Sharing a survey link

This document provides an explanation about how to share a link for a survey in Cognia™ Surveys via email. Please use this if you have not received a link from your district leadership.

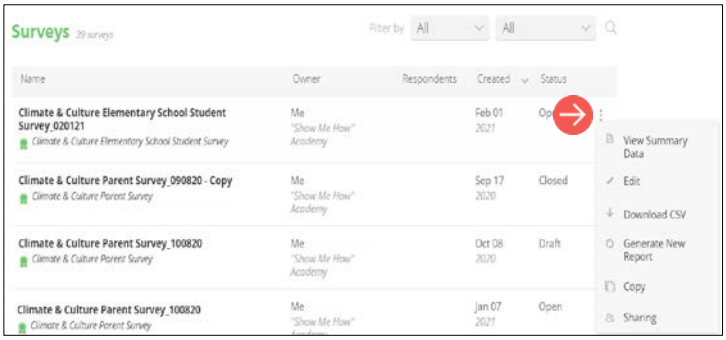
Getting started

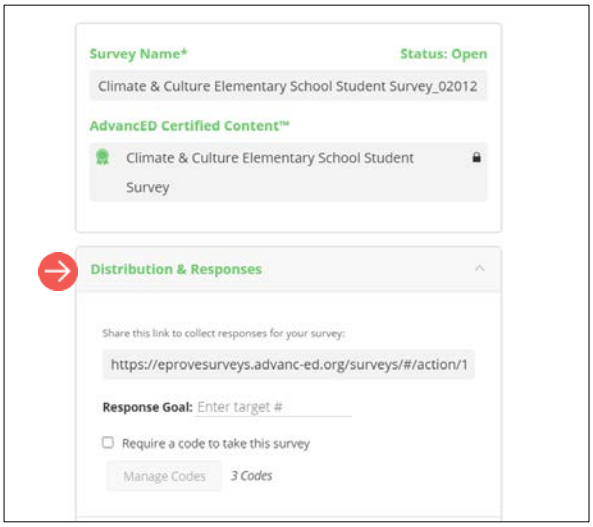
1. Log in through myJourney.
2. Enter your email address and password. If you do not have a password, click Request Password and enter the email address associated with your myJourney account to request a password.
3. Navigate to the Surveys widget and select **Go to Surveys.**

   If you still have trouble please contact the Cognia Service Desk at 877-676-6722.

Copying a survey link

4. Locate the survey for which you need to share the link.
5. Select **Edit** from the action menu (three vertical dots) at the far right of the survey.
6. Within the survey, select the **Distribution & Responses** section.
7. Copy the link in the "Share this link to collect responses for your survey" field. Do not copy the link from anywhere else.





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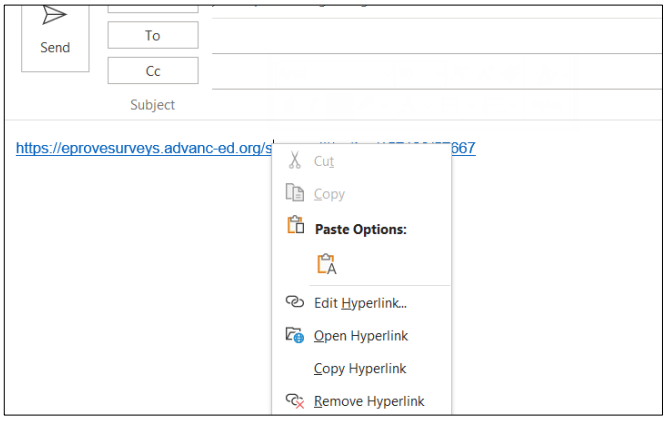
Inserting/pasting a survey link in an email

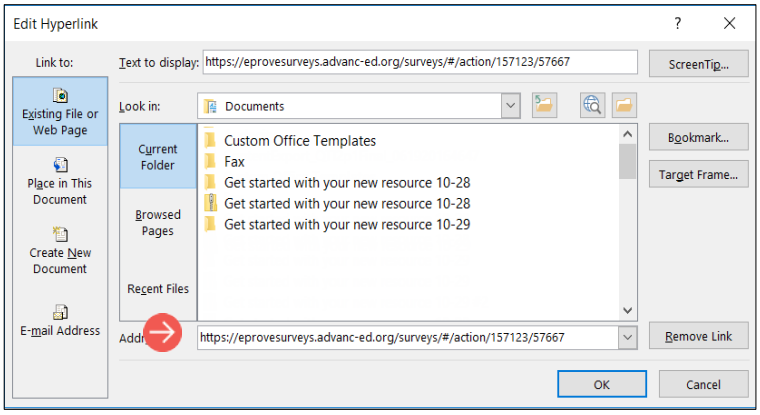
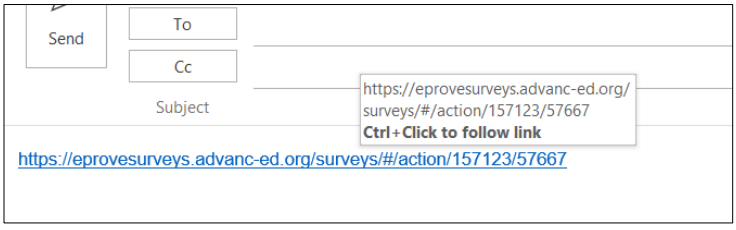
8. Insert/paste the survey link you copied into a new email. When doing so, do not modify the link address. The address must match exactly what was copied from the Distribution & Responses section within the survey.

9. To verify the link was inserted/pasted correctly in the email:

   - Right-click on the link in the email and select **Edit Hyperlink**.
   - Ensure the link in the **Address** field matches the exact link (no additional spaces) you copied from within the survey. If it does not, insert/paste the correct link into this field.

     Note: You may modify the **Text to display** field, but the **Address** field must match the exact survey link.





Tip: You can also verify the address was inserted/pasted correctly in the email by hovering over the link in the email. When you hover over the link, the address displays in a popup. Ensure the address matches the exact link you copied from within the survey. If it does not, see step 8 to edit the link.