



Georgia 4-H End of Year (EOY) Teacher Survey

How-To Guide – Paper Survey

- ✓ Consider – Do you want to send a separate survey for each grade and/or school?
- ✓ Edit Paper Copy of 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
- ✓ Distribute Paper Copy of Surveys
 - Determine best way to distribute and collect completed surveys (mailed, in-person, etc.)
- ✓ Obtain UGA Qualtrics Account
 - Visit the following link, click on Request Service, and fill out the required form:
<https://uga.teamdynamix.com/TDClient/Requests/ServiceDet?ID=16295>

- ✓ Request Qualtrics EOY Teacher Survey
 - Contact Jennifer Cantwell at jecantw@uga.edu
 - Jennifer will share Survey Template with county name
 - If you have multiple versions (different schools, grades, etc.), Jennifer can create multiple surveys for you to edit.

- ✓ Edit Survey(s) in Qualtrics to match Paper Surveys

- ✓ Enter Paper Survey(s) in Qualtrics
 - Contact Jennifer if assistance is needed

- ✓ 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 answers to General Questions with other responses to show statewide impact.

Important Notes:

- Please share any surveys you create with Jennifer.
- Please do not edit General Questions.
- Delete all editing notes.
- Contact Jennifer at any time if you need help.
- If you have trouble accessing your CAES Qualtrics Account or for more resources - <https://oit.caes.uga.edu/what-is-qualtrics-how-do-i-get-an-account/>