How to pull surveys in Qualtrics

- Open Qualtrics
- Select the correct survey
    - LTD Calendar Year 2024
    - New Worker and VLL Survey

- Once you open the correct survey click on the results tab   Results

- Click the drop down   Report: CWS4015 108 3-19-24 Jes... ⌄
    - Type Copy Report
- Clear the box and type the name of the report as follows:
    - Course Name Section# Start Date Trainer name
- Click Copy

- Manage Filters   Manage Filters...
    - Choose the appropriate course (Be sure to uncheck the prior course, month and end date in all sections)
    - Class Start Month
    - Class End Date
    - Class Start Year
- Save and Apply
- Verify your course and trainer are correct

- Click Share Report   ⌗ Share Report ⌄
    - Word Document
    - Export Pages
    - Download

Once you have downloaded all your surveys pull up SharePoint:

- Be sure you are under TM-DSS-LTD
- General
- Statistics
- Course Evaluation
- Evaluation (WDS-0013)

- Qualtrics Classroom (Event Specific)
- Choose the appropriate folder to upload your survey to
  - APS Class Survey (ADS Courses)
  - Benefits
  - Child Care
  - Child Welfare
  - SUP Series

Remember that VACMSC1000 does not get put in Benefits, it is added to Child Care.

- Put Complete or No Results in the [Delivery – FY24 Combination Schedule](#) under the Survey Column
- Email Lisa Wall and Bobby if there are no results for a survey