

FMII -Practical course in research methodology

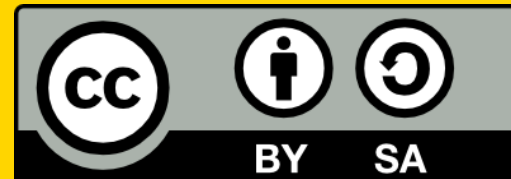
SS 2025 – Mag. Dott.ssa PhD Emilia Iannilli



LimeSurvey - introduction

Presentation from

David Matischek, BSc
david.matischek@uni-graz.at



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LimeSurvey



What it is – a survey tool

- Open-source
- Online-survey
- Flexible tool



<https://edu.survey.uni-graz.at/index.php/313114?lang=en>

Log in at: <https://edu.survey.uni-graz.at/admin>





LimeSurvey



What it **CAN** do – **USE CASE**

- Complex Questionnaire Design
- Anonymity & Ethics Compliance
- Multilingual Studies
- Pre-screening & Follow-ups



LimeSurvey



What it CAN'T do - Limitations

- Precise Stimuli (e.g. reaction time)
- Interactive elements (gamification)
- Perform large sample collections at the same time
- Only basic multimedia support
- Bad for diary studies



LimeSurvey



Further Limitations (uni graz)

- Your general options are limited
- Even less multimedia support
- you can't add other editors yourself
- Maximum 1000 variable export
- Limited options in settings



LimeSurvey - first steps



Log in at: <https://edu.survey.uni-graz.at/admin>

You need your uni-email + password and MFA to log in!

Helpfull resources (use them!!!!)

[LimeSurvey Manual](#)

[My video collection](#)

[YT-Tutorial \(englisch\)](#)

[YT-Tutorial \(german\)](#)



LimeSurvey - change interface language



Click on:

1. your email
2. My Account („*Mein Account*“)
3. My personal settings („*Meine Persönlichen Einstellungen*“)
4. Interface language („*Administrationssprache*“)
5. Select english



LimeSurvey - create a survey



1. Click on „Create a survey“
2. Add your Survey title
3. Select your Base language (german)
4. Click „Save“

Optional:

- Fill in „Description“, „Welcome Message“, „End Message“, „End-URL“



LimeSurvey

- Settings vs. Structure



Setting

- Organizing your survey
- General settings
- Settings for the Appearance of your survey

Structure

- Add/Edit Questiongroups and Questions



LimeSurvey - Survey Settings



General settings

→ You don't have to change/do anything here

Text Elements

→ If you want to Edit/Add/Delet your „Welcome Message“, etc.

Data policy settings

→ Add the text of your „Informal consent“ here („Survey data policy message“)

→ Select „Inline text“ or „Collapsible text“



LimeSurvey - Survey Settings



Theme options

→ If you want to change the „colour Theme“ of your survey → „Select variation“

Presentation (my suggestions)

→ Let everything as it is exact: „**Show group name and/or group description**“ -> **set to: “Hide both”** -> **“Save”**

Participant settings

→ Irrelevant for now (if you have questions ask me)

Presentation & navigation settings

Navigation delay (seconds):

0

Show question index / allow jumping:

Disabled	Incremental	Full
----------	-------------	------

Show group name and/or group description:

Hide both

Show question number and/or code:

Hide both

Show "No answer":

On

Show "There are X questions in this survey":

On

Show welcome screen:

On

Allow backward navigation:

Off

Show on-screen keyboard:

Off

Show progress bar:

On

Participants may print answers:

Off

Public statistics:

Off

Show graphs in public statistics:

Off

Automatically load end URL when survey complete:

Off



LimeSurvey - Survey Settings



Notification & data

→ Irrelevant for now

Publication & Access

→ Irrelevant for now

Survey menu

→ Irrelevant for now



LimeSurvey - basics



Tips & tricks:

- **name the variables logically for the analysis !**
- create the questions in such a way that application errors and confusion are avoided
- **Import and export import entire groups of questions !**
- Make all questions mandatory
- Put Termino-link in the end-URL (if people have to come to the lab)
- Data should be anonymous (not pseudo anonym)
 - Date stamps should be turned off -> Anonymus answers ON
 - **Clear your exclusion criteria BEFORE you start the survey!**



LimeSurvey - basics



Tips & tricks 2:

- NEVER stop your survey without exporting your data first!
- Always export a syntax in addition to your data!
 - Use this syntax to easily prepare your data for your analysis
- Make „manipulation check“ questions if necessary
- Copy Relevance equations!
 - See [YT-Tutorial](#) or ask me if you need this
- Randomize questions in an array (or question group)!
- Randomize questions groups! (the ones you want to randomize)
 - Put „1“ in the „Randomisation Group“ of these question groups!



LimeSurvey - Import



You can import full survey/question groups and questions directly!

- Full survey → xxxxxx.lss (lime survey survey)
- Question group → xxxxxx.lsg (lime survey group)
- Question → xxxxxx.lsq (lime survey question)

The things you want to import have to be ON your computer bevor you can impot them!

[Question group Repository](#)



- Activate your Survey



Open your survey and Click on:

1. „Setting“
2. „Overview“
3. „Activate this survey“ -> a new window appears
4. Anonymized responses? -> Yes
 - Everything else -> No
5. Save & activate survey -> a new window appears
6. click on „No, thanks“



LimeSurvey - finish your survey



Your survey is „finished“:

1. try it out yourself
2. Let a few friends try it and **get feedback**
3. Let your supervisor try it and **get feedback**

use this “test” data to **check if:**

- you have chosen good variable names
- all variables are coded correctly
- all data is exported the way you want it
- your intended analysis is possible with this data
- all parts of the survey work as intended

→ **use the feedback and insights to improve the survey !**



try to finish the survey as soon as possible to have more time for testing and improvements



LimeSurvey - more editors



Send email to servicedesk@uni-graz.at with the following content:

- which survey is it about
 - **survey-ID** & survey title
 - uni-emails and names of all people

Umfragenliste

Umfrage

ID

Status

Titel

Suchen:

Status:

(Alles)

Gruppe:

(Irgendeine Gruppe)

Suchen

Zurücksetzen

Gruppe

Erstellt

Eigentümer

Anonymisierte
Antworten

Teilweise

Vollständig

Gesamt

Geschlossene
Gruppe

928373

Erstellung Psychologischer Gutachten

Default

20.06.2024

david.matschek@edu.uni-graz.at

Nein

0

0

0

Nein

Who should be authorized for editing?

- other group members, Dr. Iannilli & me (david.matschek@edu.uni-graz.at)



all persons you want to add must first register in LimeSurvey!



- Acquiring test subjects



- Sending out your survey (WhatsApp, [student.umfrage](https://student.umfrage.at), Studo, etc.)
- Create a [qr-code](#) with your survey link!!!
- Ask ALL your friends
- Make flyers and put them up on campus (and elsewhere)