Sending an Anonymous Survey

Many times, a survey researcher wants to ensure the anonymity of respondents. This document outlines the steps for activating and distributing an anonymous survey. There are a couple of things that need to be done prior to creating the anonymous link that you can send.

1. You need to ensure that your survey has open access. To do that, go to the Edit Survey Tab, then click the Survey Options button. In the Survey Protection area, be sure that the Open Access radio button is select, not the By Invitation Only.
2. Next, you need to activate your survey. There are a few ways of doing this, but the most direct is to go to the Distribute Survey tab and click the blue link to activate your survey.

3. Once activated, you will see your anonymous link. If you cannot see the link, it probably means you have the survey set up By Invitation Only in the survey options (see step 1).

4. This link you can copy and paste into any email message to send to respondents and all responses returned will be anonymous.