How do you want to distribute the survey?
- Post survey online
  - Anonymous link
- Send in an email
  - Is it okay if respondents answer more than once?
    - Yes
      - Anonymous link
    - No
      - Contact List

How do I capture identifying information about who is taking my survey?
- How are you distributing your survey?
  - Anonymous link
  - Contact list
    - Ask users for their contact information in the survey
    - OR
      - Set up Shibboleth sign-in under survey flow and specify identifying information to capture (first name, last name, email)
      - This is done automatically and captures whatever fields you have in the contact list (first name, last name, email)

How do I limit certain people from accessing my survey?
- Do you want to allow all Ursinus people to access the survey?
  - Yes
    - Anonymous link and set up shibboleth sign-in under survey flow
  - No, only certain people
    - Use a Contact list and set up shibboleth sign-in under survey flow
    - Use anonymous link and set shibboleth sign in under survey flow and associate it with a panel/contact list
When Would You Use an Anonymous Link?

- If you want to post the link online
- If you want to allow users to take the survey/form more than once
- If you don’t want to create a spreadsheet of users and would rather email them in Outlook

When Would You Use a Contact List?

- If you already have a spreadsheet of users that you want to send the survey to
- If you want to prevent users from taking the survey more than once
- Want to send reminders to users who haven’t completed the survey