

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

1. Open Access Survey using Anonymous Link

Distribute With:

JBC

- 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 \rightarrow Anonymize Responses. •

Reminders:

Qualtrics cannot send reminders using this option.

2. Closed Access Survey Using

Distribute With:

Responses:

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- Use Qualtrics mailer, a • Individual Link (Advand right).
- Individual Links can or • and only by the recipi invitation.
- Multiple Completes al respondent to submit responses using the sa
- Anonymous sends an to your contact list (sin

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1	QR Code						

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		Link Type: Link Expiration: Individual Individual I	
	Hide Advanced Opt	Cancel Send Preview Email	 Send Now



- By default, the respondent identifying information (email, name, etc.) is stored in the response file, and needs to be kept confidential and protected.
- Sending an Anonymous link by changing the link type to anonymous will not record the identifying information against the response but will still record the IP address. 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.)