailto:irb@salemstate.edu)



PAGE TITLE

EDIT OPTIONS LOGIC COPY

Multiple Choice

 Show Suggested Questions

Q1 Informed Consent

Hello,

We are students in a graduate education course at Salem State University, EDU 738. As part of the course requirement we are conducting a study to .....

PROCEDURES, RISKS, BENEFITS, etc.....

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(b) I understand that my participation is voluntary and that I am free to withdraw at any time without negative consequences without giving any reason

(c) I agree to take part in this study.

**And I understand that if I click 'No' below, I will exit this survey with no penalty to me.**

Answer Choices

BULK ANSWERS

 Yes No Enter an answer choice Score this question (enable quiz mode) Use previous answer choices (carry forward responses) Add an "Other" Answer Option or Comment Field

NEXT QUESTION

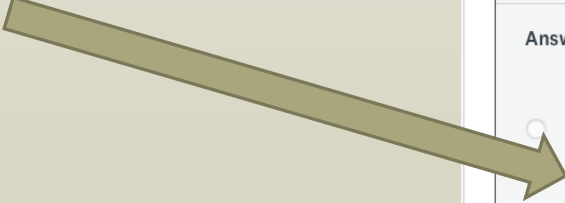
CANCEL

SAVE

Help!

Feedback!

(1B) SET THE  
RESPONSE  
OPTIONS TO  
"YES" AND  
"NO"



(2A) INSERT  
A NEW PAGE  
INTO THE  
SURVEY  
FORM.

The image shows a survey builder interface. On the left is a sidebar with sections: BUILDER, THEMES, and LOGIC. Under BUILDER, there are options: Text, Image, Text A/B Test, Image A/B Test, Intro Page, New Page (with a plus icon), and Page Break. The 'New Page' option is highlighted with a tooltip. The main area on the right shows a survey form with a green header 'Rocky Embeds Informed Consent', a 'LOGO' placeholder, and a 'PAGE TITLE' placeholder. The tooltip for 'NEW PAGE' contains the following text: 'Click New Page to add a page to the end of your survey--or drag and drop a page into your survey wherever you'd like. Include multiple pages to break up a long survey or to organize and present survey questions by topic.' Below the text is a 'Learn more' link. At the top of the tooltip is a checkbox labeled 'Hide Builder tooltips'.

**BUILDER**

- Text
- Image
- Text A/B Test
- Image A/B Test
- Intro Page
- New Page **+**
- Page Break

**THEMES**

**LOGIC**

**LOGO**

Rocky Embeds Informed Consent

**PAGE TITLE**

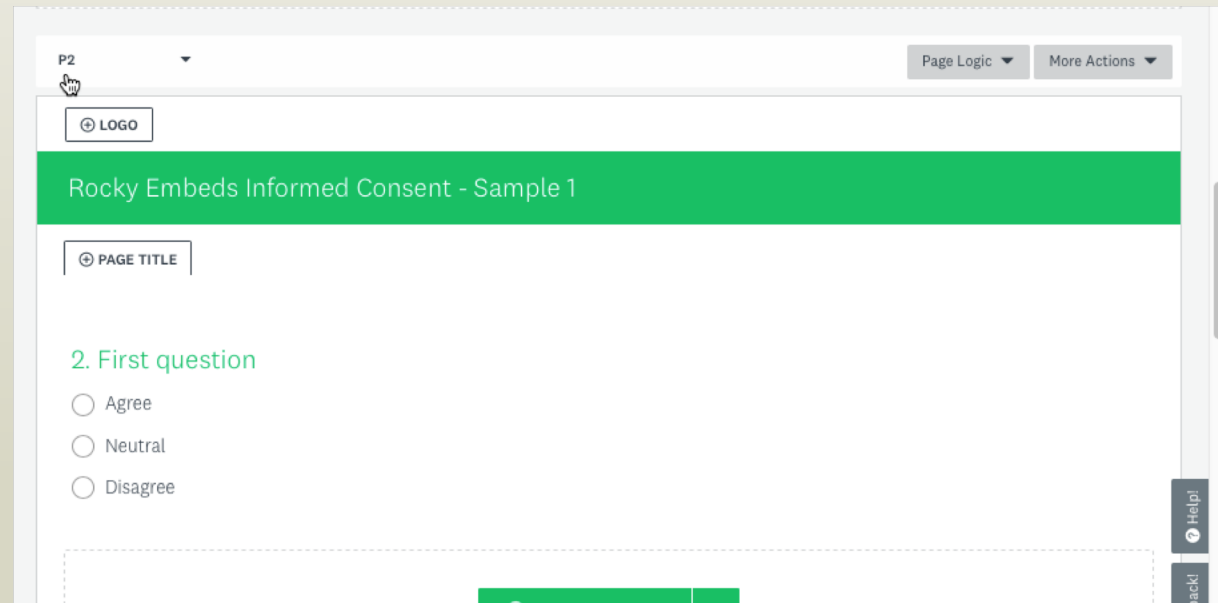
Hide Builder tooltips

**NEW PAGE**

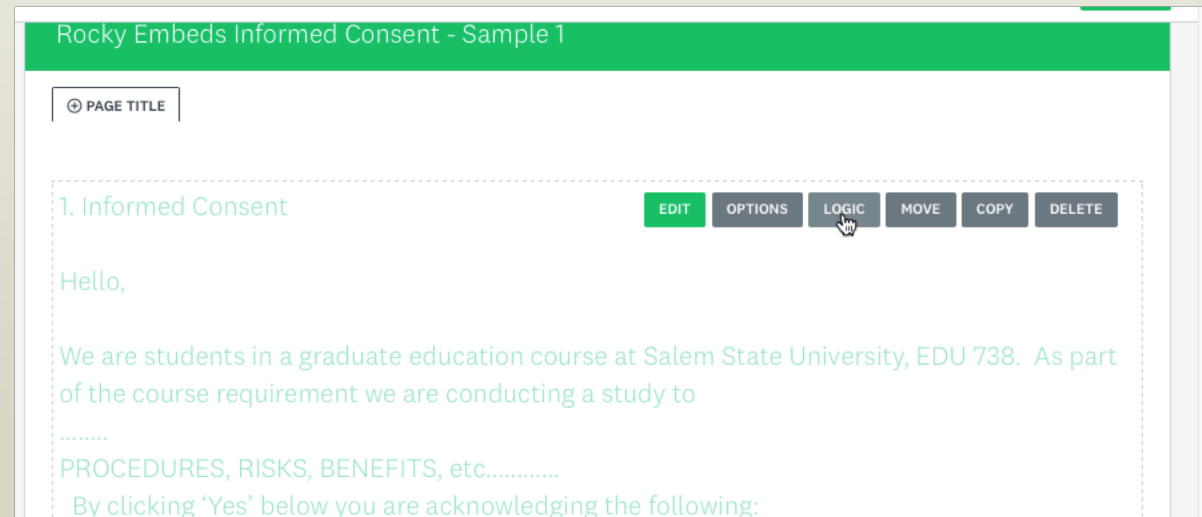
Click New Page to add a page to the end of your survey--or drag and drop a page into your survey wherever you'd like. Include multiple pages to break up a long survey or to organize and present survey questions by topic.

[Learn more](#)

# (2A) PAGE 2 IS WHERE YOUR ACTUAL SURVEY ITEMS BEGIN.



(3A) GO BACK TO THE INFORMED CONSENT ITEM ON PAGE 1 AND CLICK ON THE “LOGIC” OPTION.



# (3B) THE LOGIC OPTION IS USED TO EITHER ALLOW THE RESPONDENT TO CONTINUE OR TO EXIT THE SURVEY.

The screenshot shows a web-based interface for configuring survey logic. At the top, a green header bar contains the text "Rocky Embeds Informed Consent - Sample 1" and an "EDIT" button. Below the header, there is a "PAGE TITLE" field. The main area features a tabbed interface with "LOGIC" selected. The logic configuration table is as follows:

EDIT	OPTIONS	LOGIC	MOVE	COPY
If answer is ... ?		Then skip to ... ?	Clear All	
Yes	-- Choose Page --			Clear
No	-- Choose Page --			Clear

At the bottom of the logic configuration area, there are buttons for "NEXT QUESTION", "CANCEL", and "SAVE". Below this, a dashed box indicates a "NEW QUESTION" button.

(3B-1) Thus, for ‘Yes’ select go to page 2; for ‘No’ select Disqualification Page.

The screenshot shows a web-based interface for configuring survey logic. At the top, a green header reads "Rocky Embeds Informed Consent - Sample 1". Below this is a "PAGE TITLE" field. The main area has a tabbed interface with "LOGIC" selected. The logic table has two columns: "If answer is ..." and "Then skip to ...".

If answer is ...	Then skip to ...	Clear All
Yes	-- Choose Page --	Clear
No	P1	Clear

Below the table are buttons for "NEXT QUESTION", "CANCEL", and "SAVE". A dropdown menu is open for the "Yes" row, showing options: "-- Choose Page --", "P1", "P2", "P3", "End of survey", and "Disqualification Page". At the bottom, there is a "NEW QUESTION" button and a link "or Copy and paste questions". A sidebar on the right contains "back" and "Help" buttons.

(3B-2) THUS, FOR 'YES" SELECT GO TO PAGE 2; FOR 'NO' SELECT DISQUALIFICATION PAGE.

Rocky Embeds Informed Consent - Sample 1

⊕ PAGE TITLE

EDIT	OPTIONS		COPY
✦	Logic applied: Changes		?
If answer is ... ?			Clear All
Yes		Top of page	Clear
No		-- Choose Page --	Clear

⊕ NEXT QUESTION

CANCEL SAVE

(3B-3) THUS, FOR ‘YES’ SELECT GO TO PAGE 2; FOR ‘NO’ SELECT DISQUALIFICATION PAGE.

The screenshot shows a configuration interface for a survey question. At the top, a green header bar contains the text "Rocky Embeds Informed Consent - Sample 1" and an "EDIT" button. Below the header is a "PAGE TITLE" field. A navigation bar includes "EDIT", "OPTIONS", "LOGIC" (which is highlighted), "MOVE", and "COPY". A dark blue banner below the navigation bar states "Logic applied: Changes to this question will be limited." with a question mark icon. The main logic configuration area has two columns: "If answer is ..." and "Then skip to ...". There are two rows of configuration. The first row is for the "Yes" answer, with "P2" selected in the "Then skip to ..." dropdown and "Top of page" in the second dropdown. The second row is for the "No" answer, with "Disqualification Page" selected in the "Then skip to ..." dropdown and an empty dropdown in the second column. Each row has a "Clear" button. At the bottom left is a "NEXT QUESTION" button, and at the bottom right are "CANCEL" and "SAVE" buttons.

If answer is ...	Then skip to ...	
Yes	P2	Top of page
No	Disqualification Page	



# (3C) CLICK “SAVE”

The screenshot shows a survey editor interface for a question titled "Rocky Embeds Informed Consent - Sample 1". The interface includes a header bar with the title and an "EDIT" button. Below the header is a "PAGE TITLE" field. The main content area has tabs for "EDIT", "OPTIONS", "LOGIC", "MOVE", and "COPY", with "LOGIC" currently selected. A warning message states: "Logic applied: Changes to this question will be limited." Below this is a table for defining logic rules. The table has two columns: "If answer is ..." and "Then skip to ...". There are two rows: one for "Yes" with "P2" and "Top of page" selected, and one for "No" with "Disqualification Page" selected. A "Clear All" link is present to the right of the table. At the bottom of the interface are buttons for "NEXT QUESTION", "CANCEL", and "SAVE".

If answer is ...	Then skip to ...	Clear All
Yes	P2 Top of page	Clear
No	Disqualification Page	Clear

**(4) PREVIEW YOUR SURVEY TO BE SURE IT WORKS!**