

Directions for Retrieving the Online Kansas 4-H Volunteer Service Application and Renewal Data

If you have never logged into Qualtrics, you will need to create an account. Please go to <http://kstate.qualtrics.com> (please note there is no hyphen between the K and State). To sign in, you will use your K-State eID (not email address) and password. Details for accessing Qualtrics:

- The first time **anyone** signs into Qualtrics they must select "I don't have a Qualtrics account."
- You will be able to access Qualtrics immediately.

Once you have logged in, you will see a survey named “Kansas 4-H Volunteer Service Information – Name of Extension Unit.” To the right of the name you will see a *responses* column and a *tasks* column. The *responses* column indicates how many people have completed or started an application or renewal. The *tasks* column should have the results, view, and remove options.

To view the results or a completed application or renewal, you will click on the results link under the *tasks* column.

The screenshot shows the Qualtrics interface. At the top is the Kansas State University logo and navigation links like 'Research Suite', 'Support & Feedback', and 'Help and Tutorials'. Below is a 'My Surveys' section with buttons for 'Create Survey', 'Edit Survey', 'Distribute Survey', 'View Results', 'Polls', 'Library', 'Panels', and 'Reporting'. A secondary row has 'Create Survey', 'Email Survey', 'View Results', and 'Message Center'. A blue banner indicates 'No Active Surveys'. Below that, there are options for 'All Surveys', 'Manage Folders', and 'Accept Shared Survey', along with a search bar and 'Show More Data'. The main table has columns for 'Active', 'Name', 'Responses', and 'Tasks'. One survey is listed: 'Kansas 4-H Volunteer Service Information' with 0 responses. In the 'Tasks' column, there are icons for 'Results', 'View', and 'Remove'. A green arrow points to the 'Results' icon.

Click on *responses*.

This screenshot shows the 'View Results' page. The top navigation bar includes 'My Surveys', 'Create Survey', 'Edit Survey', 'Distribute Survey', 'View Results' (which is active), 'Polls', 'Library', 'Panels', and 'Reporting'. Below this are 'View Reports', 'Responses' (with a green arrow pointing to it), 'Download Data', and 'Cross Tabulation'. On the right, there are statistics: 'Surveys Started: 1 100%' and 'Surveys Completed: 1'. The main content area is titled 'Select a Report' and includes instructions: 'Click on the name of the report that you want to view. You can also [Create a New Report](#).' Below this is a table with the following data:

Report Name	Creation Date	Last Modified	Owner	Delete
Initial Report	Jan 5, 2016	Jan 5, 2016	[Redacted]	Delete

Click on each individual *Response ID* to view the individual application/renewal.

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Research Suite Support & Feedback Help and Tutorials

My Surveys Create Survey Edit Survey Distribute Survey **View Results** Polls Library Panels Reporting

View Reports Responses Download Data Cross Tabulation

Surveys Started: 1 100%
Surveys Completed: 1

Kansas 4-H Volunteer Service Info...

Recorded Responses Responses in Progress

Current Filters From Report
Response Set: **Default Response Set**
Subgroup: -
Completion Status:

Response Search Criteria
Response Type: [v]
From Date: [] to End Date: []
First Name: [] Last Name: []
Email Address: [] External Reference: []
Response ID: []

Select: All None With Selected: View Delete Advanced Options

Response ID	Respondent	Response Type	Start Time	End Time	Duration	Actions
R_1o5r2XcY7iRNSmW		Survey Preview	05 Jan 2016 09:32 AM	05 Jan 2016 09:44 AM	11m 24s	[v]

Showing 1 - 1 of 1

Click on the Adobe symbol in the upper right hand corner to download the individual application/renewal.

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Research Suite Support & Feedback Help and Tutorials

My Surveys Create Survey Edit Survey Distribute Survey **View Results** Polls Library Panels Reporting

View Reports Responses Download Data Cross Tabulation

Surveys Started: 1 100%
Surveys Completed: 1

Kansas 4-H Volunteer Service Info...

Recorded Responses Responses in Progress

Respondent: null
[Switch to legacy view](#)

Q1. [Redacted]

Q2. Kansas 4-H Youth Development uses unique strategies and opportunities to engage youth in reaching their full potential through partnerships with caring adults. Volunteers are fundamental to the 4-H program and the accomplishment of the Kansas 4-H mission.

A **4-H Volunteer** is a non-paid representative of the local K-State Research and Extension unit for which they provide services.

A **Registered 4-H Volunteer** is a volunteer who has completed the full registered volunteer screening process including: application, screening, and orientation and has been appointed by the appropriate K-State Research and Extension Unit Board.

To the extent authorized and allowed by law, this application form and its contents will be kept confidential and accessible only to extension personnel and members of the local review committee and local K-State Research and Extension Board.

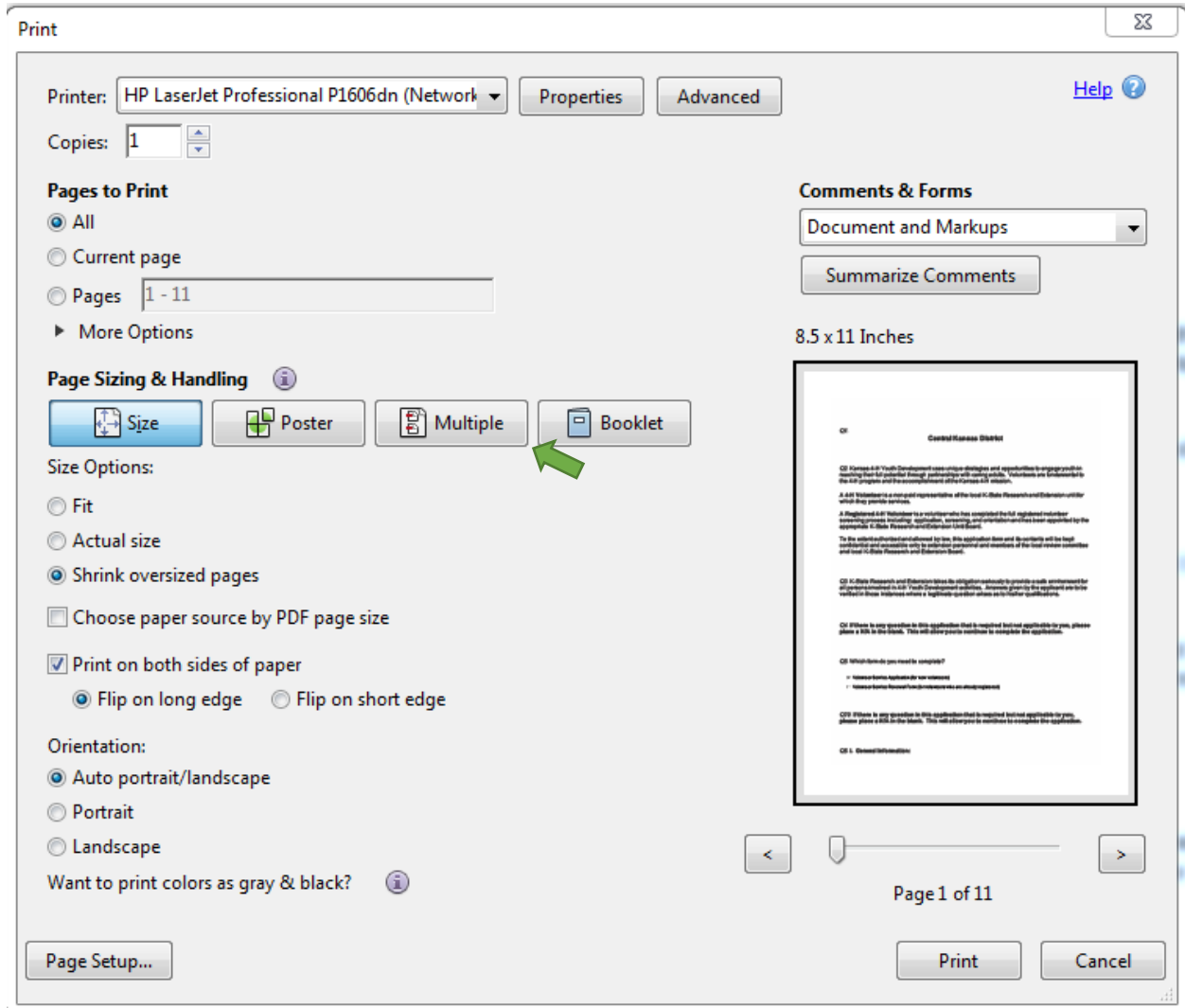
Q3. K-State Research and Extension takes its obligation seriously to provide a safe environment for all persons involved in 4-H Youth Development activities. Answers given by the applicant are to be verified in those instances where a legitimate question arises as to his/her qualifications.

Close

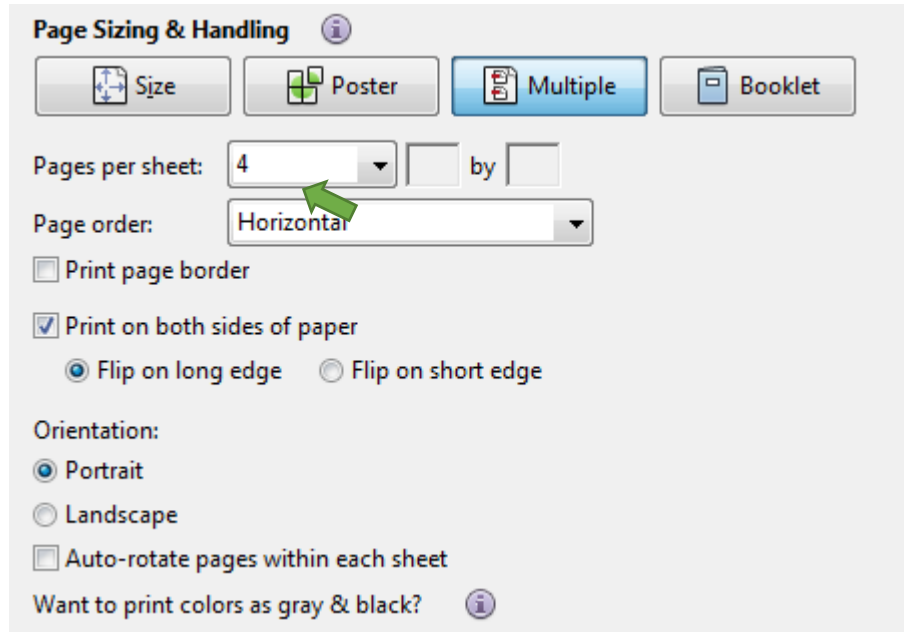
Another window will pop up and you will have the option to name and save the file if you desire. If you wish to save the file, rename it, then click *Export*. If you do not plan to save the file, click *Export*. Depending on the Internet Browser you use, it may save it to your hard drive or a window may pop up asking you if you would like to save it or open it.

Note: If you print the file, it will be 11 pages in length or 6 pages in length double sided. In order to minimize the number of pages printed, please follow these steps:

1. Open up the document in Adobe Reader.
2. Go to File → Print
3. Select Multiple under Page Sizing & Handling



4. Then you can decide if you want to print 2 or 4 pages of the application/renewal to 1 side of a page by selecting the appropriate number by the *Pages per sheet*.



5. Optional: You may want to play around with the settings for the document to print the way you want it to (i.e., flip on long edge/flip on short edge; portrait vs. landscape, etc.).

If you have any technical questions regarding Qualtrics, please contact Sarah Keatley at keatley@ksu.edu or 785-532-5800.