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

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

2. Click “Create Project”
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
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.