# LimeSurvey Training Workshop Exercise

1) Create a Survey. Log-into LimeSurvey with your credentials. If you forget your password, please contact JessicaB@usca.edu.

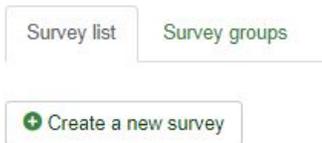2) On the homepage, you will see a tutorial at the right top that will help walk you through basic navigation steps if this is your first time logging into LimeSurvey. Once you have completed the tutorial, click on "List surveys."
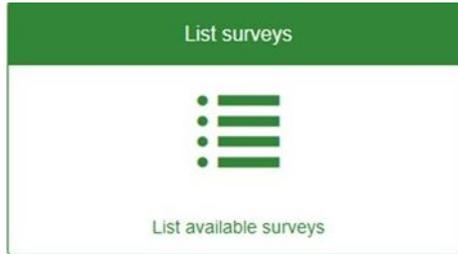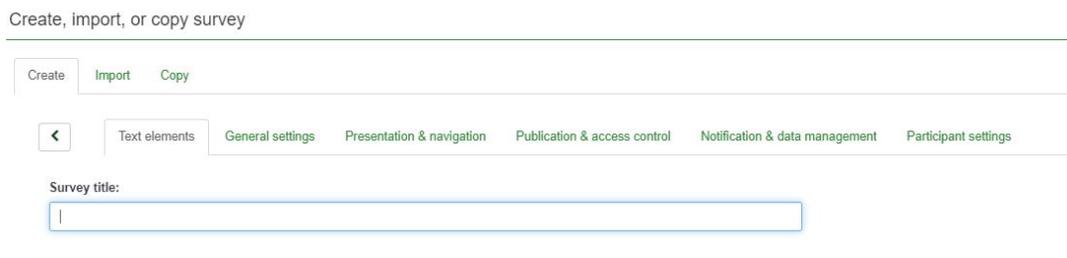

3) Select the "Create a new survey" icon to begin creating your survey.

4) You will have the ability to create, import, or copy surveys. If you have an older survey in the archive, please contact JessicaB@usca.edu to move it over to the new LimeSurvey software.

Name the survey. Type in your title in the Survey Title text box under "Text elements." Notice that all survey settings are organized in tabs at the top.
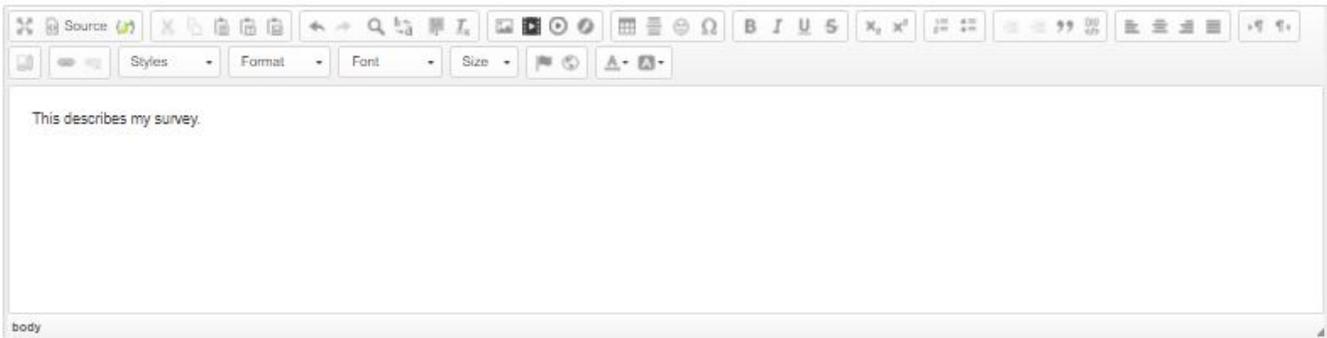
5) Under description, type: "This describes my survey."

    Under welcome, type: "Welcome to my survey."

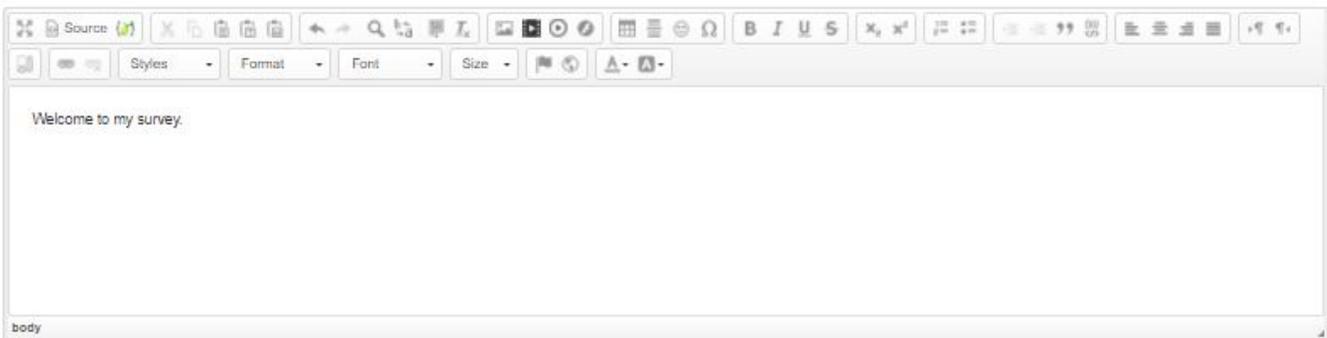   Under end message, type: "Thank you for your feedback."
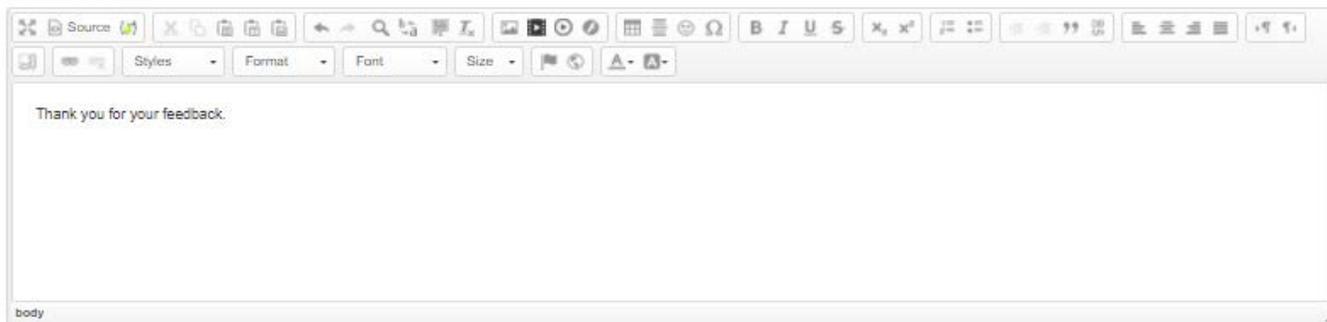
    Select "Save."

Description:

This describes my survey.

Welcome message:

Welcome to my survey.

End message:

Thank you for your feedback.

6) Create a Group: click on "Structure" at the top. It should appear as below.

Then select, "add question group."

Type in "General Information" for the title.

Then, click "Save and add question."

7) Create a few questions:

Type in q1 for the code. Question codes must start with a letter and may only contain alphanumeric characters. Then type: "What is your favorite color?" in the Question text box.

Add a new question

English (Base language)

Code:

q1

Required

Question:

What is your favorite color?

body

Below "General options" for the Question type: select "Short free text" – within the Question Type drop down list and click "select."

General options

Question type: Short free text

Question theme: ❶

Default

Preview:

Short free text

Question group:

General Information (ID:288)

Mandatory: ❶

Off

You can preview different question types in the window. Make certain "Short free text" is highlighted in green and choose "Select." Then click "Save" at the top right.

Let's create another question. You can select "add question" OR you can select "add new question to group" to continue.

Type in q2 for the code.
Type "Choose your favorite color?" in the Question text box.
Select the Question Type: select "List radio" – within the Question Type drop down list. Click "Save"

You should now see a warning telling you need to add answer options to this question. Click on "edit answer options." Edit answer options

Type in some options:
- Type "A1" in 1st box under Code,
- Type "Red" in the box under Answer Option
- Click the green plus sign in that row.
- Type "A2" in the 2nd box under Code.
- Type "Blue" in the 2nd box under

Click "Save" and then select "Preview Survey" at the top to test out the survey. Preview survey

You will now be able to test your survey. You will see what the participant sees when taking your survey.