# **How You Distribute Your Survey - Impacts on Responses and Reminders**

Course Evaluation ~

Distributions

Data & Analysis

Anonymous Survey Link

A reusable link that can be pasted into emails or onto a website and is unable to track identifying information of respondents.

https://st3.qualtrics.com/jfe/form/SV\_6YxpADpzZVx1oY5

Actions

Pause Response Collection

Distribution Summary

Anonymous Link

Personal Links

\* Social Media

Offline App

Hide Advanced Options

Emails

SMS

# 1. Open Access Survey using Anonymous Link

#### Distribute With:

- ✓ Anonymous Link (right) sent via your email, pasted on website, social media.
- ✓ Use Qualtrics mailer, but choose Anonymous Link in Advanced Options.
- ✓ This type of link can be re-used and forwarded as access is open to anyone.

## Responses:

- ✓ Response file data is anonymous; it contains no identifying information.
- ✓ It does collect IP Address.
- ✓ To turn IP Address collection off, Choose Survey Options >> Anonymize Responses.

#### Reminders:

✓ Qualtrics cannot send reminders using this option.

# 2. Closed Access Survey using Individual Link

## Distribute With:

- ✓ Use Qualtrics mailer, and default Individual Link (Advanced Option, right).
- ✓ This type of link can only be used once, and only by the recipient of the email invitation.

### Responses:

- ✓ By default the respondent identifying information (email, name, etc.) is stored in the response file, and needs to be kept confidential and protected.
- ✓ To fully anonymize these responses, Choose Survey Options >> Anonymize Responses.

#### Reminders:

✓ You can use the Qualtrics mailer to send Reminders to those who haven't completed your survey, even if the responses are anonymized. (Thank you emails are disabled when anonymized responses option is selected.)

