

Africa Multiple Cluster of Excellence Surveys Tool

Introduction

To meet the demand of the cluster research community, the Digital Solutions team of the Africa Multiple Cluster of Excellence has deployed a survey tool to help cluster members, including ACCs and partner institutions, to conduct online surveys.

About the Survey Tool

The survey tool is based on LimeSurvey, a Free and Open Source Software (FOSS) for conducting online surveys. The tool is customized and installed on one of the Digital Solutions servers, maintained by ITS of the University of Bayreuth. The FOSS GNU General Public License gives Digital Solutions complete control of the survey features and the data collected. The backend database is MySQL and the server is Apache2 webserver running on Ubuntu 18.04 LTS.

Characteristics:

- Multilingual surveys in more than 50 languages.
- Responses statistics and charts.
- Export responses in HTML, PDF, Excel.
- Import/export surveys in *.lss, *.isa, *.tsv, *.txt file formats.
- Export survey data in *.CSV, *.txt, *.xml, pdf, SPSS formats.
- Preview/Print surveys.
- A standard cluster Theme to structure and organise surveys.
- No limit to numbers of responses.
- Survey Data is retained in the cluster according to our Policy Guidelines.

Policy Guidelines

- Digital Solutions will NOT create or design surveys. We only maintain the survey tool.
- To access the survey tool users must complete the Survey Request Form (SRF).
- SRF should be approved by a Dean or Vice Dean in the Cluster.
- Only one account will be created per user.
- For a group of surveyors (collaborating on a survey) only one account will be created.
- At any given time, only 2 (max) surveys can be activated per user or group of surveyors.
- Test or inactive Surveys will be deleted within 30 days by the admin.
- Surveys can be active for a maximum of 90 days.
- Survey data must be downloaded from the server within 2 weeks after deactivation.

Access details

If you want to conduct an online survey, please complete the Survey Request Form (SRF) and email it to africamultiple-digital@uni-bayreuth.de with the Subject: "Survey tool access". Upon approval, you will be automatically sent login details.

You can then login to the survey tool at:

- ❖ <https://survey.africamultiple.uni-bayreuth.de/index.php/admin/authentication/sa/login>

If you forget your username or password, use the "Forgot your password?" function on the website to reset your login details or email the administrator sulayman.sowe@uni-bayreuth.de.

If you are getting errors when you create a survey, please email the administrator describing, in detail, the type of error you are getting. Attach a screenshot of the error. If your survey participants cannot access the link/URL of your survey, please email the administrator describing, in detail, the type of error your participants are getting. Attach a screenshot of the error

Get help:

The Limesurvey Free and Open Source (FOSS) community has numerous resources you can consult to help you learn how to use the tool to develop professional surveys.

The Digital Solutions team will also be organising webinars to introduce the tool and answer any questions users may have. If you need help in setting up your surveys, please contact us.

The following links will help you get the most out of Limesurvey:

1. Limesurvey **Questions Type** : https://manual.limesurvey.org/Question_types
2. Limesurvey **forum**: <https://forums.limesurvey.org/forum>
3. Limesurvey **bug tracker** for reporting problems:
https://bugs.limesurvey.org/my_view_page.php

The Survey Request Form (SRF)

Full Name: Email:.....

Cluster Affiliation/Portfolio:

- Research
- BIGSAS
- Digital Solutions
- IAS
- Early Career & Equal Opportunity
- Internalisation & Public Engagement
- Other (e.g. ACC, Administration, Management)

Survey conducted by: Single User Group

Tentative Survey title:

Survey start date..... Survey end date.....

Number of surveys requested: One Two

Applicant Signature