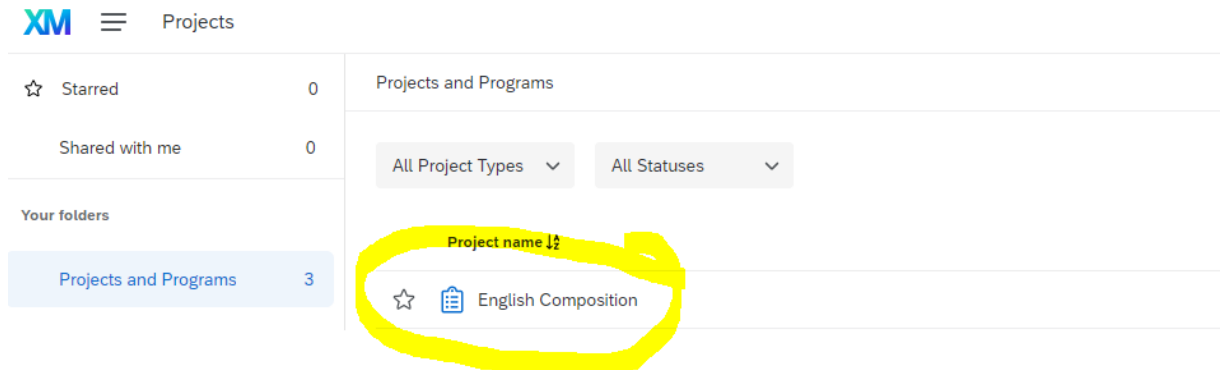
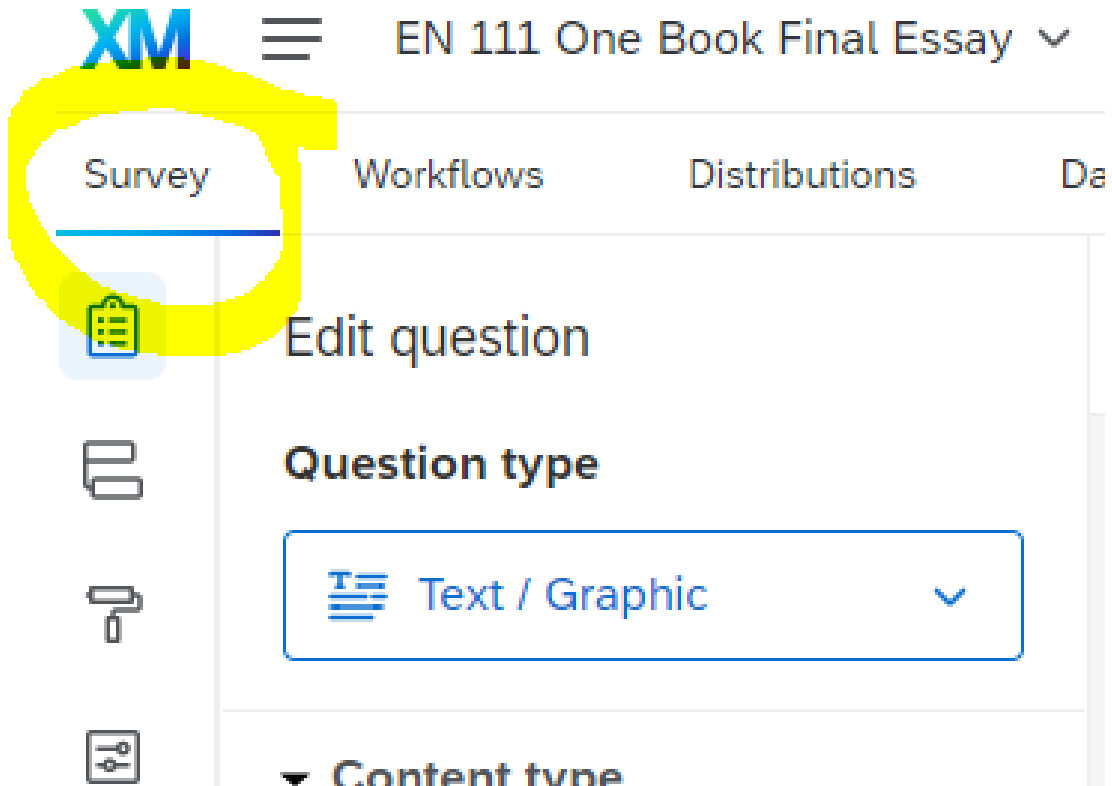


1. Log into Qualtrics using your UNA portal credentials

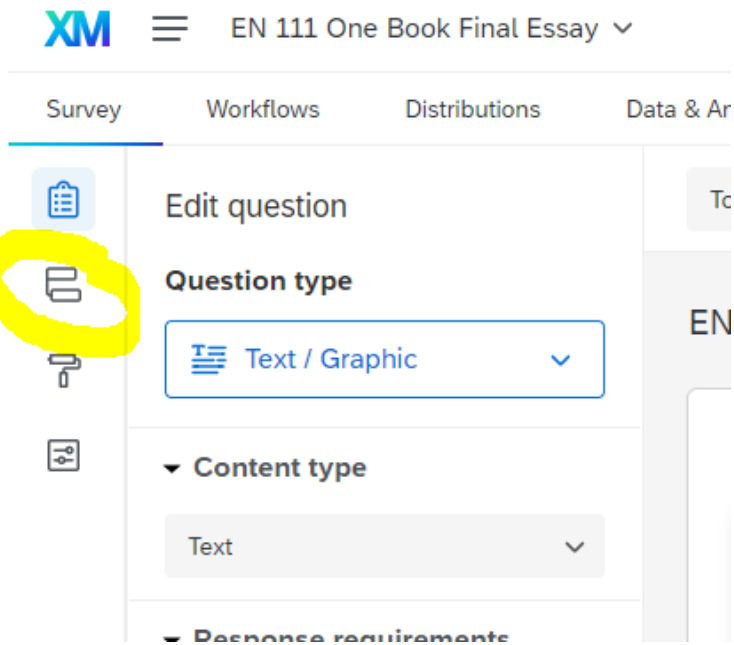
2. Click on the survey/instrument that you would like to integrate with Canvas



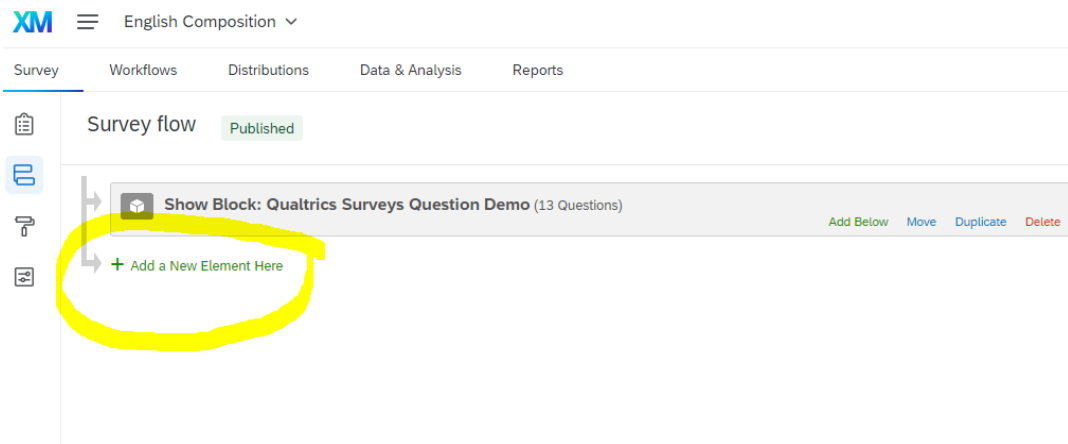
3. Click on the "Survey" tab at the top left corner



4. Click the survey flow icon on the left navigational panel



5. At the end of the survey blocks, click "Add a New Element Here"



6. Select “Embedded Data”

The screenshot shows the Qualtrics Survey flow editor interface. At the top, there is a navigation bar with the XM logo and a menu icon, followed by the text 'English Composition'. Below this is a horizontal menu with tabs for 'Survey', 'Workflows', 'Distributions', 'Data & Analysis', and 'Reports'. The 'Survey' tab is active. The main area is titled 'Survey flow' and has a 'Published' status indicator. A block titled 'Show Block: Qualtrics Surveys Question Demo (13 Questions)' is visible. Below it, a yellow 'What do you want to add?' dialog box is open, showing a list of options: 'Block', 'Branch', 'Embedded Data', 'Randomizer', 'Web Service', 'Group', and 'Authenticator'. The 'Embedded Data' option is circled in yellow. At the bottom of the dialog, there are buttons for 'End of Survey' and 'Reference survey'. Below the dialog, there is a '+ Add a New Element Here' button.

7. Within each field type the name of the data field you would like to transfer over from Canvas. ****one type per field**** and **** name must be exactly as shown below****

After each field name is entered, your screen should look like this:

The screenshot shows the 'Set Embedded Data' configuration screen in the Qualtrics Survey flow editor. The screen is titled 'Set Embedded Data:' and has an 'ED' icon in the top left corner. It contains a list of data fields to be imported from Canvas. Each field has a name in a dark grey box, a description of where the value will be set, and a 'Set a Value Now' link. The field names are highlighted with yellow brackets. At the bottom, there is an 'Add a New Field' link and a set of action buttons: 'Add Below', 'Move', 'Duplicate', 'Add From Contacts', 'Options', and 'Delete'. The overall interface is consistent with the previous screenshot, showing the 'Survey flow' editor with the 'Published' status.

8. Move the entire block of Embedded Data above your first block in the survey by clicking on “move” and while holding down still selected move the block to the beginning of the survey.

ED Set Embedded Data:

Student First Name Value will be set from Panel or URL. [Set a Value Now](#)

Student Last Name Value will be set from Panel or URL. [Set a Value Now](#)

Student SIS ID Value will be set from Panel or URL. [Set a Value Now](#)

Term Value will be set from Panel or URL. [Set a Value Now](#)

Course Name Value will be set from Panel or URL. [Set a Value Now](#)

Course SIS ID Value will be set from Panel or URL. [Set a Value Now](#)

[Add a New Field](#)

[Add Below](#) [Move](#) [Duplicate](#) [Add From Contacts](#) [Options](#) [Delete](#)

Survey flow Draft

ED Set Embedded Data:

Student First Name Value will be set from Panel or URL. [Set a Value Now](#)

Student Last Name Value will be set from Panel or URL. [Set a Value Now](#)

Student SIS ID Value will be set from Panel or URL. [Set a Value Now](#)

Term Value will be set from Panel or URL. [Set a Value Now](#)

Course Name Value will be set from Panel or URL. [Set a Value Now](#)

Course SIS ID Value will be set from Panel or URL. [Set a Value Now](#)

[Add a New Field](#)

[Add Below](#) [Move](#) [Duplicate](#) [Add From Contacts](#) [Options](#) [Delete](#)

Show Block: Qualtrics Surveys Question Demo (13 Questions) [Add Below](#) [Move](#) [Duplicate](#) [Delete](#)

[+ Add a New Element Here](#)

Block is now before the others in the survey

9. Click “Apply” in the lower right corner

The screenshot displays the XM Survey flow editor interface. At the top, the navigation bar includes the XM logo, a menu icon, and the text "English Composition". Below this, a secondary navigation bar lists "Survey", "Workflows", "Distributions", "Data & Analysis", and "Reports". The main content area is titled "Survey flow" and shows a "Draft" status. A "Show flow IDs" toggle is visible on the right. The central workspace contains two blocks: "Set Embedded Data" and "Show Block: Qualtrics Surveys Question Demo (13 Questions)". The "Set Embedded Data" block lists fields: Student First Name, Student Last Name, Student SIS ID, Term, Course Name, and Course SIS ID, each with a "Set a Value Now" link. The "Show Block" has an "Add Below" link. At the bottom right, there are "Revert" and "Apply" buttons, with the "Apply" button highlighted by a yellow circle.