

Qualtrics – Activate Survey

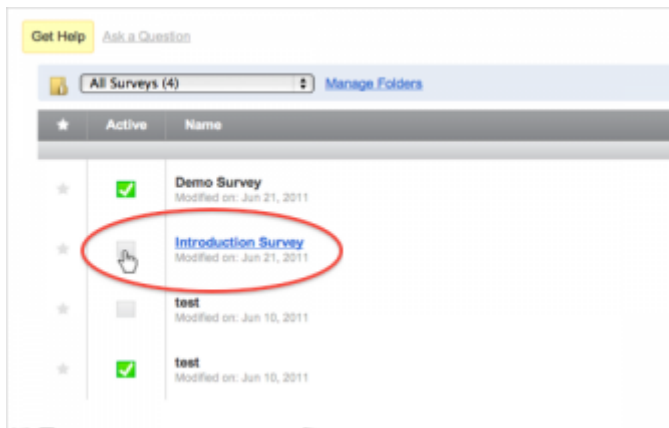
<https://siue.qualtrics.com>

Activating your survey allows you to begin collecting survey responses. By default, any survey you create is inactive. This is to keep respondents from taking the survey before it is finished and ensure you won't collect any invalid data or release an unfinished survey.

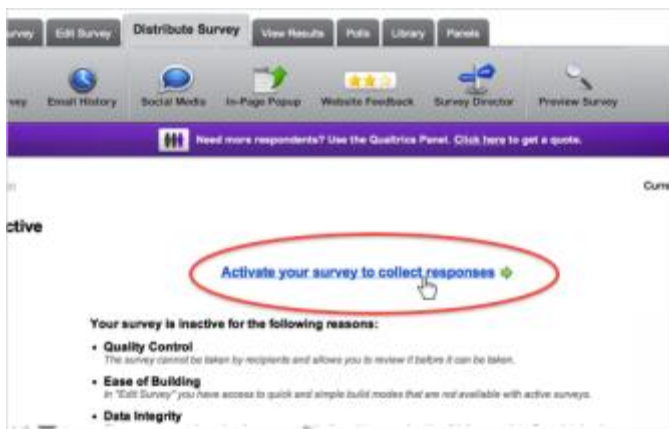
Do not activate your survey till you are ready to collect responses.

[There are two ways to activate your survey](#)

1. On the **My Surveys** page, click the check box on the left side of the survey name. The box will turn green.

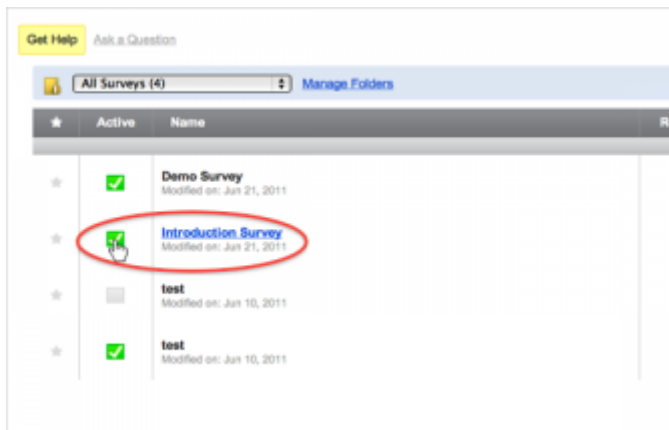


2. On the **Distribute Survey** page, click the link that says **Activate your survey to collect responses**. The anonymous survey link will then be available to you.



[Deactivate your survey when you're done collecting responses](#)

1. On the **My Surveys** page, click the green check box on the left side of the survey name.



2. If you want to allow those with partial responses more time to complete the survey, then un-check the **Close all active survey sessions** option.



3. Type the word **close** in the box provided, and click **Deactivate Survey**.

