LimeSurvey

Basic Survey Elements
A **survey** has three integral elements, each of which must exist:
   1) A survey name
   2) At least one group
   3) At least one question

Survey Name
The **survey name** provides the unique title to a survey and becomes the handle to access various option settings that apply to the survey.

Question Groups
A survey requires each question to be a member of a **group** (and only that group). Depending on the number of questions in the survey, groups can be used to define logical sections, common subject themes, or possibly pages on the screen. A group can have questions about a similar subject or simply be setup as a manageable number of questions.

You must have at least one **group** in each survey, even if you do not wish to divide the survey into multiple groups.

Questions
Questions are the core of your survey. There is no limit to the number of questions you can have in your survey or in a group. For a complete list of question types, check out the LimeSurvey manual.

Navigating in LimeSurvey
   1) Open a web browser and type https://msusurveys.montclair.edu
   2) Login with your NetID Username and Password
   3) Click on **Login**

Please note: Students *do not* have access to Limesurvey by default. However, the supervisor can send a request to survey-admins@mail.montclair.edu.

LimeSurvey will present horizontal toolbars to the survey creator during the creation of the survey.
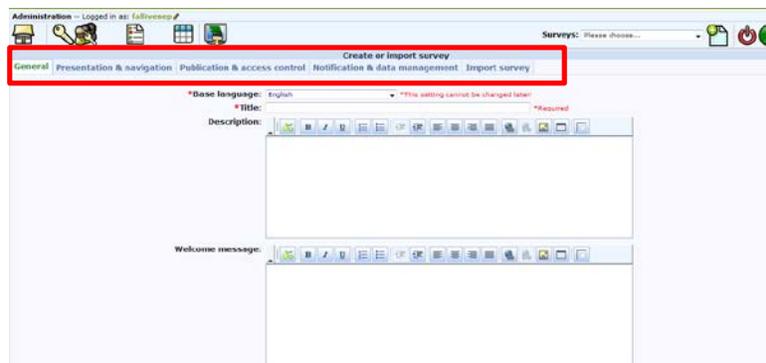
Administration Toolbar
The top toolbar is usually the **Administration Toolbar,** providing top level actions. The right side of the toolbar is the drop down list of surveys along with the **Create New (Survey)** button.

Creating a New Survey
1) Click on the **Create, import or copy a survey** button on the right side of the administration toolbar.

Note: All survey settings and functions are organized in tabs. Check out the LimeSurvey manual for a full description of each tab and field.

2) Fill-in the following information on the **General** tab:

Required fields:
  ➢ Type the **Title** of the survey

Optional fields:
  ➢ Type a **Description** of the survey
  ➢ **Welcome message:** This message will display when a participant first logs into the survey.
  ➢ **End message:** This message will display when a participant completes the survey.
  ➢ **End URL:** This URL will be presented as a link at the end of the survey.
  ➢ **URL description:** The description for the link if using the End URL.
  ➢ **Date format:** Date format within survey.
  ➢ **Administrator:** The name of the contact person who administers the survey. It will be included in emails sent out inviting participants to respond.
  ➢ **Admin email**: The email address of the administrator (as above) and is used as the "reply to:" address on any emails sent.
  ➢ **Bounce email**: The email address where a delivery error notification email should be sent. By default, this is the same as the administrator's email address.
  ➢ **Fax to**: Used to give a fax number on the "printable survey" - i.e.: when you want to send someone a hard copy because they cannot use the online survey.

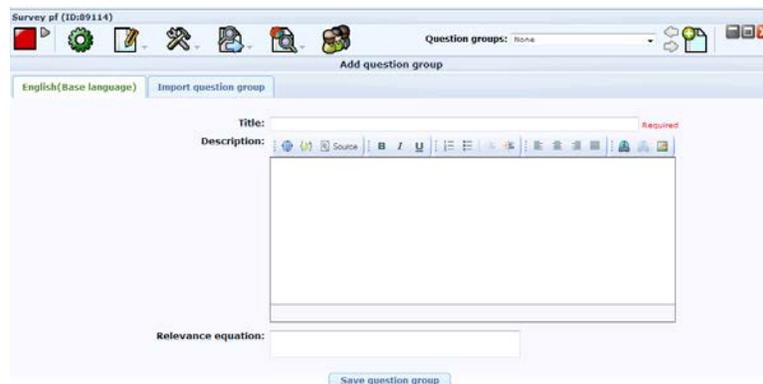3) For additional survey creation settings, click on the other tabs.
4) Click **Save**

The **Administration** toolbar is minimized and the **Survey** toolbar appears:

Creating a Question Group

Before you can add questions to your survey you must create a group.

1) Click on the **Add new group to survey** icon on the Survey toolbar
2) Type the **Title** of the group
3) Type a **Description** of the group (optional)
4) **Relevance equation** allows you to present only certain groups of questions and hide others based on certain answers (optional)
5) Click **Save question group**

The **Question** toolbar appears. Once the group is created you can create your questions.

Creating Questions

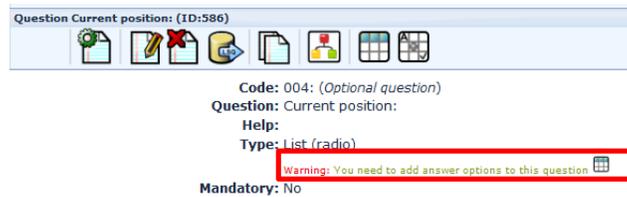1) Click on the **Add New Question** icon on the right hand side of the **Question** toolbar

2) Enter a **Code**. This is your ID, number, or code for the question. This field is only for quick identification. Try to be consistent with your coding in this field. *Question codes **must** start with a letter and may only contain alphanumeric characters.*
3) Type the question text under **Question**. There is no real limit to the length of the question.
4) Type additional information under **Help** if your question needs some explanation or you want to explain how it should be answered. When you put text in this field, a "Question Mark" icon appears on the survey entry screen with the help text right beside.
5) Choose a **Question type** by clicking on the drop down arrow to display a list of question types. Check out the Limesurvey manual for a full description of question types.
6) Choose whether or not question is **Mandatory**
7) **Validation** allows you to enter a regular expression and validate the answer (optional)
8) **Relevance equation** applies conditions using the Expression Manager (optional)
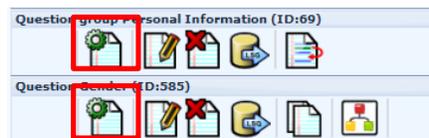9) Click **Save**

Repeat steps to add additional questions to this group. If you would like to create another group follow steps under **Creating a Question Group**.

Certain questions require additional informational. For example, lists, arrays. If you receive a **Warning** message after saving a question, click on the message and follow the provided steps.

Previewing Questions

At any time you can preview a question or a group of questions by clicking on the **Preview** button.
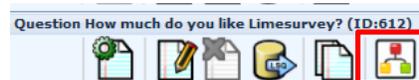

Changing Question Order

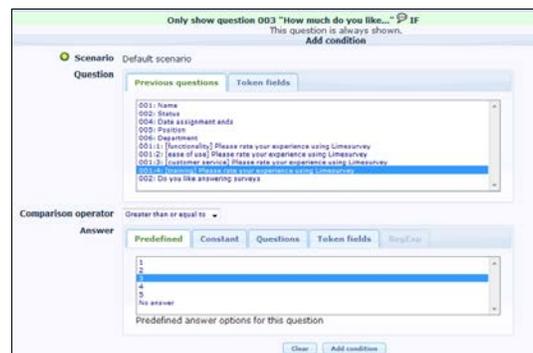Click on the **Change question order** button on the **Group** toolbar

Setting Conditions

You can set logical branching in LimeSurvey, which means you can decide that some questions will be displayed only if some conditions are met.

1) Navigate to the question
2) Click the **Conditions** button on the **Question** toolbar

3) Choose the previous question
4) Choose the comparison operator
5) Choose the **answer**
6) Click **Add condition**

Activating a Survey

Once you are happy with the structure of your survey you can activate it.

Activating a survey does a number of things:

- It creates a separate database table to hold all survey responses
- It allows people to enter data into that table, and gives you access to other features for the survey, including browse and token facilities.
- It gives you access to the "tokens" feature. Once a survey is activated, the "tokens" button will be available
- If your survey is set to "not anonymous", a tokens table will be created automatically

1) Click on **Activate survey** on the Survey toolbar.

You will be prompted with the following:
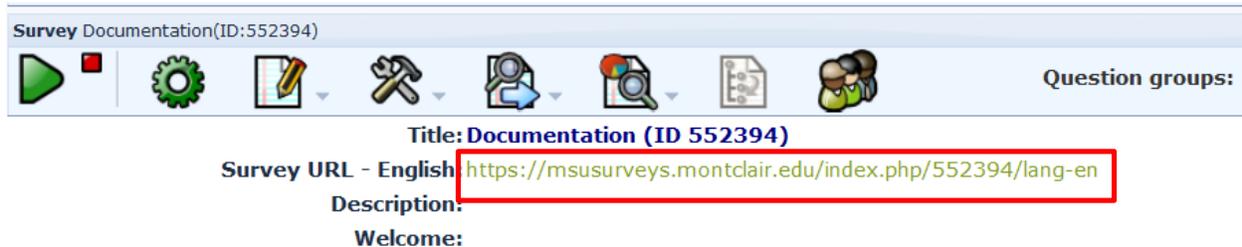

2) Click **Save/Activate Survey**

You will be prompted with the following:

Switch to closed-access mode:
This will initialize tokens. Tokens allow you to invite a group of people to participate in the survey as well as keep track of who completed the survey and ensure that each person participates only once.

No, thanks:
This will allow anyone to take the survey, multiple times. The URL for the survey appears on the **Survey** toolbar.

Browsing Survey Results

Once a survey has been activated, and survey responses have been submitted, you will want to view those responses, maybe edit some of them (or possibly delete some), export them, get some information about the responses received so far, and so on. When your survey is active, click the

Response icon on the **Survey** toolbar.
3) Choose from the following options:
- Responses and statistics
- Data entry screen
- Partial (saved) responses

Editing and Deleting Responses
1) Click on **Responses and statistics**

2) Click **Display Responses**
3) Select response and choose either:
- **View** response details
- **Edit** this response
- **Delete** this response

For information on exporting survey results and closing a survey, please refer to our documentation **Limesurvey – Exporting Survey Results**.