

# Copying the 4-H Common Measures Instruments to Your Personal Qualtrics Account

1. Log into Qualtrics at <https://ndstate.co1.qualtrics.com>

NDSU NORTH DAKOTA STATE UNIVERSITY

## CENTRAL AUTHENTICATION SERVICE (CAS)

NDSU / CAS

**Central Authentication Service (CAS)**  
About CAS

**Enter your Username and Password**  
Username:   
Password:   
 Warn me before logging me into other sites.

**What are your username and password?**  
Your **NDSU Username** and password are the same credentials that you use to log into Blackboard and NDSU computer clusters. It is usually the part of your NDSU email address before **@ndsu.edu**. If you forgot your username or password you can recover it at [Enroll](#) or contact the [IT Help Desk](#) by phone or in person for assistance.

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

2. Click “Create Project”

qualtrics

Projects Contacts Library Help

Search Projects...

All Projects 3

Shared with Me 1

Uncategorized 3

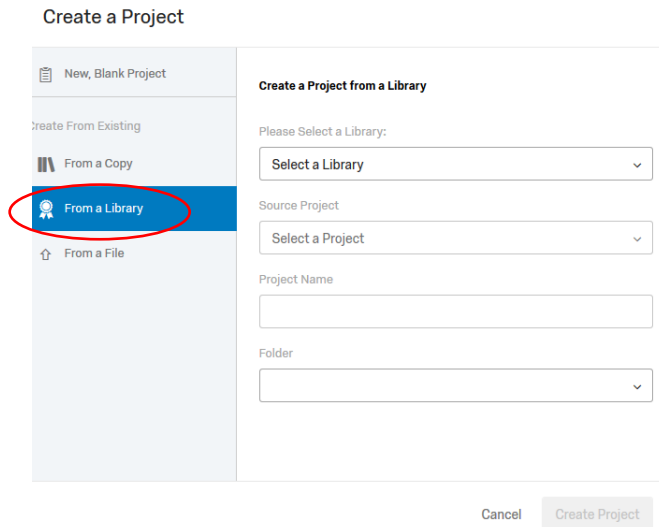
All Projects

Earlier

	Status	Responses	Last Response	
★ 2016 Program Planning Last Modified: Sep 26, 2016 5:40 PM	Closed	38	Sep 28, 2016	<input type="button" value="View Reports"/>

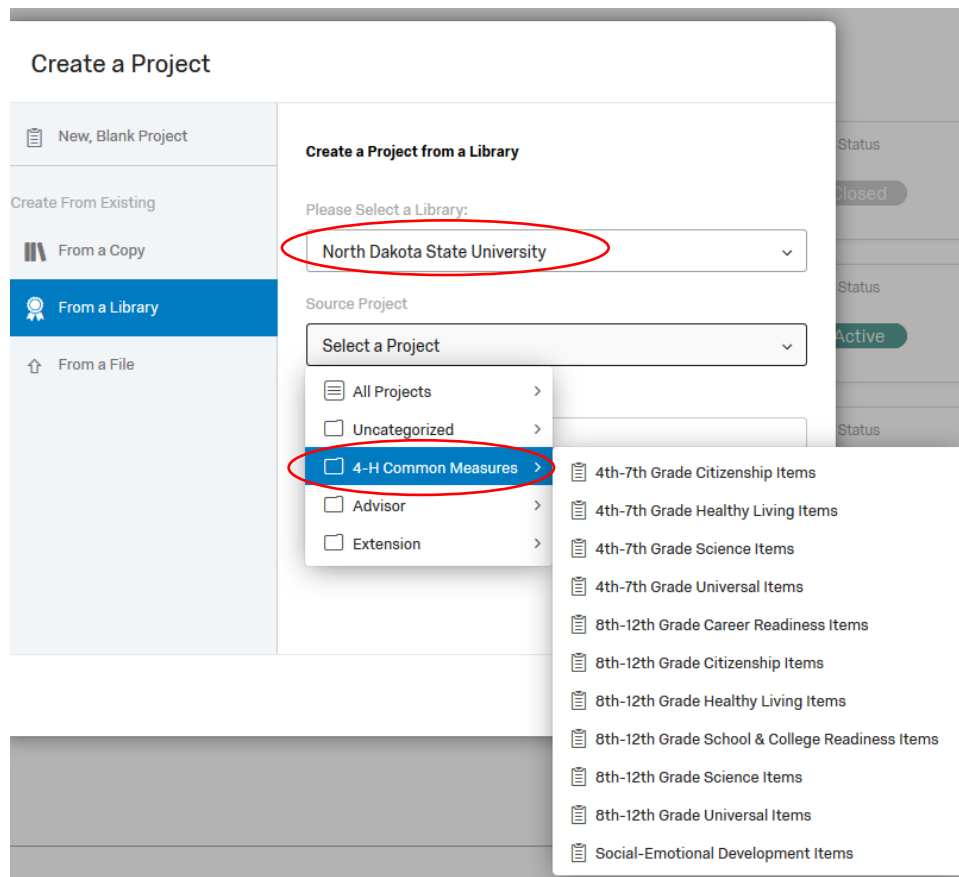
3. In the “Create a Project” Window:

a. Select “From a Library”



b. From the “Please Select a Library:” dropdown select “North Dakota State University”

c. From the “Source Project” dropdown select “4-H Common Measures” and then select the desired instrument



## Create a Project

**Create a Project from a Library**

Please Select a Library:

North Dakota State University

Source Project

4th-7th Grade Citizenship Items

Project Name

4th-7th Grade Citizenship Items - Copy

Folder

Cancel Create Project

- d. Select a Folder (Optional)
  - e. Click “Create Project”
  - f. The instrument should open
4. You can now customize the instrument to fit your county needs.