

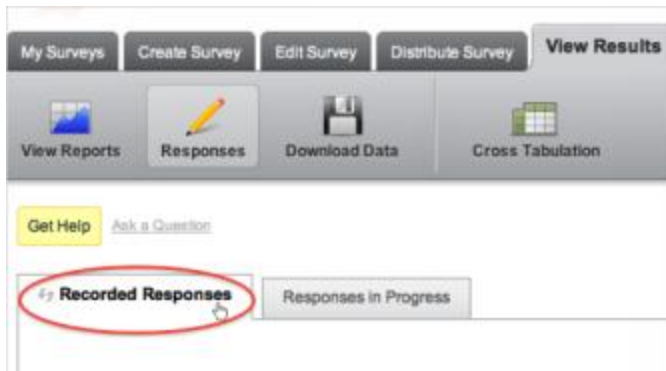
# Qualtrics – Retake Survey Link

<https://siue.qualtrics.com>

Generate a Retake Survey link that will allow you or the respondent to go back into a survey response and edit it after it has been submitted.

## To issue a Retake Survey Link:

1. Find the response for which you would like to issue a Retake Survey Link. Responses are found in the **Recorded Responses** section of the **View Results** tab.



2. Click the **Actions** drop-down arrow on the right of the response.

The screenshot shows a table of recorded responses. The table has four columns: 'Start Time', 'End Time', 'Duration', and 'Actions'. The 'Actions' column contains a drop-down arrow for each row. The second row is highlighted, and its drop-down arrow is circled in red.

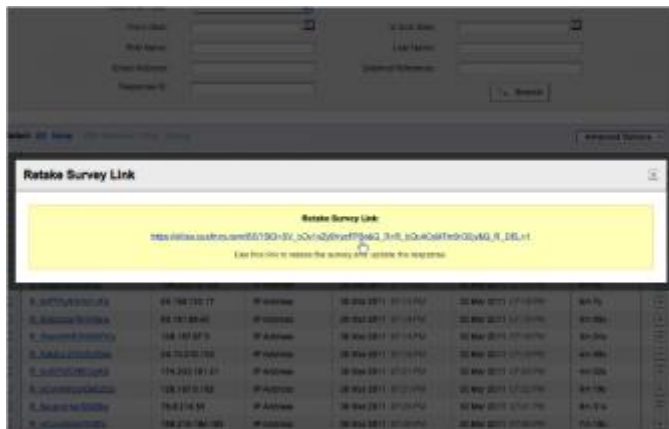
Start Time	End Time	Duration	Actions
30 Mar 2011 06:19 PM	30 Mar 2011 06:24 PM	4m 49s	▼
30 Mar 2011 07:07 PM	30 Mar 2011 07:18 PM	11m 32s	▼
30 Mar 2011 07:08 PM	30 Mar 2011 07:14 PM	6m 32s	▼
30 Mar 2011 07:09 PM	30 Mar 2011 07:18 PM	8m 47s	▼
30 Mar 2011 07:11 PM	30 Mar 2011 07:16 PM	5m 13s	▼
30 Mar 2011 07:11 PM	30 Mar 2011 07:15 PM	4m 4s	▼
30 Mar 2011 07:13 PM	30 Mar 2011 07:19 PM	6m 7s	▼
30 Mar 2011 07:14 PM	30 Mar 2011 07:18 PM	3m 55s	▼

3. To have the edited response replace the original response, select **Retake Survey**.
4. To have the edited response be saved in addition to the original response, select **Retake Survey as New Response**.

The screenshot shows the same table as above, but with the dropdown menu for the second row open. The menu has two options: 'Retake Survey' and 'Retake Survey as New Response'. Both options are circled in red.

Start Time	End Time	Duration	Actions
30 Mar 2011 06:19 PM	30 Mar 2011 06:24 PM	4m 49s	▼
30 Mar 2011 07:07 PM	30 Mar 2011 07:18 PM	11m 32s	▼ Retake Survey Retake Survey as New Response
30 Mar 2011 07:08 PM	30 Mar 2011 07:14 PM	6m 32s	▼
30 Mar 2011 07:09 PM	30 Mar 2011 07:18 PM	8m 47s	▼
30 Mar 2011 07:11 PM	30 Mar 2011 07:16 PM	5m 13s	▼
30 Mar 2011 07:11 PM	30 Mar 2011 07:15 PM	4m 4s	▼
30 Mar 2011 07:13 PM	30 Mar 2011 07:19 PM	6m 7s	▼
30 Mar 2011 07:14 PM	30 Mar 2011 07:18 PM	3m 55s	▼

5. The Retake Survey link can be used either by the researcher (yourself) or the respondent to edit the particular response. When opened, the survey will be populated with all previous answers and the answers can be changed as you progress through the survey.



## More Information

### [QTips](#)

- If you have a large group of people you would like to take the survey a second time and you want to collect new responses in addition to the old responses, then you will not use the Retake Survey Link. Distribute the survey again through the Qualtrics mailer or with the [Anonymous Survey Link](#).
- If you are using an anonymous link, then the respondents can just click on the survey link again to take the survey a second time. If they get a message telling them they have already taken the survey, then they will need to clear the cache of their browser before taking it again.