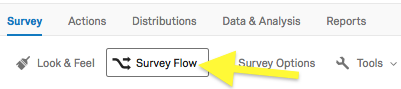
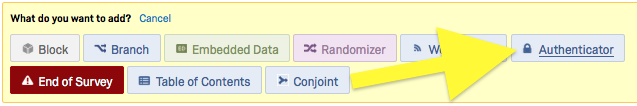
Set up a Qualtrics survey so that participants must log in with their HarvardKey

1. Edit the Survey Flow
   1. Go into a survey and click on “Survey Flow"  
      
   2. Add a new element  
      
   3. Choose "Authenticator"  
      
   4. For Authentication Type choose "SSO" and for SSO Type choose "Shibboleth"
   5. Check “Capture respondent identifying info” then use the green “+” button to map three fields:

firstname = firstname

lastname = lastname

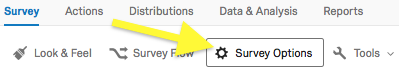
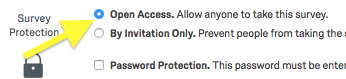
email = email

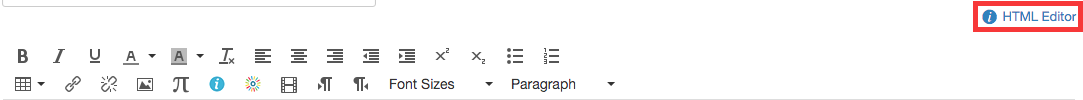
(These fills need to be matched exactly)

A screenshot of a social media post

Description automatically generated  
*Note that after setting this up, using the Preview Survey feature will not work correctly.*

* 1. **Make sure this Authenticator block is the first element at the very top of your Survey Flow**. If it isn't, click on "Move" to drag and drop it to the top. Also be sure that **all subsequent question blocks or branches are nested beneath the Authenticator block** so respondents must authenticate before they can view the survey questions.  
     
  2. Click "Save Flow"

1. Confirm your Survey Options
   1. Click on “Survey Options”  
      
   2. Survey Protection should be set to "Open Access":  
      
2. Distribute your Survey
   1. You can now distribute your survey using any of the regular Qualtrics distribution options. When users access your survey they will be automatically prompted to log in using their Harvard Key.
3. Embed Survey to Canvas
   1. If you have an existing page you would like to edit, navigate to the page and click on Edit. If not, create a new page in Canvas. In the edit screen, click on the HTML Editor option to the right of the editing toolbar, as shown below:



* 1. Paste the code below into your Canvas HTML editor:

*<iframe style="display: block; margin-left: auto; margin-right: auto;" src="****Replace with Survey Link****" width="100%" height="800px" name="Sample Survey"></iframe>*

You will replace bold text above with the survey link from Qualtrics. The *width* and *height* can be adjusted as needed. The *name* is not visible and only serves more so as an organizational object.

1. Check the results of the survey:  
     
   Go to Data Analysis tab of Qualtrics, click on the “Tools” on the top-right. Then select “Choose Columns”>”Embeded Data”, select “firstname, lastname, email”.  
     
   A screenshot of a computer

   Description automatically generated