

Qualtrics – Anonymize Responses Advanced

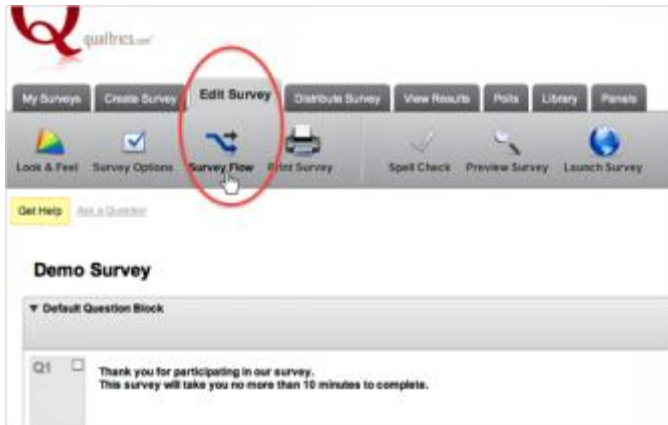
<https://siue.qualtrics.com>

If you would like to use the Qualtrics Survey mailer to send your survey out to a panel, but want responses to be anonymous, then you will need to set up an Anonymize Response option.

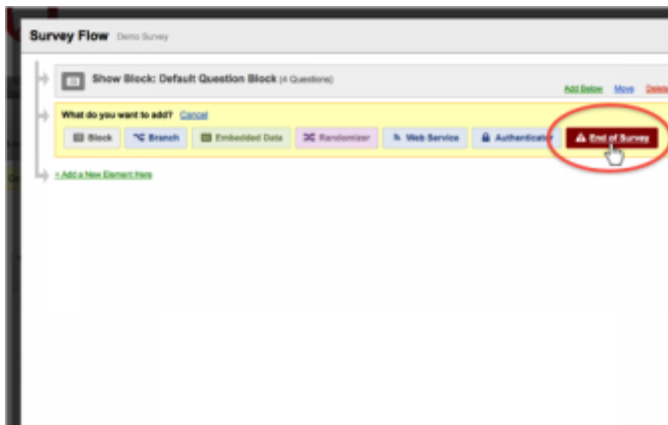
Here are two options for anonymizing responses to your survey:

[In the Survey Flow](#)

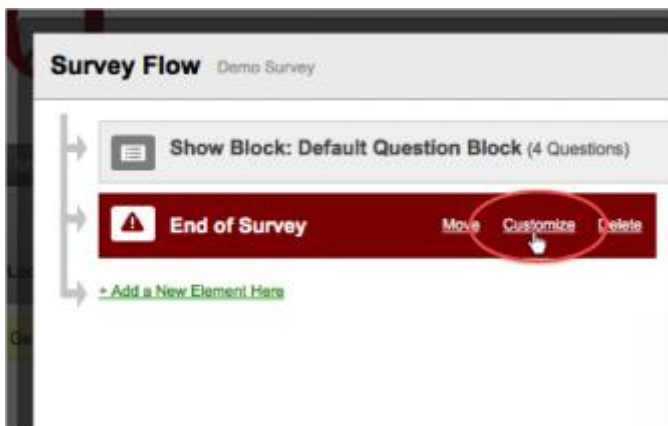
1. Click into the **Survey Flow**.



2. Add an **End of Survey** element.



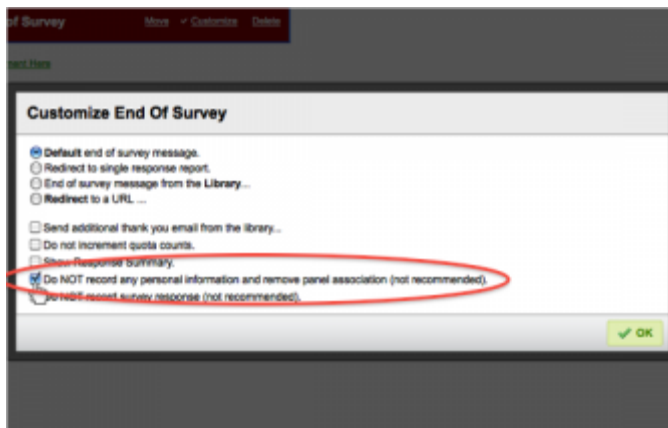
3. Select to **Customize**.



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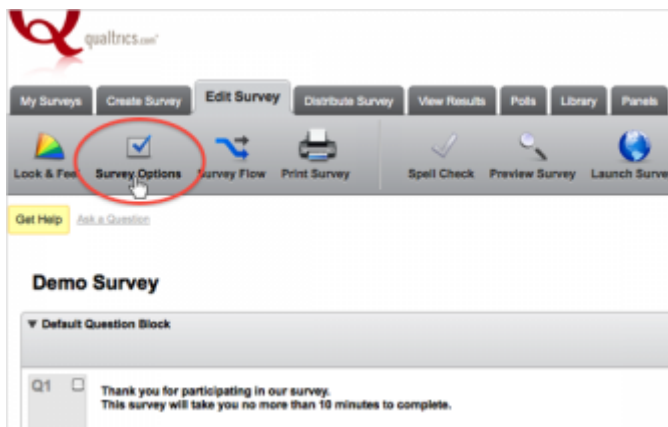
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4. Check the option **Do NOT record any personal information and remove panel association**. This will scrub the response of identifying information such as the IP address before saving it in the results. This is also useful if you need to send your survey to a panel so that you know who is participating, but if you also need to keep individual responses anonymous.

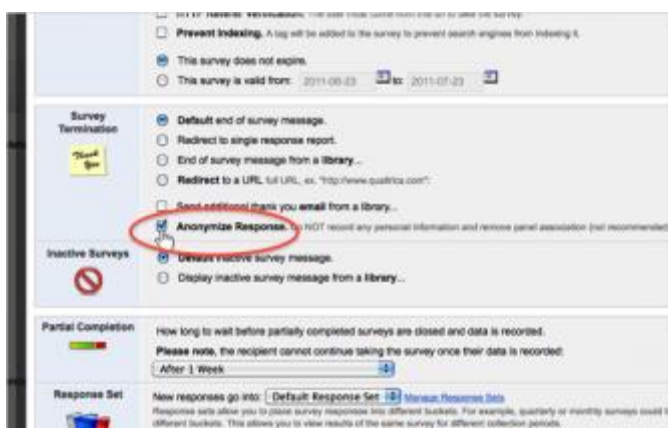


In Survey Options

1. Click into the **Survey Options**.



2. Under **Survey Termination**, check **Anonymize Response**. This will automatically remove panel information and IP address from collected responses. This will apply to every response collected and cannot be undone. If you only want specific responses anonymized, then you will need to use the Anonymize option with End of Survey elements in the Survey Flow.



More Information

[QTips](#)

- If you distributed your survey through the mailer to a Panel and choose to anonymize your responses, you will still be able to see who has completed your survey by going to Distribute Survey and selecting Email History. In the Tasks drop-down menu you can choose to download the Mailing History for your distribution.
- Even though all panel information is removed from the recorded responses when you implement Anonymize Response, you can still see the Embedded Data with the recorded responses if you would like. You can do this by adding the Embedded Data to the Survey Flow.