

# Course : LimeSurvey, publish statistical surveys using questionnaires

*Practical course - 2d - 14h00 - Ref. LSN*

*Price : 1280 € E.T.*

This training course will enable you to master the survey process with LimeSurvey software, from installing the software to designing and creating questionnaires and processing the results.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Installing and administering Limesurvey
- ✓ Create a questionnaire survey
- ✓ Data processing

## Intended audience

Statistical survey designers and managers.

## Prerequisites

Spreadsheet skills.

## Practical details

### Hands-on work

Training alternating theory and practice.

## Course schedule

### 1 Introduction to LimeSurvey

- What is LimeSurvey?
- Features.
- Evolutions.
- Use of help and related sites.
- Install and connect to LimeSurvey.

### PARTICIPANTS

Statistical survey designers and managers.

### PREREQUISITES

Spreadsheet skills.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 2 LimeSurvey administration

- The users.
- General parameters.
- Database backup.
- Label management.
- Twig model management.
- Centralized contact database.
- Filtered list of polls (started, deactivated, expired).
- Survey import/export.

## 3 Creating questionnaires

- Discover publishing parameters.
- Define coding methodology.
- Create a questionnaire, groups, questions.
- Choose question types, discover question parameters.
- Discover cursor types.
- View and edit a question.
- Use validation rules.
- Change the order of the groups, change the order of the questions.

## 4 The condition designer

- Logically link questions.
- Link different scenarios.
- Find out more about operators and terms and conditions.

## 5 The labels

- Discover labels.
- Create and use labels.
- Download labels online.
- Standardize label names.

## 6 Invitations

- Prepare an invitation list.
- Add variables (civility, service).
- Modify email templates.
- Use equations in e-mails.
- Launch invitations and reminders.
- Respect the legal aspects of personal data collection and bulk mailing rules.

## 7 Putting the questionnaire online

- Unpublish a questionnaire.
- Master the notions of previews.
- Discover and choose models.
- Test the questionnaire.
- Follow the answers.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## 8 Interactive calculations and returns

- Total the points awarded for single and multiple questions.
- Calculate weights, sums of subtotals, pass percentages and averages.
- Hide calculations, save calculations, extract and reuse calculated results.
- Display calculation results in sentences and explanatory texts.
- Suggest corrections for incorrect answers, and additional information for correct answers.
- Send results automatically by e-mail with answers.
- Display respondent group results in graphical format.