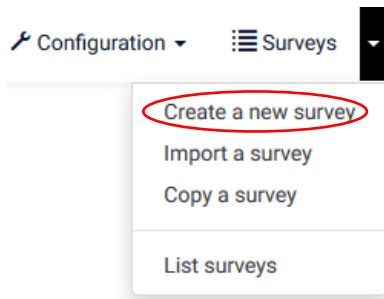# QUICK START WITH LIMESURVEY

CREATING NEW SURVEY

Use the **Administration toolbar** to create a new survey, access previously created surveys, get help, or log out.

LimeSurvey | 🔧 Configuration ▾   ☰ Surveys ▾   Active surveys ①   👤 ▾   🔔

To create a new survey click **Surveys** -> **Create a new survey**

🔧 Configuration ▾   ☰ Surveys   ▾

- Create a new survey
- Import a survey
- Copy a survey
---
- List surveys

LimeSurvey survey has three integral elements:
- *a survey title*
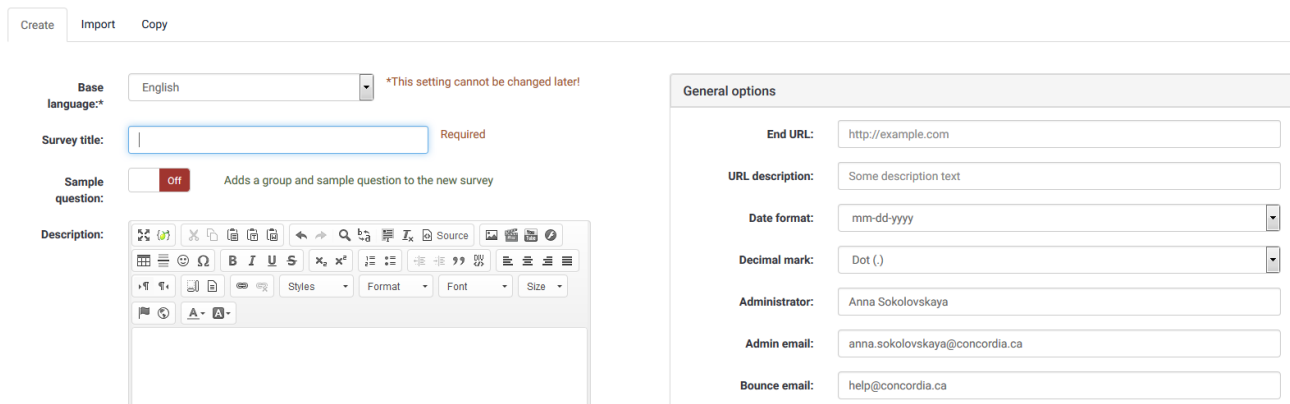- *at least one group of questions*
- *at least one question*

Optional elements of a new survey include:
- *Applicable answers to each question*
- *Modifiable labels (known as label sets)*
- *Conditions that determine whether a question should be asked*
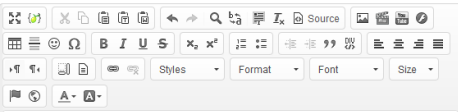
Begin by filling out **Survey title**

✔ Save   ✖ Save and close   Close
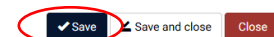
Create, import, or copy survey

| Create | Import | Copy |

| Base language:* | English ▾ | *This setting cannot be changed later! |

| Survey title: | [   ] | Required |

| Sample question: | Off | Adds a group and sample question to the new survey |

| Description: | [toolbar] |

General options

| End URL: | http://example.com |
URL description:	Some description text
Date format:	mm-dd-yyyy ▾
Decimal mark:	Dot (.) ▾
Administrator:	Anna Sokolovskaya
Admin email:	anna.sokolovskaya@concordia.ca
Bounce email:	help@concordia.ca

Fill out other necessary fields and press **Save**

- *Description - short description of the survey*
- *Welcome message - message that will display when a participant first logs into your survey*
- *End message - message that will display when a participant completes the survey*

*A detailed explanation of other settings can be found at https://manual.limesurvey.org/Survey_settings*

Once the survey gets saved, **"Your new survey was created"** message will appear. Click the Survey button to begin creating groups and questions.
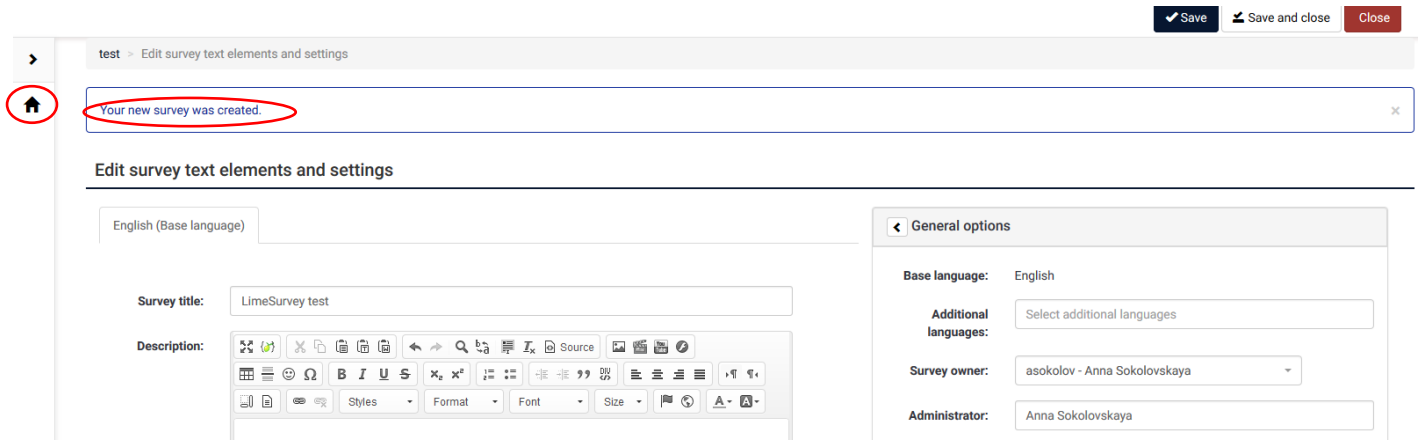
CREATING A QUESTION GROUP

Survey questions need to be organized in groups. You can choose to have all your questions in one group or separate questions into several groups.

To create a new group, click **Add group** button or select **Questions and groups** -> **Question explorer** -> **Add group** on the left-side menu.
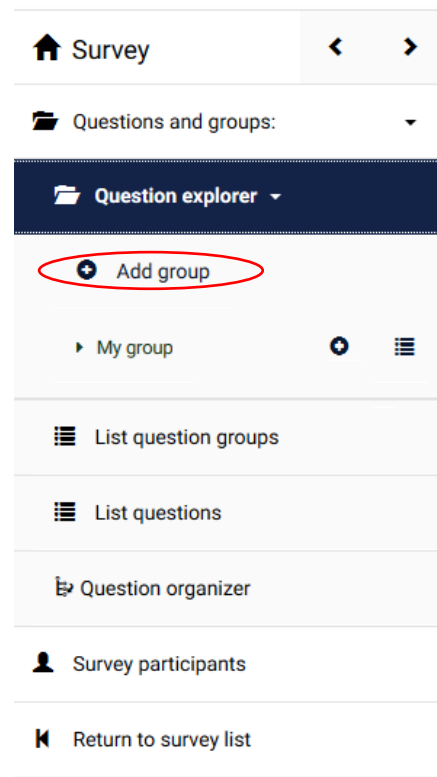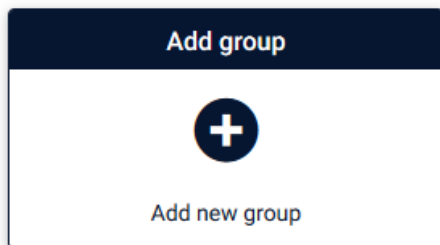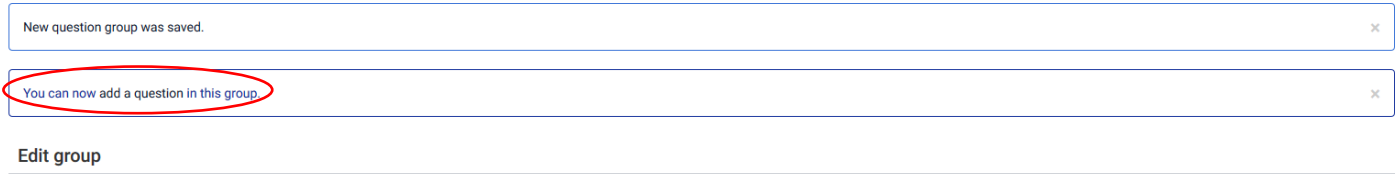

Give the new group a name, a short description (optional), and press **Save**.
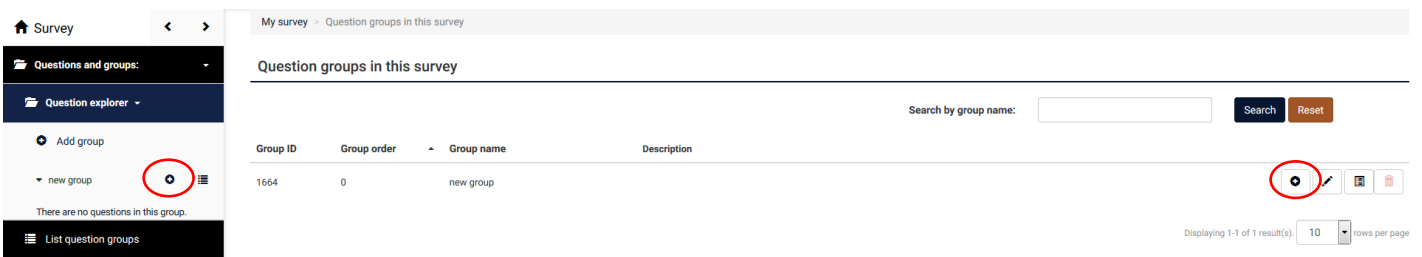
CREATING QUESTIONS

There are several ways to add a new question to the category.

*Method 1*: Click **add a question** link in the message appearing once you create a group

New question group was saved.   ✕

You can now add a question in this group.   ✕

Edit group

Method 2: Click ➕ button on the side menu or to the right of the group summary
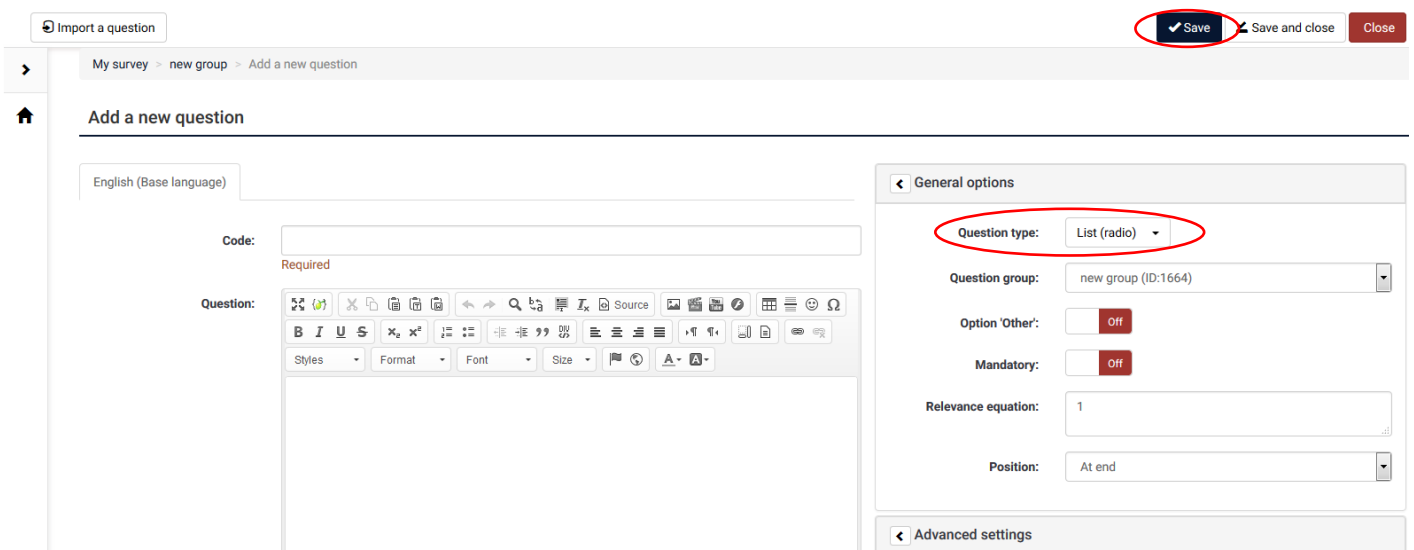
🏠 Survey   ‹ ›   My survey > Question groups in this survey

📁 **Questions and groups:**   ▾   Question groups in this survey

📁 **Question explorer** ▾   Search by group name: [   ] [Search] [Reset]

    ⊙ Add group   Group ID   Group order ▴ Group name   Description

    ▾ new group   ⊙ ≣   1664   0   new group   ⊙ ✎ ▣ 🗑

    There are no questions in this group.   Displaying 1-1 of 1 result(s). [10 ▾] rows per page

    ≣ List question groups

Method 3: Click **Add new question to group** under Group quick actions

Group quick actions

Add new question to group
➕
Add new question to group
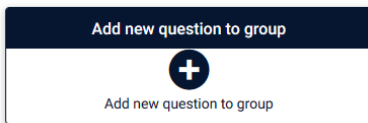
Under the **General options** select the **Question type**, fill out **Code** and **Question** fields and press **Save**

[⤓ Import a question]   [✔ Save] [⤓ Save and close] [Close]

My survey > new group > Add a new question

🏠 Add a new question

English (Base language)   ‹ General options

Code: [   ]   Question type: [List (radio) ▾]
           Required
                                                                  Question group: [new group (ID:1664) ▾]
Question: [toolbar]
                                                                  Option 'Other':   [Off]

                                                                  Mandatory: [Off]

                                                                  Relevance equation: [1   ]

                                                                  Position: [At end   ▾]

                                                                  ‹ Advanced settings

Here is a list of question settings:

- **Code** – a unique identifier of the questions. Try to be consistent with your coding in this field. Planning will make your evaluation a lot easier at a later time. This field is normally not displayed to people taking the survey.
  The question Code must be unique across the same survey, must start with a letter, and only contain letters and numbers. If you have ever tried to export your data to SPSS or R, you may have discovered that this code becomes the value label
- **Question** - the actual question being asked
- **Help** - an optional field that is useful if a 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 screens with the help text right beside

If your question type requires specific answers/ subquestions you will be able to add them by clicking **Edit answer options** once the questions is saved.
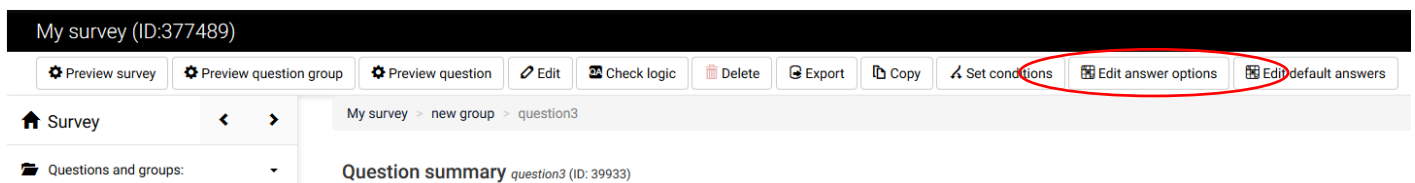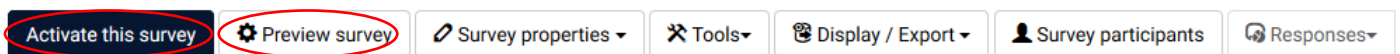

You can also add/edit answers by clicking on the warning message after saving the question:
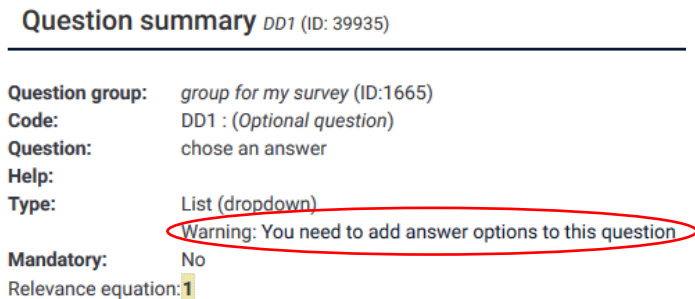
PREVIEWING AND ACTIVATING SURVEY

You can test your survey at any point by clicking **Preview survey** on the **Survey toolbar**. This allows you to check how the survey looks before you actually initialize it. When testing a survey, your responses will not be saved.

After creating all your questions you will need to activate the survey by clicking **Activate this survey** located on the **Survey toolbar**. Once the survey is activated you can no longer add/delete groups and questions. You can choose to deactivate and active survey, in which case the results will be recorded in a different table.