Allowing a Respondent to Retake a Survey

Many times, the situation will arise when a potential respondent will cycle through a survey to see what’s being asked and then not be able to return to the start because of the design of the survey. Obviously, if the survey is anonymous, that person can just reclick the link. However, when using Panels with unique links being sent to respondent, once the person submits her responses, the link is no longer active. In that case, Qualtrics allow for the survey researcher to allow the respondent to change her responses or retake the survey entirely. This document outlines how to do this.

1. Click the View Results tab and click the Responses button.
2. Click to the Recorded Responses tab and search on the name of the respondent that you want to be able to retake the survey.
3. For that person, click the down arrow at the far right of the row, under Actions and select one of the two options, to retake the survey using the same record or as a new record.
4. Qualtrics will generate and display a new link for you to send to that person. You **must** use this link. The original link that was sent to the student will no longer work.