qualtrics^{XM}

LimeSurvey to Qualtrics Migration Guide

Naval Postgraduate School

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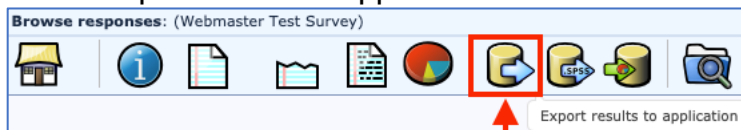# Migrating a survey from LimeSurvey to Qualtrics

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
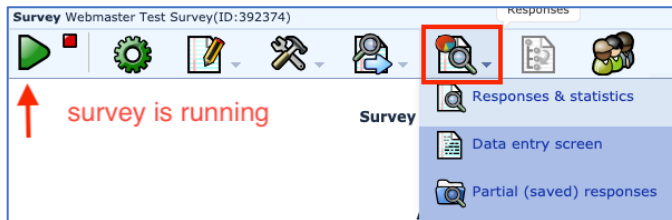
- Select Export results to application

- Export results

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
        datestamp - Date last action
All columns are selected by default. Hold CRTL 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

A1		fx	What is your name?	

	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
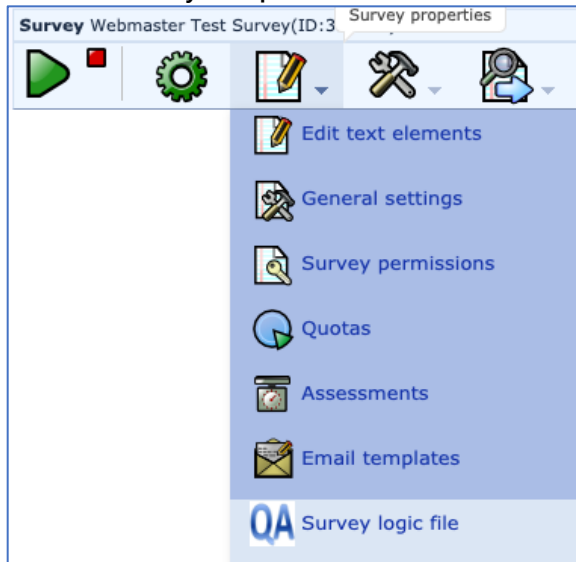
- Select Survey Logic file and keep open

Logic File for Survey # [392374]: Webmaster Test Survey

#	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? Question attribute: statistics_showgraph — Value: 1
Q-1	***Q02** [QID 171469] Long free text [T]	1	What is your quest? Question attribute: statistics_showgraph — Value: 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.) Question attribute: statistics_showgraph — Value: 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

- Publish

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

- 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
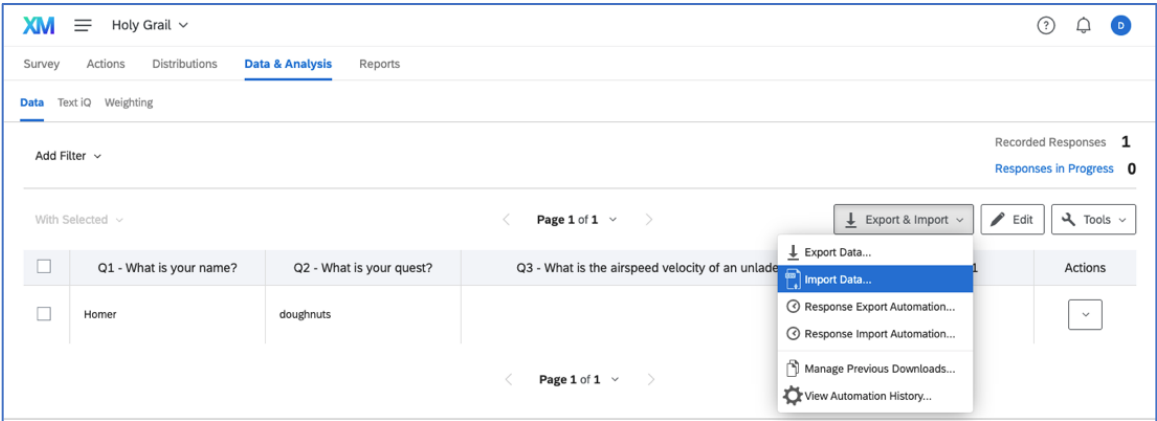
- Find the LimeSurvey CSV file and upload
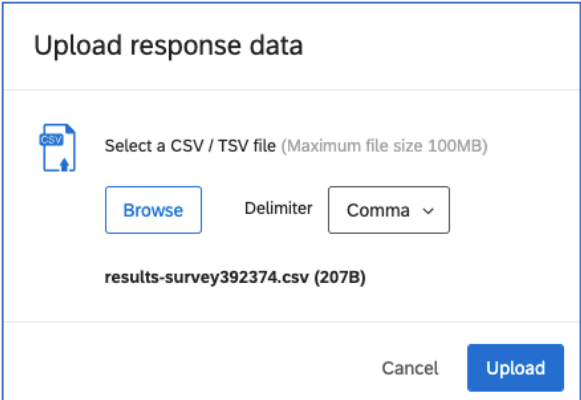
Map the fields

- Map the LimeSurvey fields…

- … to the Qualtrics fields

Import the LimeSurvey data

- Import Responses

Completed!

Import complete. 3 of 3 responses were successfully imported.

Download Settings   Close
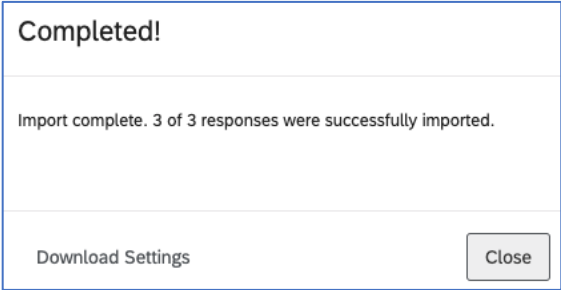
- Close and refresh the Data & Analysis page
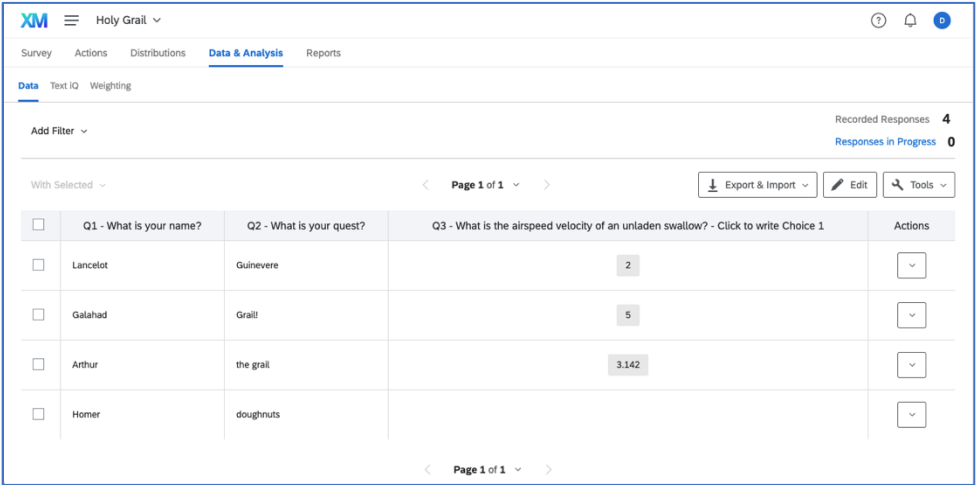
- You should see your LimeSurvey data appended to the original data

Appendicies

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**