Qualtrics Surveys

Goals

- Categorize submissions
- Separate identifying information (name, email, etc.) from the content of the proposal for anonymous judging
- Rejoin the identifying info with the proposal content

Resources and Ideas

Good overview of qualtrics

- There might be an easier way to do this. This could be helpful in keeping it anonymous while still having the ability to match entries back with the names, but I'm not sure if we could remove the random element
- If we can make edits to the form itself, it might be useful to make title and abstract separate fields for convenience's sake.

Workflow Idea

1. Get survey responses
2. Assign participant ID to each response
3. Add an empty field for accepted to each response
    a. Create a manual number field with 0 being not accepted and 1 being accepted
4. If the proposal is a resubmission, mark it as accepted
5. Categorize responses by entry category
6. Split the data into two tables
    a. Table 1 with the participant ID, name, and email
    b. Table 2 with the participant ID and the rest of the data
7. Give table 2 to the judges to mark the accepted entries as accepted
    a. You could also split the tables based on categories if there is going to be a different set of judges for each category and/or the judges prefer to judge one category at a time. This could also be helpful for basic organization and record keeping.
8. Join the two tables (on the participant ID) together to add the name back
    a. As of now, I think that this would require exporting each table to a CSV and using excel/a simple python script to join them back together, but I'll keep looking into it
9. Filter based on accepted to find all the accepted participants

EXAMPLE OF TABLES

Entered Data

Name	Email	Resubmission	Category	Title	Keyword

Add ID Column

ID	Name	Email	Resubmission	Category	Title	Keyword

Add Accepted Column

ID	Name	Email	Resubmission	Category	Title	Keyword	**Accepted**

Create a table for each category

Microtalk

ID	Email	Name	Resubmission	Title	Keyword	Accepted

Conference Paper

ID	Email	Name	Resubmission	Title	Keyword	Accepted

Pre-constituted panel

ID	Email	Name	Resubmission	Title	Keyword	Accepted

Screening/Workshop/Roundtable/Exhibition

ID	Email	Name	Resubmission	Title	Keyword	Accepted

Split each category table into two tables - a key and anonymous table

Microtalk_key

ID	Name	Email

Microtalk_anonymous

ID	Microtalk	Resubmission	Title	Keyword	Accepted

*repeat for all categories

Give to the judges for evaluation

Microtalk_key

ID	Name	Email
12345	Proposal 1	test@email.com
67890	Proposal 2	another@email.com

Microtalk_anonymous

ID	Category	Resubmission	Title	Keyword	Accepted
12345	Microtalk	0	Title1	Keywords	1
67890	Microtalk	0	Title2	Keywords	0

*repeat for all categories

Join each category table on ID

Microtalk_judged

ID	Category	Name	Email	Resubmission	Title	Keywords	Accepted
12345	Microtalk	Proposal 1	test@email.com	0	Title 1	Keywords 1	1
67890	Microtalk	Proposal 2	test2@email.com	0	Title 2	Keywords 2	0

*repeat for all categories

Concatenate all the category tables together to get a master list

Microtalk_judged + ConferencePaper_judged +PreConstitutedPanel_judged + Exhibition_judged

ID	Category	Name	Email	Resubmission	Title	Keywords	Accepted
12345	Microtalk	Proposal 1	test@email.com	0	Title 1	Keywords 1	1
67890	Microtalk	Proposal 2	test2@email.com	0	Title 2	Keywords 2	0
23456	Conference Paper	Proposal 3	tes3t@email.com	1	Title 3	Keywords 3	1
34567	Pre-Constituted Panel	Proposal 4	test4@email.com	0	Title 4	Keywords 4	0
45678	Exhibition	Proposal 5	test5@email.com	1	Title 5	Title5	1