



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

### How-To Guide - Qualtrics

- ✓ 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 EOY Teacher Survey
  - Contact Jennifer Cantwell at [jecantw@uga.edu](mailto:jecantw@uga.edu)
  - Jennifer will share Survey Template with county name
- ✓ Consider – Do you want to send a separate survey for each grade and/or school?
  - If yes - Copy Survey and Rename with county name and grade
    - Jennifer can make you multiple copies as needed
- ✓ 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

- ✓ Distribute Survey via Qualtrics
  - 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 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/>