Qualtrics – Carry Forward Choices
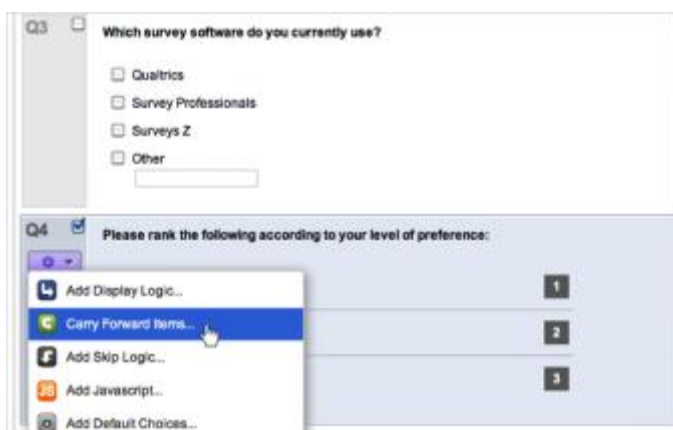**https://siue.qualtrics.com**

The Carry Forward Choices option is useful when you need to gather follow up information about an answer choice selected in a question.
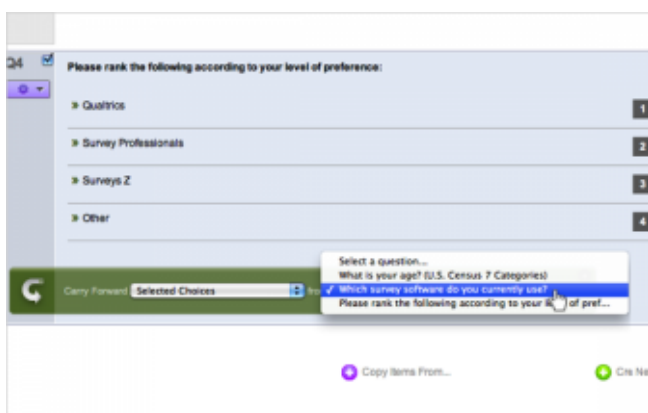
To use Carry Forward:

1. Select the question that will contain the items being carried forward.
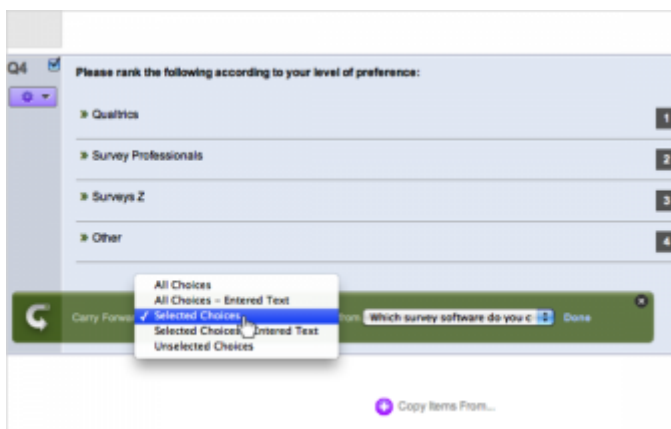

2. Click on the **purple gear box** that appears to the left of the question. Select **Carry Forward Items**.
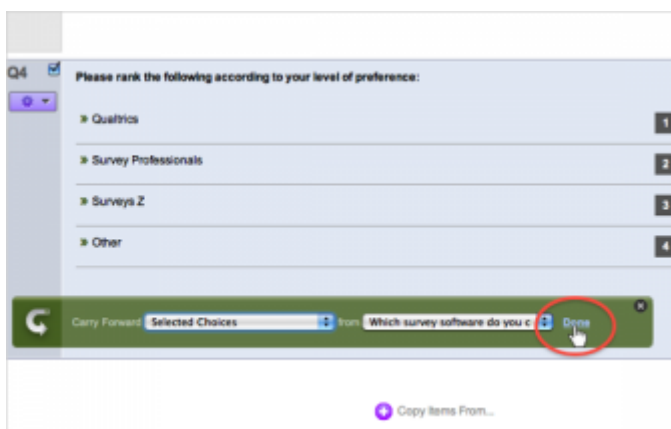

3. Click on the **green bar** that is now at the bottom of the question and select the question you would like to carry forward from.
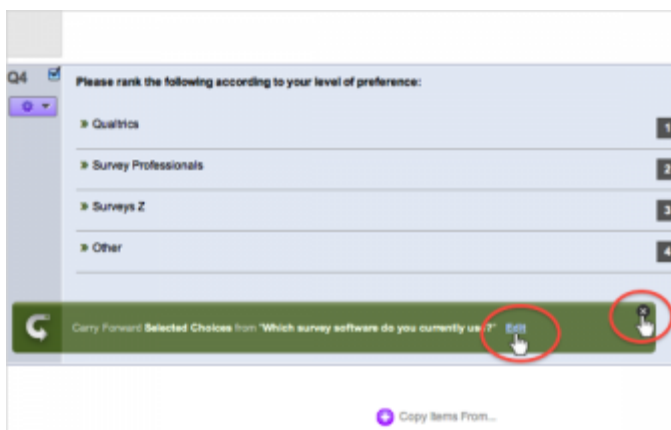
4. Choose to carry forward "all choices", "selected choices", or "unselected choices".

5. When finished, click **Done**.

6. If necessary, click on the **Edit** option in the Carry Forward bar to change your logic. If you would like to delete the Carry Forward, click on the small 'x' to the right.

More Information

- If you carry forward answer choices to a question, they will join any other answer choices that already exist in the question. Most of the time you will not have answer choices already in the question you are carrying forward to, so under "Choices" in the Menu bar, it will show zero.
- At some point, you may need to carry forward answer choices from multiple questions to one question or to carry forward choices only if a certain condition is met in the survey. In these situations, you will not use the Carry Forward option. To use answer choices from previous questions without using Carry Forward,
    1. Build your question by inputting all possible answer choices into the question. These can be taken from multiple questions in the survey.
    2. Add Display Logic to each answer choice by selecting the blue **drop-down menu** to the right of the highlighted answer choice and selecting **Display Logic**.
    3. Set the condition for the Display Logic. You can set the condition so that the answer choice is displayed only if the answer choice was selected in the previous question it came from. You can set up more advanced logic with multiple statements.

After following these steps, you will have answer choices in your question that are only displayed if the display logic conditions are met. The effect is similar to the effect of "Carry Forward- Selected Choices".