

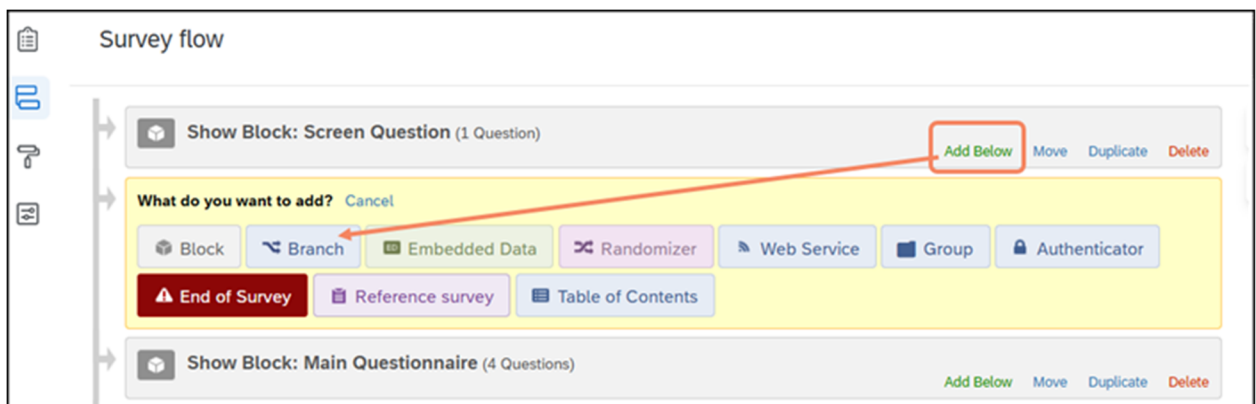
## QUALTRICS: How to remove a participant who does not qualify

### Preparation:

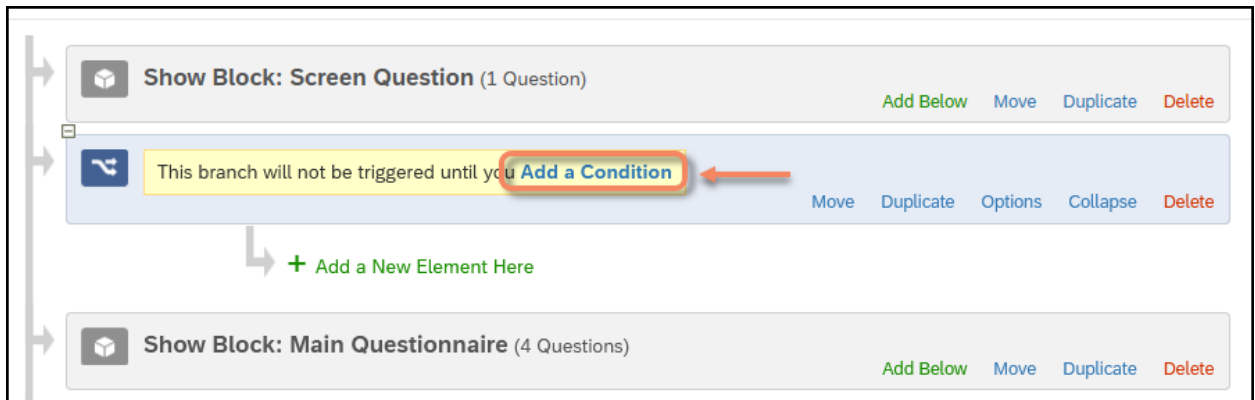
1. Rename the “Default Question Block” that comes with your new survey project to indicate it contains the consent or screen questions.
2. Add questions to show the survey title, consent information, consent to participate question, and screening questions.
3. Adjust the settings for each consent and screening question so that a user response is required in order for the survey page to be submitted.
  - i. Select the question by clicking on it – a blue frame appears around the selected question
  - ii. Scroll through the “Edit Question” settings until you reach the “Response requirements” heading and expand that section of settings
  - iii. Toggle the “Add requirements to the right” “On” position
  - iv. Select “Force response” from the option list.
4. Add one or more Blocks of questions after the initial one to contain the main survey questions.

### Create the Survey Flow Rules:

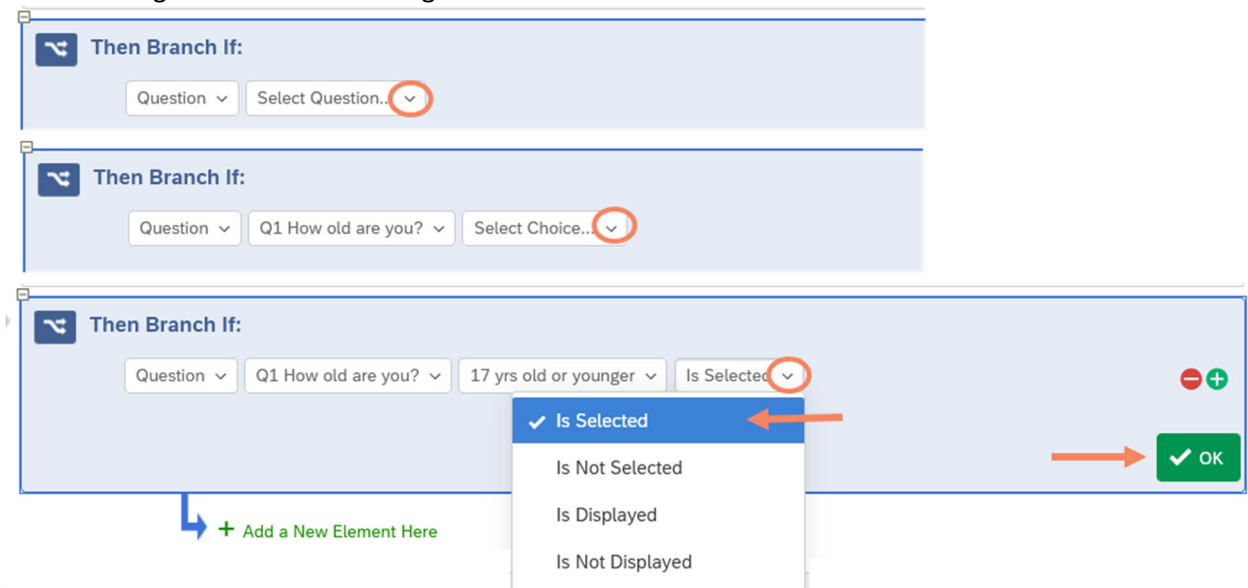
1. Click on the “**Survey Flow**” tool link, in the left side menu.  
A list of the question Blocks that make up your survey displays.
2. In the consent/screening Block, click “Add below”, then select “Branch”.



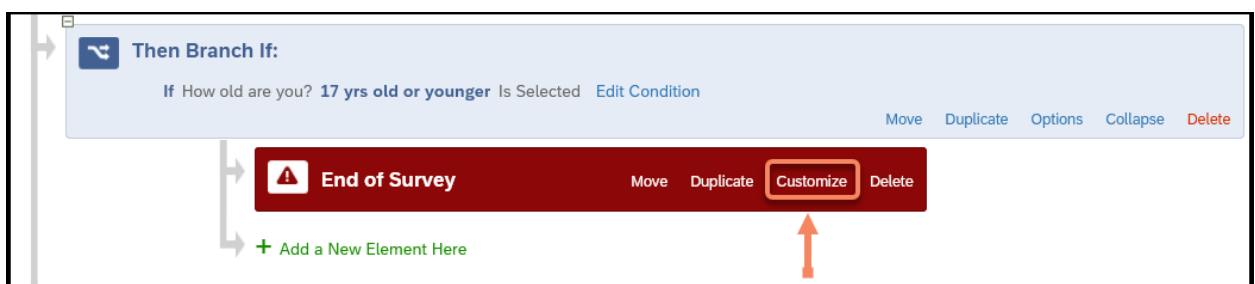
3. Click “**Add a Condition**” .



4. Use the dropdown menus to create a logic rule based on your screen conditions that defines the conditions that must be met in order to terminate the respondent's session, i.e. kick the respondent out for failing to meet the screening conditions.



5. Under the finished Branch rule, click the "Add a New Element Here" link.
6. Select the "End of Survey" option. A red bar labeled "End of Survey" displays on the Survey Flow Screen, indented under the Branch rule.
7. Click the "Customize" link on the End of Survey bar. A popup window of options displays.



8. In the popup menu:
  - i. Check the “Override Survey Options” box
  - ii. Select the “Custom end of survey message” option
  - iii. Expand the “Select a message” menu
  - iv. Select “My Library”
  - v. Select either a premade disqualification message (if you have one stored), or create a new message (which is the last option in the menu).
  - vi. Click the OK button to save your rule.

The screenshot shows the 'Customize End Of Survey' dialog box. It has a title bar and a main content area. The 'Override Survey Options' checkbox is checked. Below it are three radio buttons: 'Default end of survey message.', 'Custom end of survey message...', and 'Rec...'. The 'Custom end of survey message...' option is selected. To its right is a 'Select a message' dropdown menu. This menu is open, showing two options: 'My Library: Jordan Gongora' and 'Global Library: Qualtrics Librai'. To the right of the dropdown is a search bar with the text 'Search...'. Below the search bar is a text area with the text 'Custom saved messages appear here'. Below the text area is a button labeled 'New Message...'. At the bottom right of the dialog box is a green button with a checkmark and the text 'OK'. Red arrows point from the instructions in the list above to the corresponding elements in the dialog box: from 'Override Survey Options' to the checkbox, from 'Custom end of survey message...' to the radio button, from 'Select a message' to the dropdown, from 'My Library' to the first option in the dropdown, and from 'Click the OK button' to the 'OK' button.

9. Click the green “Save Flow” button (in the bottom right corner).

The rule defined will test the respondent’s answer to the screening condition and send them out of the survey if they do not meet the required conditions for proceeding.

If they are not kicked out, they proceed to the next Block of questions listed in the Survey Flow. Add any additional survey flow elements needed. You may wish to include a different custom message or action when a student finishes the main survey.

### Verify Survey Flow Rules

Preview your survey and test how your it responds to different screening question answer choices, including leaving questions unanswered. If the survey flow does not work as expected, edit the questions and survey flow structure as needed to get the desired results.

Be sure to publish your edited survey.