KCE

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Plugin Delphi for LimeSurvey

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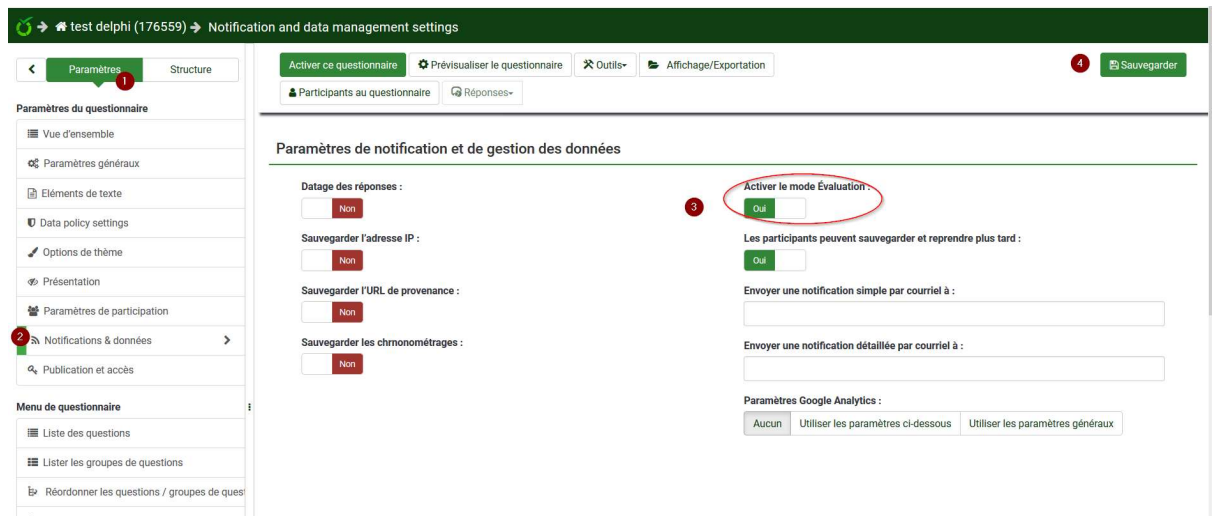
Contents

A. First round questionnaire:

I. Create your 1st round questionnaire and activate it

a) Create a new questionnaire as usual

See LS manual (not shown).

In addition, if you would like to **use the Delphi plugin**:

1. Go to General settings
2. Go to 'notification & data management '
3. Choose 'yes' for 'Enable assessment mode'
4. Click on the 'Save' button

b) Create your group and questions.

How to create Delphi questions?


Delphi questions (for the plugin) are

- *Lists (either radio buttons or dropdown) questions or open-ended questions (free text)*

- *Questions that allow to have an automatic subquestion 'could you explain' (or other formulation – to be decided)*

- *Questions for which the results will be accessible in the creation of the next round questionnaire*

Plugin Delphi for LimeSurvey version 05/08/20

1. Add a question
2. Add code
3. Enter the question
4. Choose free text or list radio question
5. Decide if a category 'other' is necessary and if the question is compulsory
6. Save the question
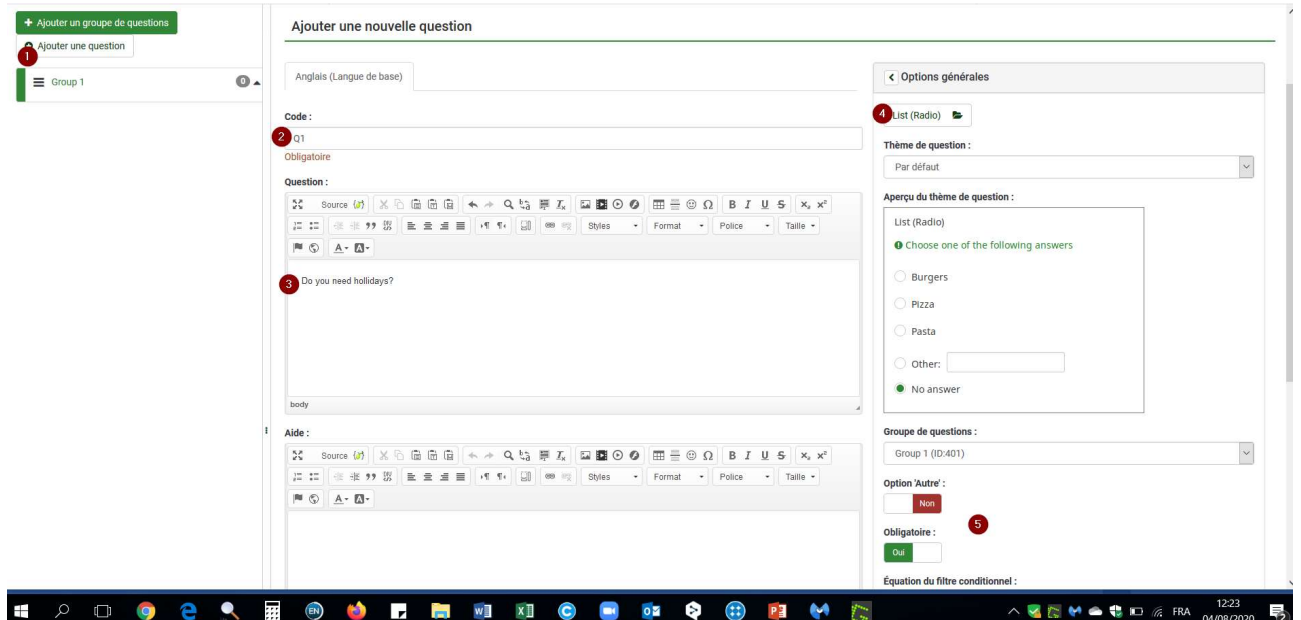
For list radio questions:

1. Go to the answer question
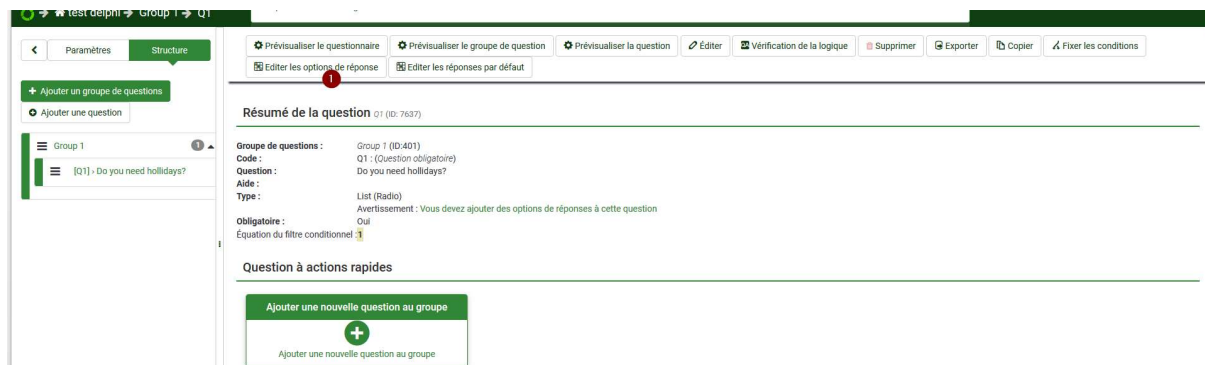
1. Create your answers
2. In the responses categories, in the 'assessment value' field:
   - use a value < 0 to automatically open a comment question to explain the choice. The answer will be counted in the corrected frequency table presented as results of the current round in the next round.
   - use a value > 0 if you want the response to be taken into account in the corrected frequency table presented as results of the current round in the next round.
   - use '0' if you need no comment and the answer do not need to be taken in consideration for the results to be presented in the next round.
3. Save your answers
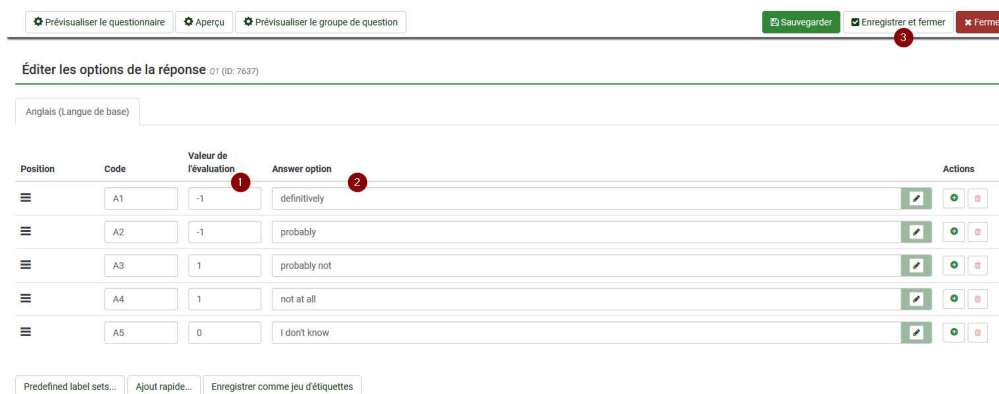
c) **When your questionnaire is done**

1. Go in general settings
2. Go to the 'Plugin' tab
3. Click on 'Settings for plugin autoCommentIterativeQuestionnaire' to display the fields
4. Change the way you would like that the 'comment questions' to justify answers will be formulated
5. Save you changes
6. Update the questionnaire
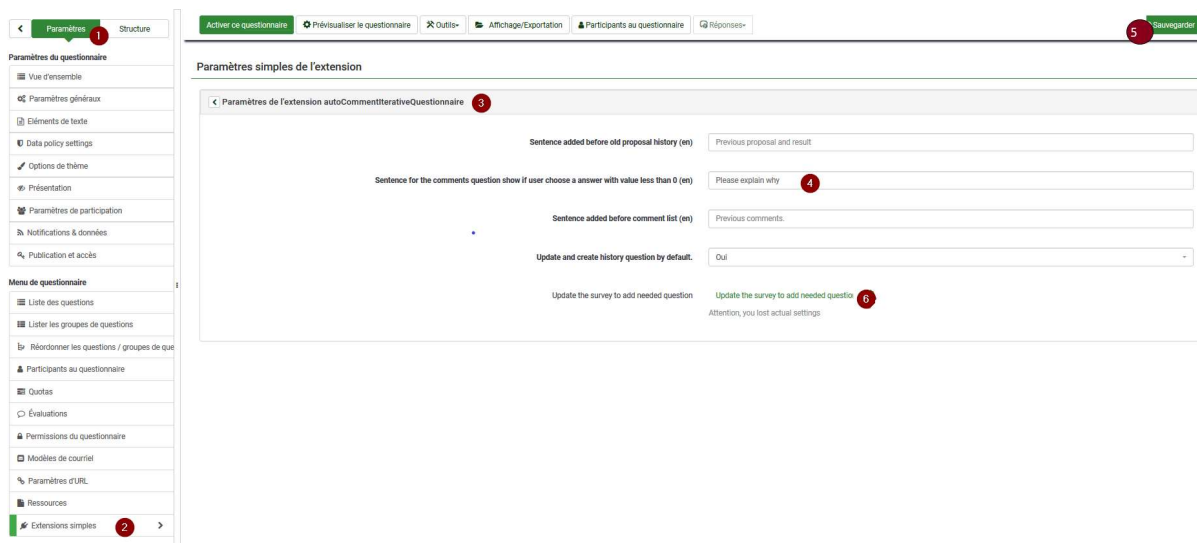
A new windows opens:

1. Select the question for which you need an explanation
2. Confirm

➔ In the questionnaire, verify if the 'question comment' are well added. These will have the same label code that the source question with 'comm' at the end.

Pay attention, it is only possible to add sub questions, not to delete them. If you want to suppress comment questions afterwards, you need to do it manually in your questionnaire in LimeSurvey.

d) Create the tokens (unique ID link)

In order to be able to send the second round questionnaire to the same participants it is preferable to create tokens (see LS manual).

e) Activate your 1st round questionnaire

See LS manual.

II.   When the data collection is done

a) Save the questionnaire with the results in a .lsa file

Pay attention, if you want to get quick statistics, do it now, afterwards it will not be possible again, you will have to import the .lsa file as another survey.

b) Export the tokens (to be used in the next round) in a .csv file

1. In 'Settings', click on 'Survey participants'
2. Click on 'Export' and save the token (click on the 'Download CSV file' button, not shown) in a .csv file (to be able to import them in the next round)
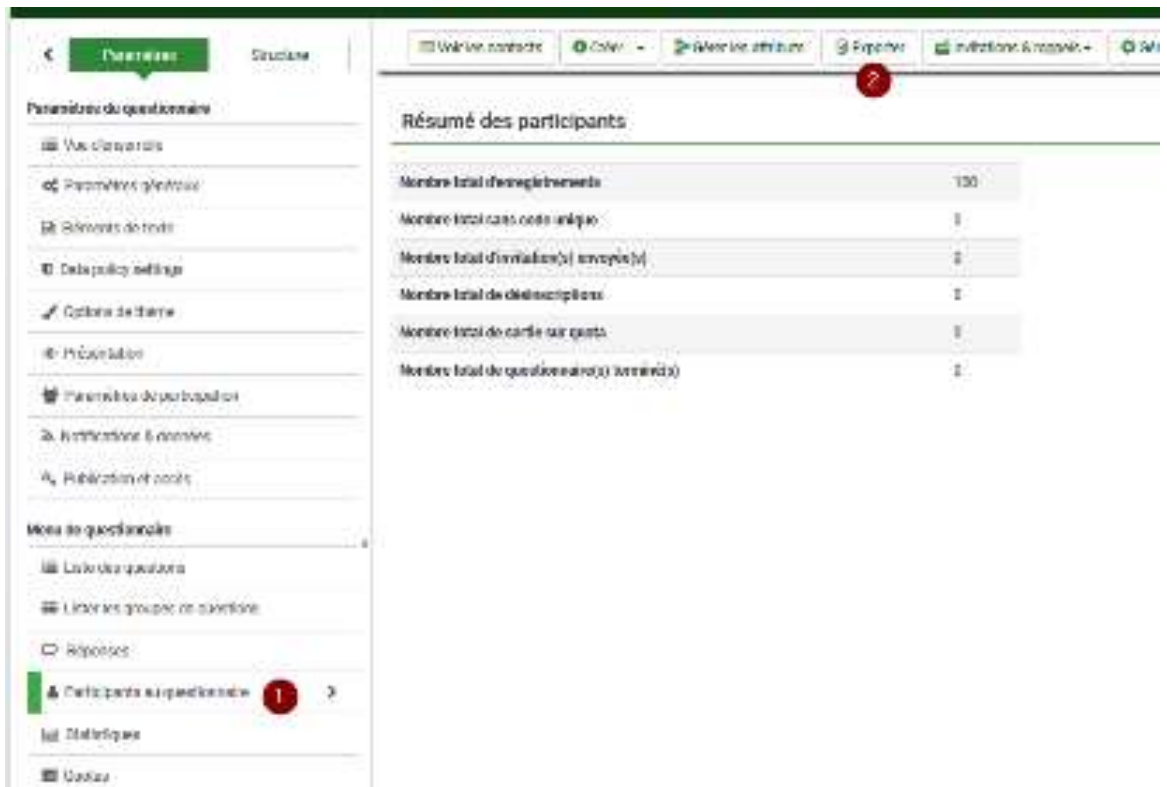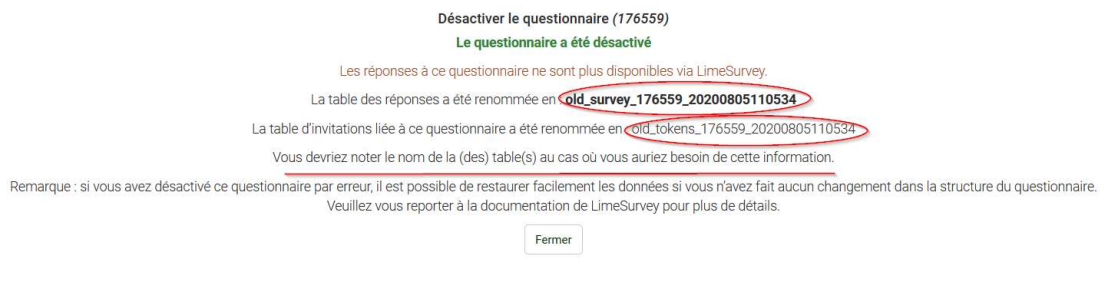
c) Deactivate the questionnaire

1. Stop questionnaire
2. Use 'deactivate': this will lose all the responses, that is why you saved them in a .lsa file first.
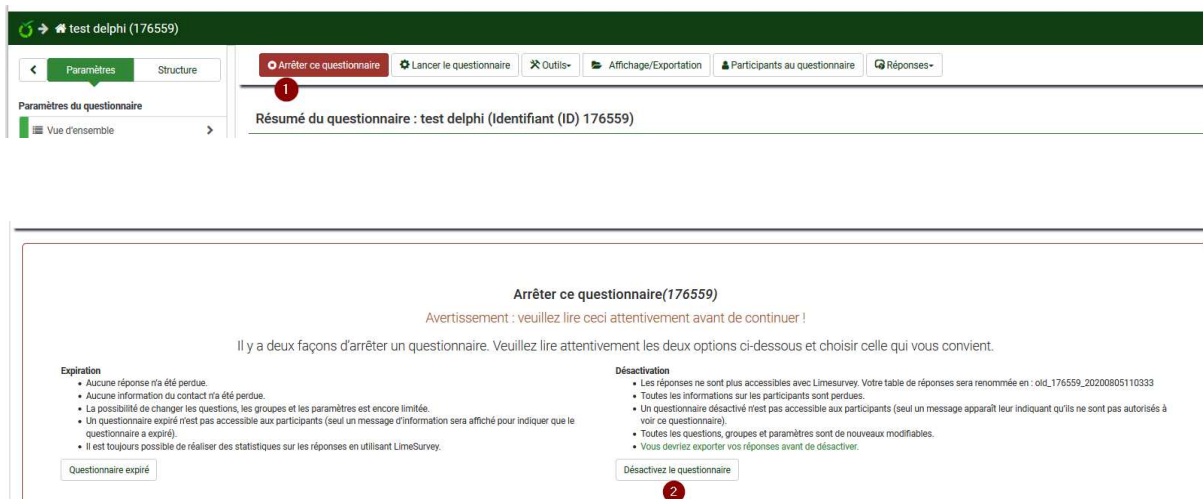
➔ LimeSurvey will separate the results from the questionnaire in a separate table that will be used to create the second questionnaire.

B. Next round questionnaire

DO IT IMMEDIATELY AFTER HAVING DEACTIVATED THE FORMER ROUND QUESTIONNAIRE

The second round questionnaire will be based on the structure of the first round.
<u>For open questions and list questions only</u>: LimeSurvey will take the data from the former round and show you raw statistics, corrected statistics (with the value you decided that they have to be counted when creating your answers possibilities) and cumulative percentages. This has to help you to decide if consensus is reach or not and if you would like to ask the question again (e.g 'yes'>75%).

a) Create the next round questionnaire

Open the same survey (now inactivate)
1. Go to parameters
2. Go to text elements
3. Rename the survey
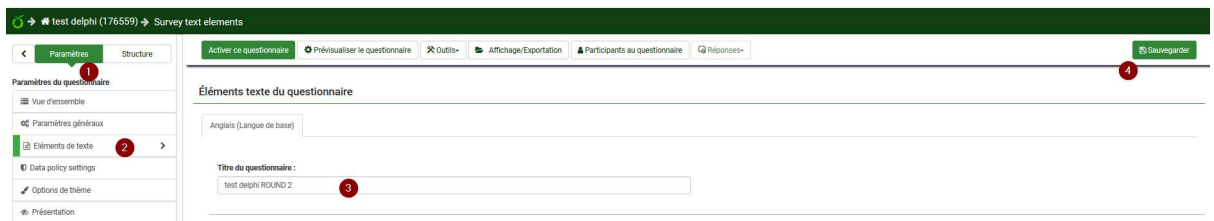
1. In parameters
2. Go to the plugin tab
3. Open the parameters of the extension
4. Introduce the sentences you will use to present results and comments from the previous round and the sentence to ask for justification
5. Choose if you would like the plugin to make the proposal to create history questions (questions from the previous round with results) by default
6. Save the changes you have made after carefully verifying that everything is correct
   Pay attention, if you have made a mistake here, it will not be possible to correct it automatically, you will need to do it manually in the questionnaire for each question
7. Update the questionnaire from the table
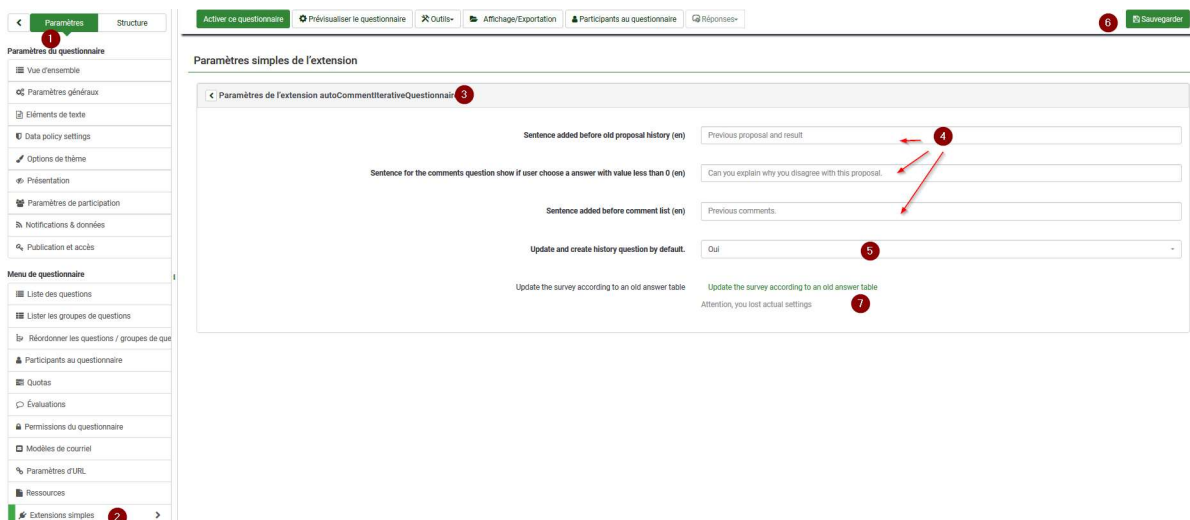
➔ Choose if you want to include all the questionnaires or only the one that are complete and click on 'validate question before import'
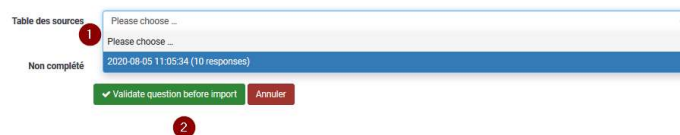
b) Select what you would like to keep from the previous round in the next round

A window will open to propose you which 'delphi questions' from the previous round have to be shown (with their results or not) and which have to be asked again

<u>FOR LIST QUESTIONS</u>

1. Here are the label, the question, and the results from the previous round
2. Choose the questions you would like to ask again in the next round
3. Choose the results you would like to show (including the former question); note that only corrected table results will appear in the final questionnaire
4. Choose if you want the respondent to give a comment on her/his answer in the next round

FOR FREE TEXT QUESTIONS

Because of the possible length of the questionnaire, for the free text questions, you can decide if you would like to display them now using the SEE button in order to decide whether to keep the question or not in the current round. The free text will then appear.

Note that if you choose to display old comments in the new round, all comments will appear in the final questionnaire, regardless of the language.

FOR ALL OTHER TYPE OF QUESTIONS

You will not have to choose if the question is asked again, it will automatically be added to the questionnaire but results from the previous round will not be shown. You can add them manually in the help section.

Results and questions can be changed in the questionnaire: results of the former round are editable in the help section of each question.

Once you have finished you selection, confirm your choice at the end of the page.

c) **Return to the questionnaire structure to finalise it**

Reminder: since you have used your former questionnaire, all questions are kept in the questionnaire (you can see them in the groups), but the one you did not select (for list questions and free text questions ONLY) are hidden, and will thus not be shown to the respondent.

All other type of questions remain (without results of the previous round – you can add them if you like).

You can do any change you want in the questions (including type of question or help and assessment of the categories) – don't forget to update the questionnaire if you add new Delphi questions.

d) Before launching the round

1. Import your tokens from the CSV file you exported in the previous round (see LS manual)
2. Change the text elements if necessary (deadline, new round, etc.):
    - Description of the questionnaire and the acknowledgement text at the end (in the text elements)
    - Text for the mailing: invitation, confirmation and reminder

C. Activate your questionnaire

Remark: if for some reason you want to recreate (restart from the beginning) your questionnaire, first import the .lsa, deactivate it and follow the process again.