



National 4-H Council

Instructions on How to Build a Common Measures Impact Report

The following steps will create a Common Measures Impact Report.

*If you need assistance to access a Qualtrics account, contact your LGU's account manager or contact a member of the Common Measures team.

Step:	Step-by-Step Instructions on How to Build a Common Measures Impact Report
1	STEPS TO CREATE A CSV FILE: Log into Qualtrics: www.qualtrics.com (*see note above)
2	Locate the survey that you will use to create the CSV file to build the report. Click on the survey title and open it.
3	Within the survey click on "Data and Analysis" at the top of the page
4	Click "Export/Import" and select the "Export Data" option
5	Select "Use Legacy Exporter" in upper right hand corner of the Download Data Table
6	Make sure CSV is selected for the file format Select "Use legacy View Results"
7	At the bottom left hand side of the pane choose "More Options"
8	Select "Use Choice Text"
9	Select "Use question numbers"

10

Make sure the “Compress data as .zip file” choice is NOT selected

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Click the “Download” button on the lower right hand corner, rename and then **Save the CSV file**

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STEPS TO UTILIZE THE COMMON MEASURES REPORTING TEMPLATE:

Go to <http://4-h.org/commonmeasures> and log in or create an account

Scroll down and choose the “Resources” tab

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Scroll down and to the Common Measures Reporting Template section and then select “Build your own reports with the CM Reporting Template”

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In the “Program Name” field enter an identifier that will be used as the program name throughout the report

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In the “Program Time Period” enter the date(s) or other description that serves to distinguish the program data from other program data that may be similar

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At “Upload Qualtrics Data CSV” click on “Choose File” and upload the saved CSV file of Qualtrics data that you exported and then select the file and open it

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At “Upload Cover Image (optional)” you may upload a cover image by clicking on the “Choose File” button. The “Upload Logo (optional)” button allows you to add one additional logo or image. If you do not use the Upload Cover Image option, a stock image will be used for the report.

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Click “Build Report Template”

19

The report will build and download. Congratulations! You may now open your Microsoft Word Common Measures Impact Report and make additional edits within Microsoft Word. Practice: <https://unl.box.com/v/NECapacityBuildingTraining>

CONTACT INFORMATION & MORE RESOURCES

For more information about Common Measures, Lesson Study, and the Learning Modules please visit 4-h.org/commonmeasures or contact any of the following team members!

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