

**HdMSurvey** 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 [HdMSurvey info page](#) (in German).

### 1. Create a new survey

define the survey title and language

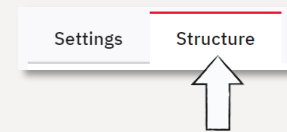
### 2. Set the basic settings under "Settings" (Einstellungen)

- General settings:** Clearly state the contact details of the person responsible for the survey (name + email)
- Text elements:** Enter welcome message & end message
- Privacy policy:** enter and display a text for privacy policy – if consent to data processing is required (otherwise at least provide notice of the types of data and processing in the welcome message)



### 3. Design the survey content under "Structure" (Struktur)

- Add question pages (groups) and questions
- Check your survey in the preview



### 4. Conduct the survey

- Activate the survey
- Send/publish the link to the survey (under "Overview")

### 5. Complete the survey

- Stop the survey (option "Expire" or set an end date)
- Evaluate or export the results

### 6. Delete the survey

- Delete it yourself or b)
- Automatic deletion: 6 months after survey end date / inactive surveys

## Do you need more information or help?

- **Official LimeSurvey Manual:** 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 6* – 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.
- **Demo survey:** Check out this survey to get to know the question types and functions available.
- **HdMSurvey team:** Contact the HdMSurvey team at [survey@hdm-stuttgart.de](mailto:survey@hdm-stuttgart.de) with any other concerns. If necessary, we can also install further survey languages.