

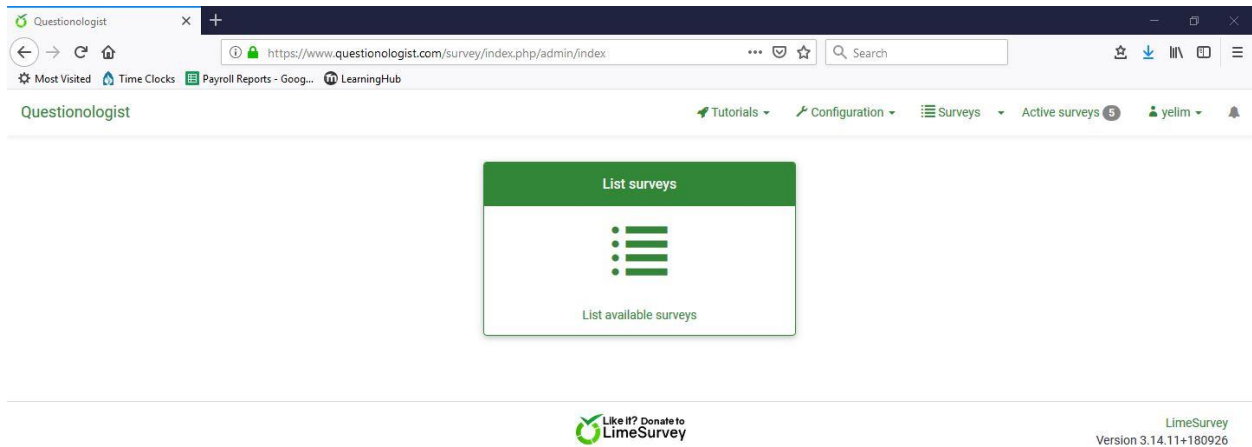
Creating a Survey on LimeSurvey

1. Create your own account

First you need to go to:

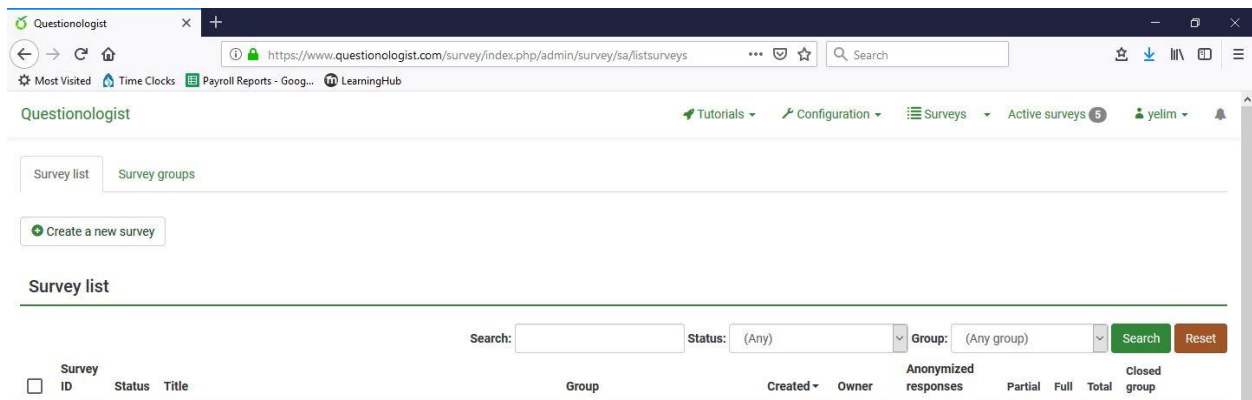
<https://www.questionologist.com/survey/index.php/admin/authentication/sa/login>

Once there log on with your username and password, this should be in your email if this is the first time you are logging on. Once you log on you will see a screen like this.



2. Create a new survey

To create a new survey, click on the survey sign at the top right hand corner of the page.



Click on the “+ Create new survey” sign at the top left. From there this window will pop up. Here you will give your survey a title (this is what your subjects will see) and a short description of the survey (subjects will also be able to see this). Scrolling down you will also see a box for a welcome and end message, this

message will display at the beginning and end of the survey, respectively. Generally, the description should be very short—remember that it will display on every page (you can leave it out if you wish). Your consent form should go in the welcome message box.

The screenshot shows the Questionologist web application interface for creating a survey. The browser address bar shows the URL: <https://www.questionologist.com/survey/index.php/admin/survey/sa/newsurvey>. The page title is "Questionologist".

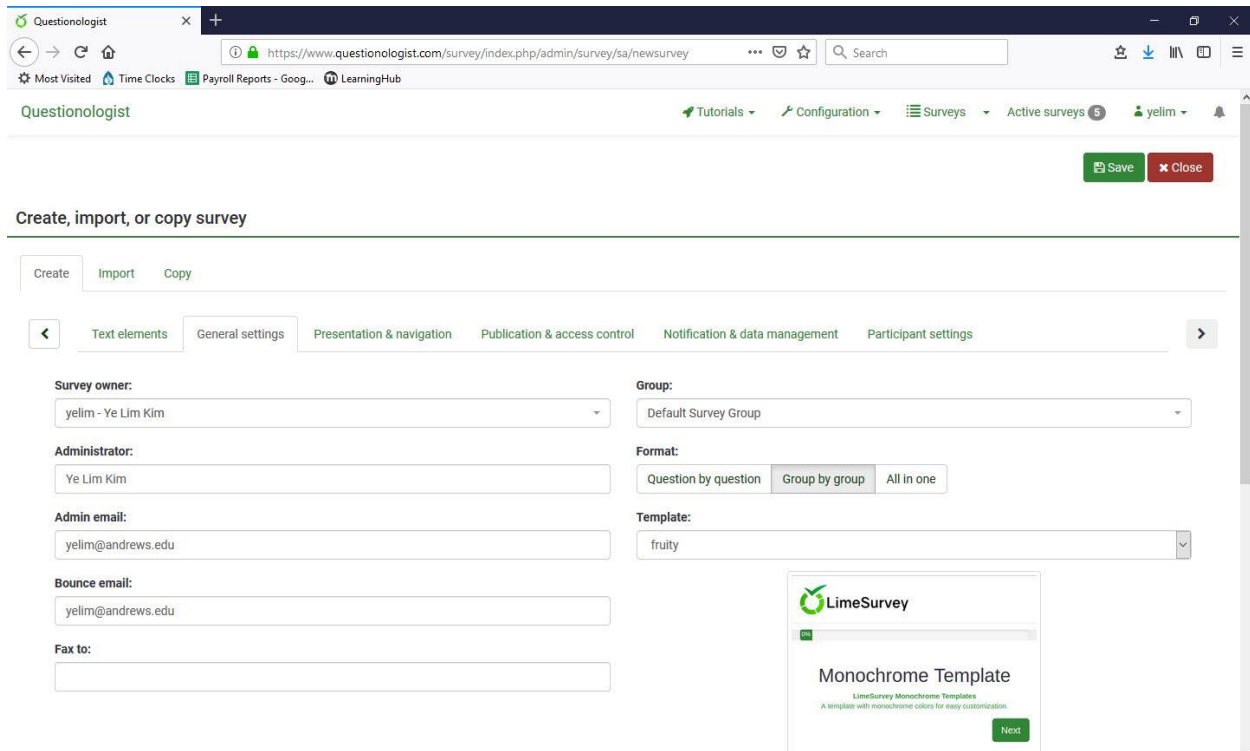
The main heading is "Create, import, or copy survey". Below this, there are tabs for "Create", "Import", and "Copy". The "Create" tab is active.

The interface is divided into several sections:

- Survey title:** A text input field containing "Is Dr Whiskers a Good Dogtor for Catistry 101?".
- Base language:** A dropdown menu set to "English".
- Description:** A rich text editor with a toolbar and a text area containing "This is a fake survey to teach people how to make surveys.".
- End URL:** A text input field containing "http://".
- URL description:** An empty text input field.
- Date format:** A dropdown menu set to "dd.mm.yyyy".
- Decimal mark:** Radio buttons for "Dot (.)" and "Comma (,)", with "Dot (.)" selected.
- Welcome message:** A rich text editor with a toolbar and a text area containing "Welcome to the fake survey.".
- End message:** A rich text editor with a toolbar and a text area containing "Thank you for taking the fake survey.".

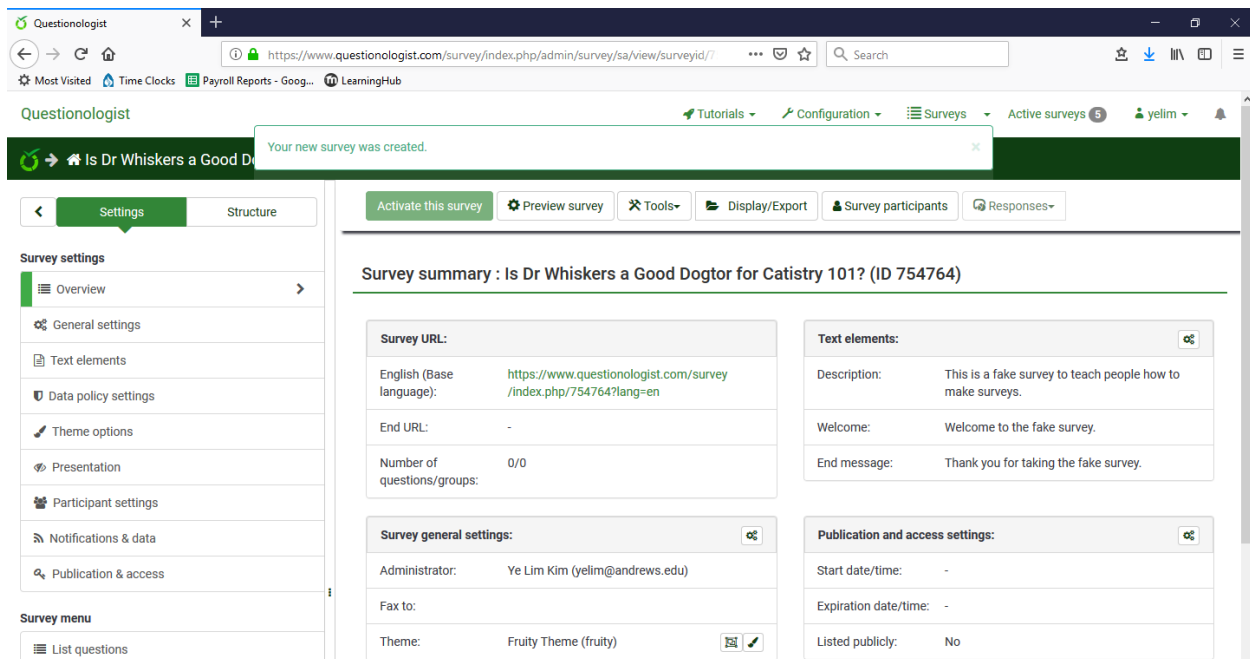
At the top right, there are "Save" and "Close" buttons. At the bottom of the page, there are navigation tabs: "Text elements", "General settings", "Presentation & navigation", "Publication & access control", "Notification & data management", and "Participant settings". The "General settings" tab is currently selected.

Once you are done with this, click on the "General settings" and check to make sure that the administrator and admin email are correct for your study then click on save.

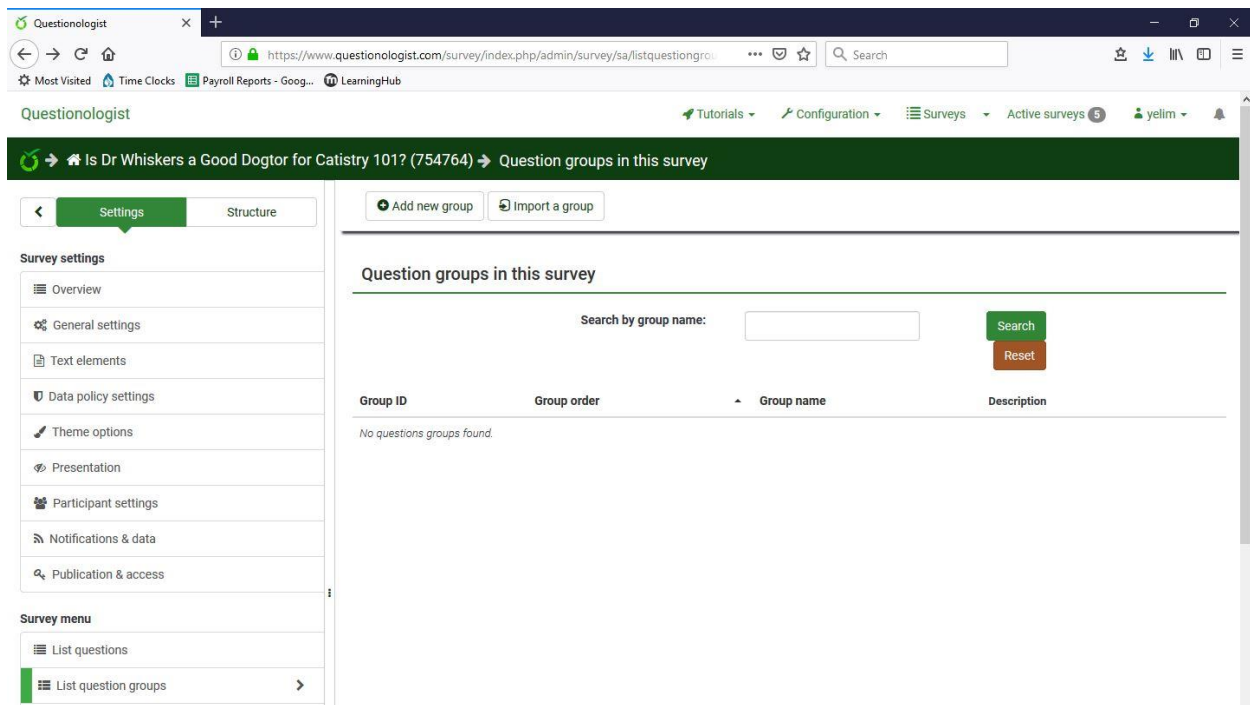


3. Add question groups

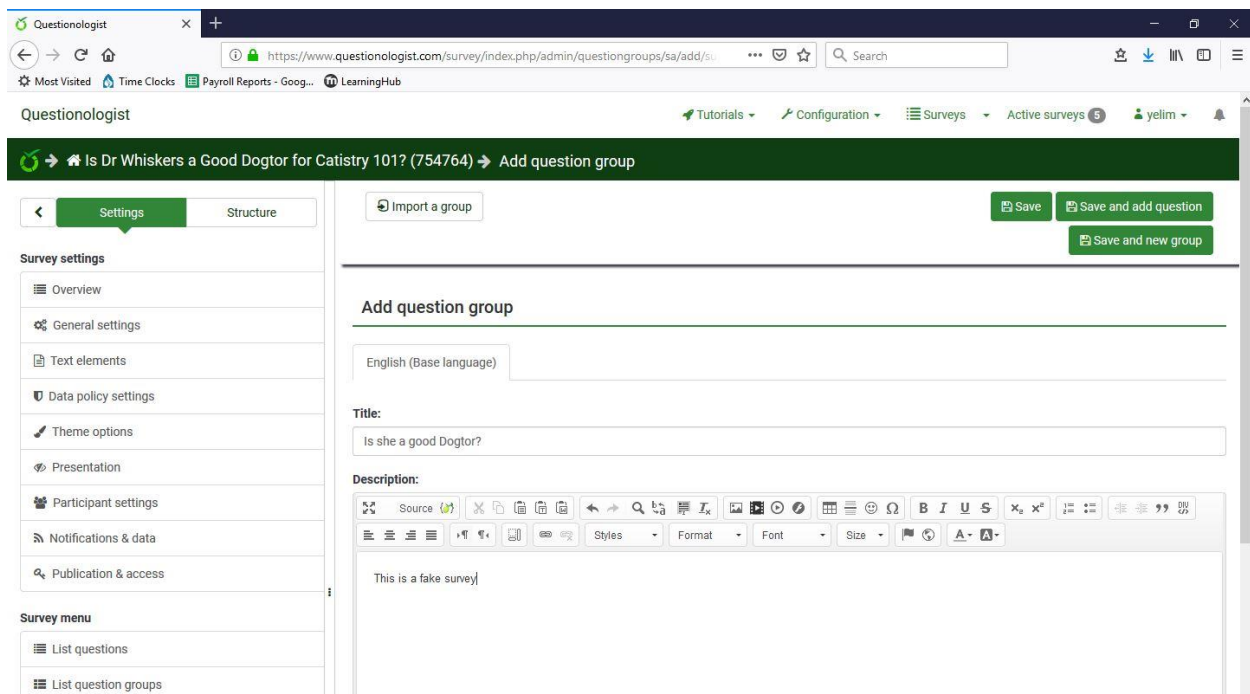
From here you will get a screen like this,



now it's time to add question groups and questions. Click on the "List Question Groups" under "Survey Menu" on your settings bar (left hand page).



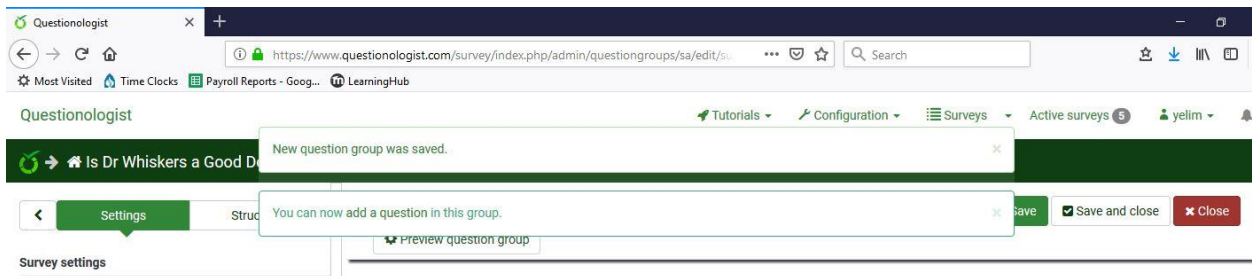
Normally a question group will refer to a survey. For instance, let’s say your survey is using two scales, one to measure Dr. Whiskers’ expertise in teaching Catistry: Her competence as a professor and her working knowledge of Catistry. In theory you would have two question groups, one for her “Is she a good Dogtor?” instrument and another for the “How well does she know Catistry?” instrument. Let’s start by simply adding a question group. On this screen we will click on the “+ Add new group” sign at the top of the page.



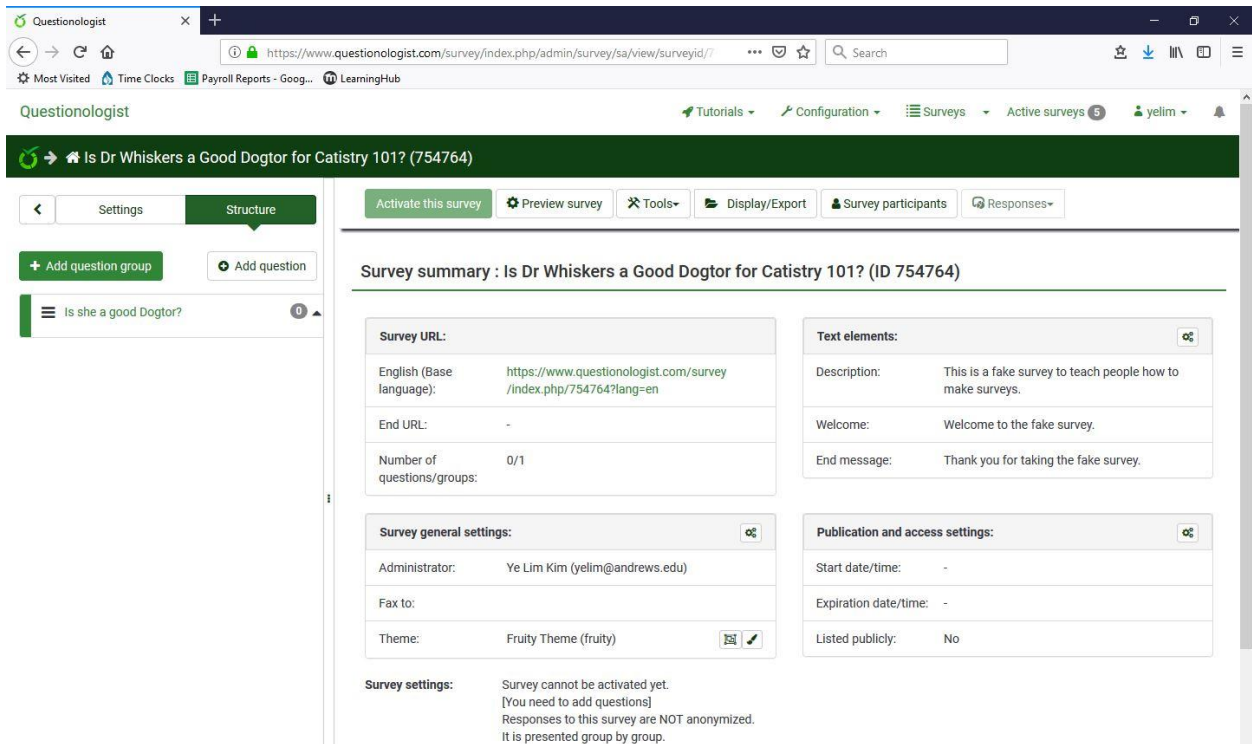
Once you click there it will bring you to this window where you will once again fill out a title for the question group and short description, in the description you should include some short instructions. Once this is filled out you can click save at the top.

4. Add questions in the question group

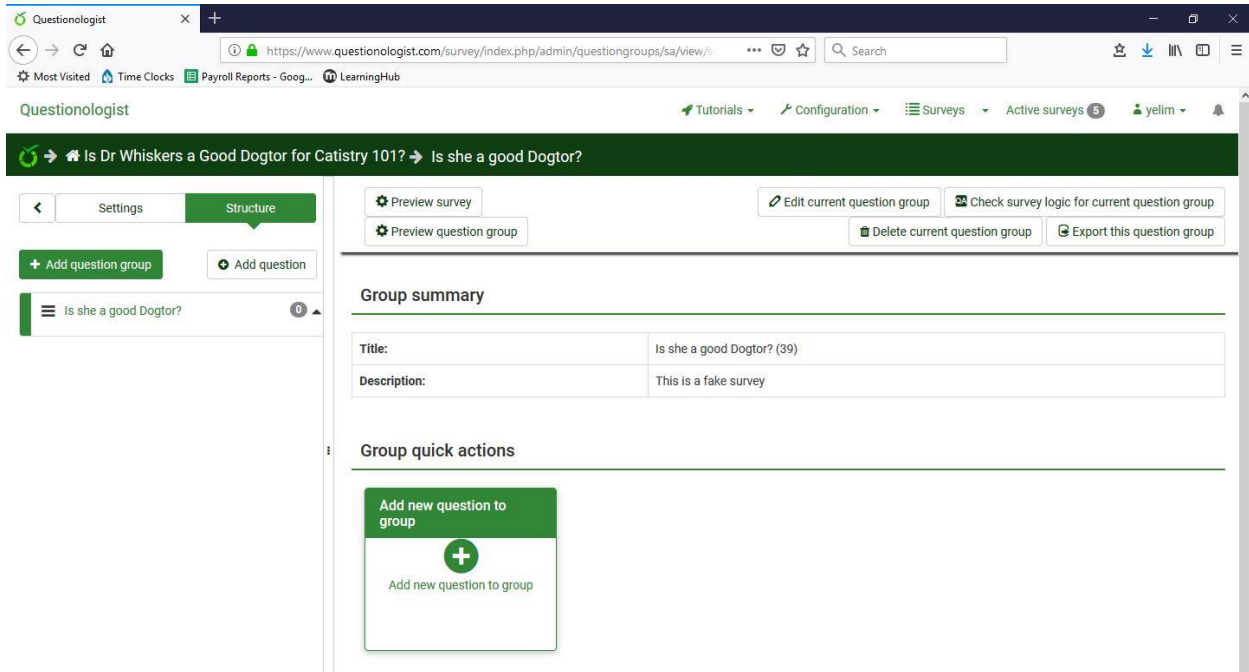
This will bring up a pop-up indicating that your question group has been saved. Under the pop-up, there will be another pop-up saying “You can now add a question in this group.” In order to add questions to the group, click on the **add a question**.



If the pop-ups do not appear, click on the “Structure” right next to “Settings” on the left hand side of the page and click on the question group you just created (the one that says “Is she a good Dogtor?”).

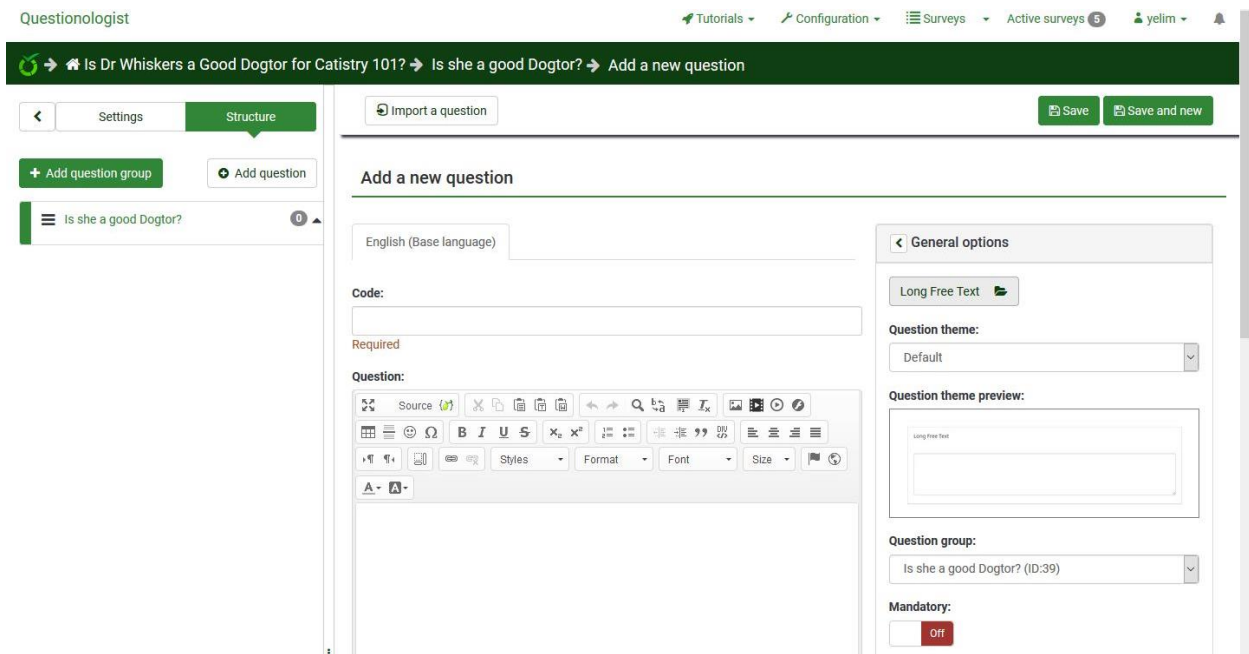


This will bring you to this screen where you can “Add new question to group.” Click on the sign.

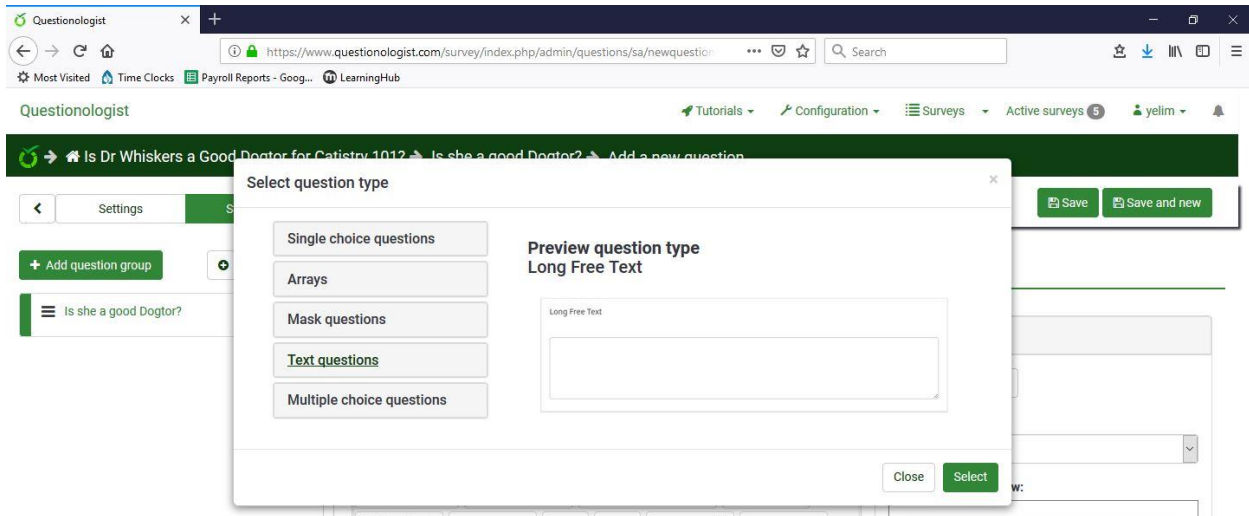


4.1 How to modify question type - Arrays

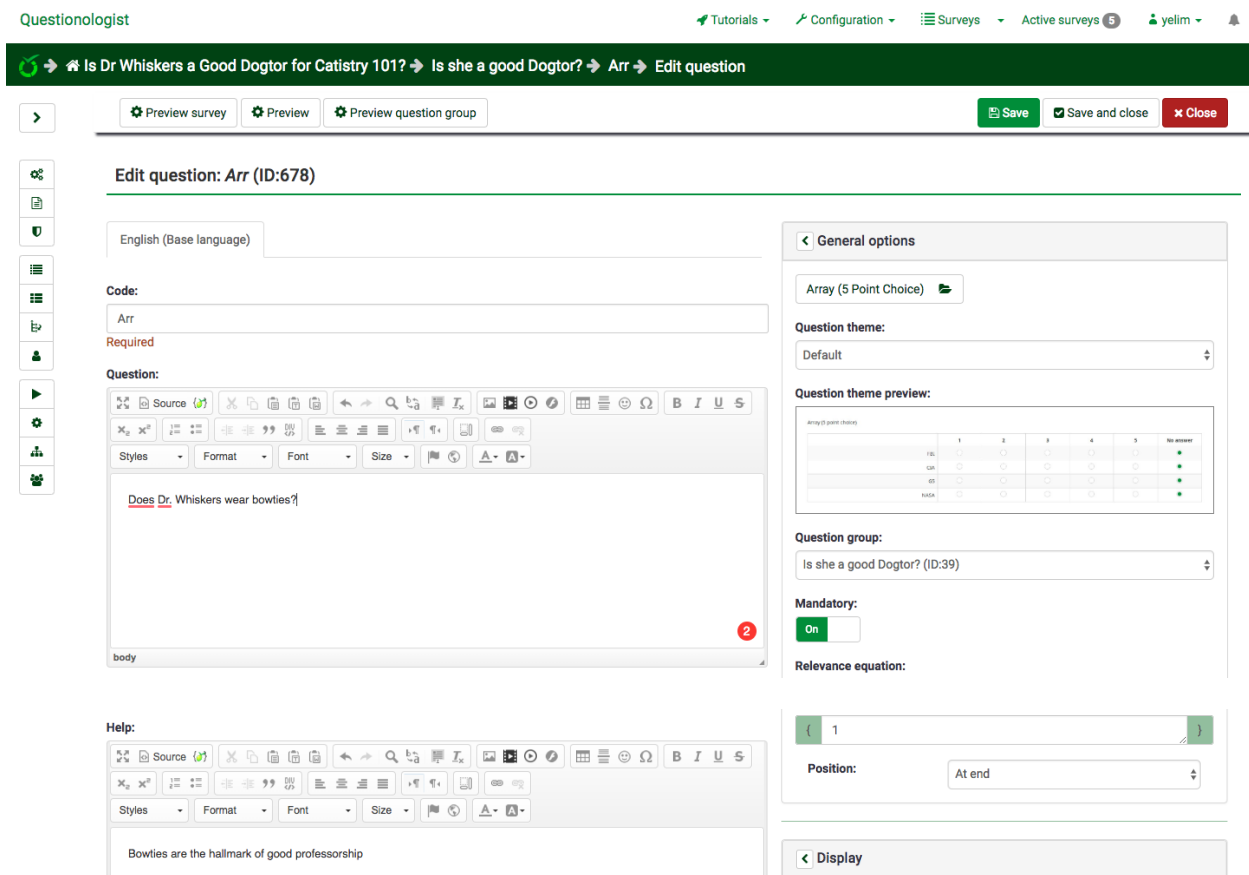
In order to change question types, click on “General options” on the right hand side of the page. When the “General options” bar expands, click on “LogFree Text” right below the “General options.”



A medium-sized box will pop up in front of you. Do not panic and click on the question type you want and then on the “Select” sign. For this survey, I will use the “Arrays” form.



In the questions box I would add some more detailed instructions and in the help box I would fill out some shortened very clear directions. Be sure to choose “On” for mandatory if you would like all subject to respond to this question group. Once you are done click “Save and close” at the top of the page.



If you click on “Save”, it will bring you to this page. In order to add responses to the questions, go to “Edit answer options.” On the left had side of the page.

4.2 How to modify question type – Log Free Text

****This section is for students who followed through this tutorial until “7. Add more question groups” and finished creating part 1 of the survey. However, if you wish to set your questions as Log Free Text instead of Array, you may follow this step.**

Unlike Arrays, Log Free Text is the default of the system. This means you do not have to click on “General options” in order to specify which question type you will use. Thoroughly describe what you are asking to your participants in the “Questions” box and further explain its significance in the “Help” box. Do not forget to press “Save” when you are finished. Scroll down to **8. Preview your survey** in order to learn how to preview your survey.

The screenshot shows the Questionologist interface for editing a question. The top navigation bar includes 'Questionologist', 'Tutorials', 'Configuration', 'Surveys', 'Active surveys', and a user profile 'yelim'. The breadcrumb trail is 'Is Dr Whiskers a Good Dogtor for Catistry 101? > How well does she know Catistry? > Add a new question'. The interface is divided into several sections:

- Settings:** 'Settings' and 'Structure' tabs are visible.
- Question Groups:** A sidebar on the left shows a list of question groups: 'Is she a good Dogtor?', '[Arr] > Does Dr. Whiskers wear bowties', and 'How well does she know Catistry?'.
- Question Editor:**
 - Code:** 'Frr' (Required)
 - Question:** A rich text editor containing the text: 'Does Dr. Whiskers seem knowledgeable when she is teaching Catistry?'.
 - Help:** A rich text editor containing the text: 'Does she efficiently answer questions asked during class by pupple? How well does she prepare her class materials? Does she effectively convey difficult concepts?'.
- General options:**
 - Question type:** 'Long Free Text' (selected).
 - Question theme:** 'Default'.
 - Question theme preview:** A preview of the question type.
 - Question group:** 'How well does she know Catistry? (ID:40)'.
 - Mandatory:** 'On'.
 - Relevance equation:** '(1)'.
 - Validation:** An empty field.
 - Position:** 'At end'.
- Display:** A vertical list of options: 'Display', 'Input', 'Logic', 'Other', 'Statistics', and 'Timer'.

5. Add subquestions

The screenshot shows the 'Question summary' page in the Questionologist application. The top navigation bar includes 'Questionologist', 'Tutorials', 'Configuration', 'Surveys', 'Active surveys', and a user profile 'yelim'. A notification banner at the top states 'Question was successfully saved.' Below this is a toolbar with buttons for 'Preview survey', 'Preview question group', 'Preview question', 'Edit', 'Check logic', 'Delete', 'Export', 'Copy', 'Set conditions', and 'Edit subquestions'. The main content area is titled 'Question summary Arr (ID: 678)' and contains the following details:

- Question group:** Is she a good Dogtor? (ID:39)
- Code:** Arr : (Mandatory question)
- Question:** Does Dr. Whiskers wear bowties?
- Help:** Bowties are the hallmark of good professorship
- Type:** Array (5 Point Choice)
- Mandatory:** Yes
- Relevance equation:** 1

Below the summary is a 'Question quick actions' section with a prominent green button labeled 'Add new question to group' and a plus sign icon.

Now you are on a page where you can edit the subquestions. Click on the “Edit subquestions” box on right hand side of the page.

The screenshot shows the 'Edit subquestions' page in the Questionologist application. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail at the top of the content area reads: 'Is Dr Whiskers a Good Dogtor for Catistry 101? → Is she a good Dogtor? → Arr'. The toolbar now includes 'Preview survey', 'Preview', 'Preview question group', 'Save', 'Save and close', and 'Close'. The main content area is titled 'Edit subquestions Arr (ID: 678)' and shows the following details:

- Language: English (Base language)
- Position: [Menu icon]
- Code: SQ001
- Subquestion: How often does she wear bowties?
- Relevance equation: 1
- Action: [Edit icon] [Green plus icon] [Red minus icon]

At the bottom of the page, there are buttons for 'Predefined label sets...', 'Quick add...', and 'Save as label set'.













It will bring you to this page where you need to add in sub-questions. If you need more than one subquestions, click on the green “+” sign below the “Actions” on your right.

Is Dr Whiskers a Good Dogtor for Caturday 101? Is she a good Dogtor? Arr

Preview survey Preview Preview question group Save Save and close Close

Edit subquestions Arr (ID: 678)

English (Base language)

Position	Code	Subquestion	Relevance equation	Action
	SQ001	How often does she wear bowties?	1	  
	SQ002	How many different bowties does she own?	1	  
	SQ003	Does she recommend wearing bowties to her students?	1	  
	SQ004	How symmetrical are her bowties? Do they seem pre-tied?	1	  

Predefined label sets... Quick add... Save as label set

I have added 4 subquestions. Click on save in order to save the modifications you made.

**** SPSS users:** In order to make things easier when you get to running your stats you should make sure everything is set so that everything is pre-coded. Be sure to **ONLY** use numbers in the “Code” box, SPSS will not know what to do with letters in the code and you will have to re-code everything by hand. For instance if you are using a scale from 1 to 5 agree to disagree make sure that the numbers 1-5 are listed with each answer option. Even if you are not using a number scale, numbers should be the only thing in the “code” box, for instance, with the answer options “Male” and “Female” use 1 and 2 or 0 and 1 to code for each answer option. When you are done you can hit “save changes” this will simply reload the page and a dialogue box should appear at the top of the page for a few seconds saying the changes were successful.

****Unlike coding for responses, coding for questions CAN have letters and numbers.** For instance, if these questions were part of a scale called SCALE we can code these as “SCALE01”, “SCALE02”, etc. Each question needs to have a unique code that you can identify quickly; this is so when you’re working in SPSS you can see which item you are looking at.

6. Add possible responses

The screenshot shows the Questionologist interface. At the top, there is a navigation bar with 'Questionologist' on the left and 'Tutorials', 'Configuration', 'Surveys', 'Active surveys', and 'yelim' on the right. A notification banner at the top center says 'Question was successfully saved.' Below this is a toolbar with buttons for 'Preview survey', 'Preview question group', 'Preview question', 'Edit', 'Check logic', 'Delete', 'Export', 'Copy', 'Set conditions', and 'Edit subquestions'. A sidebar on the left contains various icons. The main content area is titled 'Question summary Arr (ID: 678)'. It lists details for a question group: 'Is she a good Dogtor? (ID:39)', 'Code: Arr : (Mandatory question)', 'Question: Does Dr. Whiskers wear bowties?', 'Help: Bowties are the hallmark of good professorship', 'Type: Array', 'Mandatory: Yes', and 'Relevance equation: 1'. Below this is a section titled 'Question quick actions' which contains a green button with a white plus sign and the text 'Add new question to group'.

If your subquestions are all saved, let's add possible responses to this array. Click on the “Edit answer options” at the left hand corner of your screen.

The screenshot shows the 'Edit answer options' section in the Questionologist interface. The navigation bar and notification banner are the same as in the previous screenshot. The toolbar now includes 'Save', 'Save and close', and 'Close' buttons. The sidebar is also present. The main content area is titled 'Edit answer options Arr (ID: 678)'. It shows the language 'English (Base language)'. Below this is a table with columns for 'Position', 'Code', 'Answer option', and 'Actions'. The table has one row with 'A1' in the 'Code' column and 'Never' in the 'Answer option' column. To the right of the 'Answer option' cell are three icons: a green plus sign, a green circle with a white plus sign, and a red square with a white minus sign. Below the table are three buttons: 'Predefined label sets...', 'Quick add...', and 'Save as label set'.

I am adding “Never” as my first response option to my first question. Clicking the green “+” button under “Actions” will allow you to add more response options. Below is an example of how to fill it out.

Questionologist

https://www.questionologist.com/survey/index.php/admin/questions/sa/answeroptions/surveyid/754764/gid/39/qid/676

No definition found

Tutorials Configuration Surveys Active surveys yelim

Is Dr Whiskers a Good Dogtor for Catistry 101? Is she a good Dogtor? Arr

Preview survey Preview Preview question group Save Save and close Close

Edit answer options Arr (ID: 676)

English (Base language)

Position	Code	Answer option	Actions
≡	A1	Never	✎ ⏪ ⏩
≡	A2	Sometimes	✎ ⏪ ⏩
≡	A3	Often	✎ ⏪ ⏩
≡	A4	Very Often	✎ ⏪ ⏩
≡	A5	Always	✎ ⏪ ⏩

Predefined label sets... Quick add... Save as label set

Click on “Save” in order to save.

Now we have completed part 1 of the “Is Dr. Whiskers a good Dogtor for Catistry 101?” By creating a survey which analyzes her bowtie patterns, we now have sufficiently recorded a set of survey questions for “Is she a good Dogtor?”

7. Add more question groups

For part 2 of the survey, “How well does she know Catistry?”, I will create series of short answer questions for the students to free write. Let’s start by simply adding another question group.” Click on the arrow at the left had side of the page. A slide of “Settings” and “Structure” will emerge. Click on “Structure” and then click on “+Add question group.” Repeat the same sequence we went through **3. Add question groups** and **4. Add questions in the question group**. Instead of following **4.1 How to modify question type – Array**, follow **4.2 How to modify question type – Log Free Text**.

8. Preview your survey

Welcome back! I hope you successfully created your short answer questions by now. If you clicked “Save” and “Exit”, the page will direct you back to this familiar page:

Questionologist Tutorials Configuration Surveys Active surveys 5 yelim

Question was successfully added.

Is Dr Whiskers a Good Dogtor

Settings Structure

Preview survey Preview question group Preview question Edit Check logic Delete Export Copy

Set conditions Edit default answers

+ Add question group + Add question

- Is she a good Dogtor?
- [Arr] Does Dr. Whiskers wear bowties?
- How well does she know Catistry?

Question summary Frr (ID: 684)

Question group: How well does she know Catistry? (ID:40)
Code: Frr : (Mandatory question)
Question: Does Dr. Whiskers seem knowledgeable when she is teaching Catistry?
Help: Does she efficiently answer questions asked during class by puppies? How well does she prepare her class materials? Does she effectively convey difficult concepts?
Type: Long Free Text
Mandatory: Yes
Relevance equation: 1


Question quick actions

Add new question to group

+

Add new question to group

If you wish to preview how your survey will look like, click on the “Preview survey” button at the top of your screen. Let’s go through the survey we made!

 Load unfinished survey

0%

This survey is currently not active. You will not be able to save your responses.

Is Dr Whiskers a Good Dogtor for Catistry 101?

This is a fake survey to teach people how to make surveys.

Welcome to the fake survey.
There are 2 questions in this survey.

Next

Click on “Next”

Is she a good Dogtor?

This is a fake survey

★Does Dr. Whiskers wear bowties?

	Never	Sometimes	Often	Very often	Always
How often does she wear bowties?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
How many different bowties does she own?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Does she recommend wearing bowties to her students?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
How symmetrical are her bowties? Do they seem pre-tied?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

📌 Bowties are the hallmark of good professorship

Next

Click on “Next” after answering the questions

** Going through a preview is important because it helps you detect mistakes you haven’t noticed while you were creating the survey. Look at the discrepancy between the subquestion 2 “How many different bowties does she own?” and possible responses Never, Sometimes, Often, Very often, and Always. If you would like to go back and change it, I highly recommend you do so.

This survey is currently not active. You will not be able to save your responses. ✕

How well does she know Catistry?

This is a fake survey

★Does Dr. Whiskers seem knowledgeable when she is teaching Catistry?

Yes she is a magnificent creature. |

📌 Does she efficiently answer questions asked during class by puppies? How well does she prepare her class materials? Does she effectively convey difficult concepts?

Submit

Write your answer and click on “Submit”



This survey is currently not active. You will not be able to save your responses. x

Thank you for taking the fake survey.

Did not save

Your survey responses have not been recorded. This survey is not yet active.

Congratulations! You have finished your survey preview. If there are any modifications you would like to make, go back to your survey and make the changes. If you feel like you are ready to activate your survey, notify Dr. Bailey by emailing him at kgbailey@andrews.edu