

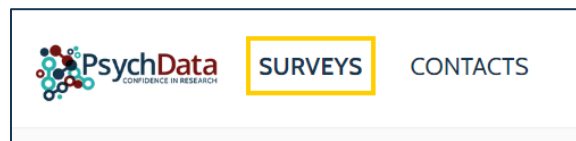
Add/Hide a Question

Step 1: Access Your Account

[Sign into](#) your account and follow these steps to create a survey distribution in PsychData.

Step 2: Navigate to the Distribution Page

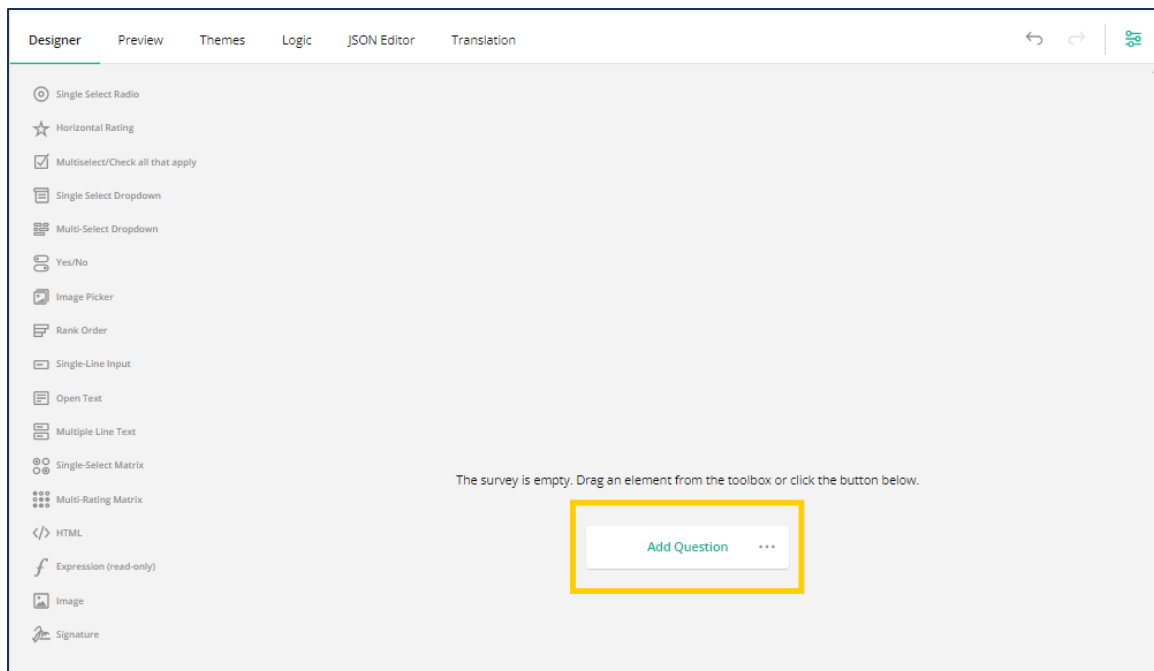
When you are done building your survey and are ready to distribute it to your participants, you will need to make sure that you have selected the correct survey. Navigate to the Surveys page by clicking the word “Surveys” at the top of the screen.



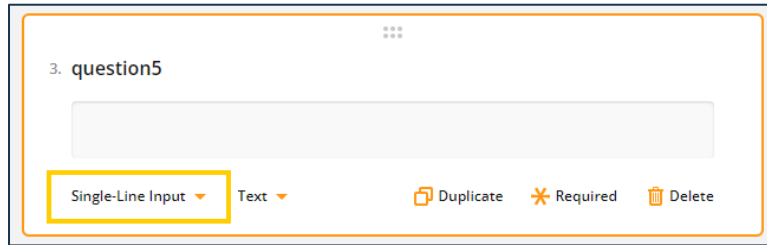
Locate the survey you want to edit in the list.

Step 3: Add a Question

Click “Add Question.”



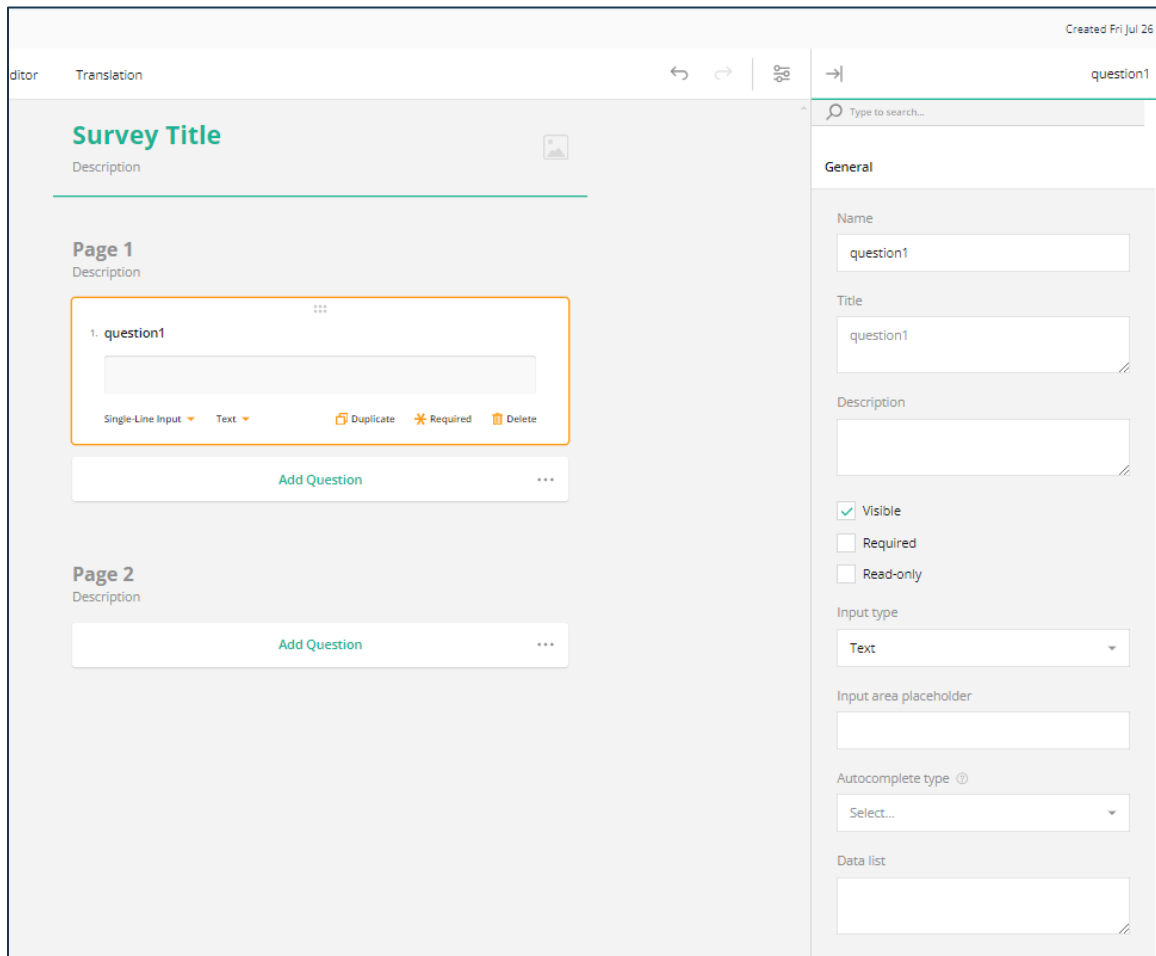
A new question box will appear, the question-type will be preset set to a Single-Select Radio, which you can change using the dropdown in the lower left-hand corner of the question area.



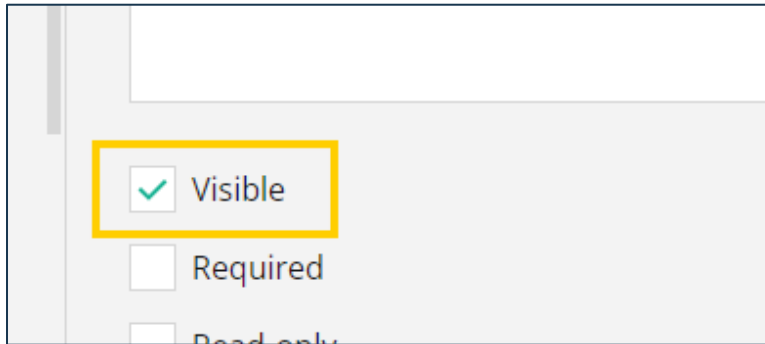
Step 4: Visibility Options

Hide the Question

Once you have added your question information to your satisfaction, click on the question to highlight it, as seen below. The sidebar to the right will change to reflect the details for the selected question.

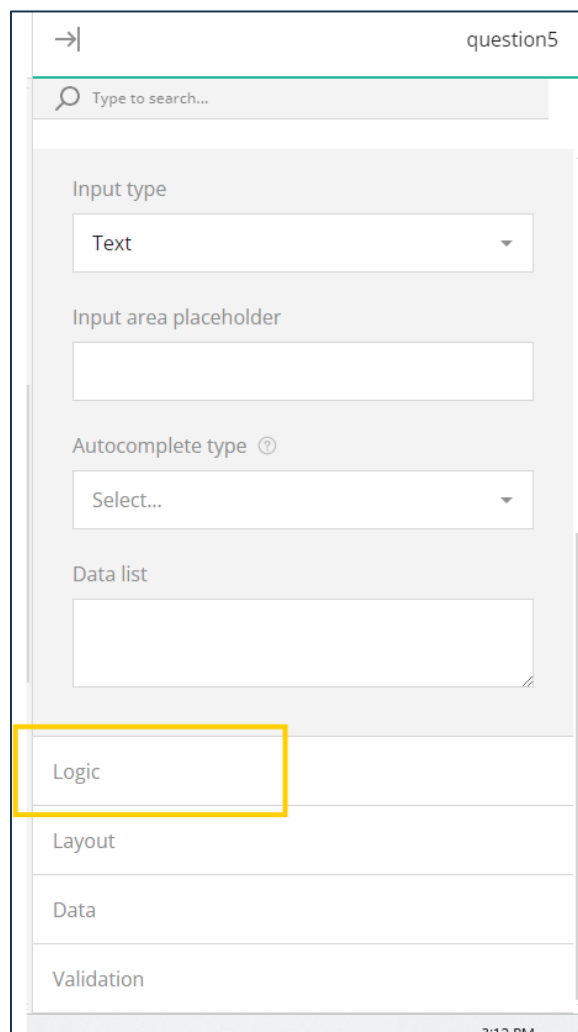


Locate the check box next to the word “Visible” in the sidebar to the right. By checking this box you can hide the question.

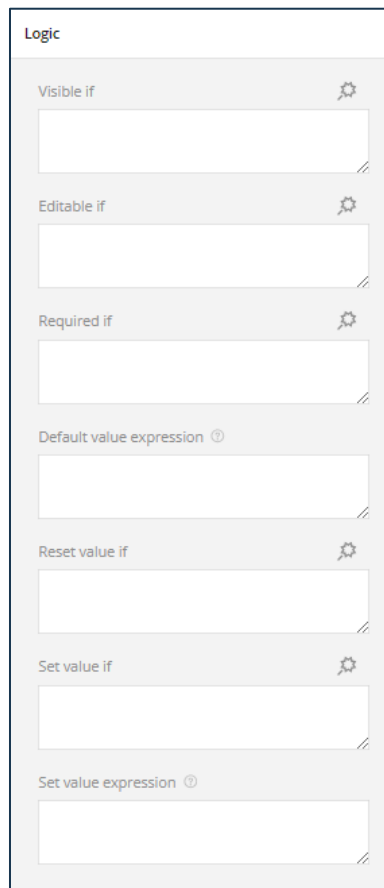


[Hide the Question using Logic](#)


Scroll down in the sidebar to the right until you see the word “Logic.” In the image below, the “Logic” menu is collapsed. To expand the menu, click on the word “Logic.”





From here, you will see some of the logic conditions that can be applied specifically to this question.




Logic


Visible if 

Editable if 

Required if 

Default value expression ⓘ

Reset value if 

Set value if 

Set value expression ⓘ

By applying logic to the field under 'Visible If' you can make whether this question appears or stays hidden dependent on the answer of another question.

To apply logic, click on the 'Edit' icon above the right-hand corner of the field box.

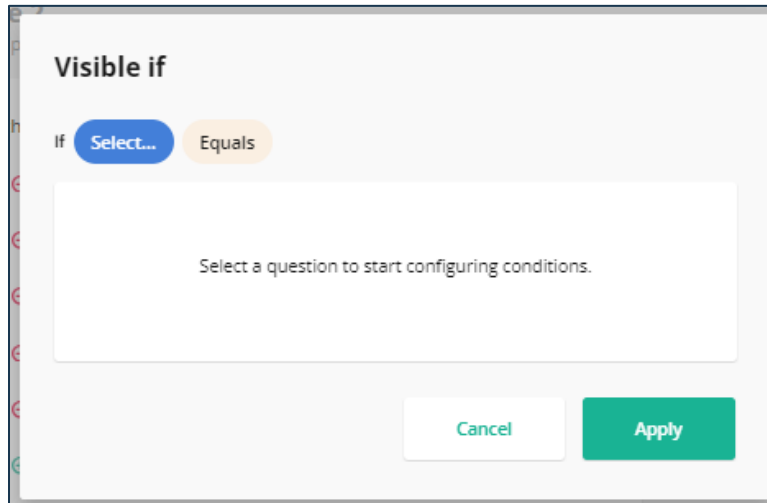


Logic

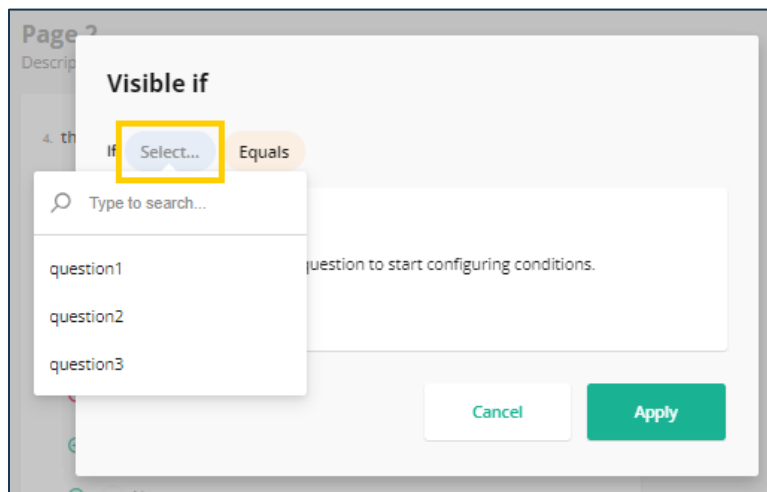
Visible if 

Editable if 

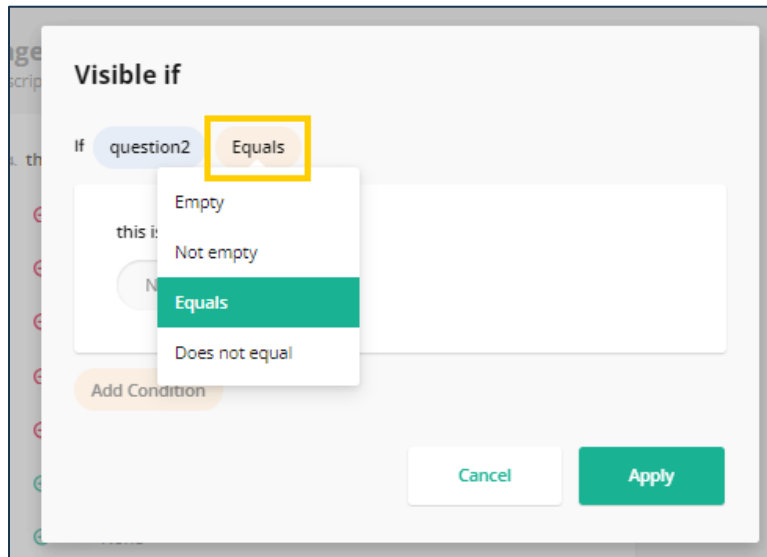
The “Visible If” dialogue box (pictured below) will appear.



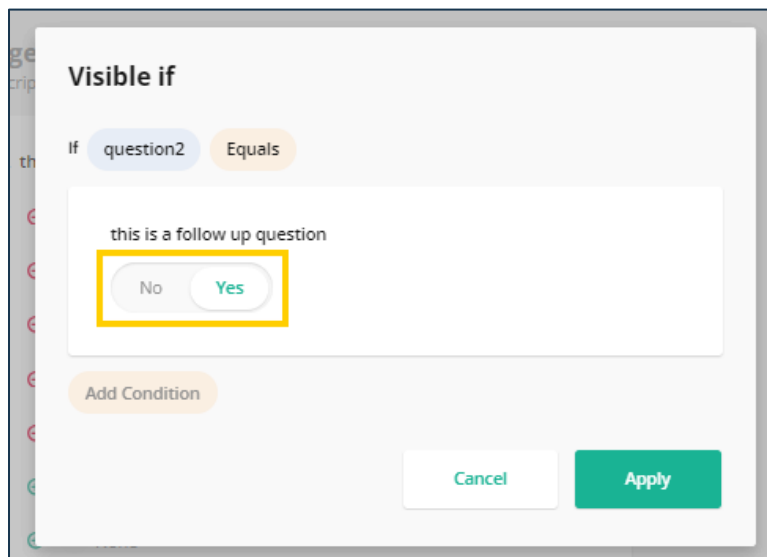
And use the “Select...” button on the left to select the question whose answer you want the visibility to be dependent on.



And use the Conditional button on the right to select the what conditions you want the visibility to be dependent on.

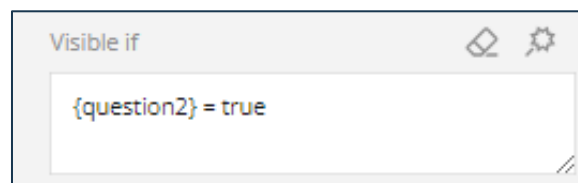


And then select the answer options that you want the conditions selected above to apply to.



Then click “Apply.”

The logic coding will appear in the ‘Visible If’ field text box.



In this instance, the coding means “The selected question will be made visible ONLY if question number 2 equals true” (which in this instance is the value code for “yes”)

Note If you work with this enough, you might be able to type the code to create the logic conditions you want to apply directly in the textbox.

Remove Logic

Remove Logic by clicking the “Clear” icon.

