

# Using a Validation Screen

## Article Number

000089098

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## Information

A validation screen is one of the two options for [collecting identifiers](#) with your survey results. Simply put, a validation screen is a question respondents see prior to taking the survey. These screens can function as a validation process for ensuring only the right group of respondents take the survey OR as a way of simply tracking the unique identifiers of those respondents who do take the survey.

Please Enter Your ID

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The validation screen can be set up to ask students to enter campus e-mail or ID. This method should be used in conjunction with the [generic link option](#), not the mass mailing tool.

A common example of this is when a campus wishes to create a [QR code](#) using the generic link, but would still like to collect identify and/or restrict access to a specific group of respondents.

A validation screen must be set up by your Baseline Support Specialist; [contact Support](#) (716-270-0000 M-F 8:00am - 8:00pm EST) if you would like to create a validation screen for your project.

**\*\*NOTE:** Using the [generic link](#) without any validation screen is considered *anonymous*, meaning that neither Anthology staff nor the campus can track the identity of the respondent in any way with this survey link. Using a validation screen, or using the [mass mailing feature](#), means that the respondent's identifier (either email or ID, depending on your settings) *is collected* by Anthology. While Anthology does have the ability to *hide* the respondent's identifier from the Baseline user who is collecting this data, it still technically exists and can be un-hidden upon request. **Therefore, if you choose to use the mass mailing tool or validation screen as your data collection method, be advised that you should not advertise your survey as anonymous; we recommend using language to say that your survey is "confidential," since access to respondent IDs is controlled by permissions to Baseline and not inherently available to the general public.**

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## KB Product

Baseline

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## **Title**

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