

Qualtrics: Using a Common Anonymous link for Sending out Feedback Form to Students

Please note: The instructions below assume you wish to send the feedback form to an entire class. Everyone who receives the email will be able to use the same, common link to the survey (i.e., not personal links). The responses will be anonymous, however there will not be any control over who may or may not complete the feedback form.

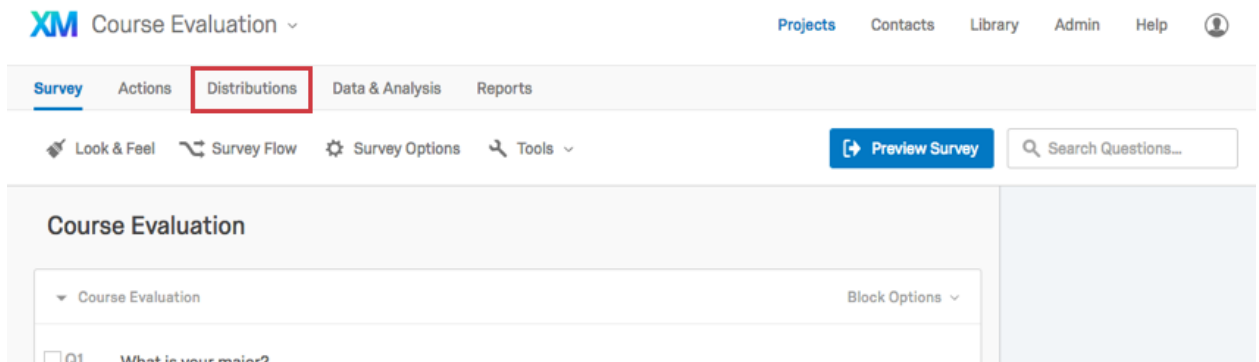
(Adapted from the Qualtrics help pages. (<https://www.qualtrics.com/support/survey-platform/distributions-module/web-distribution/anonymous-link/>))

Obtaining the Anonymous Link

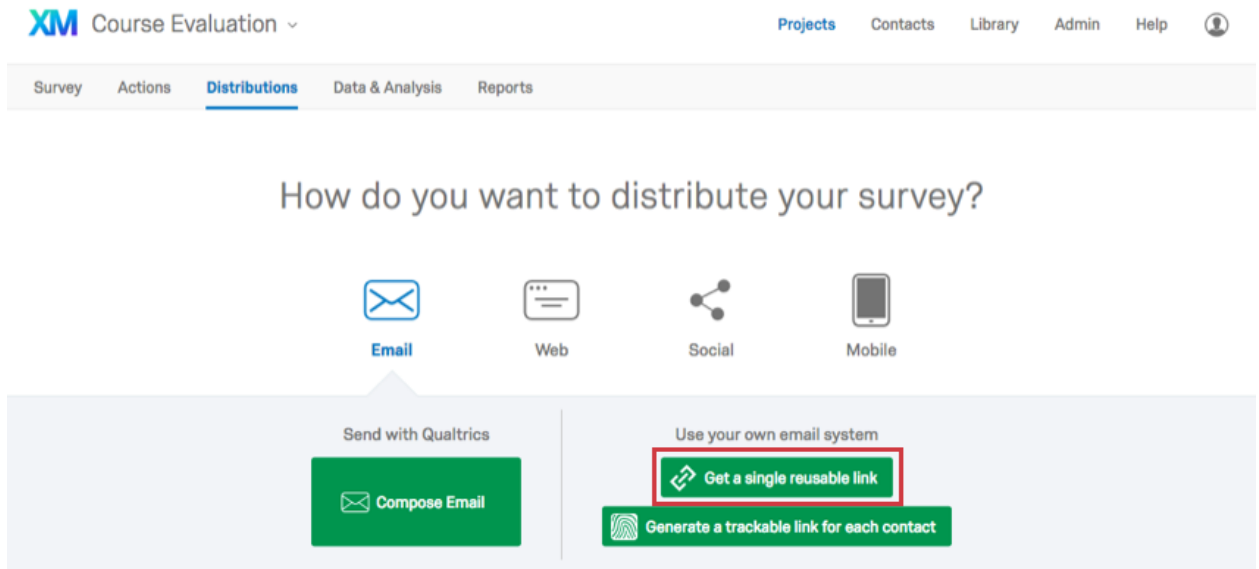
The Anonymous Link is the same for everyone accessing the survey and will not change for that survey, even if you pause and resume response collection multiple times.

TO OBTAIN YOUR ANONYMOUS LINK

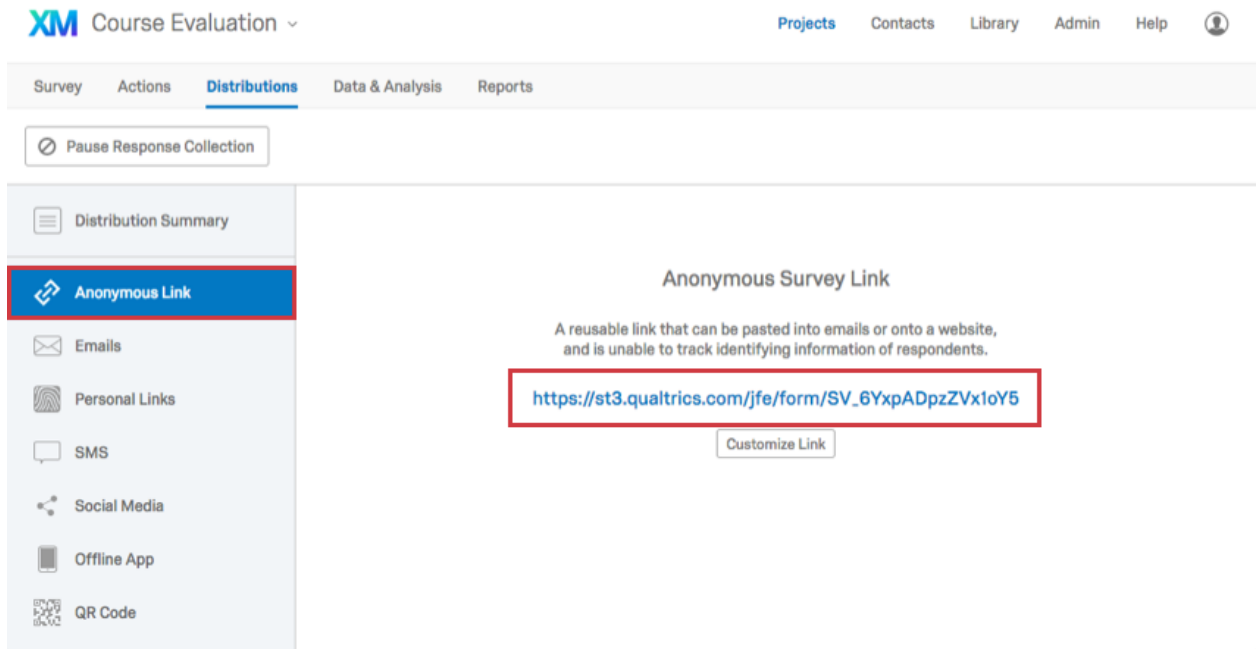
1. Navigate to the [Distributions](#) tab.



2. If your survey isn't active yet, you will click on the green **Get a single reusable link** button.



3. If your survey's already active, select the **Anonymous Link** section.



4. Highlight the link that appears, and press Ctrl + C (PC) or ⌘ + C (Mac) on your keyboard to copy the link.

5. Paste the link into an email or onto a website.