

HdMSurvey Quick Guide

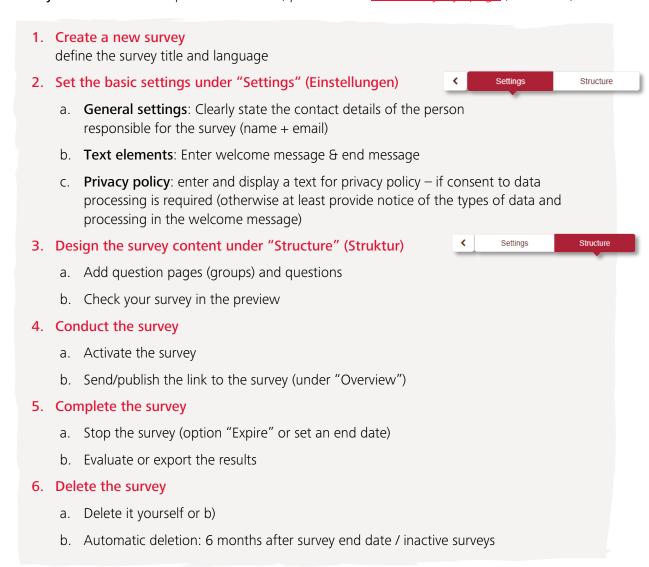


<u>HdMSurvey</u> is a survey platform of Hochschule der Medien, based on the software LimeSurvey. The following steps are mandatory in order to create, conduct and complete a basic survey on HdMSurvey.

HdMSurvey login page: https://survey.hdm-stuttgart.de/?lang=en (use HdM login data)



Please note: Whereas HdM is solely responsible for providing the HdMSurvey service, **survey creators** always are personally responsible for secure handling of personal data collected through their **surveys**. For more on data protection / GDPR, please check <u>HdMSurvey info page</u> (in German).



Do you need more information or help?

- <u>Official LimeSurvey Manual</u>: There are many functions and settings available (e.g. closed-access survey). For specific questions about this, search the public help pages of LimeSurvey first.
- Online tutorials: Online video tutorials also are a good resource. Please note: We are currently using LimeSurvey *version* 5 if tutorials refer to older versions, the interface might look different.
- HdMSurvey Info page: Only in German, but here you will find the extensive HdMSurvey Guide, helpful tips on how to construct a good survey and more information.
- HdMSurvey team: Contact the HdMSurvey team at survey@hdm-stuttgart.de with any other concerns. If necessary, we can activate additional question types, install further survey languages and support the integration of lager media files etc.