

Qualtrics – How to Hide an Answer Category (or Question) after a survey has started

How to hide an answer category so that you don't lose the answer category label in your data set for responses already submitted.

For example, you have registration form that includes multiple date options for attending an event. Once a date has passed, you do not want it to still be an answer category option.

If you delete the answer category, you will lose your answer label in your data, so you can "Hide" the option

Example

- All surveys should have an intro question is always displayed to the respondent. Example Q1 is the intro question.
- January 10th, 2021 has passed so I need to remove it from the answer categories.

The screenshot shows a survey editor interface. At the top, there is a question Q1 titled "Hiding Answer Categories" with a gear icon and a description: "We are excited you are interested in attending the play 'Hiding Answer Categories'". Below it is question Q2 titled "What date would you like to attend the play 'Hiding Answer Categories'?" with a gear icon and a list of radio button options: "January 10th 2021", "January 20th 2021", "January 30th 2021", "February 10th 2021", "February 20th 2021", and "February 28th 2021".

Right click on the answer category want to hide to get this menu. Select “add display logic”

The screenshot shows a context menu in the Qualtrics survey editor. The menu is open over the "January 10th 2021" option of question Q2. The menu items are: "Allow Text Entry", "Text Entry Size", "Text Entry Validation", "Rich Content Editor", "Insert Graphic...", "Exclude From Analysis", "Insert Piped Text", "Add Display Logic..." (highlighted with a red box), "Assign To Group", "Move Up", "Move Down", and "Remove Choice". A red arrow points to the dropdown arrow on the "January 10th 2021" option.

2. Set the condition for Display Logic. To hide the answer category, select the Intro Question (Q1) and “Is Not Displayed”.

Now the answer category January 10th, 2021 will only show up an answer category if the respondent NEVER sees the Q1/Intro question (which can't actually happen).

The screenshot shows the 'Display Logic' configuration window for the choice 'January 10th 2021'. The title is 'Display Logic (January 10th 2021)'. Below the title, it says 'Display this Choice only if the following condition is met:'. There are three dropdown menus in a row: 'Question', 'Q1 Hiding Answer ..."Hiding Answer...'", and 'Hiding Answer Cat..."Hiding Answer...'. The fourth dropdown menu is 'Is Not Displayed', which is highlighted with a red box. A red arrow points to the second dropdown menu. At the bottom right, there are 'Close' and 'Save' buttons. A checkbox at the bottom left is labeled 'In Page (In Page Display Logic is unavailable for Choices)'.

Once the Display Logic is set, a “blue arrow will show up” as an indicator that display logic has been added to that answer category.

The screenshot shows the question editor interface. The question is 'Q1 Hiding Answer Categories' with the text 'We are excited you are interested in attending the play "Hiding Answer Categories"'. Below it is question 'Q2 What date would you like to attend the play "Hiding Answer Categories"?' with a list of dates: 'January 10th 2021', 'January 20th 2021', 'January 30th 2021', 'February 10th 2021', 'February 20th 2021', and 'February 28th 2021'. A red arrow points to the 'January 10th 2021' option, which has a blue arrow icon next to it, indicating that display logic has been applied to this option.

This will prevent a respondent from selecting an answer category that is no longer viable while keeping the data label in the data already collected.

Final Product:

What date would you like to attend the play "Hiding Answer Categories"?

January 20th 2021

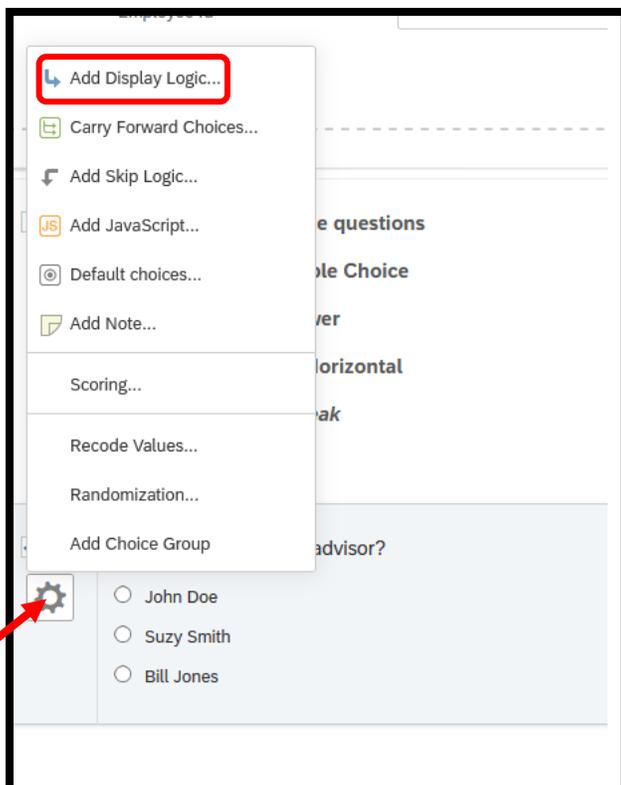
January 30th 2021

February 10th 2021

February 20th 2021

February 28th 2021

Note: You can also use display logic to “hide” a question. Click on the dial next to the question and apply a similar Display Logic



The screenshot shows a question editor interface. A settings menu is open, listing various options: "Add Display Logic..." (highlighted with a red box), "Carry Forward Choices...", "Add Skip Logic...", "Add JavaScript...", "Default choices...", "Add Note...", "Scoring...", "Recode Values...", "Randomization...", and "Add Choice Group". Below the menu, a list of choices is visible: "John Doe", "Suzy Smith", and "Bill Jones". A red arrow points to a gear icon (the dial) next to the question text.