

LimeSurvey – Exporting Survey Results

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.

- 1) When your survey is active, click the **Responses** icon on the **Survey** toolbar
- 2) 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**

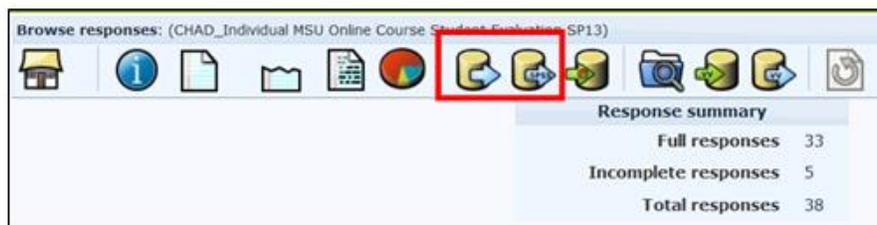


- 3) Select response and choose either:
 - **View** response details 
 - **Edit** this response 
 - **Delete** this response 

Exporting Your Responses

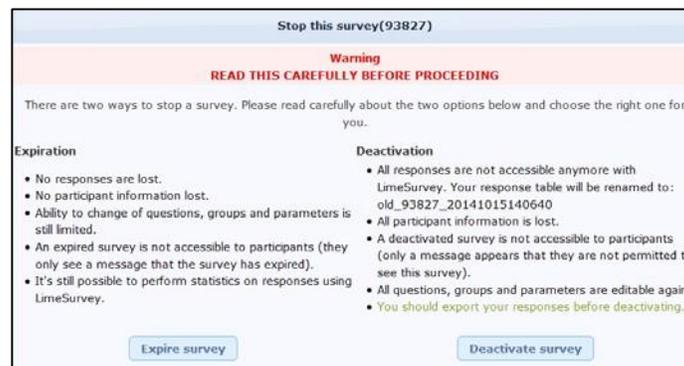
Before closing your survey, it is important to export your responses. Survey response data will be retained on the server for a total of 6 months. If you wish to archive your survey results, please do so within the first 3 months of the retention period. After the first 3 months collapse we will archive the results for you but you will not be able to access them through the interface. The data will remain on the server for another 3 months. Please be aware that there will be no notification that survey data has reached the 6-month threshold and has been purged from the server.

- 1) Click the **Responses** icon on the **Survey** toolbar
- 2) Click **Responses and Statistics**
- 3) Choose either:
 - Export results to an application (CSV, Excel, PDF, HTML or Word)
 - Export results to SPSS



Closing a Survey

- 1) Click **Stop this survey** on the **Survey** toolbar
- 2) You will be prompted with the following:



There are two ways to close a survey:

- Expiration
- Deactivation

Expiration

- No responses are lost.
- No participant information lost.
- Ability to change of questions, groups and parameters is still limited.
- An expired survey is not accessible to participants (they only see a message that the survey has expired).

Deactivation

- All responses are not accessible anymore with LimeSurvey. Your response table will be renamed to: old_93827_20141021104519
- All participant information is lost.
- A deactivated survey is not accessible to participants (only a message appears that they are not permitted to see this survey).
- All questions, groups and parameters are editable again.

You should export your responses before deactivating.

Save Data in MSU Files

After you've exported your responses, you may wish to save the file in MSU Files which is a secure file sharing service.

- Open **Computer** and look for (N:) and (O:) drives
 - The **N:** drive is your own personal secure storage space (3 GB storage for faculty and staff)
 - The **O:** drive, known as Groupshare, is designated for department file sharing (150 GB)

For more information on MSU Files please check out [Campus File Sharing and Printing](#)