

### Instructions for Batch Uploading Images to Qualtrics

1. In Qualtrics, go to Library -> Graphics Library -> add a new folder -> Upload all images for your survey here.
2. Go to your Qualtrics Account Settings -> Qualtrics IDs -> under Libraries, find My Library -> find Graphics (new folder name). This should include a column for your image filenames and a column with random strings.
3. Copy and paste the image URL table into a CSV file and name it as imageURL.csv. This is the table that includes all the images you want to batch upload, and their corresponding URLs. (The random strings are only the last part of the image URLs, so you'll add the first part of URLs in the next steps)
4. Go to Library again -> go to the same folder where you have uploaded images -> go to whichever image and click on the little gear-thingy icon -> copy URL. Paste the URL somewhere and it should be like below. The way this URL works is the **first part (blue) is the same for all your Qualtrics images**, and the last part (**yellow**) is the random string for that specific image.  
[https://kusurvey.ca1.qualtrics.com/ControlPanel/Graphic.php?IM=IM\\_dhg1MvyfCVvEIJY](https://kusurvey.ca1.qualtrics.com/ControlPanel/Graphic.php?IM=IM_dhg1MvyfCVvEIJY)
5. Now go to imageURL.csv and paste the first part in front of every random string.  
**Eventually, your imageURL.csv should look like imageURL-example.csv.** This file will be read by the R script, which transforms it into batch-able format.
6. Open batchUploadImages.R and run it. Once it finishes running, you should see a new text file called "imageURL-upload.txt" in your folder. It should look similar to imageURL-example-upload.txt.
7. Now go to Qualtrics again -> make a new blank survey -> Tools -> Import/Export -> Import Survey -> select imageURL-upload.txt -> Import.
8. Once it finishes loading, you should see all the images and questions are now added to the survey.  
(**Note:** this only appends the stimuli to the end of the survey, so if you import into a survey that already includes some questions, the new stimuli would **not** replace the old questions but would just be added to the end.)