Qualtrics has detailed online videos which explain how to use the excel files with student email addresses to create panels, then distribute your survey to those panels, then follow up with the non-respondents only, by sending reminders. I have some help videos here. <http://websites.uwlax.edu/tbrooks/bus230/bus230module_Qualtrics.htm>

**Panels and Survey Distribution.**

How to upload an excel file of email addresses to a new panel can be found here along with other questions about panels. <http://www.qualtrics.com/university/researchsuite/distributing/panels/build-a-panel/>

Directions for using the Qualtrics software to mail the survey along with details on creating a personal message, including the informed consent can be found here. <http://www.qualtrics.com/university/researchsuite/distributing/email-survey/email-customized-links/>

An informed consent might look something like as follows. You may want to create a panel with just the emails of people in your group and test it on yourselves first. Notice the codes below that start with $, they pull information from the panel.

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Dear ${m://FirstName} ${m://LastName},

*<clip an informed consent statement here>*

*The link to the survey is:*

${l://SurveyLink?d=Take the Survey}

*<clip some other info here, including full contact info>*

*It is very important to get your responses to these questions, however if you do not wish to respond to this survey, please delete this email*

*Thanks in advance for responding to the survey,*

*Taggert J. Brooks, PhD*

*Associate Professor of Economics*

*University of Wisconsin-LaCrosse*