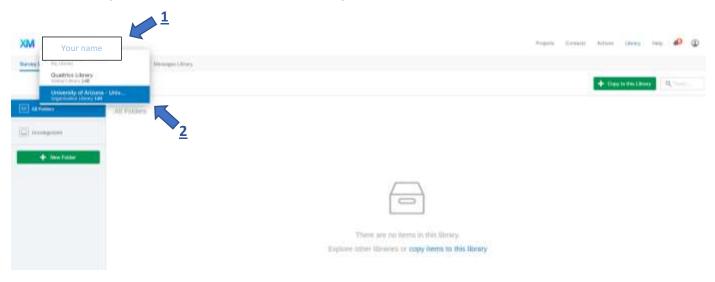
## How to copy "360 Administrator Annual Review Survey" into your own Qualtrics library & produce an anonymous link

1. Click on "Library" on your Qualtrics Dashboard.

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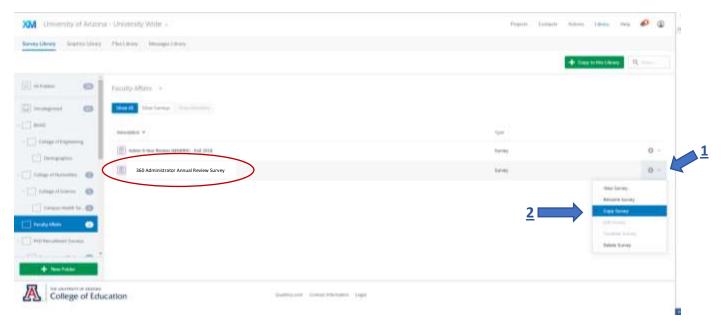
2. Click on your name and then click on "University of Arizona".



3. Click on the "Faculty Affairs" folder.



4. Click on the "360 Administrator Annual Review Survey" circular gear icon on the right and then select "Copy Survey".



5. Select "My Library: Your Name", type the name of the project and click "Copy".

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6. The survey should be in your library now.

7. In order to see the survey in your Qualtrics "Projects", click "Create New Project".

qualtrics.201					Projects	Actions	Contacts	Library	Help	0	۲
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All projects	58										$\overline{\mathbf{x}}$
> Shared with me	21	Teda	y								

8. Make sure "Create your own" is selected. Then click "Survey".

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9. Click "From Library". Select "Your Name" and then select "360 Administrator Annual Review Survey"

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## How to create a link for anonymous responses

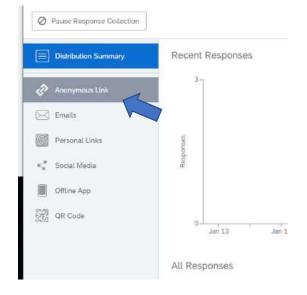
1. Click on the three dots of the "360 Administrator Annual Review Survey".

Last 7 days				
Survey		~	1. at 1.	
360 Administrator Five Year Review Survey	Active	4	3	
Soo Auministrator rive real neview Survey	Status	Questions	Responses	12 day trend

## 2. Select "Distribute survey".

Survey	10.000		2	
360 Administrator Annual Review Survey	Active	4 Questions	3 Responses	Close
				Collaborate
				Reveal in folder
				Rename project
				Copy project
				Edit survey
				Preview survey
				Translate survey
				Distribute survey
				Data & Analysis
				View reports
				Delete project

3. Select "Anonymous Link".



4. An anonymous link will be created. It can be pasted into emails.

Anonymous Survey Link

A reusable link that can be pasted into emails or onto a website, and is unable to track identifying information of respondents.

https://uarizona.co1.qualtrics.com/