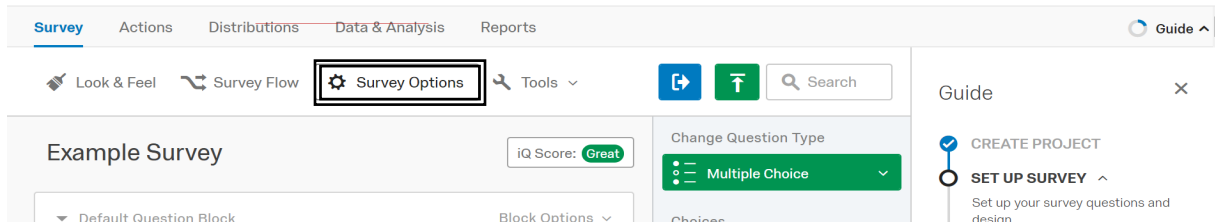# How to set up an anonymous survey in Qualtrics

There are two primary features (Anonymous Responses & Anonymous Links) in Qualtrics that must be used for a survey to be anonymous. To be considered anonymous, both features must be used.
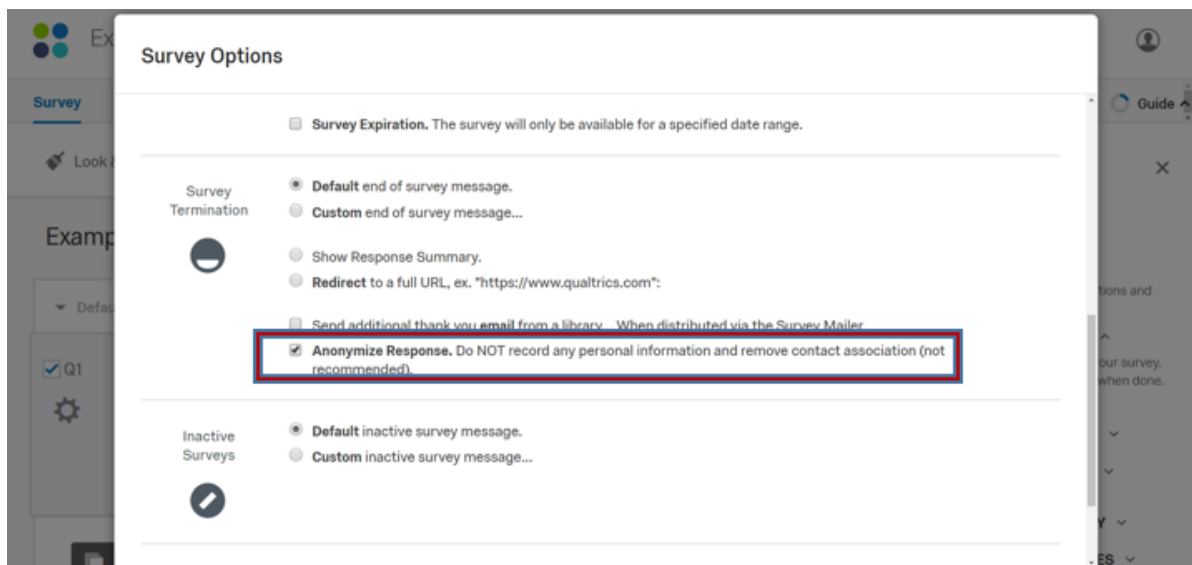
**Anonymous Responses**

This feature should be used if you do not want to collect IP addresses or location data and wish to keep the participant's responses anonymous. Enabling this feature will ensure that IP addresses and location data are not connected to the participant's responses.
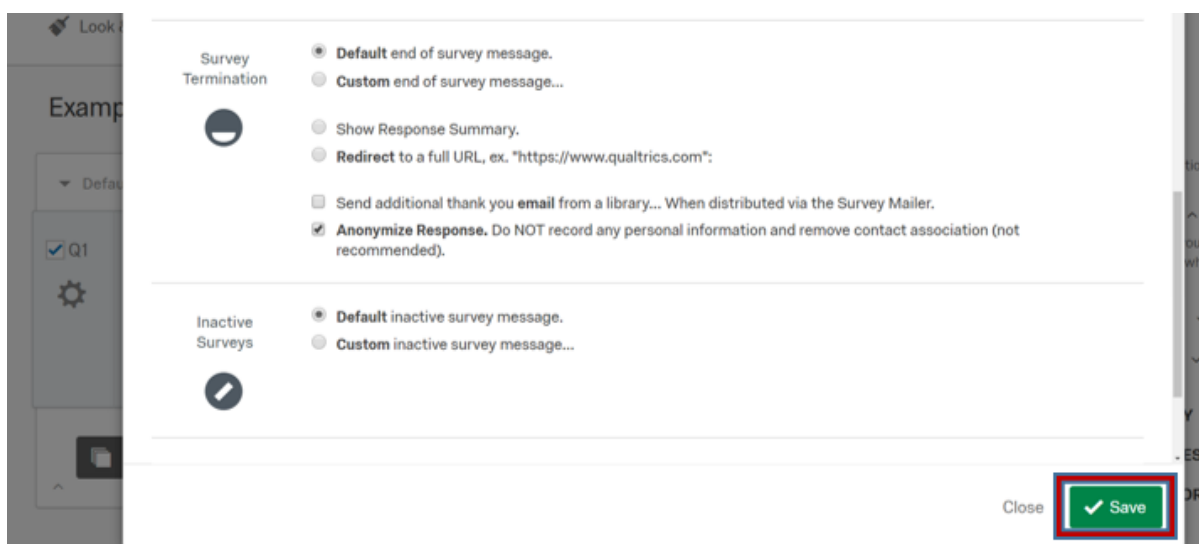
    I.      After creating the survey, click on the "Survey Options" tab
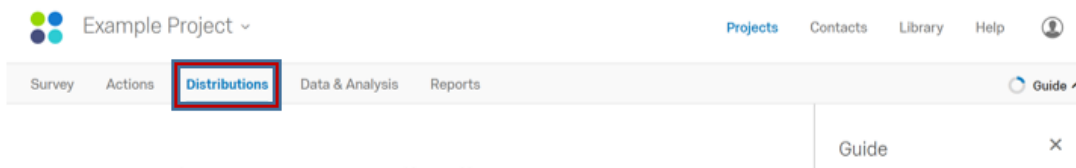


    II.      Check the box for "Anonymize Response"



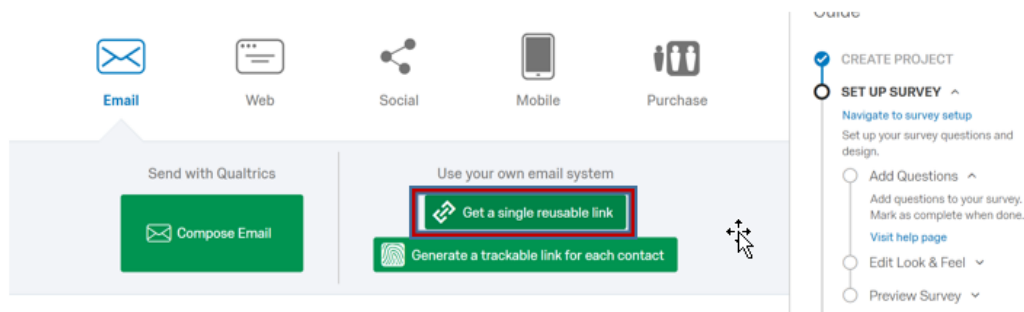    III.      Click the "Save" button

**Anonymous Link**

This feature should be used if you want to distribute a link to a survey where names and emails are not associated with responses. Using this feature will allow anyone with a link to the survey to take the survey.
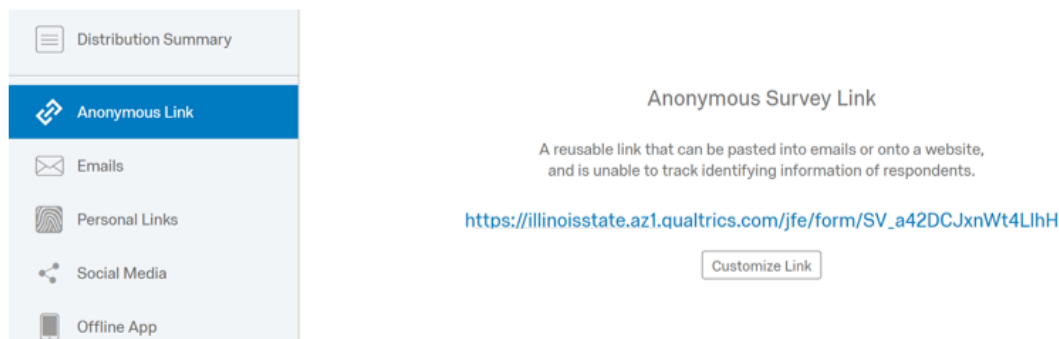


I. Click on the "Get a single reusable link" Button



II. Copy the provided link and then post it in your recruiting document
   a. you can customize the link as well
   b. The anonymous link tab should be open by default



* For more information about anonymous surveys in Qualtrics, go to the following links:

   Anonymous Responses:    https://www.qualtrics.com/support/survey-platform/survey-module/survey-options/survey-termination/#AnonymizingResponses

   Anonymous Links:    https://www.qualtrics.com/support/survey-platform/distributions-module/web-distribution/anonymous-link/