



Georgia 4-H End of Year Teacher Survey

How-To Guide

- ✓ Obtain UGA Qualtrics Account
 - Contact Polly Crumbley at pcc@uga.edu
- ✓ Request EOY Teacher Survey
 - Contact Jennifer Cantwell at jecantw@uga.edu
- ✓ Jennifer will share Survey Template with county name
- ✓ Consider – Do you want to send a separate survey for each grade?
 - If yes - Copy Survey and Rename with county name and grade
- ✓ Edit Survey(s)
 - In-School Lessons
 - Enter lessons taught this year
 - Add additional statements/delete extra statements
 - 4-H Educators
 - Copy question for each 4-H educator
 - Enter name of each 4-H educator
 - Curriculum Needs
 - Enter the name or description of each available lesson
 - Add additional statements/delete extra statements
 - Consider – Do you have an incentive program?
 - Add text to describe your incentive program
 - Delete question if you do not have an incentive program
- ✓ Optional - Add additional questions
 - Add after communication questions
 - Contact Jennifer for assistance

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- ✓ Distribute Survey
 - Email anonymous link directly to teachers → Distributions → Anonymous Survey Link
 - Send with Qualtrics (include reminders and thank you email when completed) → Emails (note: you will need to create Contact List)
- ✓ Pull data
 - Initial Report
 - Word, PDF, Excel → Reports, Export Report
 - Individual Responses → Reports
 - Excel Report (more advanced)
 - Data & Analysis → Export Data → Download Data Table
- ✓ Share data with Jennifer
 - Make sure to share any created surveys – this way Jennifer can access data to combine with other responses to show statewide impact.

Important Notes:

- Please share any surveys you create (copies for each grade) with Jennifer
- Please do not edit General Questions.
- Delete all editing notes.
- Contact Jennifer at any time if you need help.

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