



## 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](mailto:jecantw@uga.edu)
  - Jennifer will share (collaborate) 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
  - View Qualtrics Tutorial on how to edit survey - [https://kaltura.uga.edu/media/t/1\\_4ob7nnrg](https://kaltura.uga.edu/media/t/1_4ob7nnrg)
  
- ✓ 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 (collaborate) any created Qualtrics surveys - this way Jennifer can access data to combine answers to General Questions with other responses to show statewide impact.

### Important Notes:

- Please share (collaborate) 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/>