

Creating a Survey on LimeSurvey

First you need to go to:

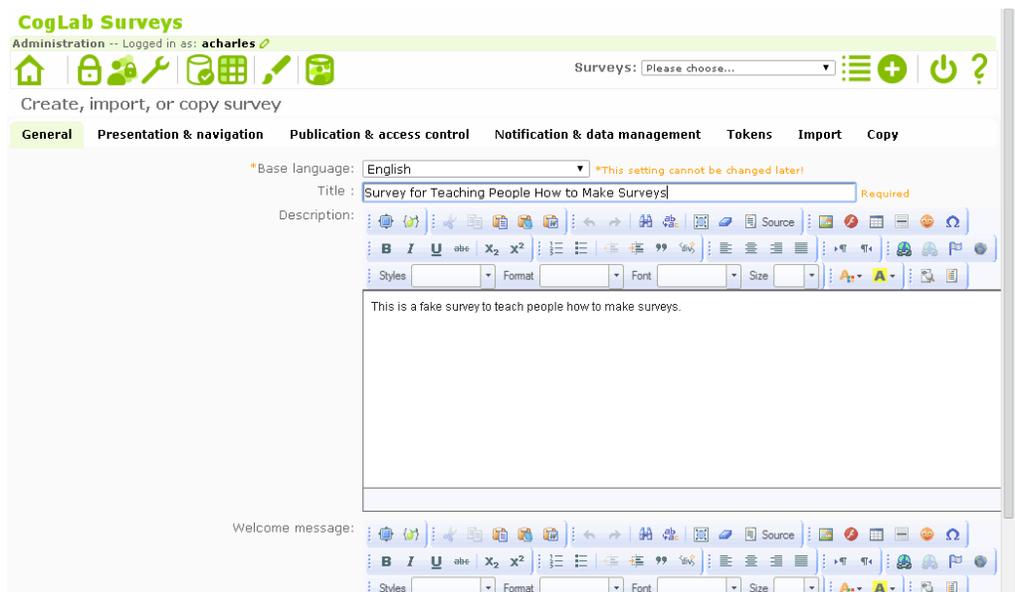
<http://cognopod.com/survey/index.php/admin/authentication/sa/login>

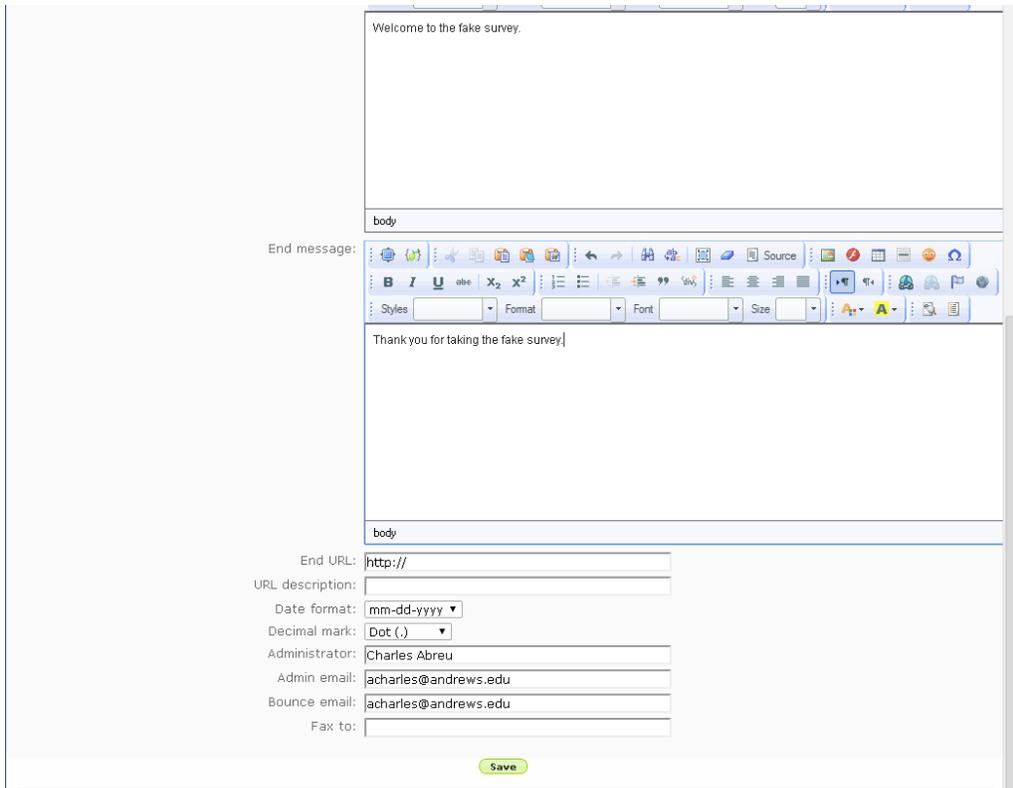
Once there log on with your username and password, this should be in your email if this is the first time you are logging on. Once you log on you will see a screen like this. To create a new survey click on the plus sign at the top right hand corner of the page.



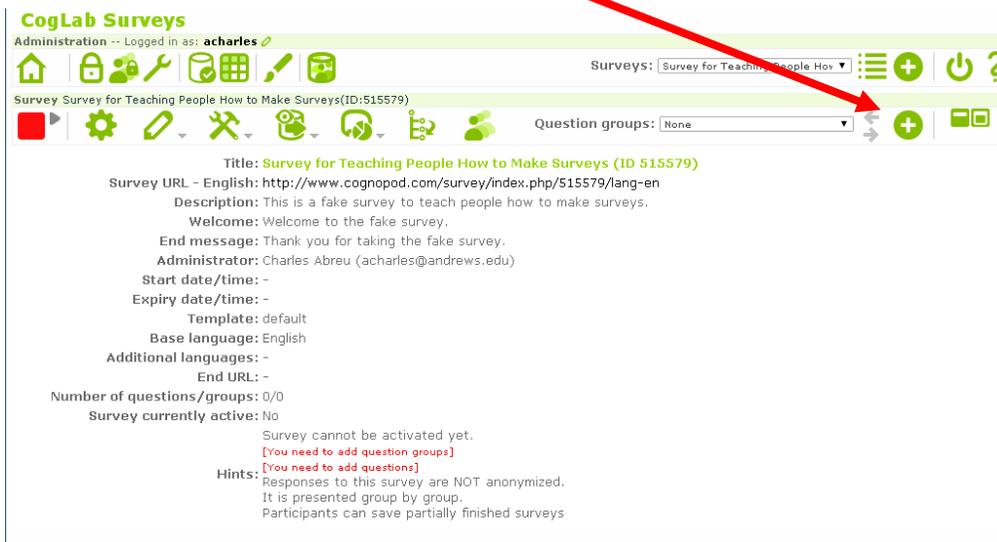
From there this window will pop up. Here you will give your survey a title (this is what your subjects will see) and a short description of the survey (subjects will also be able to see this). Scrolling down you will also see a box for a welcome and end message, this message will display at the beginning and end of the survey, respectively. Once you are done with this, check to make sure that the administrator and admin email are correct for your study then click on save.

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.





From here you will get a screen like this, now it's time to add question groups and questions. Normally a question group will refer to a survey. For instance let's say your survey is using two scales, one to measure happiness and another to measure hunger. In theory you would have two question groups, one for the happiness instrument and another for the hunger instrument. For this we will have three question groups, one for each of the question types we will be demonstrating: Array, List Radio (p.6), and Short free Answer (p.8). Let's start by simply adding a question group. On this screen we will click on the plus sign next to the question group box.



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 bottom.

The screenshot shows the 'Add question group' interface in CogLab Surveys. At the top, the user is logged in as 'acharles'. The main area has a 'Title' field containing 'Array Type Questions' and a 'Description' field containing 'This is to teach you how to make array questions.' Below the description field are fields for 'Randomization group' and 'Relevance equation'. A green 'Save question group' button is at the bottom.

This will bring you to this page where you can begin to add questions to your question group. Begin by clicking this button.

The screenshot shows the 'Question group' page for 'Array Type Questions (ID:110)'. The title and description are the same as in the previous screenshot. A red arrow points to a green plus button in the 'Questions' section, which is currently set to 'Please choose...'. Other buttons for adding and removing questions are also visible.

This will bring you to this screen where you will fill out the fields as desired. 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. For question type you would choose Array or some similar question type (if you hover your mouse over an option it will give you a preview of what the question group will display as). Be sure to choose "yes" for mandatory if you would like all subject to respond to this question group. Once you are

done click “Add question” at the bottom of the page.

English (Base language)

Code: ARR

Question: This is how you do this.

body

Help: Do this.

body

Question type: Array

Question group: Array Type Questions

Mandatory: Yes No

Relevance equation: 1

[Show advanced settings](#)

Next it will bring you to this page where you need to add in questions and responses. Lets first add responses to this array.

CogLab Surveys

Administration -- Logged in as: acharles

Surveys: Survey for Teaching People How to Make Surveys (ID:515579)

Question groups: Array Type Questions (ID:110)

Questions: ARR: This is how you do this. (ID:2263)

Code: ARR : (Optional question)

Question: This is how you do this.

Help: Do this.

Type: Array

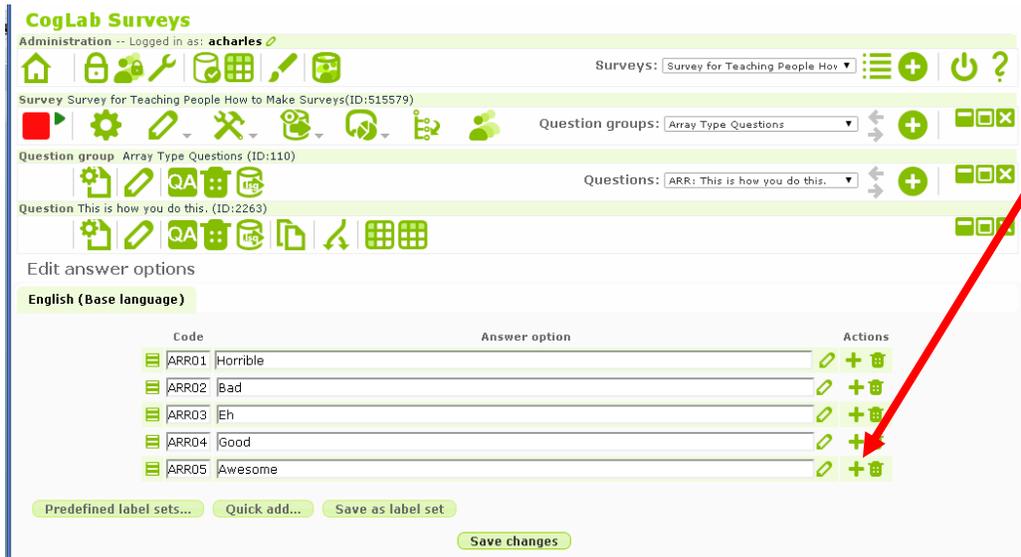
Warning: You need to add answer options to this question

Warning: You need to add subquestions to this question

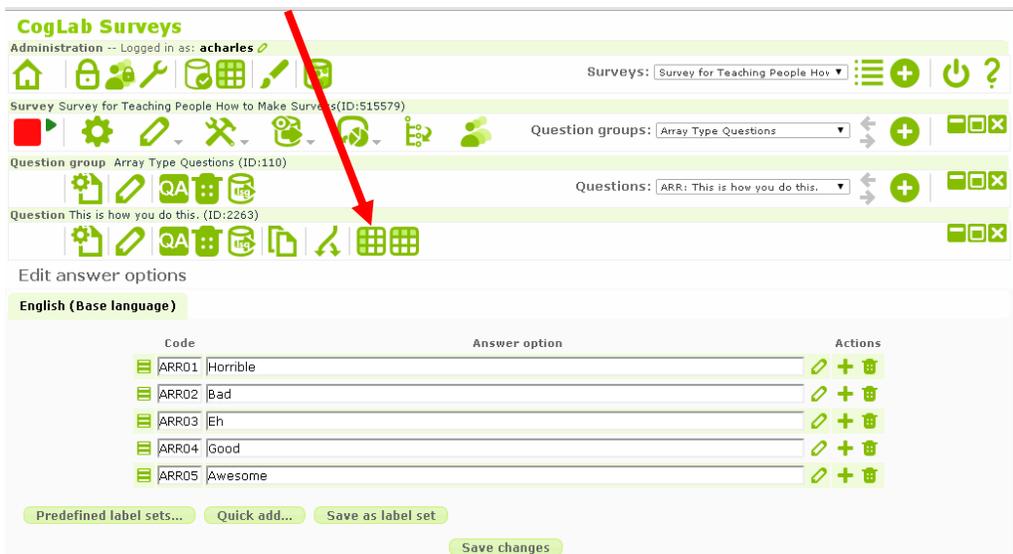
Mandatory: No

Relevance equation: 1

Clicking the above button will bring you here where you should fill out the desired filed appropriately. Below is an example of how to fill it out. If you would like more answer options simply hit this button.



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. In the "Code" box be sure to ONLY use numbers, 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. Next to add questions click this button.



This will bring you to this screen where you would again fill out the appropriate boxes with your questions. A sample is given below. If you need to add more questions just click this button.

CogLab Surveys
Administration -- Logged in as: acharles

Surveys: Survey for Teaching People How to Make Surveys (ID:515579)

Question groups: Array Type Questions

Question group Array Type Questions (ID:110)

Questions: ARR: This is how you do this. (ID:2263)

Edit subquestions

English (Base language)

Code	Subquestion	Action
ARQ01	This is where you would write your questions.	
ARQ02	Some more questions.	
ARQ03	How was your day?	
ARQ04	How are you feeling?	
ARQ05	How is your research going?	

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

Save changes

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. When you've added all your questions click save changed and now we can work on adding a Radio List. We can do this by clicking the add question group button (the plus sign next to "Question groups") This will bring you to this screen. Again fill in the boxes as needed then save.

CogLab Surveys
Administration -- Logged in as: acharles

Surveys: Survey for Teaching People How to Make Surveys (ID:515579)

Question groups: Please choose...

Add question group

English (Base language) Import question group

Title: Radio type questions Required

Description: How to make Radio type questions (Multiple Choice).

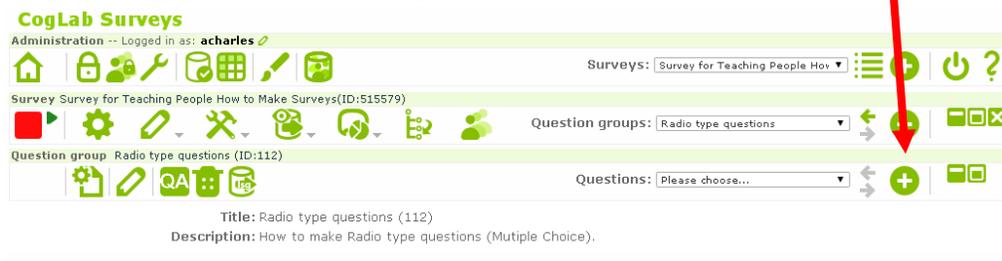
body

Randomization group:

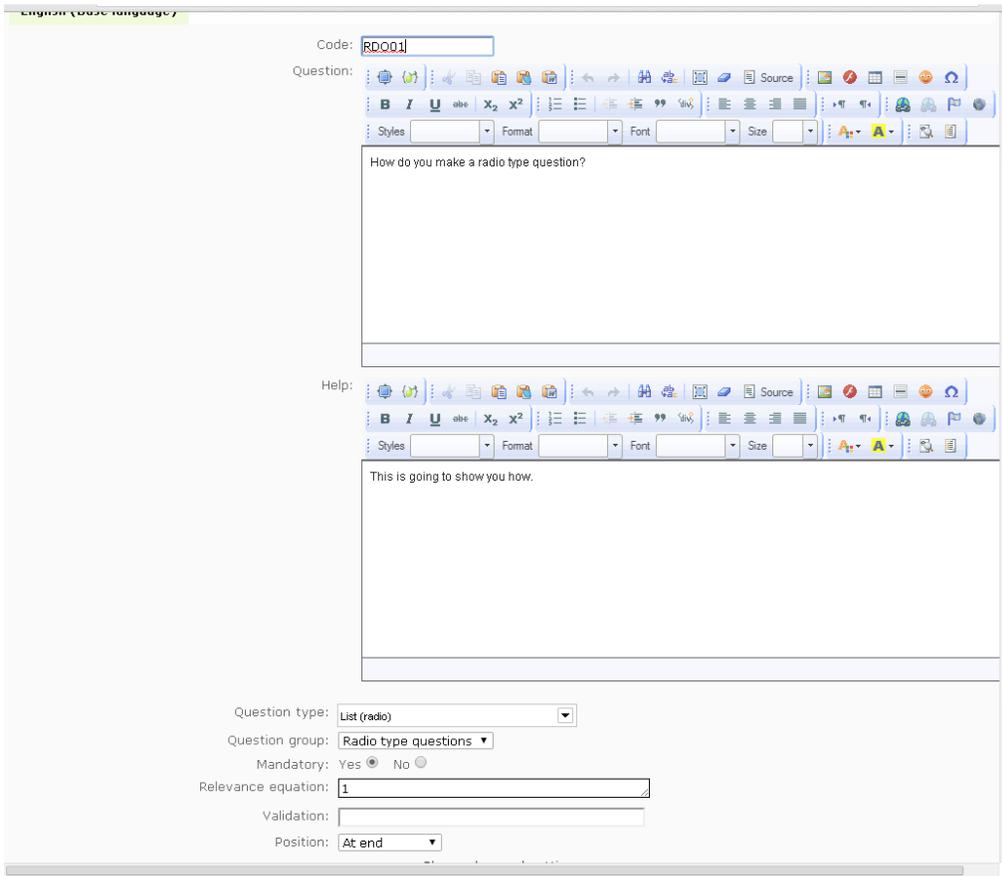
Relevance equation:

Save question group

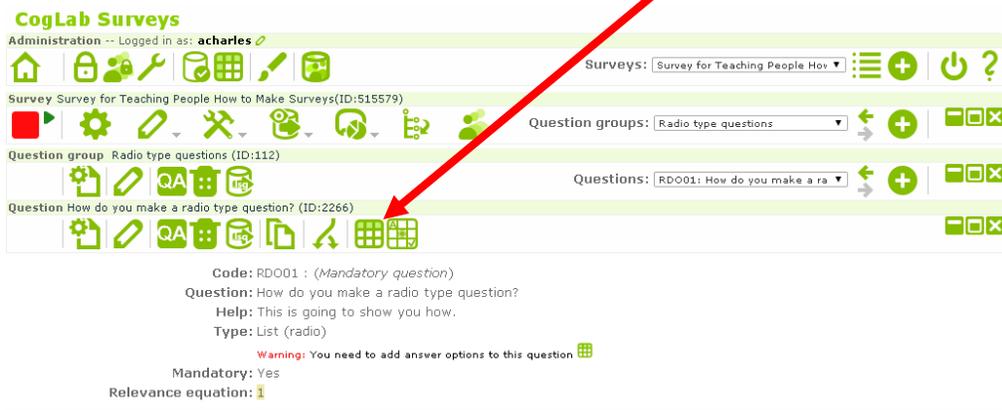
This will bring you to this screen. Again you will click this button to add a question.



You will fill in the boxes as needed. This time your actual question will go into the question box, for “Question type” be sure to select “List (radio)”. Once you have filled everything out click add question at the bottom, again pay attention to the mandatory option. An example is at below.



Next you will need to add answer options by clicking here.



CogLab Surveys
Administration -- Logged in as: acharles

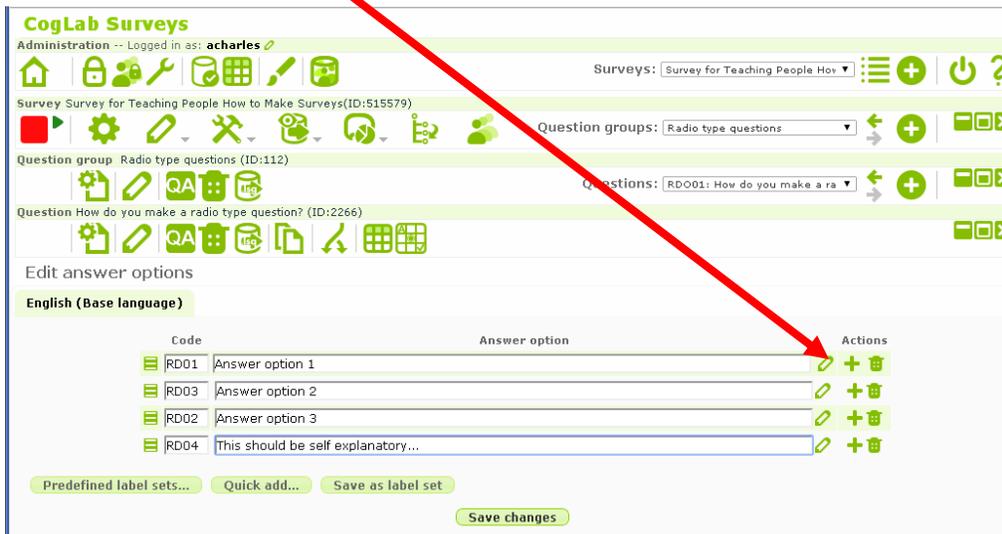
Surveys: Survey for Teaching People How to Make Surveys (ID:515579)

Question groups: Radio type questions

Questions: RDO01: How do you make a radio type question? (ID:2266)

Code: RDO01 : (Mandatory question)
Question: How do you make a radio type question?
Help: This is going to show you how.
Type: List (radio)
Warning: You need to add answer options to this question
Mandatory: Yes
Relevance equation:

Again you will add your possible responses and hit “save changes” when you are done. If you need more answer options click here. Be sure to ONLY use numbers for your “code,” even if your answer options are not numerical.



CogLab Surveys
Administration -- Logged in as: acharles

Surveys: Survey for Teaching People How to Make Surveys (ID:515579)

Question groups: Radio type questions

Questions: RDO01: How do you make a radio type question? (ID:2266)

Edit answer options

English (Base language)

Code	Answer option	Actions
R001	Answer option 1	+ -
R003	Answer option 2	+ -
R002	Answer option 3	+ -
R004	This should be self explanatory...	+ -

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

Save changes

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. Now lets

add a short-free answer question. Begin by clicking here.

The screenshot shows the 'CogLab Surveys' administration interface. At the top, it says 'Administration -- Logged in as: acharles'. Below that, there are navigation icons and a 'Surveys' dropdown menu. The main area shows a 'Question group: Radio type questions (ID:112)'. Underneath, there is a table for 'English (Base language)' with the following content:

Code	Answer option	Actions
RD01	Answer option 1	[edit] [add] [delete]
RD03	Answer option 2	[edit] [add] [delete]
RD02	Answer option 3	[edit] [add] [delete]
RD04	This should be self explanatory...	[edit] [add] [delete]

At the bottom of the table, there are buttons for 'Predefined label sets...', 'Quick add...', and 'Save as label set'. A 'Save changes' button is at the very bottom.

This will bring you to this screen where you will give the question group a title and short description. Click save question group when you are done.

The screenshot shows the 'CogLab Surveys' administration interface. At the top, it says 'Administration -- Logged in as: acharles'. Below that, there are navigation icons and a 'Surveys' dropdown menu. The main area shows a 'Question groups: Please choose...' dropdown. Below that, there is a section for 'English(Base language) Import question group'. The 'Title' field is set to 'Short Response Question' and is marked as 'Required'. The 'Description' field is empty. Below the description field, there is a rich text editor with a toolbar and a text area containing the text 'Tell them how to respond.'. At the bottom, there are fields for 'Randomization group:' and 'Relevance equation:'. A 'Save question group' button is at the bottom.

Now to add a question we will click here.

The screenshot shows the 'CogLab Surveys' administration interface. At the top, it says 'Administration -- Logged in as: acharles'. Below that, there are navigation icons and a 'Surveys' dropdown menu. The main area shows a 'Question groups: Short Response Question' dropdown. Below that, there is a section for 'Question group: Short Response Question (ID:113)'. The 'Title' field is set to 'Short Response Question (113)' and the 'Description' field is set to 'Tell them how to respond.'. A red arrow points to the '+' button next to the 'Questions' dropdown menu.

This will bring you to this screen where you can ask your question. If you wish you can also give some helpful instructions in the help box, at the bottom be sure to choose “Short free text” for the Question type. When you are done click “add question” paying attention to whether or not you want this question to be mandatory. An example is given below.

English (Base language)

Code: FR01

Question:

How was this how to guide?

body

Help:

Please give a short response on how this guide helped you.

body

Question type: Short free text

Question group: Short Response Question

Mandatory: Yes No

Relevance equation: 1

Validation:

Show advanced settings

And that’s all for this question type. If at anytime you wish to view your survey you can click any of these buttons. Each button will let you preview the corresponding level of your survey.

CogLab Surveys

Administration -- Logged in as **acharles**

Surveys: Survey for Teaching People How to Make Surveys (ID:515579)

Question groups: Short Response Question

Questions: FR01: How was this how to guide?

Question group: Short Response Question (ID:113)

Question: How was this how to guide? (ID:2267)

Code: FR01 : (Mandatory question)

Question: How was this how to guide?

Help: Please give a short response on how this guide helped you.

Type: Short free text

Mandatory: Yes

Relevance equation: 1

Here what this survey ended up looking like:

Survey for Teaching People How to Make Surveys
This is a fake survey to teach people how to make surveys.

Welcome to the fake survey.
There are 4 questions in this survey.

[Load unfinished survey](#) [Next >](#) [Exit and clear survey](#)

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

Survey for Teaching People How to Make Surveys
This is a fake survey to teach people how to make surveys.

0% 100%

Array Type Questions
This is to teach you how to make array questions.

This is how you do this.

	Horrible	Bad	Eh	Good	Awesome	No answer
Some example subquestion	<input type="radio"/>	<input checked="" type="radio"/>				

? Do this.

[Resume later](#) [Next >](#) [Exit and clear survey](#)

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

Survey for Teaching People How to Make Surveys
This is a fake survey to teach people how to make surveys.

0% 100%

Radio type questions
How to make Radio type questions (Multiple Choice).

*** How do you make a radio type question?**
Choose one of the following answers

- Answer option 1
- Answer option 2
- Answer option 3
- This should be self explanatory...

? This is going to show you how.

[Resume later](#) [Next >](#) [Exit and clear survey](#)

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

Survey for Teaching People How to Make Surveys
This is a fake survey to teach people how to make surveys.

0% 100%

Short Response Question
Tell them how to respond.

*** How was this how to guide?**

? Please give a short response on how this guide helped you.

[Resume later](#) [Submit](#) [Exit and clear survey](#)

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

Thank you for taking the fake survey.
Did not save
Your survey responses have not been recorded. This survey is not yet active.