



LimeSurvey to Qualtrics Migration Guide

Naval Postgraduate School

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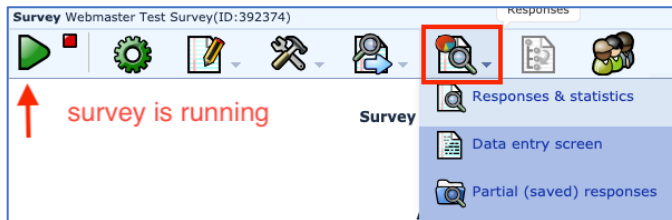
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Migrating a survey from LimeSurvey to Qualtrics

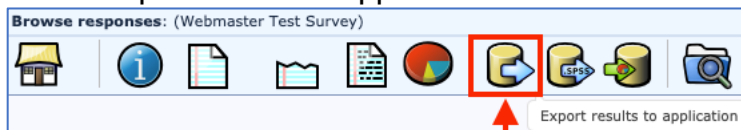
Export your LimeSurvey data to CSV

In LimeSurvey:

- Open your survey in LimeSurvey
- Ensure the survey is running and contains data
- Select Responses >> Select Responses & Statistics



- Select Export results to application



- Export results

A screenshot of the 'Export results' dialog box in LimeSurvey. The dialog is divided into several sections: 'Format' (with radio buttons for CSV, Microsoft Excel, PDF, HTML, and Microsoft Word), 'General' (with a 'Range' section and a 'Completion status' dropdown menu), 'Headings' (with radio buttons for Question code, Abbreviated question text, and Full question text), and 'Responses' (with radio buttons for Answer codes and Full answers). The 'Column control' section on the right allows selecting columns to export, with a list of columns including 'id - Response ID', 'submitdate - Date submitted', 'lastpage - Last page', 'startlanguage - Start language', and three question-specific columns. A status bar at the bottom indicates '3 of 7 columns selected'. An 'Export data' button is located at the bottom right.

Format: use CSV for best results

General: The default is "All responses"; consider "Completed responses only"

Headings: Column titles. The default is "Full question text"

Responses: The default is "Full answers"; consider "Answer codes" for Y/N questions

Column control: Selects which columns to export - the first four are metadata

- id - Response ID
- submitdate - Date submitted
- lastpage - Last page
- startlanguage - Start language
- startdate - Date started
- timestamp - Date last action

All columns are selected by default. Hold CTRL or CMD key and click items to select individually

- Export data - you can open the file from the browser

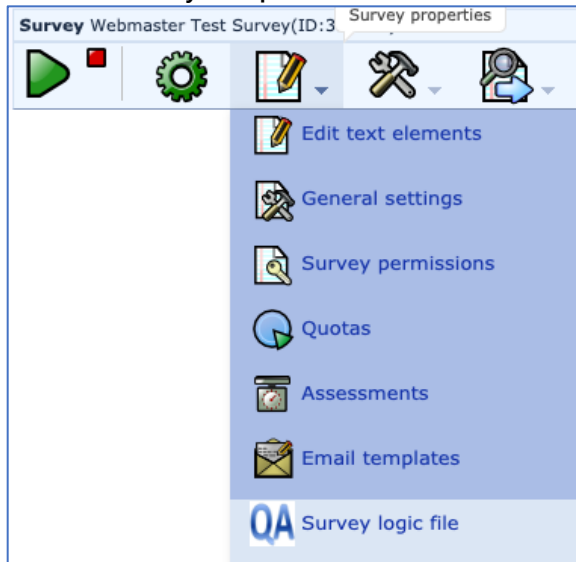
In Excel:

- Open Excel and verify the CSV file contains your data

	A	B	C
1	What is your name?	What is your quest?	What is the airspeed velocity of an unladen swallow?
2	Arthur	the grail	3.14159
3	Galahad	Grail!	5
4	Lancelot	Guinevere	2

In LimeSurvey:

- Return to the survey administration screen
- Select Survey Properties



- Select Survey Logic file and keep open

#	Name [ID]	Relevance [Validation] (Default value)	Text [Help] (Tip)				
G-0	The Holy Grail [GID 6449]	1					
Q-0	*Q01 [QID 126139] Long free text [T]	1	What is your name? <table border="1"><thead><tr><th>Question attribute</th><th>Value</th></tr></thead><tbody><tr><td>statistics_showgraph</td><td>1</td></tr></tbody></table>	Question attribute	Value	statistics_showgraph	1
Question attribute	Value						
statistics_showgraph	1						
Q-1	*Q02 [QID 171469] Long free text [T]	1	What is your quest? <table border="1"><thead><tr><th>Question attribute</th><th>Value</th></tr></thead><tbody><tr><td>statistics_showgraph</td><td>1</td></tr></tbody></table>	Question attribute	Value	statistics_showgraph	1
Question attribute	Value						
statistics_showgraph	1						
Q-2	*Q03 [QID 171470] Numerical input [N]	1 (VALIDATION: (is_numeric(Q03.NAOK)))	What is the airspeed velocity of an unladen swallow? (Tip: Only numbers may be entered in this field.) <table border="1"><thead><tr><th>Question attribute</th><th>Value</th></tr></thead><tbody><tr><td>statistics_showgraph</td><td>1</td></tr></tbody></table>	Question attribute	Value	statistics_showgraph	1
Question attribute	Value						
statistics_showgraph	1						

Create a receiving survey in Qualtrics

In **Qualtrics**:

Create a blank survey

- Recreate the LimeSurvey survey using the [question type maps](#) and the logic file
 - In this example, questions 1 and 2 are long text, question 3 uses type Constant sum

The screenshot shows the Qualtrics 'Edit question' interface for a survey named 'Holy Grail'. The interface is divided into a left sidebar and a main content area. The sidebar contains settings for the question type (Constant sum), answer type (Choices), statements (Number of statements: 1), format (Vertical), response requirements (Add range requirement, Add validation), and question behavior. The main content area displays three questions: Q1 'What is your name?', Q2 'What is your quest?', and Q3 'What is the airspeed velocity of an unladen swallow?'. Q3 is configured as a 'Constant sum' question with a value of 0 and the unit 'in meters per second'. The top navigation bar includes 'Survey', 'Actions', 'Distributions', 'Data & Analysis', and 'Reports'. The top right corner shows 'Saved at 11:33 AM' and 'Draft' status, along with 'Preview' and 'Publish' buttons.

- Publish

Go to the Distributions tab

- Select Anonymous link and open the survey in a new tab

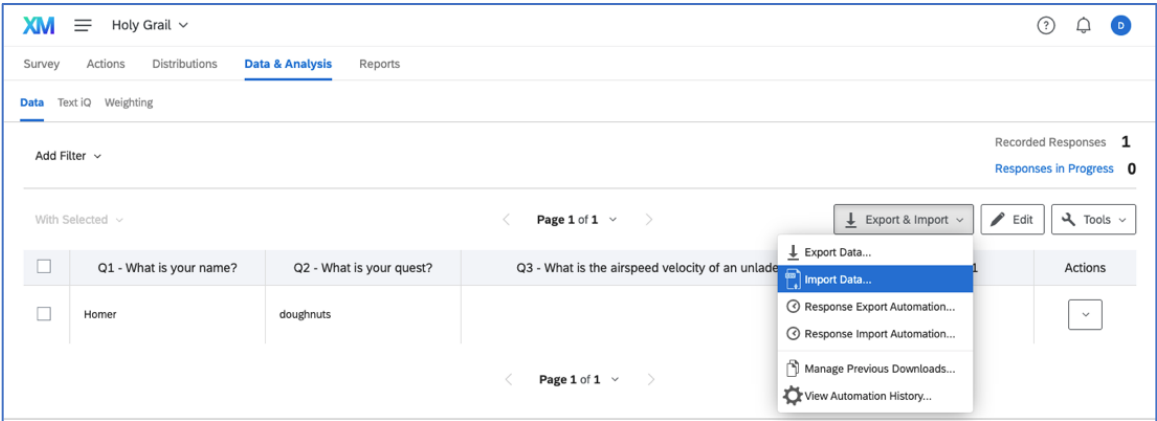
The screenshot shows the Qualtrics 'Distributions' tab for the 'Holy Grail' survey. The 'Anonymous link' option is selected in the left sidebar. The main content area displays the 'Anonymous Survey Link' with the URL: https://navalpostgradfedramp.gov1.qualtrics.com/jfe/form/SV_bvDwDmwvR9XKs74. A 'Customize Link' button is visible below the URL. The top navigation bar includes 'Survey', 'Actions', 'Distributions', 'Data & Analysis', and 'Reports'. The top right corner shows a 'Pause response collection' button.

- Take the survey at least once

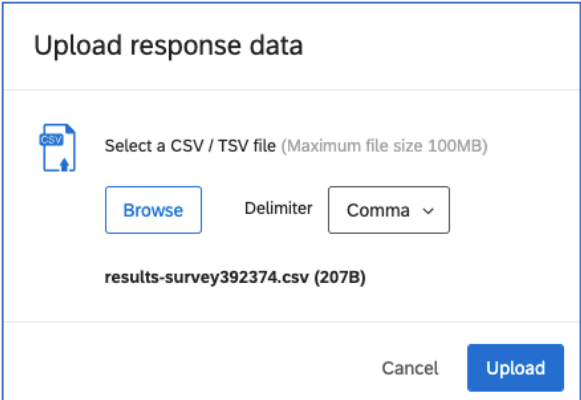
Upload the LimeSurvey file

Go to the Data & Analysis tab

- Note the one row of data from taking the survey
- Dropdown Export & Import
- Select Import Data




- Find the LimeSurvey CSV file and upload



Map the fields

- Map the LimeSurvey fields...

Configure the Import

 No columns have been selected to import.

Field	Headers	Response 1	Response 2
<input type="text" value="Ignore Column"/>	What is your name?	Arthur	Galahad
<input type="text" value="Ignore Column"/>	What is your quest?	the grail	Grail!
<input type="text" value="Ignore Column"/>	What is the airspeed velocity of an unladen swallow?	3.1415900000	5.0000000000

[Download Settings](#) [More Options](#) [Close](#) [Import Responses](#)

- ... to the Qualtrics fields

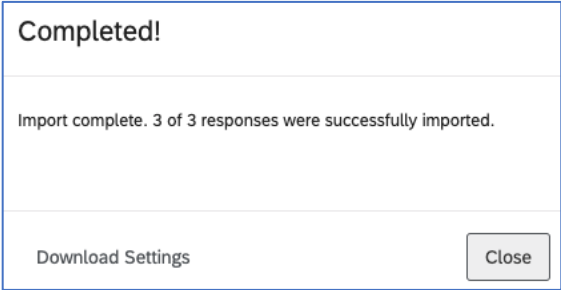
Configure the Import

Field	Headers	Response 1	Response 2
<input type="text" value="Q1 - What is your name?"/>	What is your name?	Arthur	Galahad
<input type="text" value="Q2 - What is your quest?"/>	What is your quest?	the grail	Grail!
<input type="text" value="Q3 - What is the airspeed velocity of an unladen swallow?"/>	What is the airspeed velocity of an unladen swallow?	3.1415900000	5.0000000000

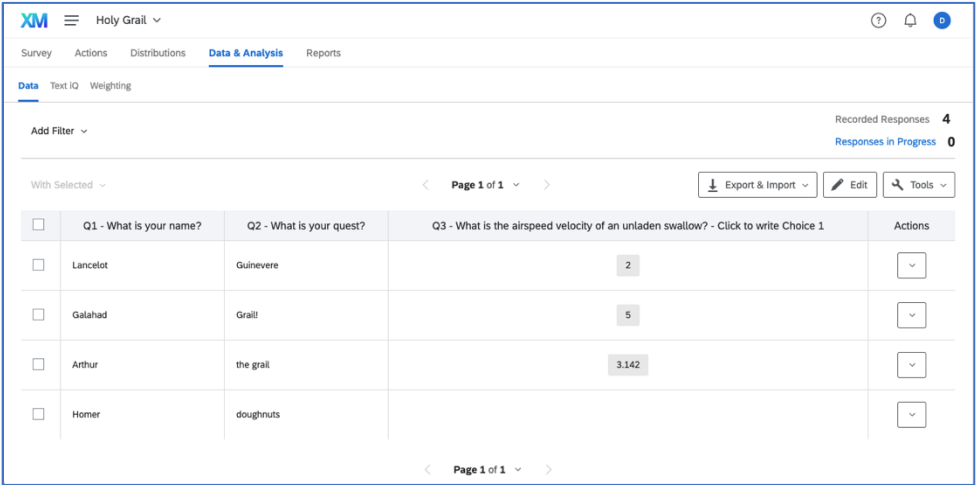
[Download Settings](#) [More Options](#) [Close](#) [Import Responses](#)

Import the LimeSurvey data

- Import Responses



- Close and refresh the Data & Analysis page



- You should see your LimeSurvey data appended to the original data

Appendices

Qualtrics question types

from <https://www.qualtrics.com/support/survey-platform/survey-module/editing-questions/question-types-guide/question-types-overview/>

- **Multiple Choice:** Single-answer, Multiple-answer
- **Text Entry:** Single-line, Multiple-line, Essay test box, Form, Password
- **Text / Graphic:** Text, Graphic, of File
- **Matrix Table:** Likert, Bipolar, Rank order, Constant sum, Text entry, Profile, MaxDiff.
- **Slider:** Bars, Sliders, Stars
- **Form Field:** Gather standard form information such as name and email address.
- **Rank Order:** Drag-and-drop, Radio buttons, Text box, Select Box
- **Side by Side:** Drop-down, Single-answer, Multiple-answer
- **Net Promoter Score®:** “On a scale from 0-10, how likely are you to recommend {XYZ} to a friend or colleague?”
- **Timing:** This hidden question is used to time—as well as limit—how long participants spend on a page of the survey.
- **Graphic Slider:** Gauges- Thermometer, Stop light, Smile, Grades, and Bars
- **Constant Sum:** Numerical, Bars, Sliders. Running total and Must total options.
- **File Upload:** Upload files
- **Pick, group, and Rank:** Pick, group, and rank is used for sorting activities. Respondents place items into groups and have the option to rank the items within the group.
- **Drill Down:** Drill downs help respondents choose from a long list by starting with a broad category and then filtering the choices that are relevant to the respondent.
- **Signature:** The signature question type presents survey participants with an entry box where they can draw their signature. On a desktop, they can use their mouse, and on a mobile device they can use their finger.

- **Heat Map:** Heat maps let respondents click a specific point on an image. In your data, you can see a heat map that shows which parts of the image were most often clicked.
- **Hot Spot:** Hot spots allow respondents to interact with regions of an image. This type is often used in usability testing and concept testing.
- **Meta Info:** Meta info questions report public information about the respondent's computer. The question requires no respondent action and is completely hidden.
- **Captcha Verification:** Captcha verification is used to ensure that your respondents are not robots.
- **Highlight:** The highlight question type allows you to present survey participants with an interactive text sample. Participants can select words from the text and evaluate using criteria you choose.
- **Screen Capture:** Screen capture allows respondents to attach a screenshot of the site they are viewing when taking a survey through a Website / App Feedback project.

LimeSurvey versus Qualtrics question types

from https://manual.limesurvey.org/Question_types

Arrays

- Array == **Matrix Tables**
- Array (5 point choice) == **Matrix Tables**
- Array (10 point choice) == **Net Promoter Score**
- Array (Yes/No/Uncertain) == **Matrix Tables** or **Multiple Choice**
- Array (Increase/Same/Decrease) == **Matrix Tables**
- Array by column == **Matrix Tables**
- Array dual scale == **Matrix Tables** or **Multiple Choice**
- Array (Numbers) == **Matrix Tables**
- Array (Texts) == **Matrix Tables**

Mask questions

- Date == **Form Field**
 - Date question from Qualtrics Library.
 - **Matrix Tables**, 3 statements (day, month, year), Profile, Dropdown list
- File upload == **File Upload**
- Gender == **Multiple Choice (single answer)**
- Language switch == no equivalent
- Numerical input == **Constant Sum**
- Multiple numerical input == **Constant Sum**
- Ranking == **Pick, group, and Rank** or **Rank Order**
- Text display == **Text / Graphic**
- Yes/No == **Matrix Tables** or **Multiple Choice**
- Equation ==

Multiple choice questions

- Multiple choice == **Multiple Choice**
- Multiple choice with comments == **Multiple Choice**

Single choice questions

- 5 point choice == **Matrix Tables** or **Multiple Choice**
- List (Dropdown) == **Multiple Choice**
- List (Radio) == **Multiple Choice**
- List with comment == **Multiple Choice**

Text questions

- Short free text == **Text Entry**
- Long free text == **Text Entry**
- Huge free text == **Text Entry**
- Multiple short text == **Text Entry**