

LimeSurvey

Web link - what is the link to create a survey?

<https://lime.usca.edu/index.php?r=admin/authentication/sa/login>

How do I get access to create a survey? - LimeSurvey access is granted only after attending the training workshop. User name and password for LimeSurvey administration will be given prior to the training session. Contact Jessica Barlow, Assessment Coordinator, for the next training class for LimeSurvey. Jessica Barlow can be reached by telephone at 641-3205 or by email at JessicaB@usca.edu

How do I know my password? – Your username and password will be provided to you in advance of the training. If you forget your password after attending training, please contact Jessica Barlow to reset your password.

Token – what is a token? In LimeSurvey, a token is used by the participant to have access to complete a closed-access survey. It is essentially a password to access a particular survey. On many occasions you will want to invite a group of people to participate in your survey, keep track of who has completed the survey, and ensure that each person can only participate once. Once the survey is switched to Closed-access mode (and you have enabled tokens for this survey), then **only the people with a valid token code (not already used) can access the survey.**

Can my survey be anonymous and require a token (password)? - Tokens can be used both for anonymous and non-anonymous surveys. This is determined when creating a survey. If a survey is not anonymous (or 'tracked') then the token list can be used to find the responses that an individual has made to the survey. If the survey is anonymous, then no link is available between the tokens table and the responses.

Can I change the survey after activation? - There are some things that you may change after a survey has been activated; however there are many things you cannot change.

Things that cannot change:

- Add or delete groups,
- Add or delete questions,
- Add or delete subquestions or change their codes.

Things that can be changed:

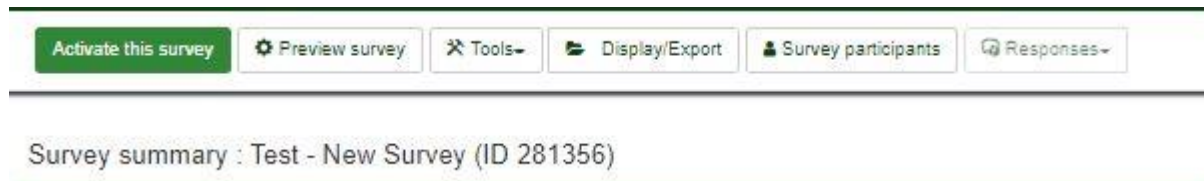
- Edit your questions code/title/text and advanced options;
- Edit your group names or descriptions;
- Add, remove or edit answer options; and
- Change survey name or description

How secure is the information being collected? The information collected is housed securely on a USC Aiken server. The server is backed up weekly and the databases are backed up nightly. Additionally, a SSL certificate is installed to ensure encrypted transmission of survey data.

Is there limit to the number of responses for one survey? There is no limitation to the number of replies on your survey.

Are surveys accessible from on and off campus? LimeSurvey is web-based software. You can access LimeSurvey off campus the same as on campus.

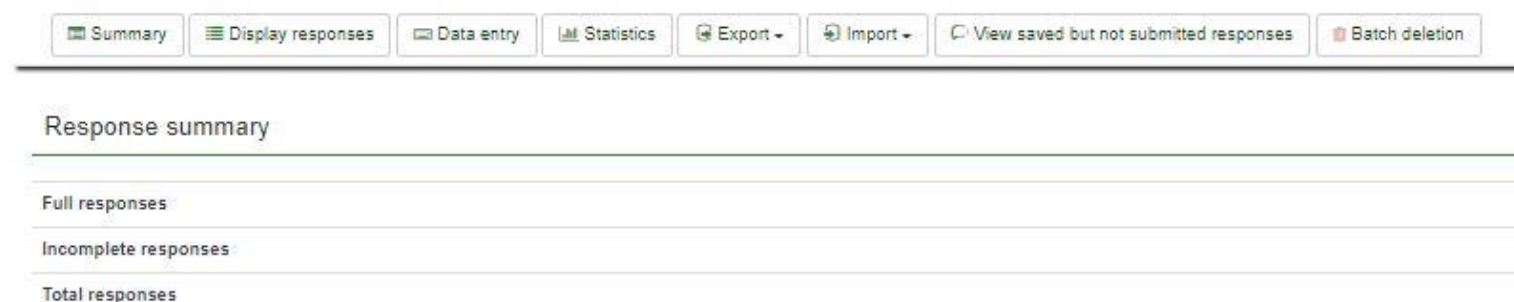
Can I test my Survey before activating it and distributing it? Yes, by selecting the “Preview survey” icon on the Survey toolbar, you can view the survey as a survey participant would. (You will not be able to save your responses.)



Once you have tested your survey, checked all of the survey settings, and are satisfied with the survey, remember to select “activate this survey” prior to distributing to participants.

How do I view and export my results?

To view your survey results, click on the “Responses” icon and then select “Responses and Statistics” from the drop down menu. You will see a Response summary page with the “Export” option.



Questions?

Please contact Jessica Barlow, Assessment Coordinator
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