Sharing Qualtrics Surveys by email, link, or QR code

- Select the survey you want to share. When it is open, navigate to the **Distributions** tab.

- A list of options to share the survey will appear. Select how you would like to share the survey with students. One of two screens will appear, depending on if you have already used the survey with individuals or not.
Recommended sharing options would be Anonymous Link (web link), Email, or QR Code.

- For the **Anonymous Link** sharing option: copy and paste the link into your Blackboard course for students to use.
  
  ➢ **NOTE:** Respondents taking the survey through this method will remain anonymous unless specifically asked for identifying information within the survey questions.

**Anonymous Survey Link**

A reusable link that can be pasted into emails or onto a website, and is unable to track identifying information of respondents.
• For the **Email** sharing option: choose **Compose Email** and type in the email addresses of the recipients for the survey. Personalize the message, subject, and time release of the email.
  ➢ NOTE: This option requires the entering of individual email addresses.

  **Distribute your survey via email.**

  ![Compose Email]

• For the **QR Code** sharing option: Download the QR Code or copy and paste it directly into your Blackboard course for students to use, or display at a face-to-face class session.
  ➢ NOTE: This option redirects survey takers to the Anonymous Link so respondents taking the survey through this method will remain anonymous unless specifically asked for identifying information within the survey questions.

  ![Download QR Code]

Note: This distribution type cannot track identifying information.