

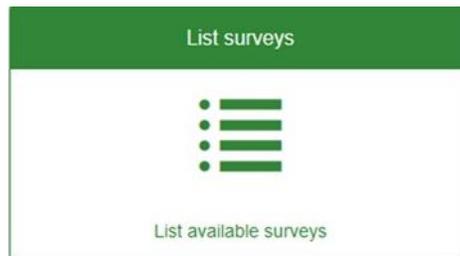
LimeSurvey Training Workshop Exercise

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



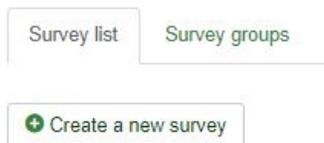
The screenshot shows the LimeSurvey Administration login interface. At the top is the LimeSurvey logo and the word "Administration". Below that is a "Log in" heading. There are four input fields: "Username" (with a cursor), "Password", "Language" (set to "Default"), and a "Log in" button. A "Forgot your password?" link is located at the bottom right of the form.

- 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."



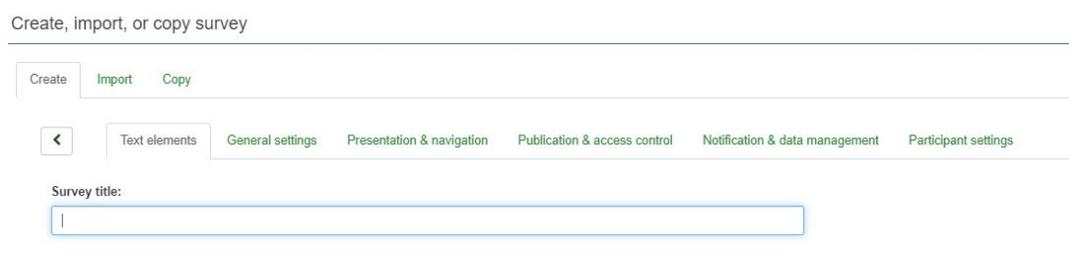
- 3) Select the "Create a new survey" icon to begin creating your survey.

UofSC Aiken - LimeSurvey



- 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.



The screenshot shows the "Create, import, or copy survey" page. At the top, there are three tabs: "Create", "Import", and "Copy". Below these tabs is a navigation bar with a back arrow and several tabs: "Text elements", "General settings", "Presentation & navigation", "Publication & access control", "Notification & data management", and "Participant settings". Below the navigation bar is a "Survey title:" label and a text input field with a cursor.

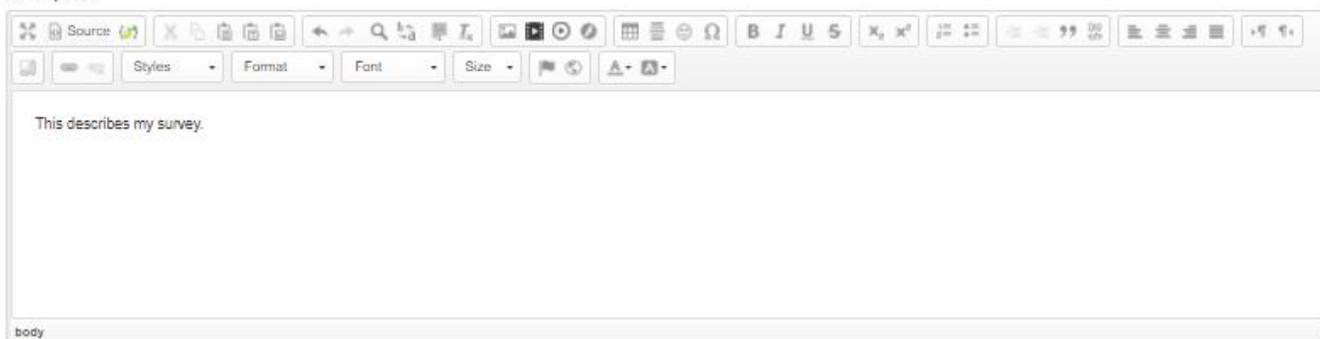
5) Under description, type: "This describes my survey."

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

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

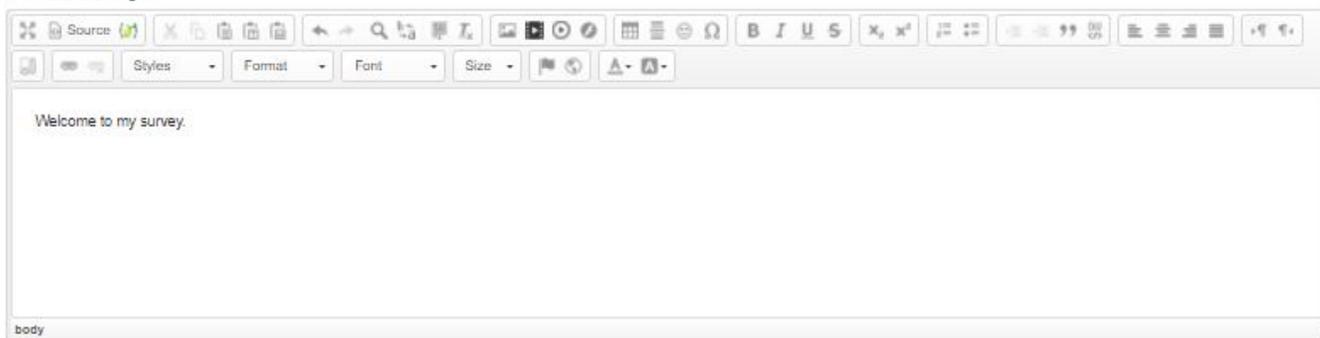
Select "Save."

Description:



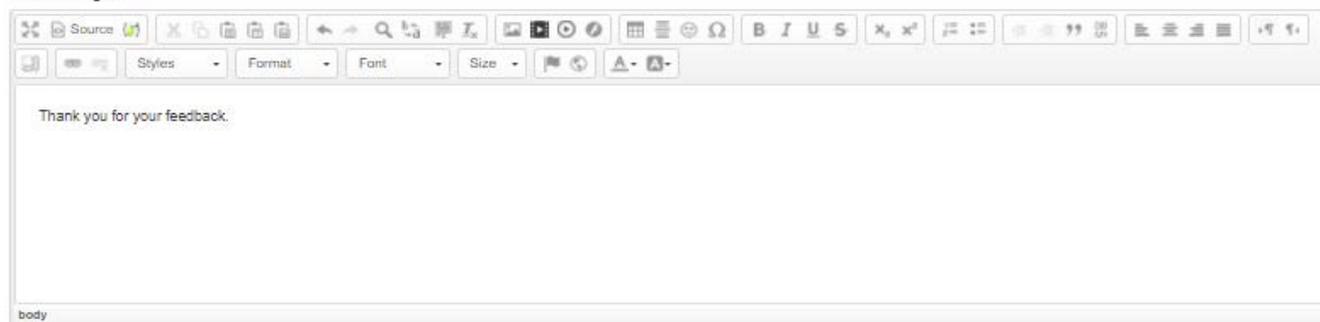
A screenshot of a rich text editor interface. The top toolbar contains various icons for source, undo, redo, search, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, and zoom. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main text area contains the text "This describes my survey." The word "body" is visible in the bottom-left corner of the editor frame.

Welcome message:



A screenshot of a rich text editor interface, identical in layout to the first one. The main text area contains the text "Welcome to my survey." The word "body" is visible in the bottom-left corner of the editor frame.

End message:



A screenshot of a rich text editor interface, identical in layout to the previous ones. The main text area contains the text "Thank you for your feedback." The word "body" is visible in the bottom-left corner of the editor frame.

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

Survey summary : Test (ID 112484)

Survey URL:

English (Base language): <https://lms.usca.edu/index.php?rsurvey/index&id=112484&lang=en>

End URL: -

Number of questions/groups: 0/0

Survey general settings:

Owner: Jessica Barlow (JessicaB@usca.edu)

Administrator: Jessica Barlow (JessicaB@usca.edu)

Fax to:

Theme:

Survey settings: Survey cannot be activated yet.
[You need to add question groups]
[You need to add questions]
Responses to this survey are NOT anonymized.
It is presented group by group.
Participants can save partially finished surveys

Then select, “add question group.” 

Test (112484) -> Add question group

Settings Structure

+ Add question group

Import a group

Add question group

English (Base language)

Title:

General Information

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:  Default

Preview:

Short free text

Question group: General Information (ID:288)

Mandatory:  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.

Select question type

Single choice questions

Arrays

Mask questions

Text questions

Huge free text

Long free text

Multiple short text

Short free text

Multiple choice questions

Preview question type
Short free text

Short free text

Map question

Search (3 characters minimum)

Restrict search place to map extent

Latitude: Longitude:

Click to set the location or drag and drop the pin. You may also enter coordinates.

Close Select

Let’s create another question. You can select “add question” OR you can select “add new question to group” to continue.

Test → General information → q1

Settings Structure

+ Add question group + Add question

General information 1

[q1] > What is your favorite c...

Preview survey Preview question group Preview question

Question summary q1 (ID: 2011)

Question group: General information (ID:316)

Code: q1 : (Mandatory question)

Question: What is your favorite color?

Help:

Type: Short free text

Mandatory: Yes

Relevance equation: 1

Question quick actions

Add new question to group

+ Add new question to group

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”

Edit question: q2 (ID:1830)

English (Base language)

Code: q2

Required

Question: Choose your favorite color:

General options

Question type: List (radio)

Question theme: Default

Preview:

List (Radio)

Choose one of the following answers

Burgers

Pizza

Pasta

Other:

No answer

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

[Edit answer options](#)

Question summary q2 (ID: 1830)

Question group: General Information (ID:288)

Code: q2 : (Optional question)

Question: Choose your favorite color:

Help:

Type: List (radio)

Warning: You need to add answer options to this question

Mandatory: No

Relevance equation: 1

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

Edit answer options q2 (ID: 1830)

Position	Code	Answer options	Actions
	A1	Red	
	A2	Blue	

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.