



Common Measures FAQ

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Common Measures FAQ

COMMON MEASURES BASICS

1. Why were Common Measures created?

- a. Common Measures (CM) were created to provide state 4-H programs with resources to assist in the planning of local, state-wide, and regional evaluations.
- b. They were created to identify a common core of child/youth outcomes and indicators that are included in the National Institute of Food and Agriculture Plan of Work system.
- c. Lastly, they were created to identify a common core of outcomes, indicators and measures to create a standard survey tool that will be used by National 4-H Council grantees.

2. How were Common Measures created?

- a. Common Measures started with the development and review of the National 4-H Logic Models.

i. CM 1.0

1. In the spring of 2012: Common outcomes, indicators, and items were identified for all outcome areas for both 4th-7th and 8th-12th grade.
2. In the summer of 2012: Surveys were pilot tested in LA, MT, WV, NE, and VA with 500 4-Hers; facilitator input was also included.
3. In the fall of 2012: Print versions of the Common Measures tools were made available.
4. In the spring of 2013: Phase I of the online data collection system launched.
5. In the winter of 2014: Phase II of Common Measures was released, introducing the Qualtrics platform
6. In the spring of 2014: Development of College and Career Readiness Common Measures began
7. Spring 2015: College and Career Readiness Common Measures launched to system
8. Spring 2017: CM 1.0 begins phase-out process
9. Spring 2018: CM 1.0 completely phased out, CM 2.0 fully endorsed

ii. CM 2.0

1. Fall 2015: The revision process began, transitioning from CM 1.0 to 2.0
2. Winter 2015: Nebraska Academy for Methodology, Analytics & Psychometrics (MAP Academy) conducted the following,
 - a. Review of CM 1.0
 - b. Concept Mapping to reorganize instruments
 - c. Writing of new measures to create more robust tools

- d. Multiple age versions were dissolved
 3. Winter 2016 – Winter 2017: MAP Academy Conducted the following;
 - a. Content Review of the Common Measures with Adult Leaders;
 - b. Cognitive Testing of Common Measures instruments with large sample of 4-H Youth; and
 - c. Pilot Testing of Common Measures instruments
 - d. Selection of Core items
 4. Spring 2017: Library of CM 2.0 officially launched and resources made available to 4-H system
- 3. Who is working on Common Measures?**
 - a. The content development was a collaboration of efforts including 4-H National Headquarters, National 4-H Council, and representatives from the Land Grant Universities and the National Mission Mandate management teams. In addition, the MAP Academy served as the external research and evaluation team leading the transition and transformation of Common Measures from 1.0 to 2.0.
 - b. The development and management of the online resources are led by Bill Regehr, and Beth Birnstihl, National 4-H Council; and Jill Walahoski and Jessie Bauman, University of Nebraska-Lincoln.
 - c. Common Measures 2.0 was guided by an advisory team of LGU faculty representing the Extension regions. A contract with the Nebraska MAP Academy produced the review and revisions.
- 4. What are the benefits to using Common Measures?**
 - a. A study conducted by Payne & McDonald, 2012 titled *Using Common Evaluation Instruments Across Multi-State Community Programs: A Pilot Study* highlight many benefits of using a common set of evaluation instruments. Some of these highlights include the ability to improve quality of program evaluations which will ultimately help in securing and maintaining scarce or limited funding and increase accountability to funders, participants, and policy makers. For more details, reference the full study at www.joe.org/joe/2012august/rb2.php.
 - b. Common Measures can also increase our ability to describe 4-H consistently and simply. Benefits include:
 1. Writing impact statements for county, state and federal reports.
 2. Easy ability to populate other reports that you are already doing.
 3. Ability to describe 4-H consistently and simply.
 4. Friendly, feasible, and brief.
 5. Open access to the product- free and readily available.
 6. Measures are applicable to a broad range of programs.
- 5. Who can I contact for more information about Common Measures?**
 - a. General Questions about Common Measures:
 - i. Dr. Jill Lingard: Jlingard@unl.edu
 - ii. Jessie Bauman: Jbauman4@unl.edu
 - iii. Beth Birnstihl: bbirnstihl@fourhcouncil.edu
 - b. Qualtrics Questions: Jessie Bauman jbauman4@unl.edu
- 6. Where can I find the Common Measure tools?**
 - a. Common Measures webpage
 - i. Printer friendly versions of the Common Measures tools are available online at <http://www.4-h.org/commonmeasures/>. If you've not created a 4-H



Professionals account, you will need to do that prior to being able to access the resources.

1. CM 1.0
 - a. CM 1.0 instruments and resources will continue to be housed on the <http://www.4-h.org/commonmeasures/> website until the spring of 2018. After that, the CM 1.0 resources will no longer be available.
2. CM 2.0
 - a. All CM 2.0 instruments and resources are available on <http://www.4-h.org/commonmeasures/>.
 - i. Full Survey
 1. Contains Core and Supplemental questions for each content block included in the instrument. Unused Content Blocks and supplemental questions can be deleted out as necessary.
 - ii. Full Core Survey
 1. Contains only the Core questions for each content block included in the instrument. Although individual questions can't be deleted from this survey, unused Content Blocks can be.
- b. Qualtrics Platform
 - i. To access Common Measures online through the Qualtrics platform, contact the Common Measures Qualtrics Account Manager identified by your LGU. They will be able to assist you in utilizing Common Measures through the Qualtrics Platform. (if you're unsure who the account manager is for your LGU, contact Jill Lingard (Jlingard@unl.edu))
 - ii. Qualtrics Library
 1. All CM 2.0 items have been created and are made available in the National 4-H Council Library (your account will default to your individual library, you'll need to select the National 4-H Council Library to see the instruments.)
 - a. CM 2.0 is made available in the CM Library in the following formats
 - i. Full Survey (Core and Supplemental items)
 - ii. Full Core Survey (All Core items for that survey)
 - iii. Blocks – Core (Core questions by Content Block)
 - iv. Blocks – Supplemental (Supplemental questions by Content Block)
 2. CM 1.0
 - a. CM 1.0 instruments and resources will continue to be housed in the Qualtrics Library until the spring of 2018. After that, the CM 1.0 resources will no longer be available.

7. What ages and areas do the Common Measures address?

- a. CM 1.0
 - i. Eight Common Measure surveys were designed to assess the outcomes found on the National 4-H Logic Models.
 1. 4-7 and 8-12 Grade Universal Measures
 2. 4-7 and 8-12 Grade Citizenship Measures

3. 4-7 and 8-12 Grade Healthy Living Measures
 4. 4-7 and 8-12 Grade 4-H Science Measures
 5. 8-12 Grade Career Readiness Measures
- b. CM 2.0 – Please reference the CM 2.0 Reference Table for more detailed information on the outcomes targeted by CM 2.0. www.4-h.org/commonmeasures
- i. 4-H Experience (grades 4-12)
 - ii. Universal (grades 4-12)
 - iii. Citizenship
 1. Interest in Community Service and Giving Back (grades 4-12)
 2. Community Awareness (grades 4-12)
 - iv. College and Career
 1. Professionalism (grades 8-12)
 2. College Decision Making (grades 8-12)
 3. Career Decision Making (grades 8-12)
 - v. Healthy Living
 1. Healthy Eating Habits (grades 4-12)
 2. Being Active (grades 4-12)
 3. Healthy Decision Making (grades 4-12)
 4. Food Preparation (grades 4-12)
 - vi. Science
 1. Science Interest and Thinking (grades 4-12)
 2. Science Skills and Abilities (grades 8-12)
 3. Engineering Skills and Abilities (grades 8-12)
 - vii. Demographics (grades 4-12)

8. Can Common Measures be administered to grades 3 and under?

- a. It's not recommended to administer the Common Measure instruments to youth below the 4th grade. As demonstrated in the reading results from the 2013 National Assessment of Educational Progress (NAEP), which indicate that 65% of fourth-graders and 64% of eighth-graders are reading below proficiency levels (National Center for Education Statistics, 2013). As a result, youth below 4th grade may struggle with the readability and cognitive understanding of CM 2.0 items.

9. What outcomes do the Common Measures Target?

- a. The targeted outcomes for each tool are listed below. A "4-H Common Measures 2.0 Reference Table" is also available at www.4-h.org/commonmeasures, which maps each item back to an outcome. This table is helpful when determining which Common Measures tools are right for you!
- b. CM 2.0
 - i. 4-H Experience (grades 4-12)
 - ii. Universal (grades 4-12)
 1. Personal Mindset
 2. Social Skills
 3. Universal Skills
 - iii. Citizenship
 1. Interest in Community Service and Giving Back (grades 4-12)
 - a. Engagement in community and engagement with community issues
 - b. Understanding the democratic process
 - c. Contributions

- d. Engagement in community and engagement with community issues
- 2. Community Awareness (grades 4-12)
 - a. Awareness of community and community issues
 - b. Engagement in community and engagement with community issues
- iv. College and Career
 - 1. Professionalism (grades 8-12)
 - a. Contextual information
 - b. Professional communication
 - c. Intrapersonal skills
 - d. Contributions
 - 2. College Decision Making (grades 8-12)
 - a. Decision making and problem solving – school/college
 - 3. Career Decision Making (grades 8-12)
 - a. Decision making and problem solving - career
- v. Healthy Living
 - 1. Healthy Eating Habits (grades 4-12)
 - a. Choose food consistent with the dietary guidelines
 - b. Contributions
 - 2. Being Active (grades 4-12)
 - a. Improve physical activity practices
 - b. Contributions
 - 3. Healthy Decision Making (grades 4-12)
 - a. Avoid and prevent negative risk behaviors
 - b. Contributions
 - 4. Food Preparation (grades 4-12)
 - a. Food preparation skills
- vi. Science
 - 1. Science Interest and Thinking (grades 4-12)
 - 2. Science Skills and Abilities (grades 8-12)
 - 3. Engineering Skills and Abilities (grades 8-12)
- vii. Demographics (grades 4-12)

10. Are there any psychometrics available on the Common Measures Tools?

- a. A psychometric analysis was conducted on the CM 2.0 items.
- b. The 4-H Experience and the Universal instrument were kept as intact scales.
 - i. 4-H Experience
 - 1. Cronbach's alpha for the Experience items (all positive items) was .811
 - ii. Universal
 - 1. Cronbach's alpha for the Universal items (all positive items) was .844

11. What are the primary differences between CM 1.0 and CM 2.0?

- a. The items in CM 2.0 continue to assess the outcomes as described by the 4-H Logic Models, the 2.0 items have been revised to address challenges associated with including, but not limited to readability, relevance and positive response bias.
- b. The CM 2.0 tools include a single instrument in each area, as opposed to the two age-versions in CM 1.0.



- c. The CM 2.0 tools identify a shorter core of items and a longer full survey measure to accommodate the need for briefer tools, while still allowing for a more comprehensive description of the outcome with the full set of items.
- d. The CM 2.0 tools include a program experience scale.
- e. The CM 2.0 Universal measure includes a majority of the non-cognitive items that were previously incorporated across instruments.

12. How many hours of programming are recommended before administering a Common Measures tool?

- a. There is no prescribed number of hours associated with the use of the Common Measures tools. However, it's encouraged that the program frequency and duration are necessary for youth to accomplish the outcomes assessed by the Common Measures instrument you're using.

13. How can Common Measures be implemented?

- a. The instruments were designed for use in the following ways
 - 1. Unique program – Used to evaluate a specific or individual program. Designed to be used post-program.
 - 2. Needs Assessment – Used to measure what the current status of a program is to inform future decision making
 - 3. Cross- Sectional – Used to measure a specific sample of your population that you would like to evaluate at one particular point in time.
- b. LGU Implementation
 - i. Common Measures can be utilized by LGU's at the state or local levels
- c. Grant Implementation
 - i. Common Measures can be utilized by various grants
- d. Please reference the CM 2.0 Protocol for more information

14. How long does it take for participants to complete a Common Measures survey tool?

- a. Youth will need approximately 10-20 minutes to complete the instruments, however time estimates may vary depending on the age(s) of the youth and number of questions. For instance, younger youth generally require 1.5 times as much time to complete a task than older youth. With very long surveys, younger youth may lose motivation to complete the forms or may provide poorer quality data.
- b. It's recommend that survey administrators use their discretion when determining how long it will take youth to complete the instruments and whether it may be advised to stagger the administration with certain youth. For instance, younger youth may need to have the Common Measures instrument broken out into smaller pieces that are given across several occasions if instrument length is a concern. This way, younger youth would take a 5-minute survey during three occasions rather than a 10-20-minute survey at one occasion. If this staggered approach is needed, survey administrators need to make sure each youth is assigned an ID number to link instruments across occasions.

COMMON MEASURES QUALTRICS PLATFORM

15. What are the features of the online Common Measures Qualtrics Platform?

- a. The Common Measures Qualtrics Platform allows authorized users to create and distribute surveys, as well as collect and report survey data.
- b. The Common Measures Qualtrics Platform allows for online data collection, as well as for data collected on paper surveys to be entered at a later time.



- c. Visit www.qualtrics.com/support for more details on what the Qualtrics Platform has to offer.

16. How do I access the Common Measures Online System?

- a. Each LGU has a single Common Measures Qualtrics account manager, identified by the State Program Leader. The account manager can access Common Measures by visiting www.qualtrics.com. (if you're unsure who the account manager is for your LGU, contact Jill Lingard (jlingard@unl.edu).

17. How do I know that my participants are safe and the integrity of the data is maintained?

- a. Designated administrators for the LGU or the grant will manage the Qualtrics accounts.
- b. Institutional Review Board approval will be governed by each participating LGU (see IRB Section for More Details).
- c. Each LGU account manager will determine the access to their data for aggregate reporting unless designated by the grant; grants will require IRB approval for national aggregation.
 1. Data collected as part of a grant will be entered and stored in grant specific accounts. Access to tools and data will be communicated to grantees via their grant manager.

INSTITUTIONAL REVIEW BOARD (IRB)

18. Where can I find tips and helpful information about securing IRB Approval for CM 2.0?

- a. Reference the CM 2.0 Protocol found at www.4-h.org/commonmeasures for specific information and guidance regarding IRB and CM 2.0.
- b. Reference the example Common Measures IRB Protocols available on www.4-h.org/commonmeasures
 - i. IRB Protocol
 - ii. Appendix A – Sample Parental Consent
 - iii. Appendix B – Sample Youth Assent
 - iv. Appendix C – Sample Parental Information Letter

19. Are my participants and data secure?

- a. The protection of the participants and the integrity of the data are maintained through multiple efforts. Data collected and reported will be governed by the Institutional Review Board (IRB) for each participating Land Grant University (LGU) and each LGU will determine who has access to the surveys and data.

20. Is parental permission required?

- a. The requirements for parental consent are governed by each LGU's IRB.
- b. No information obtained in this study will identify an individual child. Demographic information, which does not include personally identifiable information, is not linked to IP addresses or email address used to disseminate surveys. The information obtained in this study will be analyzed and reported as aggregated data.
- c. All data will be submitted via the online link will be housed in the Qualtrics Platform. Staff providing support to Common Measures data collection at the National 4-H Council **will not** be able to trace data back to specific individuals and **will not** be able to identify individual persons based on their data.

21. Do I need IRB approval to use the 4-H Common Measures?

- a. Institutional Review Board approval will be governed by each participating LGU.
- b. Contact your IRB office when determining if approval is necessary.
- c. **Grants requiring the use of Common Measures will need to gain IRB approval.**



- d. An IRB protocol help sheet has been created to help you in securing approval with your LGU's IRB. The sheet can be found at www.4-h.org/commonmeasures.

ACCESSING QUALTRICS PLATFORM – For account managers only

22. How do I get access to the Common Measures Qualtrics Platform?

- a. Authorization to access the Common Measures Qualtrics Platform begins at the LGU or grant level. The Account Manager at each LGU, or the grant manager, will determine who has access to the account.
- b. Contact your State Program Leader, or Jill Lingard (jlingard@unl.edu) at your LGU to determine who has been authorized as the Account Manager for your LGU's Common Measures Qualtrics account.

23. How do I create an account?

- a. An account will have to be created for you, for details contact Jill Lingard (jlingard@unl.edu)

24. Where do I access the Common Measures Qualtrics Platform?

- a. Once you have assigned as the account manager, you can access the Common Measures Qualtrics Platform by visiting www.qualtrics.com.

CREATING, EDITING, SENDING SURVEYS

25. Where do I find Qualtrics Tutorials on creating, editing, and sending surveys?

- a. www.qualtrics.com/support contains a wide variety of training videos and step by step tutorials.

26. What are Qualtrics Libraries?

- a. <http://www.qualtrics.com/university/researchsuite/basic-building/getting-started/introduction/libraries/>
- b. Common Measures surveys and blocks are available in the National 4-H Council Library. The libraries allow you to utilize pre-built CM surveys and blocks! Each LGU has access to the National 4-H Council Library.
 - i. CM 2.0 is made available in the CM Library in the following formats. Reference the CM 2.0 Reference table for more information on the breakdown of the instruments.
 - 1. Full Surveys
 - a. Full Survey (Core and Supplemental items)
 - i. Each of these surveys include the core items, as well all supplemental items included in that survey. This survey is designed to be used in it's entirety and not be altered. Custom questions can be added in addition.
 - b. Full Core Survey (All Core items for that survey)
 - i. Each of these surveys contain all of the Core items for that survey. No supplemental questions are included in this survey format.
 - ii. This is a great option if you're looking for a more condensed version of a survey to use.
 - 2. Content Block Options
 - a. Blocks – Core (Core questions by Content Block)

- i. If you would like to build a custom CM 2.0 survey through the use of a variety of Content Blocks from across the different surveys, this is a good option as it allows you to utilize targeted content blocks of the larger survey.
 - ii. These blocks of items contain the Core items only for each content block.
 - b. Blocks – Supplemental (Supplemental questions by Content Block)
 - i. If you would like to build a custom CM 2.0 survey through the use of a variety of Content Blocks from across the different surveys, this is a good option as it allows you to utilize smaller sections of the larger survey.
 - ii. The items included in these blocks can be added individual item by individual item to supplement the core questions, or you can choose to include all the supplemental items in your survey.

27. How do I create a Survey in Qualtrics?

- a. Reference the www.qualtrics.com/support page for technical instructions on how to build a survey.
 - i. Visit this Qualtrics support page for an introduction into the Qualtrics platform <https://www.qualtrics.com/support/survey-platform/getting-started/survey-platform-overview/>
- b. Each account contains a National 4-H Council Library where the Common Measures 2.0 surveys and items are pre built for your convenience and use. When building a survey for your local program, use the CM 2.0 resources in the Library as a starting spot.

28. How do I use appropriately use CM 2.0 to create a custom survey for my program?

- a. Reference the Common Measures 2.0 Reference Table for further instructions on how to build a custom CM instrument www.4-h.org/commonmeasures.
- b. Use the Qualtrics libraries to build your custom survey instead of re-creating the questions and answer choices!

29. Can I add questions that aren't currently a part of the Common Measures items?

- a. Yes. Program specific questions, outside of common measures, can be added to surveys in the Qualtrics platform.

ADMINISTERING SURVEYS and ENTERING DATA

30. How do I send a Survey?

- a. There are many ways to administer a survey in Qualtrics, however, we anticipate our users will most commonly administer paper copies or share an anonymous survey link with participants. For an overview of distribution options visit <https://www.qualtrics.com/support/survey-platform/distributions-module/distributions-overview/>
 - i. An **anonymous survey link** can be generated by selecting the Survey Link option found in the Distribute Survey tab. Note, you will be required to activate your



survey before an anonymous link will be generated. This one link can be shared with multiple participants.

- ii. **Paper copies** of the electronic survey built in Qualtrics can be printed.
 1. How to Generate a Print Version of your Survey
 - a. Build your survey then select the “Edit Survey” tab
 - b. Select “Advanced Options” button found in top right corner/area of screen.
 - c. Select “export survey to word”
 - d. Select any formatting customizations. It’s recommended that all boxes are selected, except for the “Show Coded Values” option which should be selected/unselected depending on your intended use of the print version of the survey.
 - i. Show Coded Values
 1. Unselected – No code will appear following each answer choice. It’s recommended to unselect this option when intending to administer the print version to youth for completion.
 2. Checked – This will include a code value next to each answer choice. The code value that appears will be used when keying in collected data from paper surveys into a CSV file and then imported back into Qualtrics. It’s recommended that this option is only used for internal use to help with coding and data entry. The extra codes/numbers that appear when this option is selected can easily become confusing for youth, therefore it is recommended to uncheck this option when intending to administer the print version to youth for completion.
 - e. Select Export
 - f. Once the word version has been generated, add any finishing touches to your survey (i.e. University logo, clover, etc.)
 - iii. Once data is collected, it can either be entered by keying in data via the anonymous link (one survey at a time), or responses can be entered into a CSV file and be imported into the system.

31. Does the Common Measures System send e-mail reminders to participants?

- a. Yes, electronic reminders can be sent if the survey was administered electronically and Panels were used. For more details visit this page
 - i. <https://www.qualtrics.com/support/survey-platform/distributions-module/email-distribution/emails/email-distribution-management/>

32. How do I enter or collect survey data?

- a. **Administer Electronic Survey**
 - i. Youth can use the survey link to complete the survey electronically. By doing this, you eliminate the need for paper surveys and data entry!
 - ii. The same link will be used by each participant to complete the survey (this is the same link that will be used to enter collected paper data)

b. Enter Collected Data using Survey Links

- i. This is an easy way to enter data, but not probably the quickest with large pools of data.
- ii. Use the survey link to enter the data from each survey, one survey at a time (this is the same link that will be used if electronic administration is utilized).
- iii. Transfer the data found on the paper version and enter it in the online fields.
- iv. Once one survey is done and submitted, click on the link (or re-paste it into your browser) to start a new survey.
- v. Repeat until all surveys are entered.

33. Enter Collected Data using CSV Files

- a. Great method for entering large pools of data.
- b. Generate Comma Separated Values (CSV) file for the survey. This is where you'll enter your data.
 - i. How do I generate a CSV file?
 1. View Results tab
 2. Select "Advanced Options" button
 3. Select "Import Responses"
 4. On the right side of the box that pops up, select "Example Document"
 5. Save this example CSV document, this is the document you will use as your template to key in your data.
- c. Each row of the CSV file represents a new survey/participant. The columns represent questions/answers.
- d. All the data collected on the paper surveys needs to be coded into a series of 1, 2, 3, and 4's and entered into the appropriate CSV file. (although this sounds tricky, it's really not too hard!)
 - i. How do I generate a Code Sheet to be used with data entry?
 - a. Under the "Edit Survey" tab
 - b. Select "Advanced Options" button found in top right corner/area of screen.
 - c. Select "export survey to word"
 - d. Make sure the "Show Coded Values" option is selected
 - i. Checked – This will include a code value next to each answer choice. The code value that appears will be used when keying in collected data from paper surveys into a CSV file and then imported back into Qualtrics. It's recommended that this option is only used for internal use to help with coding and data entry.
 - e. Select Export
 - ii. The Code Sheet is complete with the numeric code needed to key in the paper data into the CSV. This resource will help you understand what value needs to be keyed into the CSV file. In the CSV file, you will key in the numeric code (found in the parenthesis to the right of the answer choice) that represents the answer the participant selected.
 1. In short, the code is based on the type of question that is asked. If the participants can only choose one answer the code is a 1, 2, 3, 4, etc based on the answer they selected (so if they chose the second answer listed for that question, you would key in a 2. If they chose the 3rd answer you would key in a 3). If the question allows them to select

multiple answers you always key in a 1. You will key in a 1 for each answer they selected which will each be represented in its own column in the CSV file. Pay attention to the questions listed at the top of each column to help you stay on track.

- e. If the participant left a question blank, leave the column blank. You do not need to enter a zero in its place.
- f. There are some columns that will be left blank intentionally. (For example, Start Date, End Date, and the Dear Participant columns will be left blank; no data will be entered in these columns).
- g. Tutorial on importing responses
 - i. Importing Responses: <https://www.qualtrics.com/support/survey-platform/data-and-analysis-module/data/import-responses/>

34. How can staff see that they have successfully entered their survey data?

- a. Qualtrics has a feature called “Publish Report” that allows the account manager to share a web link with staff, stakeholders, etc. Through this link they can access real time frequency data for any custom report the account manager has created in the View Results tab.
- b. A custom Publish Report link is generated for each report that is created. What this means is that for a particular survey, multiple reports can be created in the View Results tab, and multiple Publish Reports can be shared. This works great if multiple counties or staff are contributing to the same survey, but will need to see the frequency results that only pertain to their program, county, etc.
- c. The reports and the Publish Report link can be created in advance and can be shared at the beginning of the year or at the beginning of the program. Because of this, the staff will always be able to keep real time tabs on data that is being submitted for their programming.
- d. Follow these steps to Publish a Report link!
 - i. <https://www.qualtrics.com/support/survey-platform/reports-module/exporting-and-sharing-results/sharing-reports/>

REPORTING SURVEY DATA

35. How do I run reports on data that I have entered?

- a. The Qualtrics system offers several reporting options. Visit the link below to learn how to export raw data, reports, and other reporting options!
 - i. <https://www.qualtrics.com/support/survey-platform/reports-module/reports-overview/>

36. Common Measures Reporting Template

- a. The Common Measures Reporting template is a custom reporting template designed to simplify the creation of CM Reporting Templates. It allows the user to easily upload a raw data Qualtrics file into a web application, and with the click of a button, create a report.
 - i. Benefits include



1. Creates simple and professional reports that can be shared with stakeholders and others interested in the impacts of your 4-H programs!
 2. Generated reports include a standard introduction and conclusion. The body of the report is populated with charts/graphs that depict the data included in the Qualtrics file that was imported.
 3. Reports are generated in a Microsoft word format allowing you to customize your report after it's been generated (add logos, pictures, supplemental text, etc).
- b. To learn how to use the CM Reporting Template, view the recorded training and FAQ document found at www.4-h.org/commonmeasures.