

萊 Survey 使用者操作手冊

LSurvey User Manual

政治大學電算中心版權所有

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目錄

萊 Survey 使用者操作手冊

一、系統簡介.....	3
二、使用者登入/登出與個人化設定.....	3
三、建立一份新問卷簡易 4 步驟.....	4
四、用匯入產生一份新問卷.....	6
五、用複製產生一份新問卷.....	8
六、問卷清單管理.....	9
七、問卷題組管理.....	10
八、問卷題目管理.....	10
九、問卷參與者.....	11
十、問卷先行測試.....	11
十一、發出問卷郵件通知.....	13
十二、問卷填答回應處理.....	13
十三、常見問題與處理.....	14

LSurvey User Manual

I. ABOUT THE SYSTEM	18
II. USER LOGIN/LOGOUT AND PERSONALIZED SETTINGS	18
III. CREATE A NEW SURVEY IN 4 EASY STEPS	20
IV. IMPORT TO CREATE A NEW SURVEY	23
V. COPY TO CREATE A NEW SURVEY	24
VI. SURVEY LIST MANAGEMENT	25
VII. SURVEY QUESTION GROUP MANAGEMENT.....	26
VIII. SURVEY QUESTION MANAGEMENT.....	26
IX. SURVEY PARTICIPANTS	28
X. SURVEY PRETEST	29
XI. DISTRIBUTE SURVEY NOTIFICATIONS VIA EMAIL	30
XII. SURVEY RESPONSE PROCESSING	30
XIII. FREQUENTLY ASKED QUESTIONS AND SOLUTIONS.....	30

一、系統簡介

政治大學「萊 Survey」是一套為政大教職員工及學生客製化設計後之問卷製作平台，程式碼源於 LimeSurvey (<https://www.limesurvey.org/>)，主要的服務對象為全校教職員工及學生。此問卷平台可直接由 iNCCU 代登入，提供簡易 4 個步驟就能完成問卷的設計，有多元快速的工具可匯入問卷參與者，在問卷填答過程及結束還能有效率地掌握參與者回應狀況，並提供簡易及進階的統計報表，歡迎多加利用！

二、使用者登入/登出與個人化設定

1. 系統授權對象

政治大學全校教職員工及學生。

2. 登入方式

a. 透過 iNCCU 愛政大：

進入 iNCCU 愛政大網頁後，於「校園資訊系統」中點選「萊 Survey 問卷」(英文介面為 NCCU LSurvey Questionnaire)。



萊 Survey 問卷

b. 透過網址登入：<https://lsurvey.nccu.edu.tw/>

開啟網頁之後，若尚未登入 iNCCU，將自動跳轉至 iNCCU 登入頁面。若已登入，則會直接進入萊 Survey 問卷管理介面。



3. 登入提醒事項

為了避免系統被濫用或進行廣告行為，我們必須請您在同意『善良使用聲明』後才可以開始建立問卷。請點擊右上角使用者名稱，並點選「萊 Survey 良善使用聲明」之後詳細閱讀。詳細內容參閱：[「萊 Survey 問卷」系統善良使用聲明](#)

4. 個人化設定

右上方點選「[您的使用者名稱] → 我的帳戶 → 我的個人設定」

進入系統後，您可以到右上方點選「[您的使用者名稱] → 我的帳戶 → 我的個人設定」來修改介面語言等多項設定。

[我的個人資料](#) [我的個人設定](#) [我的個人選單](#) [我的個人選單項目](#)

我的個人設定

介面語言：

繁體中文（台灣） - 中文（繁體-台灣）

顯示腳本欄位：

是

非數值的答案選項前綴：

AO

使用預設並鎖定側邊欄的問題管理者

是

預先選取的題型：

長文

日期格式：

年年年-月月-日日

直接顯示編輯模式：

否

非數值的子題前綴：

SQ

建立範例題組和問題：

預設

5. 登出

執行右上角使用者選單 → 「登出」即可。

三、建立一份新問卷簡易 4 步驟

點選「建立問卷」開始



步驟一、建立標題以及選取預設語言，按下建立問卷進行下一步

建立 匯入 複製

問卷標題：

必填

預設語言：

中文（繁體-台灣）

問卷群組：

預設問卷群組

管理者：

預設 目前用戶 自訂

建立問卷

步驟二、新增題組

設定 架構

+ 新增題組 + 新增題目

我的第一個題組 1

[Q00]，第一個範例問題。請回...

匯入題組

返回 儲存並新增題目 儲存並增加題組 儲存

增加題組

中文（繁體-台灣）（預設語言）

標題：

描述：

原始碼 富文本 B I U 列表 表格 插入 刪除 格式

點選「新增題組」，設定題組標題、描述後點選右上角「儲存並新增題目」進行下一步。

步驟三、新增題目

創建問題

編號

G02Q02

改變問題種類

問題 說明 腳本

ZH-HANT-TW

原始碼 富文本 B I U 列表 表格 插入 刪除 格式

在此輸入您的問題...

設定問題種類，並依問題種設定題目問題與說明。

步驟四、啟用問卷



點選「設定」->「總覽」選取「啟用本問卷」。

注意：請在啟用問卷之前仔細檢查問卷

在問卷啟用之後，您再也無法新增或刪除問題、問題群組與子題。您依然可以編輯問題、問題群組與子題。

通知及資料管理

另外，下列設定值在問卷啟用後將無法變動。
請檢查這些設定：

匿名回應 ☐ 否

日期戳記 ☐ 否

儲存 IP 位址 ☐ 否

匿名化 IP 位址 ☐ 否

儲存時長 ☐ 否

儲存來源網址 ☐ 否

請留意：如果您想要新增或刪除群組/問題，或是更動以上任一設定，您需要停用此問卷。若停用問卷，所有蒐集的回應將會被移動並封存。

儲存並啟用問卷

取消

確定設定後，選取「儲存並啟用問卷」。

四、用匯入產生一份新問卷

1. 從舊問卷中選取匯出



2. 選問卷結構*.lss 匯出。

匯出

問卷結構 (*.lss)
Survey archive - only available for active surveys
queXML 格式 (*.xml)
queXML PDF 匯出
定位鍵分隔值格式 (*.txt)
可列印的問卷 (.html)
可供列印的問卷

3. 選取新增問卷，點選匯入後選取剛剛匯出的問卷，完成後按匯入問卷。

建立、匯入或複製問卷

 建立	 匯入	 複製
--	--	--

選擇問卷結構檔 (*.lss、*.txt) 或問卷壓縮 (*.lss) (檔案大小上限：2.00 MB)

Limesurvey 321161.lss

是否轉換超連結及運算式欄位？

☒

4. 匯入成功後顯示摘要畫面

成功

問卷結構匯入摘要

問卷:	1
語言:	1
題組:	2
問題:	2
問題屬性:	45
答案:	0
子題:	0
預設回應:	0
評估:	0
配額:	0
配額成員:	0
配額語言設定:	0
佈景主題:	1

匯入問卷成功。

進行問卷

五、用複製產生一份新問卷

LimeSurvey 首頁>建立一個新問卷>複製

- 「選擇要複製的問卷」將顯示此帳號有權限選取的問卷清單，請指定問卷名稱。
- 「新的問卷標題」為必填，請指定。
- 其他選項可直接使用預設值，之後都還可以再透過設定界面調整。
- 最後記得點選『複製問卷』。

建立、匯入或複製問卷

建立

匯入

複製

選擇要複製的問卷:

240516測試一

必填

新的問卷標題:

241025測試一

必填

新問卷 ID:

非必要

複製問卷

複製問卷資源檔案並轉換超連結

☒ 排除配額

☐ 排除問卷權限

☐ 排除答案

☐ 重設條件

☐ 重置開始與結束日期/時間

☐ 重設作答結果起始編號(ID)

六、問卷清單管理

問卷清單

操作

問卷編號

狀態

標題

群組

建立日期

擁有者

匿名回應

部分完成

完整

總數

限定問卷參與者名單

321161

240516測試一

預設問卷群組

2024-10-25

109207440

否

0

0

0

否

397986

240516測試一

預設問卷群組

2024-10-25

109207440

否

0

0

0

否

已選取的問卷...

正在顯示 1-2 的結果, 共有 2 個結果。 每頁

10

已選取的問卷...

正在顯示 1-2 的結果，共有 2 個結果。每頁 10 行

- 問卷 ID：問卷唯一且獨立之編號，透過問卷 ID 可快速找到問卷。
- 狀態：

	已啟用填答之問卷
	未啟用/已停止填答之問卷
	有設定結束日期之問卷
	已超過結束日期(已到期)之問卷

- 標題：問卷顯示之標題。
- 建立日期：產生問卷之日期，點選 可依日期遞增/遞減排序。
- 所有者：問卷所有者，預設值為問卷建立者。
- 匿名回應：是-表示有開放可以匿名填答。

- 部份完成：已進入問卷但尚未完成填答之筆數。
- 全部完成：已完成問卷填答之筆數。
- 總數：部分完成加全部完成之筆數。
- 限定問卷參與者名單：
是-有限定名單，即為封閉式問卷。
否-未限定 名單，即為開放性問卷。

七、問卷題組管理

[問卷] > 設定 > 問卷選單 > 題組列表

	切換至題組總覽頁面，可編輯及預覽題組。
	新增題目至題組中。
	刪除該題組以及題組中的所有題目與答案。

- 已啟用/到期之問卷，無法新增或刪除題組。
- 僅剩單一題組時，無法刪除該題組。

八、問卷題目管理

問卷 > 設定 (問卷選單) > 問題清單

	切換至問題編輯畫面。
	預覽問題呈現方式。

	切換至問題總覽畫面。
	刪除該問題及其子題以及答案。

九、問卷參與者

問卷 > 設定（問卷選單）> 問卷參與者

 顯示參與者	顯示所有已建立的參與者包含參與者的存取碼
 建立... ▾	可手動新增參與者，或匯入先前使用匯出功能匯出的 csv 檔案。亦可新增測試用的假參與者。
 管理屬性	管理參與者屬性如姓、名、電子信箱，亦可新增其他屬性。
 邀請與提醒 ▾	可發送邀請與提醒給問卷參與者，以及設定郵件範本。
 產生存取碼	為所有沒有存取碼的參與者產生存取碼。
 問卷配額	設定問卷回答次數上限。
 匯出	可設定條件將問卷參與者資料匯出並存為 csv 檔案。

十、問卷先行測試

啟用本問卷

 預覽問卷 

 工具 ▾

 匯出

- 啟用問卷前，可以至「問卷 > 設定 (問卷設定) > 總覽 > 預覽問卷」測試問卷。
- 若為開放式問卷則可以直接進入問卷做測試。針對封閉式問卷，若已初始化參與者名單，需要存取碼才可測試。
- 小訣竅：封閉式問卷，可以在做完問卷測試之後再進行問卷參與者初始化。若已建立問卷參與者，其存取碼可從「問卷參與者」中取得
- 針對封閉式問卷測試：

- 可以透過「設定 > 問卷選單 > 參與者設定 > 建立假參與者」新增測試測試參與者。



- 新增完畢後，可以在「顯示參與者」中獲得存取碼開始測試，或按箭頭符號開始測試。



- 若問卷尚未啟用，填答結果將不會被記錄。
- 測試完，記得刪除此測試用參與者名單。
- 啟用問卷後，寄發邀請通知前，可直接點選『執行問卷』。



十一、發出問卷郵件通知

同九、問卷參與者中「邀請與提醒」按鈕說明相同。

十二、問卷填答回應處理

問卷 > 設定（問卷選單）> 統計

- 有分為「簡易模式」與「專家模式」。
- 專家模式可依題組與問題回應進行篩選，亦可設定其他篩選條件。選擇完畢後，請按右上角「查看統計」按鈕查看統計結果。

簡易模式查看統計清除關閉

回應篩選 ^

☒ 群組一 (題組8123) ^

☒ G00Q01 - "問題一"

是

否

統計 ^

請選擇篩選條件，再點選「檢視統計」按鈕以產生統計結果。

請在點擊按鈕前確認螢幕上的所有影像已完成載入。

匯出圖片

十三、常見問題與處理

1. 啟用中的問卷可以修改題目嗎？

啟用中的問卷可以修改題目，但無法調整順序或新增題目，必須停止問卷方可新增。

2. 如何將已啟用的問卷暫停？

問卷 > 設定 (問卷設定) > 總覽 > 上方功能列 > 停止問卷

3. 選擇到期問卷或停用問卷有什麼不同？

a. 「過期問卷」：

- i. 作答結果不會遺失。
- ii. 參與者資訊不會遺失。
- iii. 更改問題、題組與選項的幅度將被限制。
- iv. 參與者將無法存取過期的問卷。該頁面將會顯示訊息，表明問卷已過期。
- v. 您還是可以在回應上執行數據分析。

b. 「停用問卷」：

- i. 回應將無法存取。
- ii. 所有參與者資訊皆會遺失。
- iii. 參與者將無法存取停用的問卷。該頁面將會顯示訊息，表明問卷已停用。
- iv. 問題、題組與選項可以再次被編輯。

4. 如何備份及匯出問卷題目？

a. 問卷 > 設定 (問卷設定) > 總覽 > 上方功能列 > 匯出

- b. 所提供的格式皆可以做為備份檔案，不過系統匯入問卷只接受三種格式：匯出問卷結構(lss 檔)、問卷完整備份檔案(lsa 檔)、Tabseparated-values format(txt 檔)。

c. 匯出問卷結構(lss 檔)：包含問卷以下結構之設定資料。

問卷:
語言:
題組:
題目:
題目屬性:
答案:
子題目:
預設回應:
條件:

5. 何謂存取碼？

是一組由問卷管理者發給每位問卷參與者不同的 key 值，當初始化問卷參與者清單後，問卷參與者必須使用存取碼才能進入問卷。

6. 系統操作性問題可以請誰協助？

若有錯誤畫面，建議可以採用 email 的方式，更能明確回覆您喔。

萊問卷常見問題：<https://support.video.nccu.edu.tw/km/1183>

電算中心教學組廖小姐，分機 63378 Email: adl@nccu.edu.tw

-----謝謝您的參閱-----

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Table of Contents

I. About the System	18
II. User Login/Logout and Personalized Settings	18
III. Create a New Survey in 4 Easy Steps.....	20
IV. Import to Create a New Survey	23
V. Copy to Create a New Survey	24
VI. Survey List Management	25
VII. Survey Question Group Management	26
VIII. Survey Question Management.....	26
IX. Survey Participants.....	28
X. Survey Pretest.....	29
XI. Distribute Survey Notifications via Email	30
XII. Survey Response Processing	30
XIII. Frequently Asked Questions and Solutions.....	30

I. About the System

National Chengchi University's (NCCU) "LSurvey" is a questionnaire production platform customized for faculty and students of NCCU. Based on the source code from LimeSurvey (<https://www.limesurvey.org/>), the platform focuses on providing services to all faculty and students of the university. This questionnaire platform, which can be logged into directly from iNCCU, allows users to complete the design of a questionnaire in just 4 simple steps and to easily import survey participants with diverse and efficient tools. The platform can also effectively help users gain insights regarding participants' responses during and after the questionnaire filling process, and further provide both simple and advanced statistical reports. Please feel free to use it!

II. User Login/Logout and Personalized Settings

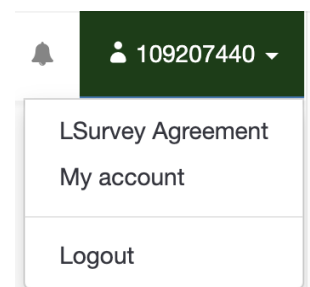
1. Authorized system user
All faculty and students of NCCU.

2. Login methods
 - a. Through the iNCCU website:
After entering the iNCCU website, click "NCCU LSurvey Questionnaire" in "Campus Information System".



- b. Log in via URL: <https://lsurvey.nccu.edu.tw/>
If you have not logged into iNCCU, you will be directed to the iNCCU login page automatically after attempting to open the web page. If you are logged in, you will be directed straight to the NCCU LSurvey Questionnaire Management interface.

3. Login reminders
In order to prevent system abuse or unauthorized advertising, we must ask you to accept the "LSurvey Agreement" before creating your first survey with LSurvey. Please click on the user name in the upper right corner and select "LSurvey Agreement" and read it carefully. For more details, please see: [NCCU LSurvey Questionnaire Terms of Service](#)



4. Personalized settings

Click "[Your username] → My account → My personal settings" in the upper right corner

After entering the system, check the upper right corner and click “[Your username] → My account → My personal settings” to modify the interface language and other settings.

[My profile](#) [My personal settings](#) [My personal menus](#) [My personal menu entries](#)

My personal settings

Interface language:

English - English

Preselected question type:

Long free text

Date format:

yyyy-mm-dd

Show script field:

Yes

Directly show edit mode:

No

Non-Numerical answer option prefix:

AO

Non-Numerical subquestions prefix:

SQ

Lock question organizer in sidebar by default:

Yes

Create example question group and question:

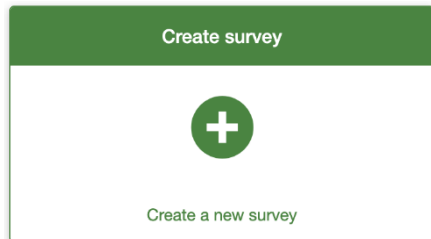
Default

5. Log out

Simply click on the user menu in the upper right corner → “Log out”.

III. Create a New Survey in 4 Easy Steps

Start by clicking “Create a new survey”



Step 1. Enter a title and select a base language, then click “Create survey” to proceed to the next step

Create

Import

Copy

Survey title:

Required

Base language:

Chinese (Traditional; Taiwan)

Survey group:

預設問卷群組

Administrator:

Default

Current user

Custom

Create survey

Step 2. Add question group

Click “Add question group”, enter the title and description of the question group, and click “Save & add group” in the upper right corner to proceed to the next step.

Step 3. Create question

Set the question type, and complete the “Question” and “Help” sections according to the question type.

Step 4. Activate this survey

Click “Settings” -> “Overview” to select “Activate this survey”.

Note: Please review your survey carefully before activating

Once a survey has been activated you can no longer **add** or **delete** questions, questions groups, or subquestions. You will be **still able to edit** questions, questions groups, or subquestions.

Notification & data management

Additionally, the following settings cannot be changed once a survey has been activated. Please check these settings now:

Anonymized responses ⓘ	No	Date stamp ⓘ	No
Save IP address ⓘ	No	Anonymize IP address ⓘ	No
Save timings ⓘ	No	Save referrer URL ⓘ	No

Tip: Please note that you need to **deactivate** a survey if you want to **add** or **delete** groups/questions or **change** any of the settings above. The changes will cause all collected data from respondents to be moved and archived.

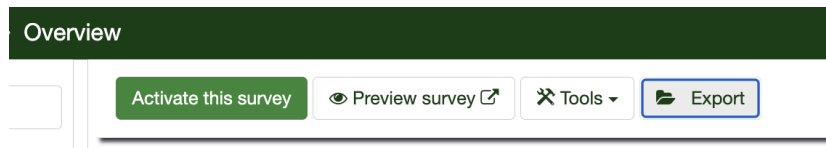
Save & activate survey

Cancel

After confirming the settings, click “Save & activate survey”.

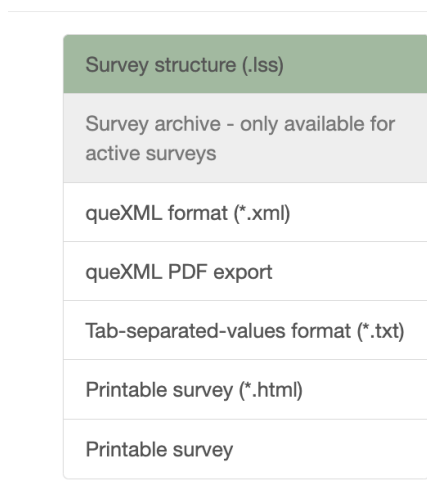
IV. Import to Create a New Survey

1. Select from Previous Surveys and Export



2. Choose “Survey structure (.lss)” as the export format.

Export



3. Create a new survey by clicking “Import”, and select the survey that was just exported. Click “Import survey” after completion.

Create, import, or copy survey

Create

Import

Copy

Select survey structure file (*.lss, *.txt) or survey archive (*.lsa) (maximum file size: 2.00 MB)

Choose File

No file chosen

Convert resource links and expression fields?
☒

Import survey

4. A summary will appear once the survey is successfully imported.

Success

Survey structure import summary

Surveys:	1
Languages:	1
Question groups:	1
Questions:	1
Question attributes:	0
Answers:	0
Subquestions:	0
Default answers:	0
Assessments:	0
Quotas:	0
Quota members:	0
Quota language settings:	0
Themes:	1

Import of survey is completed.

Go to survey

V. Copy to Create a New Survey

LSurvey Homepage > Create a new survey > Copy

- Under “Select survey to copy”, the drop-down list shows all the surveys accessible to the current account. Please select the name of the survey you wish to copy.
- Please fill in the required “New survey title”.
- Default values can remain unchanged for other fields, which can be modified later through the settings page.
- To finish, please remember to click “Copy survey”.

Create, import, or copy survey

Create

Import

Copy

Select survey to copy:

Please choose...

Required

New survey title:

Required

New survey id:

Optional

Copy survey

Copy survey resource files and adapt links

☒

Exclude quotas

☐

Exclude survey permissions

☐

Exclude answers

☐

Reset conditions

☐

Reset start/end date/time

☐

Reset response start ID

☐

VI. Survey List Management

Survey list

					Search:	Status:	Group:					
						(Any)	(Any group)	Search	Reset			
	Action	Survey ID	Status	Title	Group	Created	Owner	Anonymized responses	Partial	Full	Total	Closed group
☐		257361		20241113test	預設問卷群組	2024-11-13	109207440	No	0	0	0	No
☐		552933		20241113test	預設問卷群組	2024-11-13	109207440	No	0	0	0	No
☐		397986		240516測試一	預設問卷群組	2024-10-25	109207440	No	0	2	2	Yes
☐		321161		240516測試一	預設問卷群組	2024-10-25	109207440	No	0	0	0	No

Selected survey(s)...

Displaying 1-4 of 4 result(s) 10 rows per page

- Survey ID: Each survey can be quickly found through its unique and independent survey ID.
- Status:

	Activated survey that accepts responses
	Not-yet-activated survey/Survey that has stopped accepting responses
	Survey with a set closing date
	Survey that has exceeded its closing date (expired)

- Title: The title displayed in the survey.
- Created: The date on which the survey was created. Click to sort in ascending/descending order by date.

- Owner: Survey owner, the default value is set to the survey creator.
- Anonymized responses: Yes - means anonymous responses are allowed.
- Partial: The number of surveys that have been initiated but not yet completed.
- Full: Number of completed surveys.
- Total: The sum of partially completed surveys and fully completed surveys.
- Limited list of survey participants:
Yes - means that it is a restricted survey with a limited list of participants.
No - means that it is an open survey with no limited list of participants.

VII. Survey Question Group Management

[Survey] > Settings > Survey menu > Question group list

	Navigate to the question group overview to edit and preview the question group.
	Create question and add it to the question group.
	Delete the question group as well as all questions and answers in the question group.

- For activated/expired surveys, question groups cannot be added or deleted.
- The question group cannot be deleted if it is the last remaining question group.

VIII. Survey Question Management

Survey > Settings (Survey menu) > Question list

	Navigate to the question editing page.
	Preview how the question will be presented.
	Navigate to the question overview page.

	Delete the question, its sub-questions, and answers.
---	--

IX. Survey Participants

Survey > Settings (Survey menu) > Survey participants

 Display participants

 Create... ▾

 Manage attributes

 Export

 Invitations & reminders ▾

 Generate tokens

 Survey quotas

 顯示參與者	Display all created participants including their access codes
 建立... ▾	Participants can be added either manually or by importing a CSV file that was exported earlier using the export function. Dummy participants can also be created for testing.
 管理屬性	Manage current participant attributes, such as last name, first name, and email address, or add other attributes.
 邀請與提醒 ▾	Send invitations and reminders to survey participants, and custom email templates.
 產生存取碼	Generate access codes for all participants who do not have access codes.
 問卷配額	Set the maximum allowance for survey responses.
 匯出	Apply filters to the survey participant data as needed, then export it as a CSV file.

X. Survey Pretest

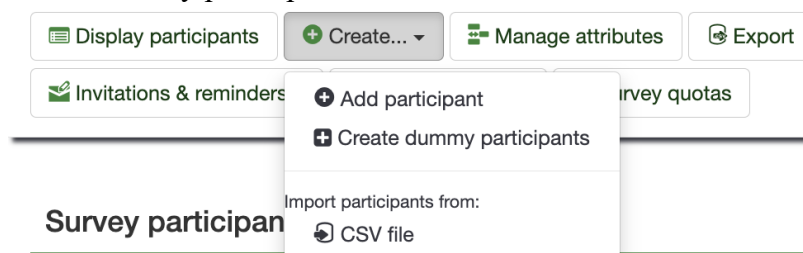
Activate this survey

Preview survey

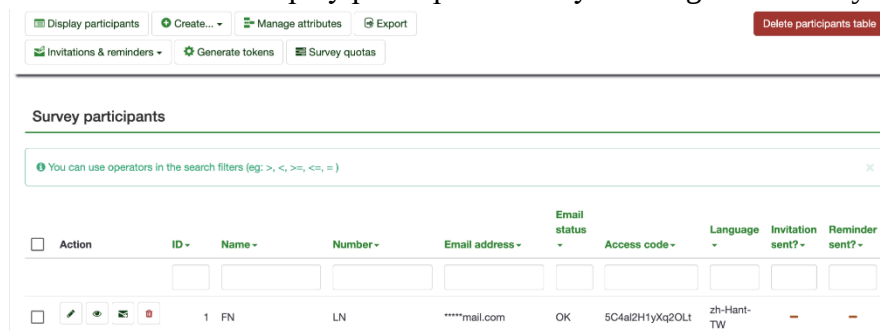
Tools

Export

- Before activating the survey, go to “Survey > Settings (Survey settings) > Overview > Preview survey” to test the survey.
- If it is an open survey, participants can enter the survey directly for testing. For restricted surveys, an access code is required before testing if the participant list has been initialized.
- Tips: For restricted surveys, survey participants lists can be initialized after completing the survey testing. If a survey participant has been created, its access code can be obtained from “Survey participants”
- For restricted survey testing:
 - Add test participants through “Settings > Survey menu > Participant settings > Create dummy participants”.



- Once you have added the new test participants, start testing by getting the access code from “Display participants” or by clicking the arrow symbol.



- If the survey has not been activated, the answer results will not be recorded.
- After testing, remember to delete the participant list for testing.
- Once the survey is activated, click “Run survey” before sending the invitation.

Stop this survey

Run survey

Tools

Export

XI. Distribute Survey Notifications via Email

Same as the description of “Invitations & reminders” in IX. Survey Participants.

XII. Survey Response Processing

Survey > Settings (Survey menu) > Statistics

- There are two processing modes: “simple mode” and “expert mode”.
- Expert mode allows you to filter data based on question groups and question responses, or other custom filtering conditions. After selecting the mode, please click the “View statistics” button in the upper right corner to see the statistics results.

Response filters ^

☐ 我的第一個題組 (Question group8189) ^

☐ *第一個範例問題。請回答此問題：*
Responses containing:

Statistics ^

Please select filters and click on the “View statistics” button to generate the statistics.

Make sure all images on this screen are loaded before clicking on the button.

Export images

XIII. Frequently Asked Questions and Solutions

1. Can questions of a currently activated survey be modified?
Questions of a currently activated survey can be modified. However, the order of the questions cannot be changed, and no new questions can be added unless the survey is stopped.
2. How to stop an activated survey?

Survey > Settings (Survey settings) > Overview > Upper function bar > Stop survey

3. What is the difference between selecting an expired survey and a deactivated survey?

a. “Expired survey”:

- i. The answer results will be preserved.
- ii. Participant information will be preserved.
- iii. The modifications allowed for questions, question groups, and options will be restricted.
- iv. Participants will not be able to access the expired survey. A message indicating that the survey has expired will be shown on the survey page.
- v. Data analysis on collected responses will still be functional.

b. “Deactivated survey”:

- i. Responses will not be accessible.
- ii. All participant information will be lost.
- iii. Participants will not be able to access the deactivated survey. A message indicating that the survey has been deactivated will be shown on the survey page.
- iv. All modifications to questions, question groups, and options are permitted.

4. How to backup and export survey questions?

- a. Survey > Settings (Survey settings) > Overview > Upper function bar > Export
- b. All the formats provided can be used for backup files, but the system only allows surveys to be imported in three formats: exported survey structure (.lss), complete survey backup file (.lsa), and Tabseparated-values format (.txt).
- c. Exported survey structure (.lss): contains configuration data for the following survey structure.

問卷:
語言:
題組:
題目:
題目屬性:
答案:
子題目:
預設回應:
條件:

5. What is an access code?

It is a set of unique key values issued by the survey administrator to each survey participant as their only means to enter the survey once the survey participant list is initialized.

6. Who should I contact for assistance with system operational issues?

If an error occurs, we recommend writing an email for a more detailed reply.

LSurvey Q&A : <https://support.video.nccu.edu.tw/km/1183>

Ms. Liao, Teaching and Research Section, Computer Center, Ext. 63378

Email: adl@nccu.edu.tw

-----Thank you for reading-----
Blank below