

## How to use qualtrics to set-up and complete your CEDPI final report:

Any Extension faculty/staff member can use qualtrics by using their net i.d. (i.e. first name.last name) and password:

<https://uwex.qualtrics.com/>

To import a .qsf file please follow these instructions. Qualtrics is not as intuitive as it should be! You can request your copy of the CEDP template (.qsf file) from the CCED to customize for your exchange or simply download those files from below. There is a version "A" and version "B" with only a few slight differences. The Version "A" has a question which asks participants to tell us about their position within the community as a means of determining what we would expect from their answers (an economic development director would likely know about things that the average citizen would not). The user has the option of adding many categories to this question and perhaps adding some demographic questions as well.

[Version A](#), click here (You won't be able to view it, just click on "download" and save the file on your computer): [https://drive.google.com/file/d/0B8nFWNv\\_HWsPZGFCZkNfYndTUVk/view?usp=sharing](https://drive.google.com/file/d/0B8nFWNv_HWsPZGFCZkNfYndTUVk/view?usp=sharing)

[Version B](#), click here (You won't be able to view it, just click on "download" and save the file on your computer): [https://drive.google.com/file/d/0B8nFWNv\\_HWsPQ3dONUxBRDdoVFk/view?usp=sharing](https://drive.google.com/file/d/0B8nFWNv_HWsPQ3dONUxBRDdoVFk/view?usp=sharing)

- Go to one of my existing surveys from the "my surveys" tab
- Click on the "edit" pencil icon to the right of one of my surveys
- Click on the "advanced options" tab in the upper right hand corner
- Click on "import survey"
- Choose a file (tell it where the .qsf file is located)
- Click on "import"

Once you have set up a unique survey for your CEDPI, you can set a password so that only your participants can use the survey. Click on "survey options" at the top of the survey. In the "Survey Protection" section, click the box that says "password Protection", and enter a password that you will then share with your team members.

To launch the survey, click on the "Launch survey" globe icon at the top and copy the URL for the survey. You can then give this URL and a password (if you added one) to your visitation team members. Your unique survey, should look something like this:

[https://uwex.qualtrics.com/SE/?SID=SV\\_a5KlmqwFxfj3WDZz](https://uwex.qualtrics.com/SE/?SID=SV_a5KlmqwFxfj3WDZz)

To then generate a final report that incorporates all participant input, use the “reporting” tab at the top of your survey (“generate report” and “edit report”).

Once you are satisfied with your final report, you can use the “Email reports” function to send a copy to your team members, your exchange community, and media.