

## **LINA LAB Info sheets:**

### **Questionnaire construction: Software and online tools**

Sometimes it can be beneficial for your questionnaire survey if you can distribute it online. There are a variety of tools available online that can help you to create a questionnaire and distribute it online in various ways. This handout is meant to give you an overview of some existing software and online tools. It does not however save you from still having a closer look at the different programs to decide which one would work best for your survey!

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#### **Before you start your survey...**

To choose the right survey tool for your purposes, you should at least think about the following questions, as the answers will make choosing the perfect tool much easier...

- What would you like to ask and how? → Do you need to upload audio or video files or are open and/ or closed questions sufficient? Not every tool supports every question format!
  - How many participants do you need/ expect? → some tools limit your number of responses.
  - Do you need different surveys for different groups? → Some tools limit the number of surveys you can create and it may be helpful to divide your informants into groups even if they get the same survey (that way you know more about your informants and their responses)
  - Who will you be asking? → How will you reach your informants? Would it make a bad impression on your informants if the service you choose includes advertisements or if the survey's design is very basic?
  - How do you want to distribute your survey? → online and or paperbased? Do you need to a link to post in forums etc.?
  - What do you want to do with your data afterwards?, Is it sufficient to see your view your data in charts or do you need the actual numerical data for further calculations and analyses? i.e. if you need to look at correlations between factors in your data (e.g. responses by males vs. females, responses by younger vs. older informants), then you will need a tool that delivers your data on a spreadsheet which you can then export to programs, such as Excel or SPSS or R to do further calculations.
  - With how many people will you be working and how? → Some tools require you to create a personal account that you may not want to share with everyone in your group, other allow you to have joined accounts.
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## List and brief descriptions of some software and online tools for surveys

Description	In a nutshell	
<b>EvaSys</b>		
<p><a href="https://evasys.leuphana.de/evasys_02">https://evasys.leuphana.de/evasys_02</a></p> <p>The tool that most of you will know from the Lehrevaluation! EvaSys is a browser-based software to create your questionnaire. It offers various question types and allows you to quickly put together a survey. It is possible to combine online and paperbased surveys. If you are interested in EvaSys there are tutorials offered at Leuphana! (participation is required to get an account)</p> <p><a href="http://www.leuphana.de/bibliothek/service/schulung/sangebote/studienwerkstatt/angebote-projekt-sea.html">http://www.leuphana.de/bibliothek/service/schulung/sangebote/studienwerkstatt/angebote-projekt-sea.html</a></p>	<p>Includes various question types and response formats</p> <p>Allows <del>video</del>* and image integration</p> <p>*EvaSys ONLY allows image integration!</p> <p>More options only against fee</p> <p>Unlimited number of responses</p> <p>Tutorial required</p> <p>Download required</p> <p>Export of data possible</p>	<p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>
<b>Google Forms</b>		
<p><i>(accessible over gmail account)</i></p> <p>Most of the survey tools listed here have a free option, which usually entails a limit to the amount of surveys and responses. In Google Forms you can create an unlimited amount of surveys, choose from a great variety of themes as well as visualization options. Email and web embedding is very easy. To use it just go to Google Docs (a gmail account is needed) and create a new form.</p>	<p>Includes various question types and response formats</p> <p>Allows video and image integration</p> <p>More options only against fee</p> <p>Unlimited number of responses</p> <p>Tutorial required</p> <p>Download required</p> <p>Export of data possible</p>	<p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>
<b>LimeSurvey</b>		
<p><a href="http://www.limesurvey.org">www.limesurvey.org</a></p> <p>After installing LimeSurvey on your computer it can be used from a web-interface. Text as well as images and videos can be integrated into the survey. Surveys can include a variety of question types and response formats (MCQ, open questions, drop-down lists, numerical input etc.). There is also the possibility to make certain questions dependent on the answer to other questions. Once the survey is finished there are various ways to distribute your survey to your informants. There are some basic statistical and graphical options to view your results. There is no limit to the number of questions and surveys and responses per survey.</p>	<p>Includes various question types and response formats</p> <p>Allows video and image integration</p> <p>More options only against fee</p> <p>Unlimited number of responses</p> <p>Tutorial required</p> <p>Download required</p> <p>Export of data possible</p>	<p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p> <p>+</p>

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## Moodle

<https://moodle.org>

Originally intended as a learning platform, there is also the option to create your own survey in moodle. Probably most helpful if you are not just creating a survey, as moodle is a learning platform and also hosts a variety of other services, such as collecting student tasks and learning outcomes, etc. The Leuphana library will offer tutorials several times a year, however, it will require technical knowledge to customize, configure and support the platform.

Includes various question types and response formats	+
Allows video and image integration	+
More options only against fee	
Unlimited number of responses	+
Tutorial required	+
Download required	
Export of data possible	+

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## SoSciSurvey

<https://www.soscisurvey.de>

SoSciSurvey is a free online tool that was designed to create scientific surveys with a number of question types and options to choose from. Among other things you can include video- and audiofiles in your questions and randomize your items within the survey. This service is not intended for quick and small surveys as it is a big package that comes with many features and takes a little time to figure out.

Includes various question types and response formats	+
Allows video and image integration	+
More options only against fee	
Unlimited number of responses	+
Tutorial required	
Download required	
Export of data possible	+

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## SurveyMonkey

[www.surveymonkey.com](http://www.surveymonkey.com)

SurveyMonkey can be used online after an account has been created. Besides paid subscriptions, there is also the option to create a free account. Features for the free account include: Several question types and various collection methods (weblink, E-mail, embed on websites as well as Facebook) Downsides are that there is a maximum of ten questions and 100 responses per survey and results cannot be downloaded, but can be viewed and displayed in a variety of charts.

Includes various question types and response formats	+
Allows video and image integration	+
More options only against fee	+
Unlimited number of responses	
Tutorial required	
Download required	
Export of data possible	

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## Voycer

[www.voycer.de](http://www.voycer.de)

Can only create very simple votings (simple question + two answer options). Unless you are trying to find out if pragmatics is cooler than phonetics you should probably use one of the other questionnaire construction tools. Results from non premium accounts will also be

Includes various question types and response formats	
Allows video and image integration	
More options only against fee	
Unlimited number of responses	+
Tutorial required	

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published online after some time.	Download required	
	Export of data possible	+
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<b>Wufoo</b>		
www.wufoo.com	Includes various question types and response formats	+
Wufoo is a web application that allows you to built surveys with various question types. It offers several designs from which to choose . There are both free and paid accounts that will mainly limit the number of surveys and responses.	Allows video and image integration	
	More options only against fee	+
	Unlimited number of responses	
	Tutorial required	
	Download required	
	Export of data possible	
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*Not the right tool among them and you are clueless as to where to continue your search? Other people made overviews too:*

- <https://www.soscisurvey.de/index.php?page=compare>
- <http://www.socialbrite.org/2010/09/16/5-top-online-survey-tools-for-nonprofits/>
- [http://idealware.org/articles/fgt\\_online\\_surveys.php](http://idealware.org/articles/fgt_online_surveys.php)

*You found out about another software that is not listed here but should be, something that is listed here but is no longer true, or you have any other ideas for improvement? – Email us at [linalab@leuphana.de](mailto:linalab@leuphana.de) so we can extend this handout for your fellow students!*