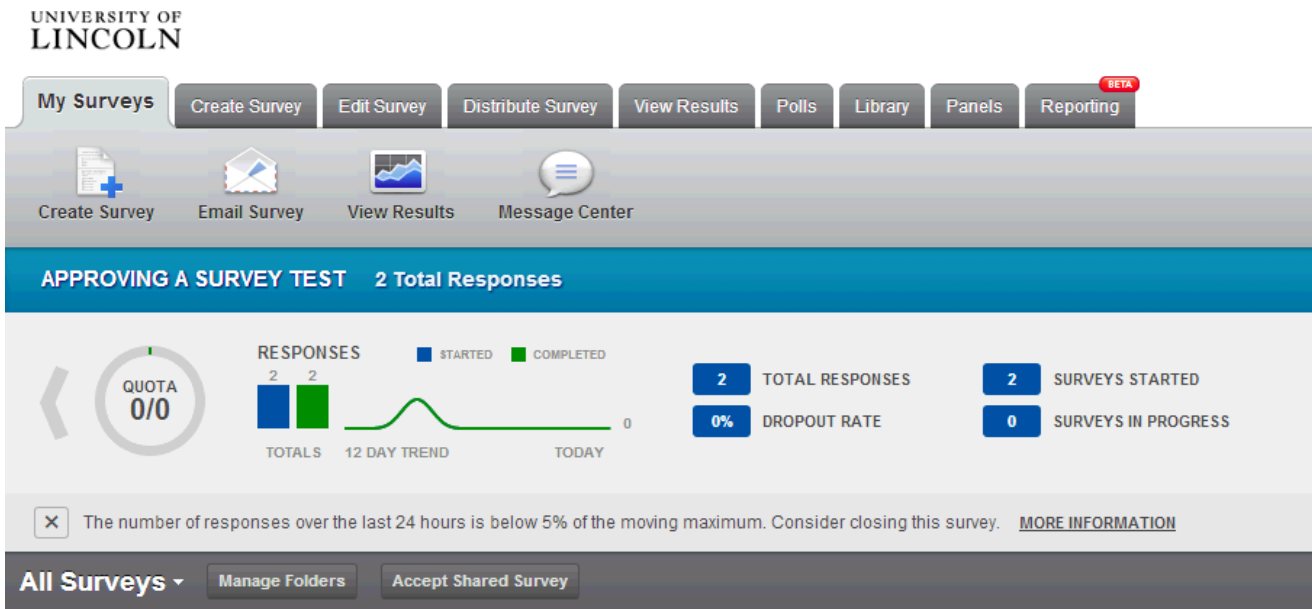# How to get your Survey Approved

So, you have finished building your survey! The next stage is to get it approved by your supervisor. To do this, (on the **"My Surveys"** tab) click the survey you would like to get approved. **NOTE:** Once approved, it is very difficult to make changes, so make sure you are happy with it at this stage.

When you have selected your survey, click the **'Distribute Survey'** tab.

My Surveys | Create Survey | Edit Survey | **Distribute Survey** | View Results | Polls | Library | Panels | Reporting **BETA**

Survey Link | Email Survey | Email History | Social Media | In-Page Popup | Survey Director | Sample Finder | Preview Survey

Dissertation Survey ▾

Need respondents? Use Qualtrics Panels. Click here to get a quote.
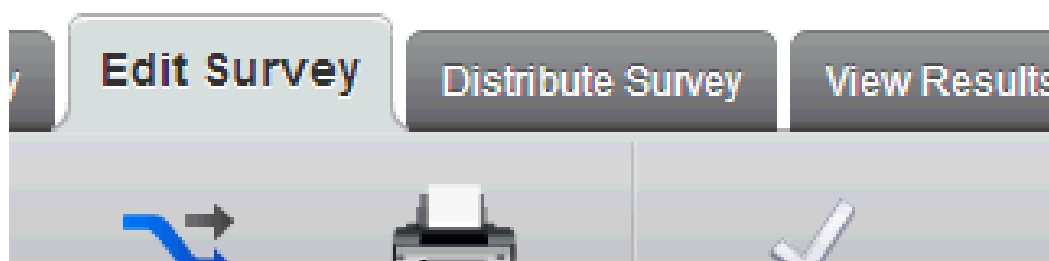
Survey Is Not Active
Dissertation Survey

You must request approval from one of the following users to activate your survey.

Select a Person... ▾ | Request Approval

You can leave comments if you wish

Ava Horowitz
Adrian Parke
Alison Wilson
Emile van der Zee
Hannah Merdian
Heather Shaw
Mariana Pinho
paul goddard
Patrick Hylton

Add... (Optional)

Here is my completed Survey

The **"Distribute Survey"** tab displays the current status of your survey, i.e. whether it is currently active or not. When inactive, the survey cannot collect any data. To activate it, it needs to be approved by your supervisor.

Click the drop down menu labelled **'Select a person'.** Then scroll down and click on your supervisors name. If your supervisors name is not on the list, click "Psych Technicians".
The technicians can approve surveys on behalf of your supervisor if they receive an email from your supervisor saying they are happy with your survey. When you have selected a name, click:

Request Approval

Qualtrics will then personally email your supervisor/technician (this is sent to their university account), stating you would like them to approve your survey. It is now up to the supervisor to log on and preview your survey.

Survey Approval Request for Heather Shaw

Heather Shaw <noreply@qemailserver.com>

Sent: Wed 28/05/2014 12:46
To: Psychtech Mailbox

Psych,

Heather Shaw has requested that you review and approve their survey.

Click here to login to Qualtrics to review and activate Heather's survey.

Getting Feedback

Your supervisor has two options, either to "approve" or "deny" your survey. You will receive an email automatically in your university account once your supervisor has made their decision:

1. Survey Approval Request Denied

If this is the case, read the email or log into Qualtrics to see if your supervisor has left comments. Your supervisor may have suggested improvements which can be viewed in the **"My Survey Tab"** under **"Approval Requests."**

Approval Requests

Reviewer	Survey Name	Status	Notes
Psych Technicians	Dissertation Survey Request Denied on: June 2, 2014	Denied	Please re-word the debrief. It is cu

To view any comments, click the yellow box under **"Notes"**

Approval History

Add a note regarding this survey below.

Date	Event Type	Author	Notes
June 2, 2014	Denied	Psych Technicians	Please re-word the debrief. It is currently a bit unclear.
June 2, 2014	Request	Heather Shaw	Please see my completed survey. Let me know what you think of the consent form & debrief.

✗ Cancel ✓ Save

Here you can see all the communications that have been exchanged between you and your supervisor. Please read the feedback and change accordingly.

Once you have made the proposed changes, you will need to submit your survey for approval again via the **'Distribute Survey Tab'.**

2. Survey Approval Request Approved

Status	Notes
Approved	Looking great! Good luck with your data collection.

If your survey has been approved then good news! You can now start collecting data! Sometimes your survey is automatically activated on approval, and other times, you will need to activate it yourself. To see the current status of your survey, click the **"Distribute Survey"** tab.

If your survey is not currently active, you will see this:

To activate, Click : **Activate your survey to collect responses ➡**

If your survey is active, the **"Distribute Survey"** tab will present a link. This is what you send to participants taking your survey. You do not have to do anything else now other than share your link! You can put the link on the SONA system to recruit participants (see guide), or alternatively email it, facebook it, tweet it e.t.c
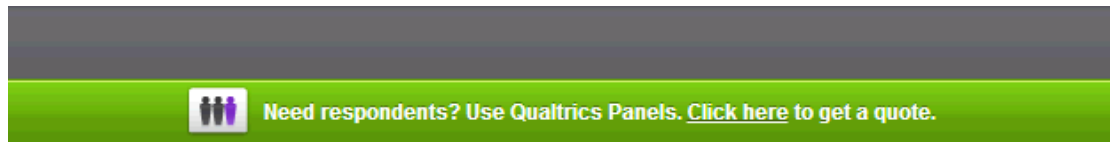
Your Anonymous Survey Link:

https://lincolnpsych.eu.qualtrics.com/SE/?SID=SV_1NECjQRXpHH9HjD

You can copy this link, then paste it into an email or website.

Note: This will not track identifying information. If needed, try our Survey Mailer

If you would like to download a copy of your survey for your appendix section, click the **"Edit Survey"** tab, and then **"Advanced Options"** (right hand side), and zzzthen "**Export Survey to Word…"**

To monitor your responses, click the **"My Surveys"** tab.

To close your survey, click **Close Survey** on the **"Distribute Survey"** tab. Note you can always re-activate if you need additional data.