## How to Set-up and Administer your Alumni Survey via LimeSurvey
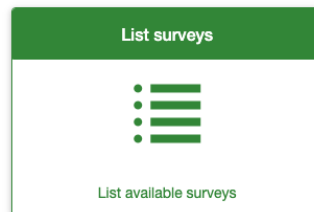
1. First, you must gain access to LimeSurvey. To obtain an account, send an email to support@westmont.edu with the subject "create survey.westmont.edu username."

2. Once you have received your access information, then you can go to this link to sign-in: https://survey.westmont.edu/admin

CREATING THE SURVEY
1. You will need to create a new survey by clicking on **Create survey**.
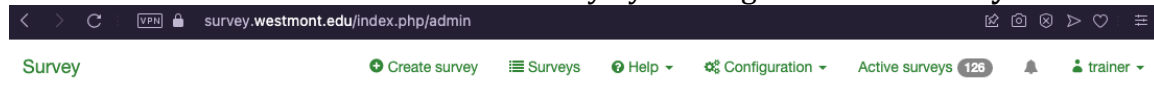
a. To create your survey from scratch, enter the Title of the survey and add the optional description. Click on *Create survey* Then click on *Settings* and select *Text elements* add a Description, Welcome message and End message. Once you've filled out these fields, hit the green **Save** button in the upper right.

b. RECOMMENDED STRATEGY: It is easier to copy a survey (i.e. a previous survey your department did, or the Alumni Template Survey). When you first create the survey, select **Copy**. Choose the desired survey from the drop down menu. Fill in the New Survey Title and click all the boxes that pertain to you. Most likely, all of these boxes should be checked EXCEPT the "reset conditions" box. Keeping this unchecked doesn't erase any conditional logic (meaning certain questions will show up or be hidden depending on the answer to a previous question) in the survey.

2. After you have completed creating your survey and clicking on the **Structure** tab, you will see a page that summarizes the information for your survey. It has the title and ID number for your survey and other general information. You will also note if you created the survey from scratch the survey will be inactive. You need to add question groups and questions before it will be able to be activated.

CREATING QUESTION GROUPS

1. At this point, whether you copied a survey or not, you will need to add or change questions within the survey. If you copied the survey, then scroll down to the section **Adding a New Question** or **Changing/Editing a Section** depending on what you need.

2. If you did not copy a survey, then you will need to Add/Create questions for your survey. But, first you must add Question Groups. In LimeSurvey, there are different "tiers" on the left side of your home page that show a hierarchy of Groups and Questions.

3. A Question Group is where you can organize your questions, for example groups such as Demographics, Major/Program-Specific, General, etc. You will see a plus sign icon next to **Add Group** in the **Structure** tab on the left side of your survey.

4. First, decide what "groupings" your survey questions fall into. If you have a Word document or other document where your survey has been typed out, you should print a copy to write on. This can be helpful for categorizing groupings and inputting the survey questions into Lime Survey. Decide what Question groups you want (i.e. Demographics, Major Specific, etc.) and label them.

5. Now, click the tab with the green plus icon labeled **Add Group**
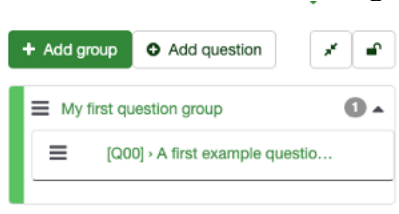
above the "Question Groups" box. A new window will pop up and you will need to fill it in. Put the label of the group (i.e. demographics) and a description if you want (this is not necessary) and click **Save**.

6. You will be able to see this group in the group and question hierarchy on the **Structure** tab.
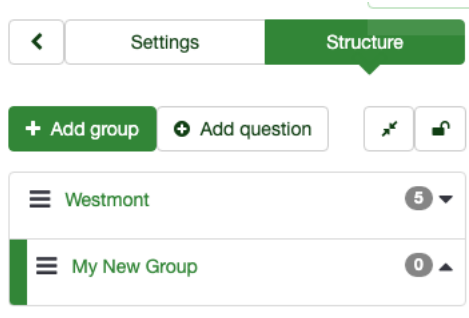
7. Continue adding Question Groups Add groupings until all have been added and all are visible in the **Structure** tab.
    a. NOTE: If you copied a survey, but want your questions separated into more groups or different groups, create the new groups you want and then scroll below to see how to Move Questions, which is found under the Section: Changing/Editing Questions.

8. Once you have your Question Groups set you are ready to put your questions into the survey. Choose the appropriate Question Group, then click on **Add new question to group**
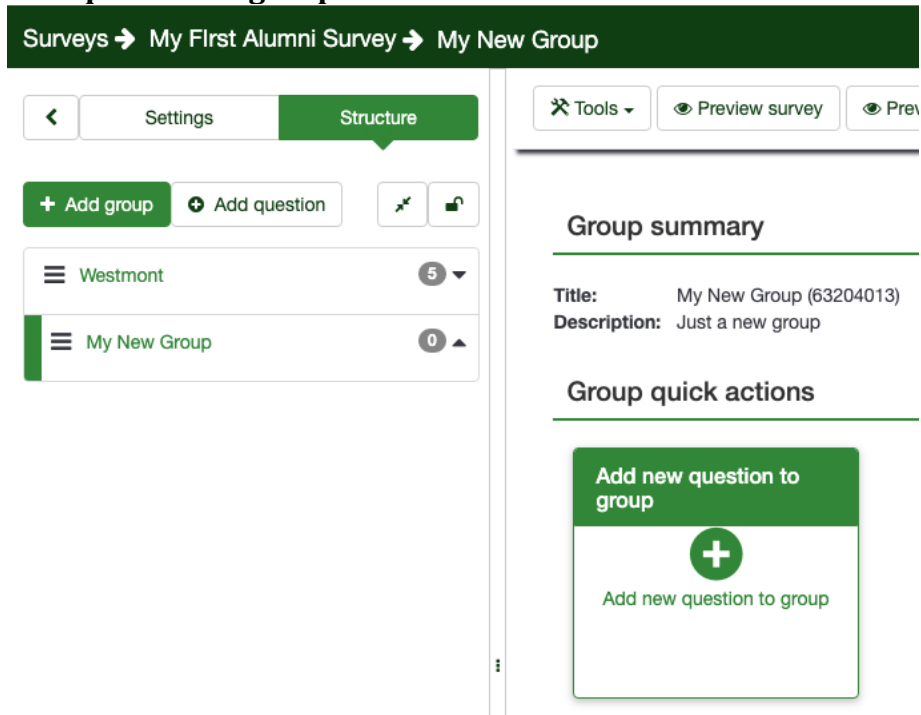
ADDING A NEW QUESTION
1. To add a new question, select the group and click the plus sign icon in the box labeled **Add new question to group**. You will be presented with a form asking for a Code, a Question Type, and the text of the Question itself.

Create question

Code ❓

G02Q06
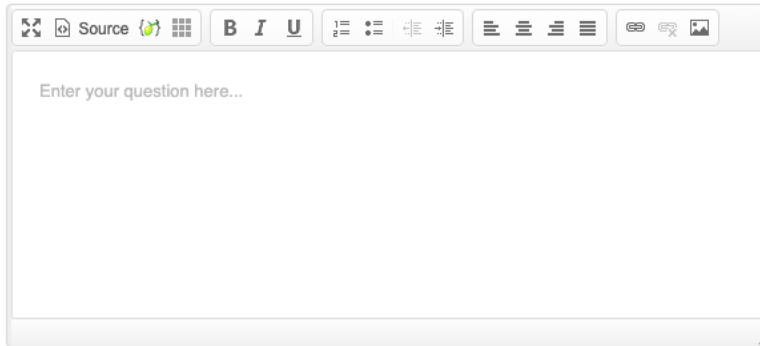
Question type

📁 Long free text

| Question | Help | EN |

[toolbar: ⤢ ⟨⟩ Source ✐ ▦ | B I U | ≟ ≔ ⇥ ⇤ | ▤ ▥ ▦ ▤ | ⇔ ⇎ 🖼]

Enter your question here...

a. In the first box titled **Code**, you may accept the random code generated by LimeSurvey, or you can supply a "code" for the question (this is how the system refers to this question). You can put Gen or Gender for Gender or you can standardize and put D1 for Demographic 1. It is your choice for how you want to code your questions. Keep it simple and straightforward and uniform.

b. Place the actual question as you want the respondent to read it into the large text box labeled **Question**. You may modify font and style, but you can also simply type or copy and paste the question. Only put the question in here, not the answer choices.

c. The **Question type** defaults "Long Text", but you can select from the types listed below. Choose the desired **Question type**.

| Single choice questions |
| Arrays |
| Multiple choice questions |
| Text questions |
| Browser detection |
| Huge free text |
| Input on demand |
| Long free text |
| Multiple short text |
| Short free text |
| Mask questions |

2. When you click on the bold faced Question type grouping, you are shown a list of question types within that grouping. For example clicking on **Multiple choice questions** allows you to choose Bootstrap buttons, Image, or Multiple choice with or without comments.
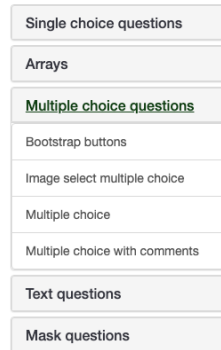

   The following question types are most commonly used:
   a. Single-Choice questions:
      i. List (radio) – this is good for many demographic questions and requires ONE answer to be chosen.
      ii. List with comment – this is like the List (radio), but also puts a box next to the option or at the bottom to allow a respondent to enter into something, such as a specific year or course.
   b. Array questions:
      i. Array or Array (5-point) – this is useful if you have a series of questions that need the same scale rating, such as "Agree, Somewhat Agree, etc." OR have the same beginning to the question, such as "When in the course how often did you feel…" and then you would give options in the first column of "satisfied, happy, frustrated, etc." and have "Often, never, sometimes, etc." options across the top.
   c. Mask Questions – will be useful for creating separations, gender demographic, and yes/no answer questions.
   d. Text Questions require the respondent to actually type in an answer. Choose the size that corresponds to the length of the answer you expect.
   e. Multiple-choice questions – these are just like the List questions, but it allows multiple answer choices to be clicked. If you have a question such as "Please indicate ALL the Thinking Globally courses you have taken," then you will need a multiple-choice question and not a list question. If you want an option for them to make a comment or indication next to their answer, then choose the option Multiple-choice Question with a comment.

3. After choosing the question type you want, then decide if you want the question to be mandatory. Making demographics mandatory will enable you

to gain a full sampling for valuable cross-section data. Be sure to make any specific questions your department is researching mandatory as well.

4. **Re-ordering or Moving Questions** - You may reorder questions by dragging them up and down in the **Structure** tab. Grab them by clicking on the three horizontal bars to the left of the question code, and drag the question up or down as desired.
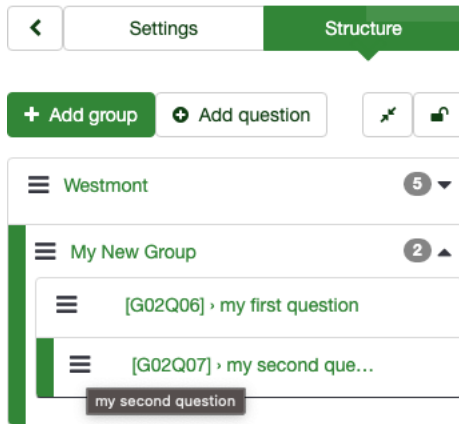
5. Once you've filled all these pieces in, click the green **Save** button at the top right of the screen. You will see a summary of the items you filled out for this question once you've hit this button.
   If you did not choose a question type that has automatic answers built in (i.e. gender or yes/no), then you will need to add your answer options at the bottom of the question summary. LimeSurvey calls these 'Label Sets' and 'Subquestions.'
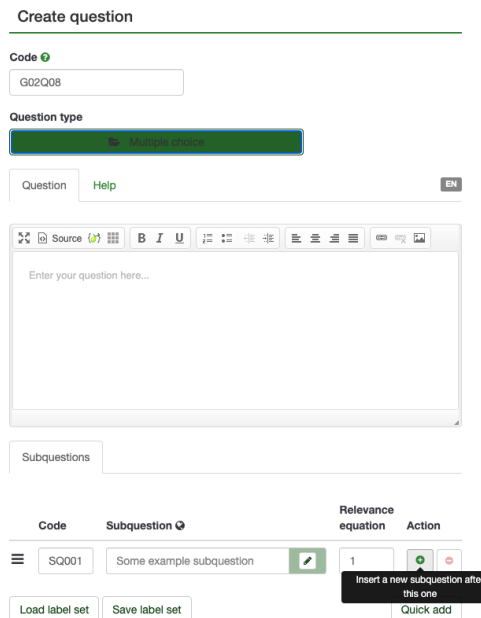
If you click on **Quick add**, you can add multiple choices one per line.

Subquestions

	Code	Subquestion ⦾		Relevance equation	Action
☰	SQ001	answer 1	✎	1	➕ ➖
☰	SQ002	answer2		Relevance is not currently supported for columns	➖
☰	SQ003	answer3	✎	1	➕ ➖
☰	SQ004	quick 1	✎	1	➕ ➖
☰	SQ005	quick 2	✎	1	➕ ➖
☰	SQ006	quick 3	✎	1	➕ ➖

quick-add labels   ✕

Enter one label per line. You can provide a code by separating code and label text with a semicolon or tab. For multilingual surveys you add the translation(s) on the same line separated with a semicolon or tab.

```
quick 1
quick 2
quick 3
```

Cancel   Replace   **Add**   Load label set   Save label set   Quick add

Click **Save label set** if you want to use these choices in other questions, and **Load label set** to apply previously saved choice lists, such as School Year or 5-point Likert (Agree, Somewhat Agree, etc.)

6. Continue adding in your questions, paying attention to which Questions Group you are adding them to and selecting the **Question type** for your answer options. Be sure to add in the answer options when required.

7. If you need to **fix or change a question**, click the pencil **Edit** icon on the right upper corner of the question. If you need to edit the answer options for the question, first click the pencil **Edit** icon for the question, then click the pencil icon to the right of the desired Subquestion (choice).

ADDING ANSWER OPTIONS
1. Under the 'Action' column of the Subquestions, you can click the green plus icon to add an answer after that answer. You can use **Load label sets** or **Quick add** as described above for more efficient adding of multiple answers.

    NOTE: If you want to be able to run cross-section graphs on demographic questions, such as seeing how all the students who graduated in 2007 answered for the satisfaction of their program, then you MUST provide answer choices for them, not a fill-in text box answer. Just be aware of this for the Year Graduated question, specific major, second major, etc. type questions.

CHANGING/EDITING A QUESTION:
1. Once you have imported a survey when you are creating one (see above to do this – it must be imported when you are beginning a "new" survey creation), you should see Question Groups in the **Structure** tab. Click on a Question Group to reveal the Questions associated with it

2. NOTE: In the alumni survey template, all questions from the "Year 6: Producing the Six-Year Program Review Report" survey template have been included. You can use the download to see which questions are included. This can be found here: http://www.westmont.edu/_offices/institutional_portfolio/program_review /TemplatesSchedules.html

   a. Use this as a roadmap as a road map to figure out which questions you want to delete and which you want to keep.

3. **Deleting a question** – click on the Question Group, then the Question itself and then select **Delete question** from the **Tools** menu. This will delete the question completely from the survey.

4. *C*hange the wording or the answer type - choose the Question Group, then the Question and then click the pencil icon in the upper right side. This brings you to the page, where you can change the wording of the question or the question code. You can also change answer type and if you want the question to be mandatory or not. Make sure to click **Save and close** once you are done and ready to go on to the next question you want to edit. *See the image under "Adding a New Question" for reference.*

5. **Change the answer options** - choose the Question Group, the Question, and click the green **Edit** box in the upper right. You will see the list of Subquestions where you can change the answers and add or delete from the list of possible answers. Make sure to save changes by clicking that green **Save and Close** icon when you are finished.


6. **Add in an "other" option** - click the pencil icon for the question and scroll to the very bottom of the page and clicking that choice. It will only show up or allow this option for certain answer types. For instance, if you have an array type of answer, then it will not give you this option because it doesn't fit with the answer type formatting you choose.

7. **Add in your own question or set of questions** - you can easily do this (detailed explanations are found above in this document in the Sections titled "Creating Question Groups" and "Adding a New Question").

    a. Briefly, to make a new category for a set of questions, click on **Add group** in the **Structure** tab. Once you have added a new group click on **Add new question to group** and follow the instructions above for "Adding a New Question." Before you **Save and close**, be sure to change the location of the question if you don't want it added as the last question. You may drag and drop questions in the **Structure** tab to adjust the question order so that it makes sense.

ADMINISTERING YOUR SURVEY

1. After all the questions have been entered into the survey, you can test it so you can see exactly what the respondents will see once the survey is live. To test the survey, click the **Preview survey** icon found to the right of the **Tools** dropdown.
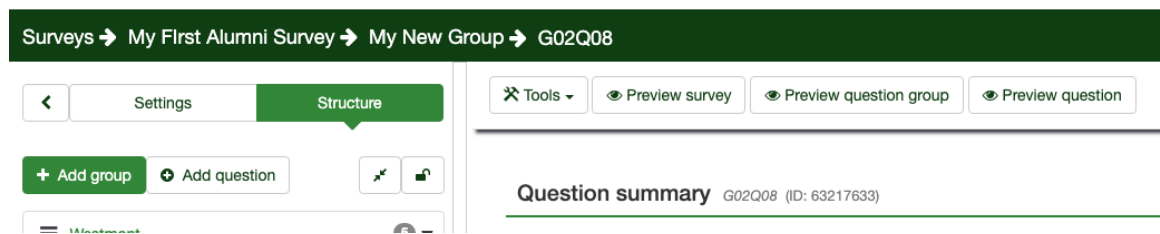
2. Be sure to check questions for logic functions (choose answers that are supposed to cause extra questions to show-up) to be sure that everything is working correctly, reads correctly and looks the way you want it. Have a few people test the survey out if possible. Make corrections if need be. You can refer to the section above titled "Changing/Editing a Question" for guidance.

3. Once you are happy with the survey you need to make it "live." To do this, select the **Settings** tab to the left of the **Structure** tab. Click on the **Activate survey** tab.
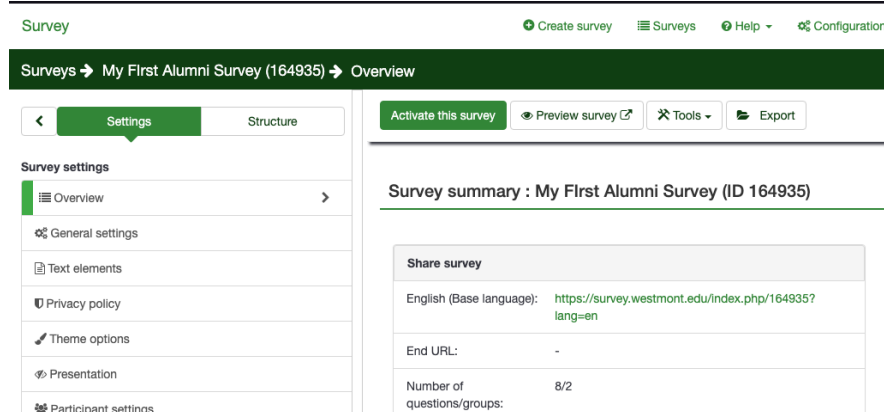
4. Read the warning carefully! Choose the answers you want for the questions that follow. All of those can be marked yes. Anonymized responses and Date Stamp should definitely be marked yes. Then, click **Save & activate survey**.

5. Write an email to the Alumni recipients you wish to participate and be sure to include the survey URL that is on the main survey **Settings** page.

6. Once you are done collecting data, you can deactivate your survey by clicking the **Deactivate** survey tab on the main survey **Settings** page. You will be given options to deactivate, preventing more responses to be recorded.

7. To analyze your data or get the data in charts and graphs form, click on **Statistics** in the **Settings** tab. Click on **Simple Mode** or **View statistics**.

8. Within this you have a few options, be sure to check all the question boxes, choose "complete responses only" from the first drop-down menu, and click show "in-line text" (this will show the open-ended or text box responses in

the data sheets). Have it export to a PDF; this will be easiest for you to read and analyze.

There are more complicated ways to analyze this data depending on what your department is looking for. Contact Tatiana Nazarenko, Dean of Curriculum and Educational Effectiveness, or her assistant for more help or information regarding these possibilities.