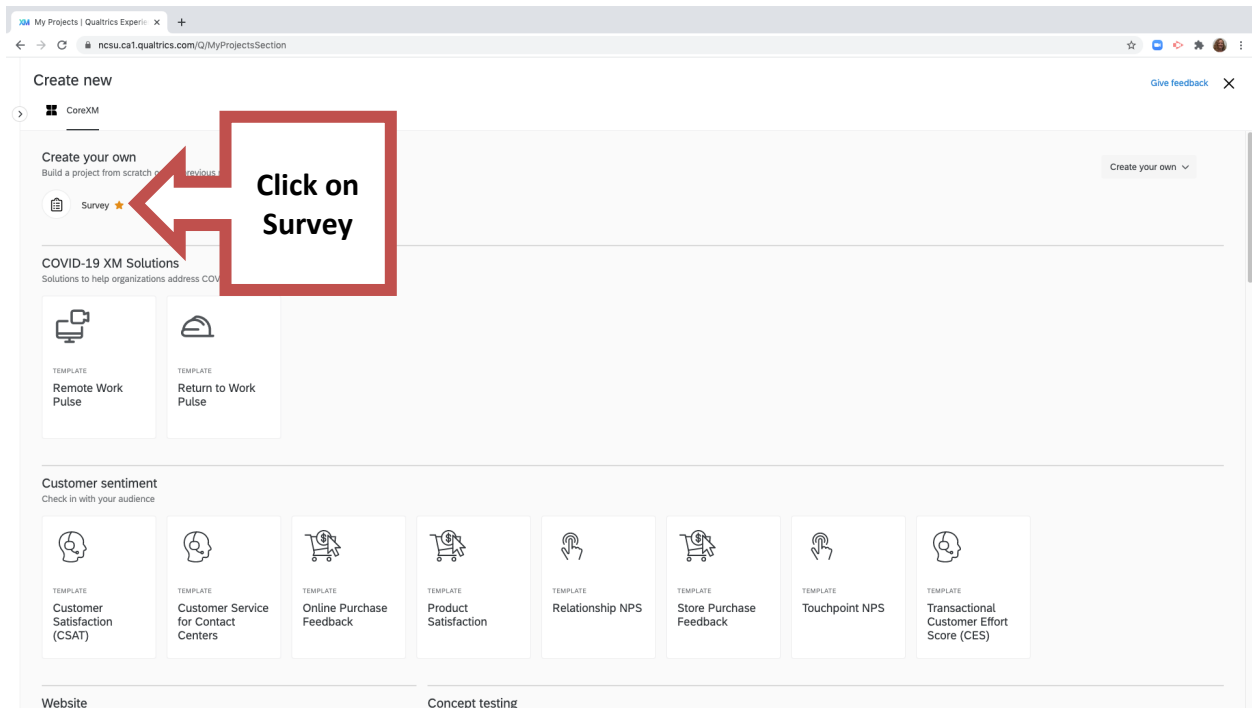
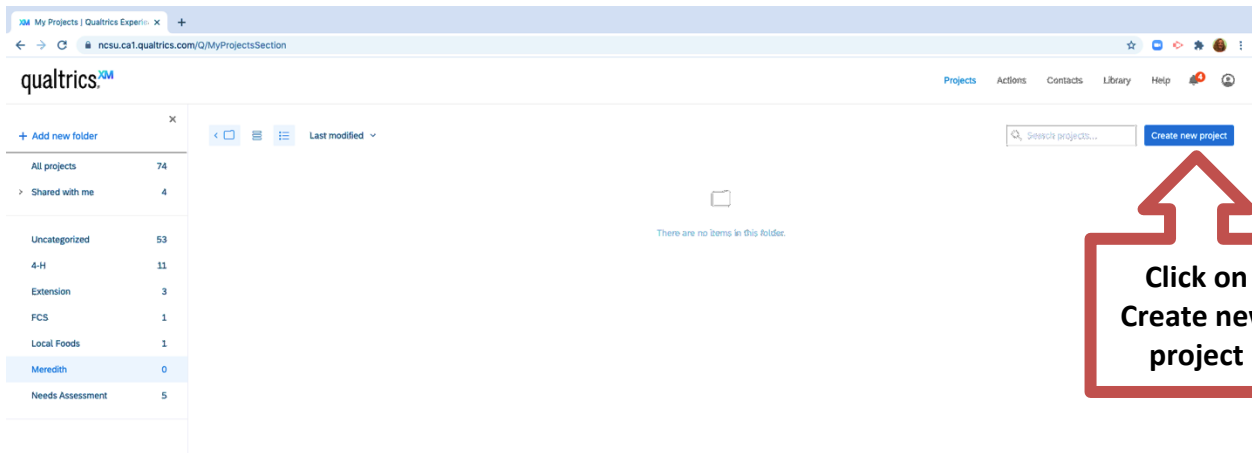
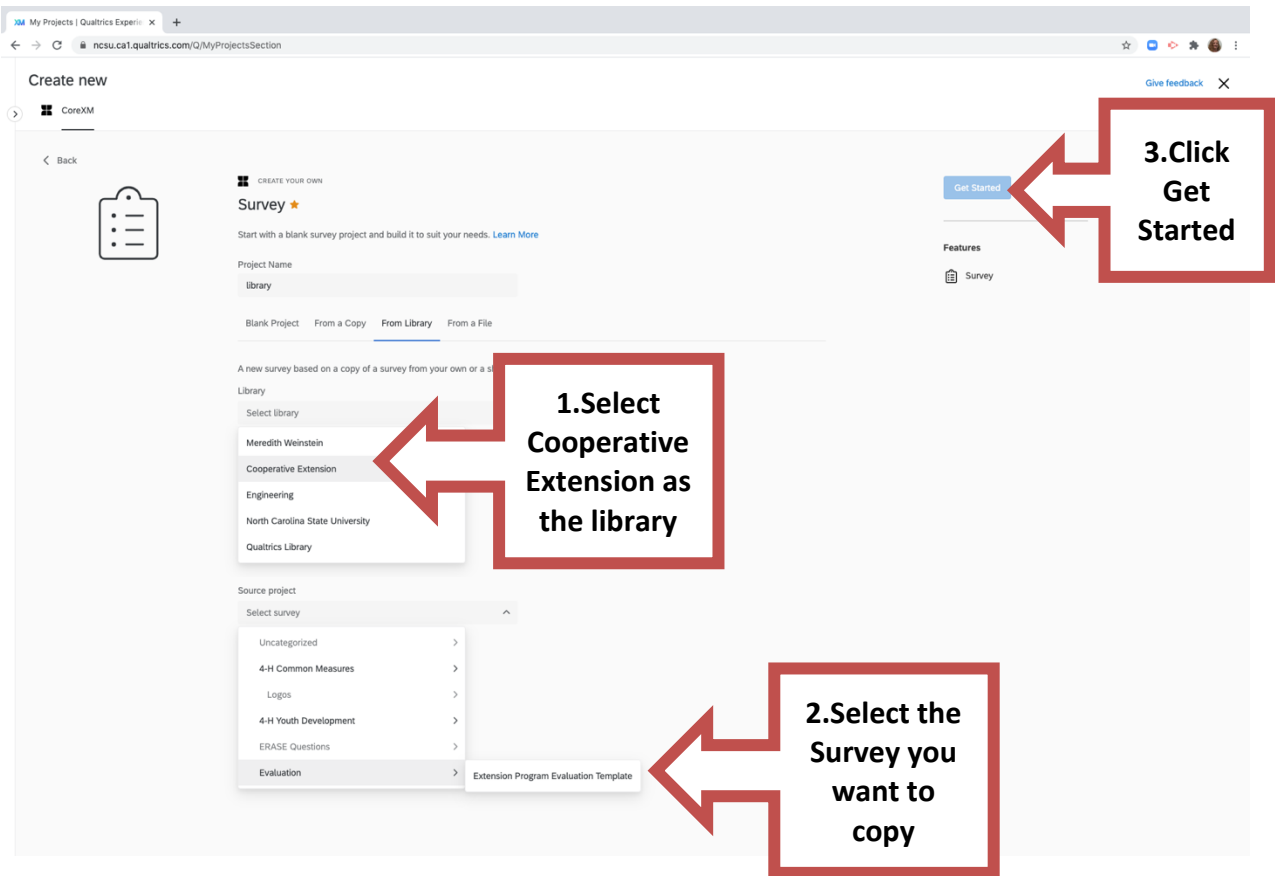
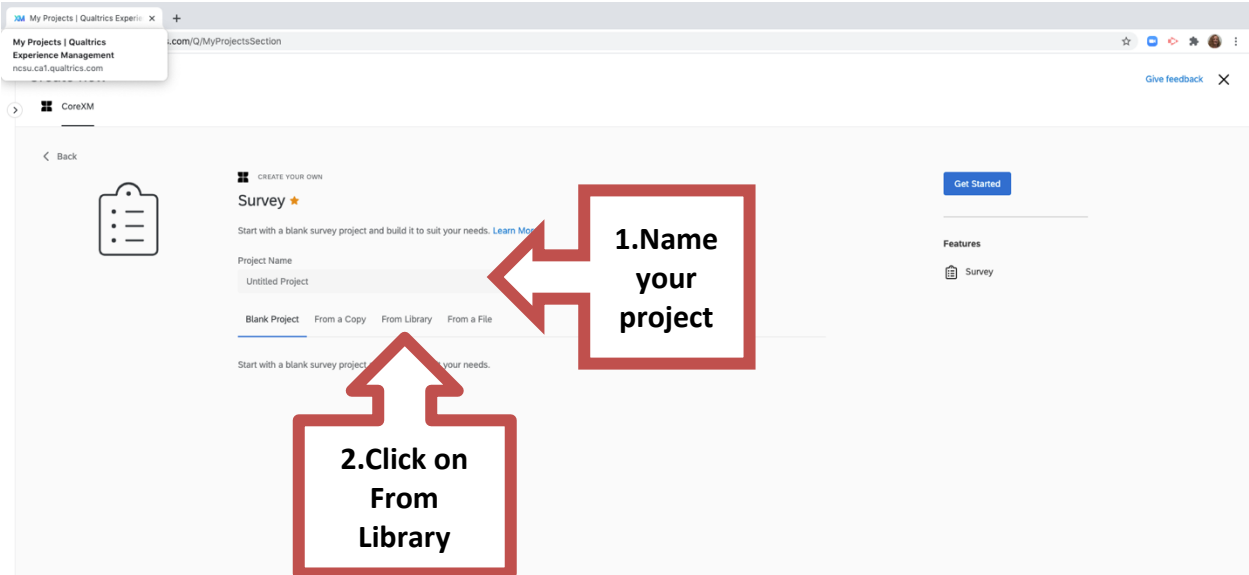


# Using the Cooperative Extension Qualtrics Survey Library

A number of survey templates have been saved within Qualtrics for your use. You also have the ability to save copies of surveys you create into the NC Cooperative Extension library. When you use a survey from the library it gets copied into your Qualtrics account so you never have to worry that you made changes to the original.

To use a survey from the library Open your Qualtrics Account. If you don't have an account you can [sign up for one](#) with your Unity ID.





(note: the sample evaluation question formats is located under Evaluation – Extension Evaluation Template)

The screenshot shows the Qualtrics survey editor interface. A red arrow points from a text box to the 'Tools' menu in the top navigation bar. Another red arrow points from a text box to a question in the survey list. A third red arrow points from a text box to the 'Change Question Type' dropdown menu on the right-hand side.

**Use the menu to make format changes**

**Click on a question to make more changes**

**The survey now opens up and will be saved into your Qualtrics account as one of your survey projects. You are able to duplicate, change, add, and remove questions. You can also make changes to the instructions, graphics, layout, format, page breaks, and survey logic.**