



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
 - Jennifer will share (collaborate) 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
 - View Qualtrics Tutorial on how to edit survey -
https://kaltura.uga.edu/media/t/1_4ob7nnrg
 - 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
- ✓ Finalize and Distribute Survey via Qualtrics
 - Make sure to Publish (green button in top right of survey window). Once published, the Publish button will be greyed out.
 - 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 (collaborate) any created surveys - this way Jennifer can access data to combine with other responses to show statewide impact.

Important Notes:

- Don't forget to Publish so all edits save.
- 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/>