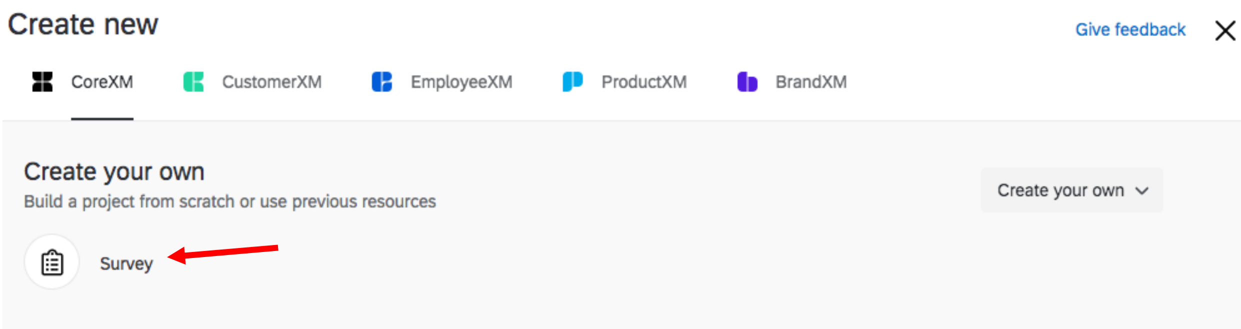
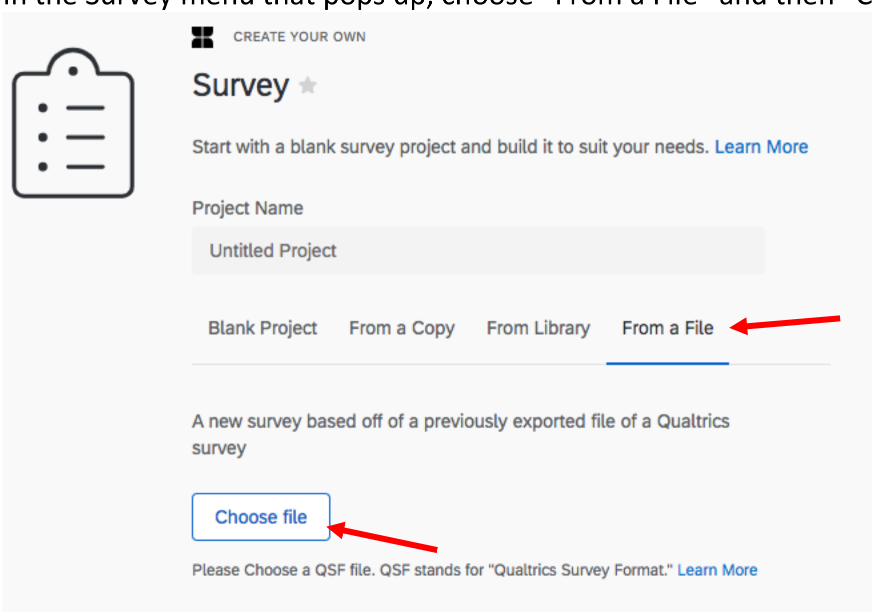
TO CREATE THE SURVEY IN QUALTRICS

1) Request the .qsf survey files from Julia (jc2933@cornell.edu)
2) Log into Qualtrics using your NetID and click "Create new project"

3) Under "Create your own" choose "Survey

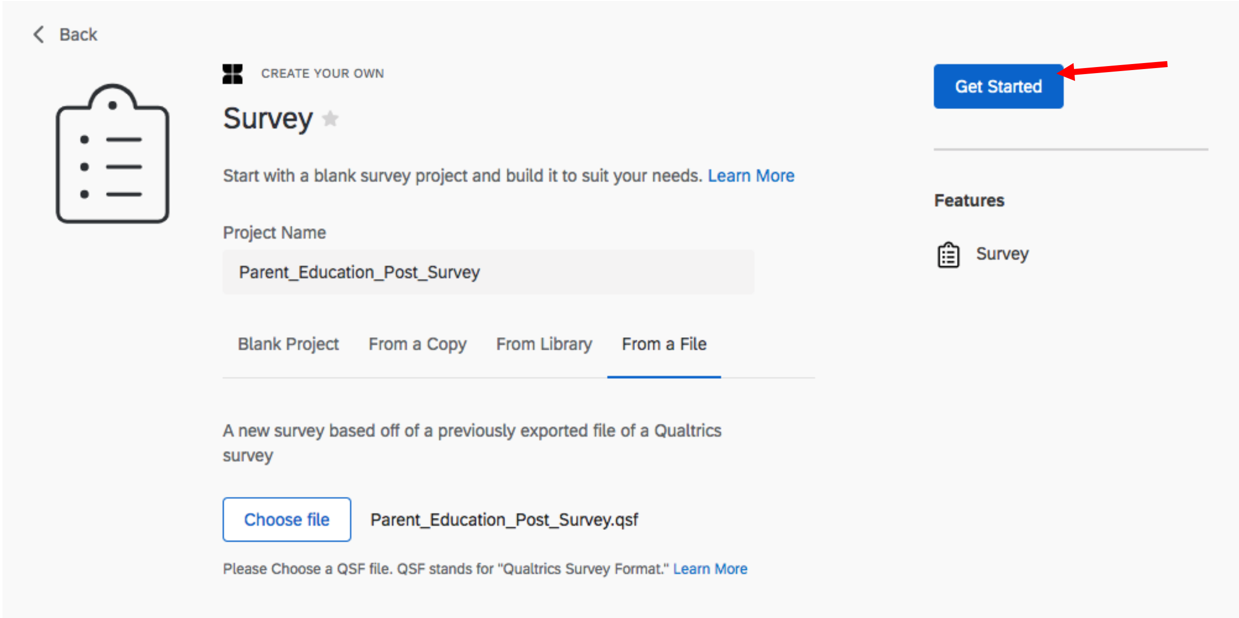


4) In the Survey menu that pops up, choose "From a File" and then "Choose file"



5) Select the "Parent_Education_Pre_Survey.qsf" or "Parent_Education_Post_Survey.qsf" (depending on which survey you are creating). You can edit the name of the Project if desired.

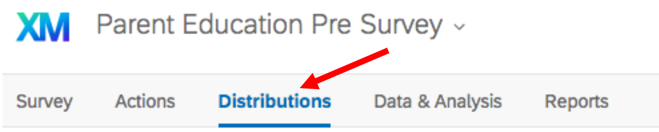
6) Click the blue “Get Started” button



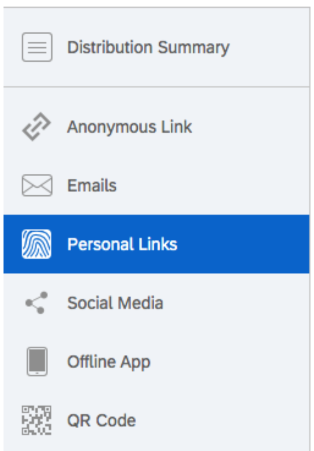
7) You’re all set! The surveys should now appear in your Qualtrics survey menu.

TO DISTRIBUTE SURVEYS

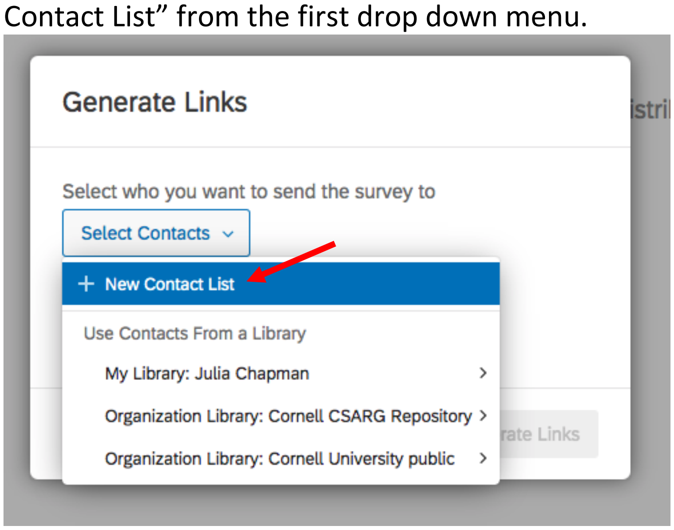
1) Ensure you have access to "view personal data" in your Qualtrics account. To set this up, email surveys@cornell.edu and ask them to set up your account with these permissions for these surveys.
2) Once these permissions are set up, open your **pre-test** survey in Qualtrics and choose "Distributions"



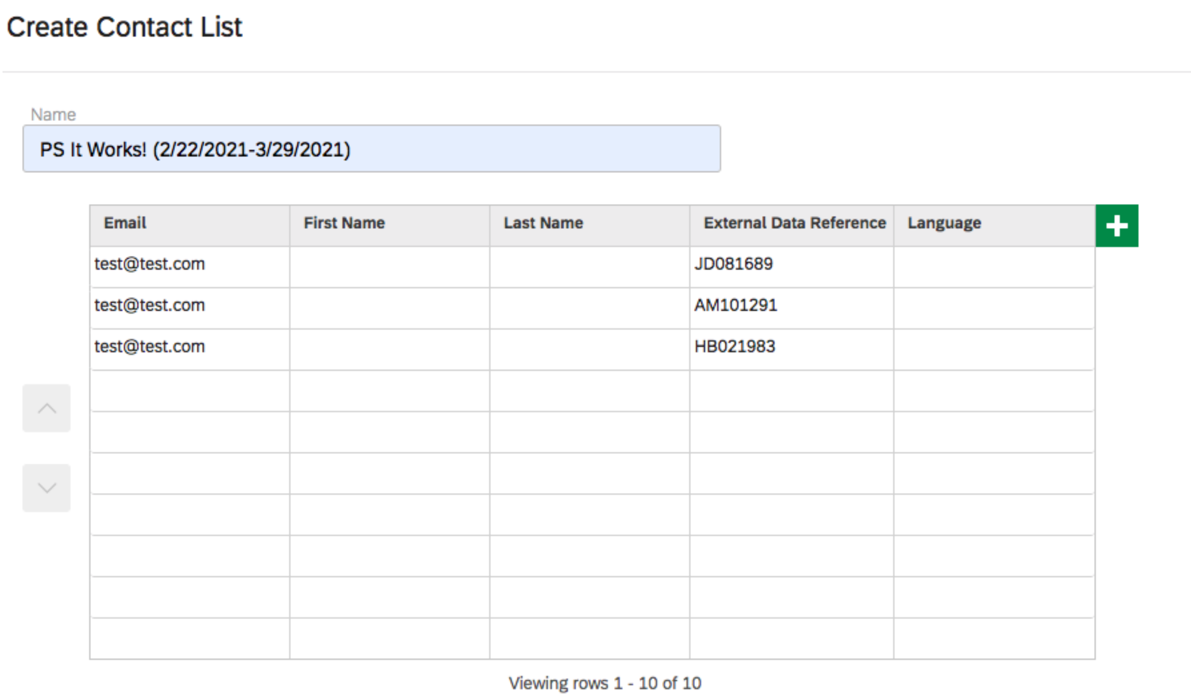
3) Choose "Personal Links" from the left menu



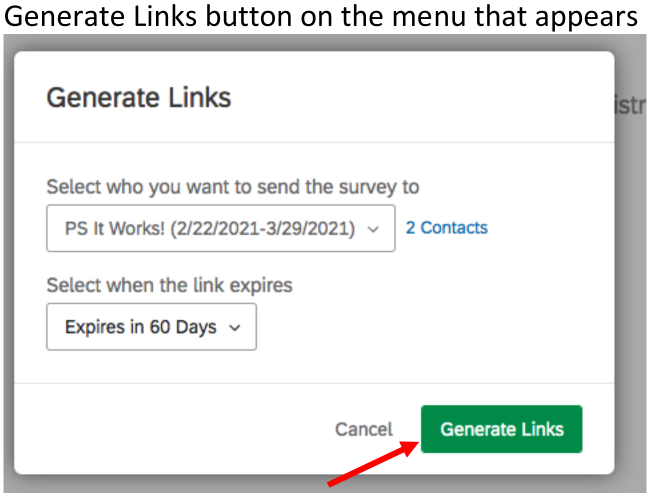
4) Click the green "Generate Links" button and when that menu pops up choose "+New Contact List" from the first drop down menu.



5) Create a name for your contact list based on the parenting education class. Fill the emails with test@test.com and use the “External Data Reference” to assign each participant a unique ID so that you will be able to match their pre and post test (*<u>do not use the first and last name</u> sections to distinguish participants*)
    a. Unique IDs can have both numbers and letters. Below, I have used an initial + birthday combination, but feel free to develop your own system as long as you are able to remember which IDs are assigned to which participant for pre and post tests



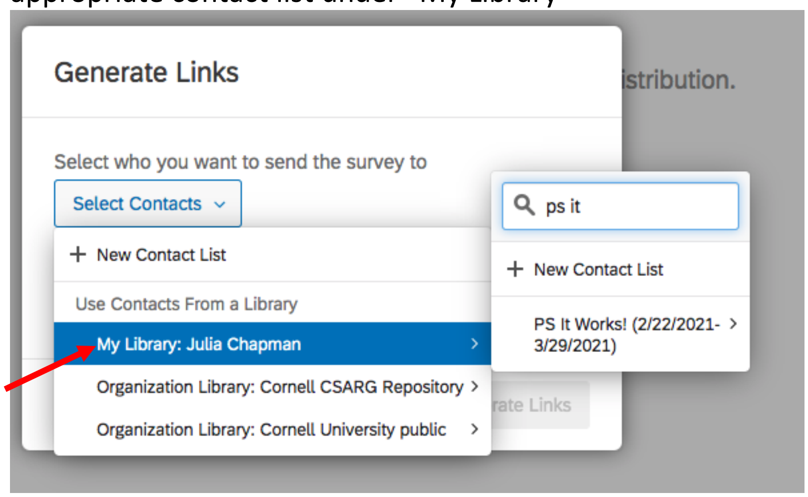
6) Click the “Create” button at the bottom of the Contact List and then click the green Generate Links button on the menu that appears



7) The Personal links will appear in the menu, click it in the menu to download an Excel file. The file will include the external data (unique ID) for each participant and corresponding personal link:

External Data Reference	Email	Status	Link
JD081689	test@test.com	Email Not Sent Yet	https://cornell.ca1.qualtrics.com/...
AM101291	test@test.com	Email Not Sent Yet	https://cornell.ca1.qualtrics.com/...
HB021983	test@test.com	Email Not Sent Yet	https://cornell.ca1.qualtrics.com/...

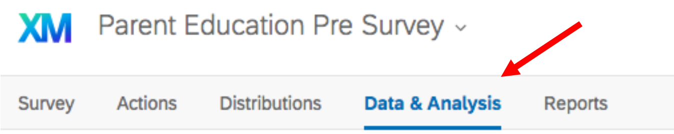
8) Send the personalized links to each participant.
9) Repeat steps 1-4 for the **post-test**, but instead of choosing New Contact List, find the appropriate contact list under "My Library"



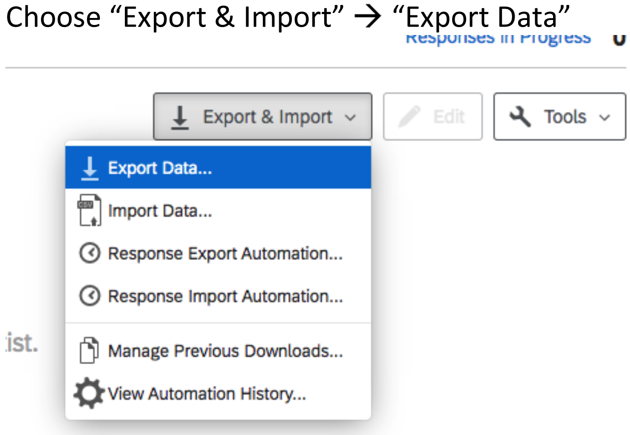
10) Repeat steps 6 & 7.

DOWNLOADING DATA FOR INPUT

1) To download the data, choose “Data & Analysis” from the top menu



2) Choose “Export & Import” → “Export Data”



3) Choose either CSV or Excel as the export option, and make sure that “Download all fields” and “Use choice text” are selected. Then click “Download”
    a. This will download **all** data collected. To download only data from certain programs or dates, see information here
    b. This Excel sheet can be passed on to whoever your data input person is for the Statewide data collection system.
4) Once downloaded, you can use the CSV or Excel file to upload your data into the Statewide reporting system, as usual