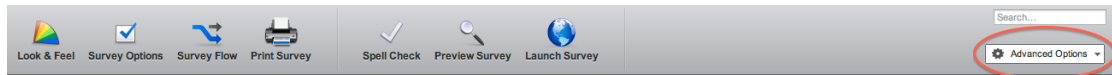


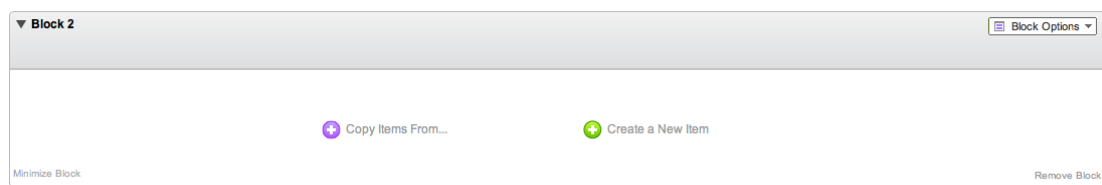
Randomizing Qualtrics Questionnaires in groups:

It will require you to make additional "Blocks" to your questionnaire, you can then randomize you questions inside each block.

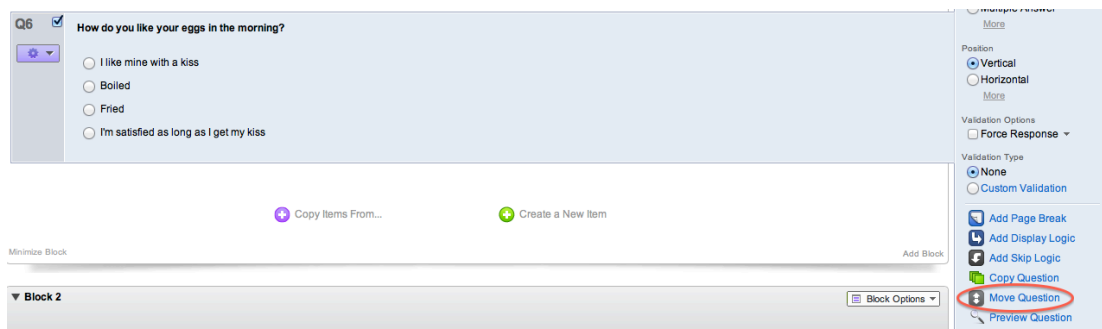
To create a new block click on the *Advanced Options* to get a drop down box, the very top option will be *Add Block*. Click on this.



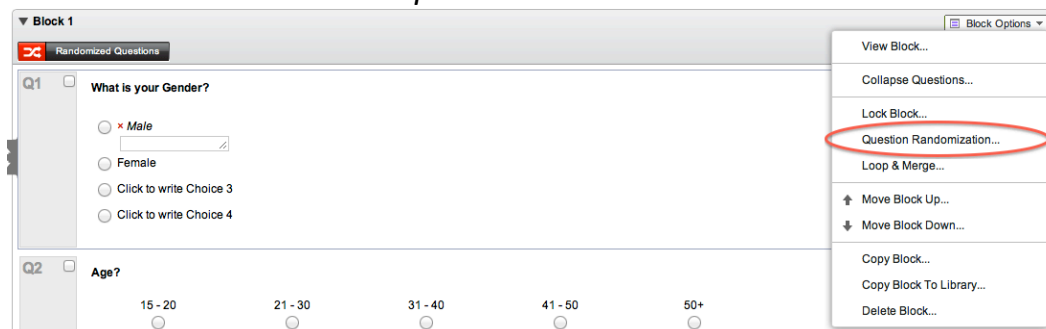
A new block will be created at the bottom of your editing page.



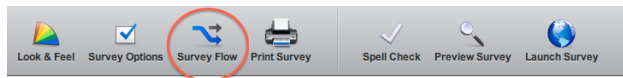
You will now need to get the questions you need into the new block. To do this highlight one of your questions and look at the editing column on the right-hand side of the web page. Click on the *Move Question* option and scroll all the way down to your new block. You're question should follow you down the page, just click where you would like it to finish.



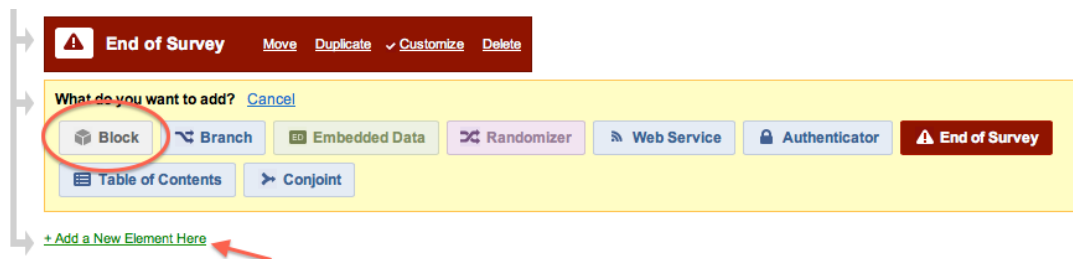
Once you have created all the blocks you need, you can randomize them in the groupings you require. You can do this by selecting *Question Randomization...* in *Block options*.



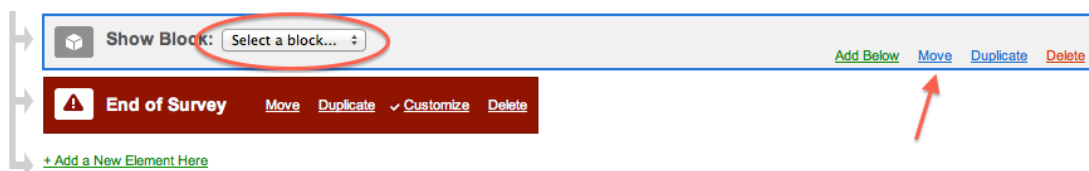
The last thing you need is to make sure of that all of your blocks will be included when the questionnaire runs. To do this Click on *Survey Flow* in the Edit Survey Tab.



Click the green *Add a New Element Here* link. In the yellow bracket that opens click *Block*.



From the *Select a block...* drop down box select one of the blocks you have created. Repeat this for the number of blocks you have making sure each block is only selected once. You can then click the blue *Move* link to drag and drop your blocks into the desired order.



Click *Save Flow* at the bottom right of the page to save your changes.