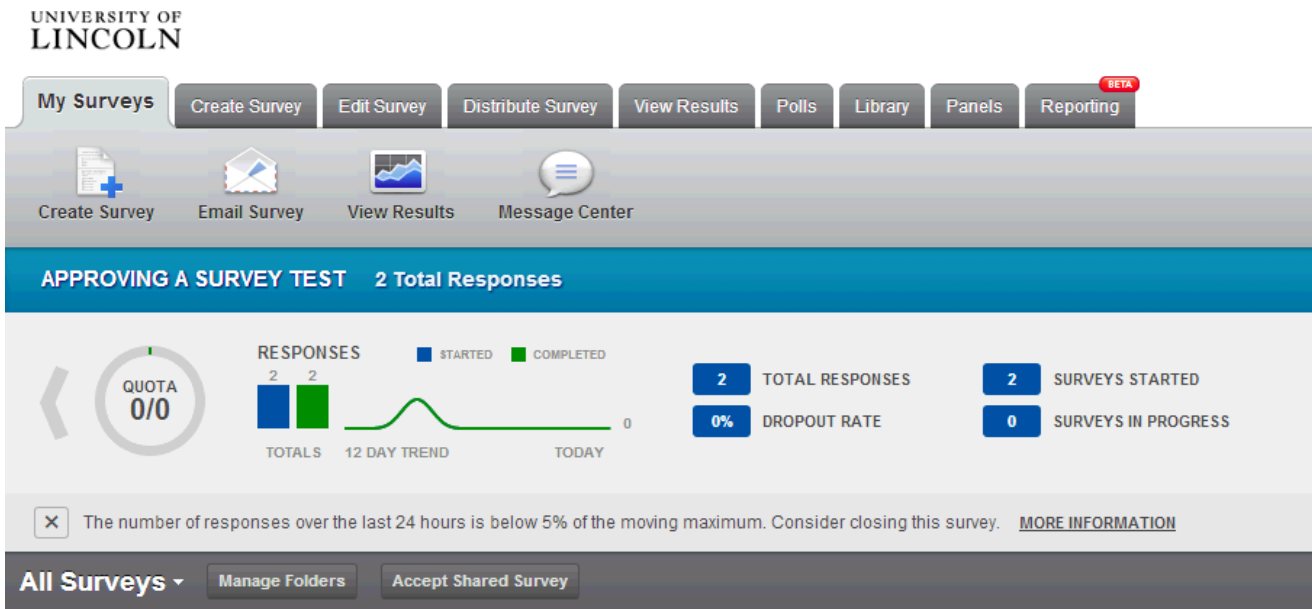


# How to get your Survey Approved

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.



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

Create Survey Email Survey View Results Message Center

**APPROVING A SURVEY TEST 2 Total Responses**

QUOTA 0/0

RESPONSES **STARTED** **COMPLETED**

2 2 0

TOTALS 12 DAY TREND TODAY

2 TOTAL RESPONSES 2 SURVEYS STARTED

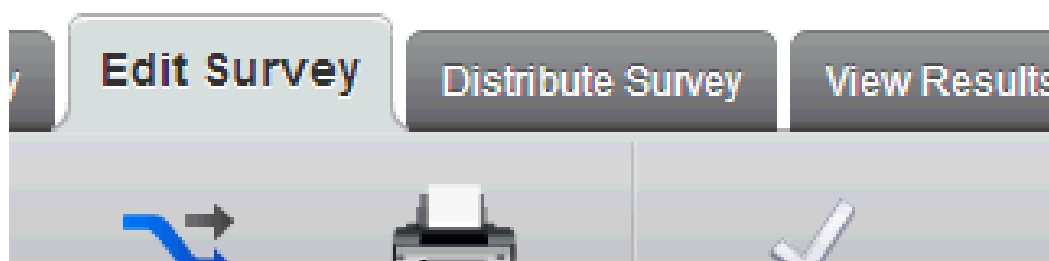
0% DROPOUT RATE 0 SURVEYS IN PROGRESS

The number of responses over the last 24 hours is below 5% of the moving maximum. Consider closing this survey. [MORE INFORMATION](#)



All Surveys **Manage Folders** **Accept Shared Survey**

★	Active	Name
★		<b>Dissertation Survey</b> Modified on: May 27, 2014

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



**Edit Survey** **Distribute Survey** **View Results**

**Survey Is Not Active**

Dissertation Survey

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

You can leave comments if you wish

Here is my completed Survey|

Select a Person... ▾	Request Approval
Ava Horowitz	
Adrian Parke	
Alison Wilson	
Emile van der Zee	
Hannah Merdian	
Heather Shaw	
Mariana Pinho	
paul goddard	
Patrick Hylton	

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:

The screenshot shows the Qualtrics Research Suite interface. At the top left is the Qualtrics logo. On the right, there are links for 'Research Suite', 'Support & Feedback', 'Help and Tutorials', and 'Heather Shaw'. Below this is a navigation bar with tabs: 'My Surveys', 'Create Survey', 'Edit Survey', 'Distribute Survey' (highlighted), 'View Results', 'Polls', 'Library', 'Panels', and 'Reporting' (with a 'BETA' badge). Below the navigation bar are icons for 'Survey Link', 'Email Survey', 'Email History', 'Social Media', 'In-Page Popup', 'Website Feedback', 'Survey Director', 'Sample Finder', and 'Preview Survey'. At the bottom left, there is a 'Psych Corridor Notice Boards' dropdown. At the bottom right, there is a green 'Activate Survey' button with a '0' next to it. A purple banner at the very bottom contains the text: 'Need respondents? Use Qualtrics Panels. Click here to get a quote.'

### Survey Is Not Active

[Activate your survey to collect responses](#) ➔

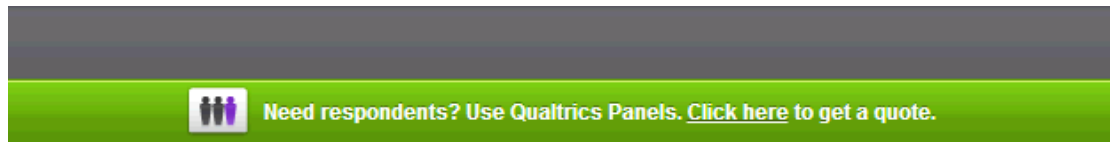
#### Your survey is inactive for the following reasons:

- **Quality Control**  
*The survey cannot be taken by recipients and allows you to review it before it can be taken.*
- **Ease of Building**  
*In "Edit Survey" you have access to quick and simple build modes that are not available with active surveys.*
- **Data Integrity**  
*Since no one can take an inactive survey you don't need to worry about invalidating your data. Once data has been collected you must be careful not to invalidate results when modifying the survey.*

**A survey should not be activated until you are ready to collect responses from recipients.**

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\\_1NECjQRXpHH9HiD](https://lincolnpsych.eu.qualtrics.com/SE/?SID=SV_1NECjQRXpHH9HiD)

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](#)

[Qualtrics.com](#)   [Contact Information](#)   [Terms of Service](#)   [Logout](#)

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0.125s (0.335, 0.255, 0.068, 0.117, 0.017)

Need some training? Check out our [5-Step Training Program](#) to get up to speed fast!

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  on the “**Distribute Survey**” tab. Note you can always re-activate if you need additional data.