

University of Guelph

# How to change the order of Questions and Question Groups in your survey

LimeSurvey Drill Down Document

Note: The author of this guide is the University of Guelph's Computing and Communication Services and was downloaded from this website: <https://www.uoguelph.ca/ccs/software/supported-products/limesurvey>

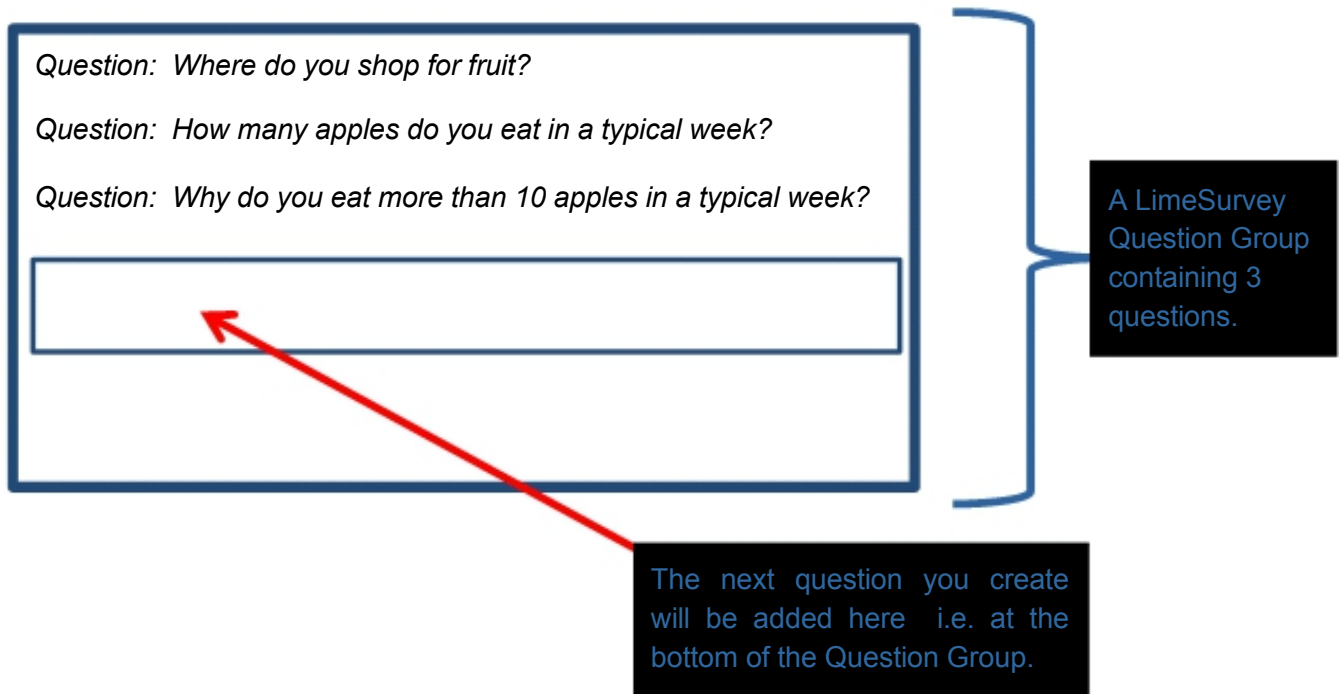
Although this is an annotated version created to be compatible with our LimeSurvey Website, the authorship and credit for this entire document is to be considered unchanged.

Identifying annotations: 1) insertions are in red font, 2) deletions are marked ~~like this~~, and other comments are in red-framed text boxes.

Travis Seymour, April 2013

# How to change the order of Questions and Question Groups in your survey 2011

As you add questions to your survey they are automatically placed at the bottom of the current Question Group as illustrated below:



Often you need to rearrange the order of questions in a Question Group, move questions from one Question Group to another, or change the order of Question Groups. This CCS LimeSurvey Drill Down Document shows you how to accomplish these tasks.

**Note** that LimeSurvey will prevent you from changing the order of a question if the following condition exists:

The question you wish to move is a “determining question” i.e. the answer given determines whether a question later in your survey is or is not shown.

If you wish to move such “determining questions” you must remove the conditions on the dependent questions first, then reapply them after moving the determining question.

For more information on “conditions” please refer to the CCS LimeSurvey Drill Down Document: *How to place conditions on questions to govern whether they will be displayed* which is available on the ~~CCS~~ **Our** LimeSurvey webpage here:

~~<http://www.uoguelph.ca/ccs/software/supported-products/limesurvey/>~~  
<http://psychresearch.ucsc.edu/concrete5/index.php/researchpool/researchers/limesurvey/>

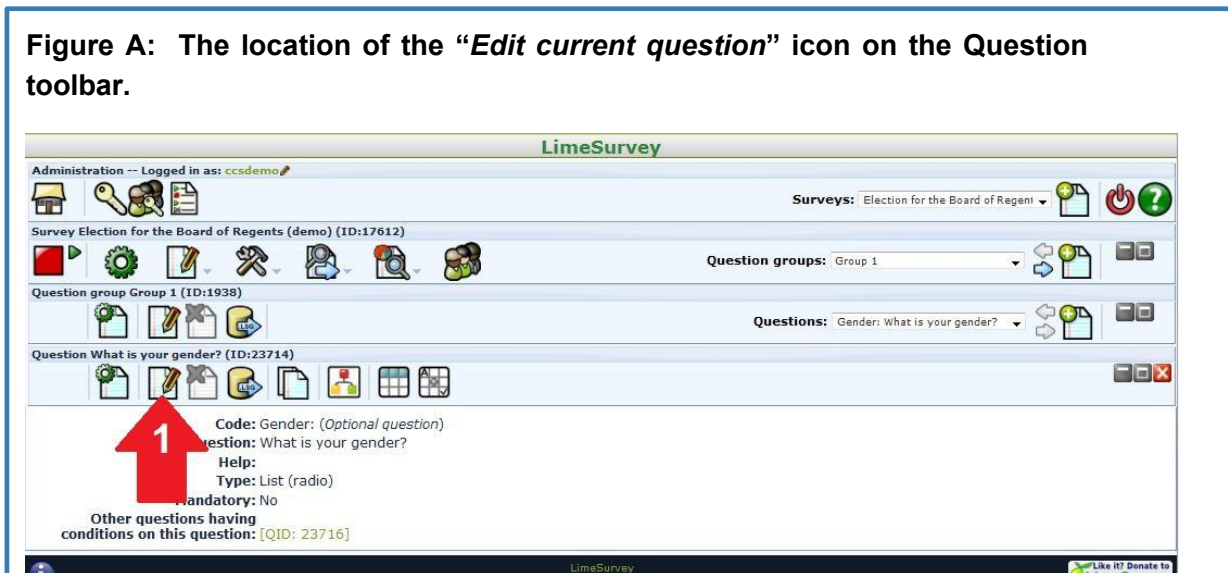
## TO MOVE A QUESTION TO A DIFFERENT QUESTION GROUP

If you need to move a question from one *Question Group* to a different *Question Group*, follow these steps:

### Step 1:

Edit the question you wish to move, by clicking on the “*Edit current question*” icon on the Question toolbar, as pointed to by red arrow 1 in Figure A.

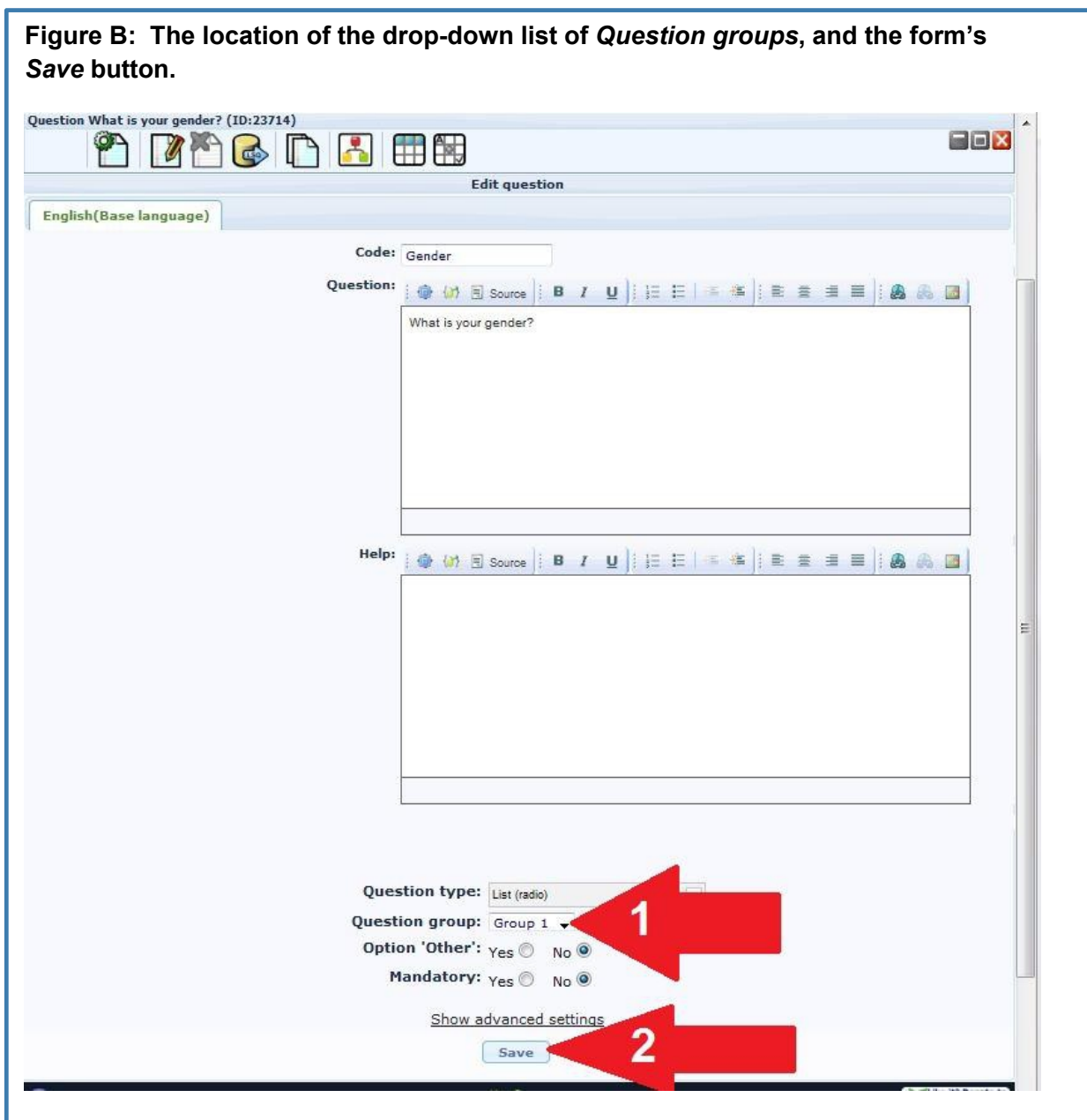
**Figure A:** The location of the “*Edit current question*” icon on the Question toolbar.



### Step 2:

On the resulting form that appears (see Figure B below), select the new *Question group* for your question from the drop-down list of Question groups displayed when you click the drop-down arrow pointed to by red arrow 1. Then, click the form’s Save button (pointed to by red arrow 2) to update your configuration. The question will be moved to the bottom of the Question group you have selected.

**Figure B: The location of the drop-down list of *Question groups*, and the form's *Save* button.**



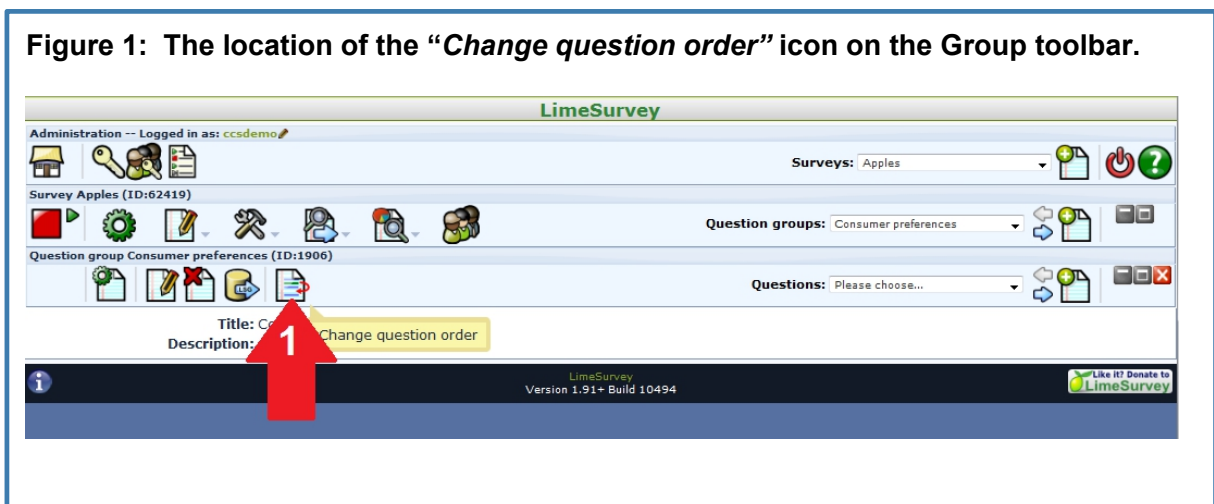
## TO CHANGE THE ORDER OF QUESTIONS WITHIN A QUESTION GROUP

Often you need to rearrange the order of questions within a Question Group. To do this follow these three steps:

### Step 1:

On the Question Group toolbar, click the “*Change question order*” icon. The icon is pointed to by red arrow 1 in Figure 1 below.

**Figure 1: The location of the “*Change question order*” icon on the Group toolbar.**

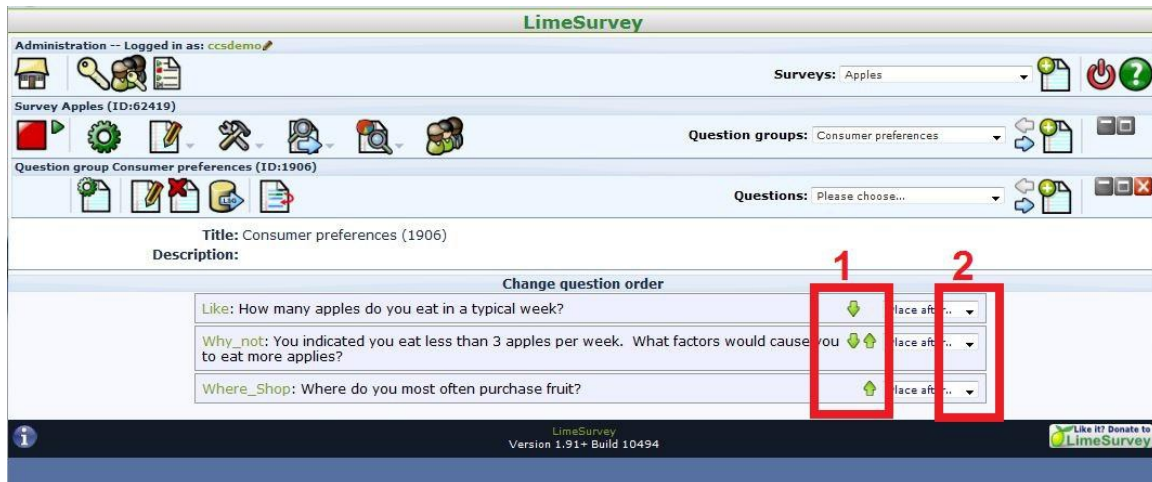


### Step 2:

The resulting form is illustrated in Figure 2. (Recall that in LimeSurvey forms always appear beneath the lowest toolbar). On the form, locate the row containing the question you wish to move and relocate the question by either:

- (a) clicking the up/down green arrows (outlined in red box 1) to shift the question one position at a time, or by
- (b) moving the question directly to a specific position in the Question Group by making a choice from the list displayed when you click the drop-down arrow (outlined in red box 2).

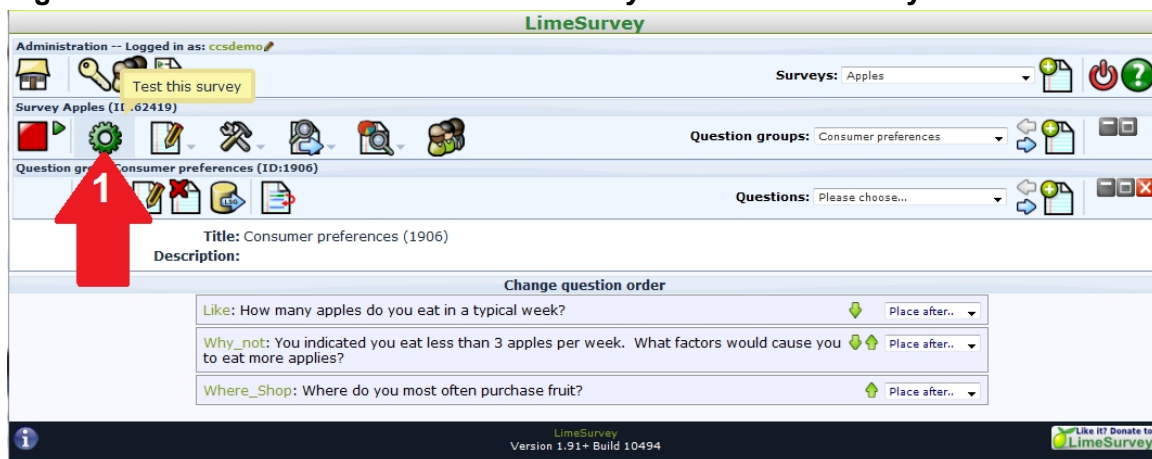
**Figure 2: The tools to change a question's order within the Question Group.**



### Step 3:

Preview your survey to confirm that the Question Group's questions are now in the desired order. To preview your survey, click the "Test this survey" icon on the Survey toolbar. The icon is pointed to by red arrow 1 in Figure 3.

**Figure 3: The location of the "Test this survey" icon on the Survey toolbar.**

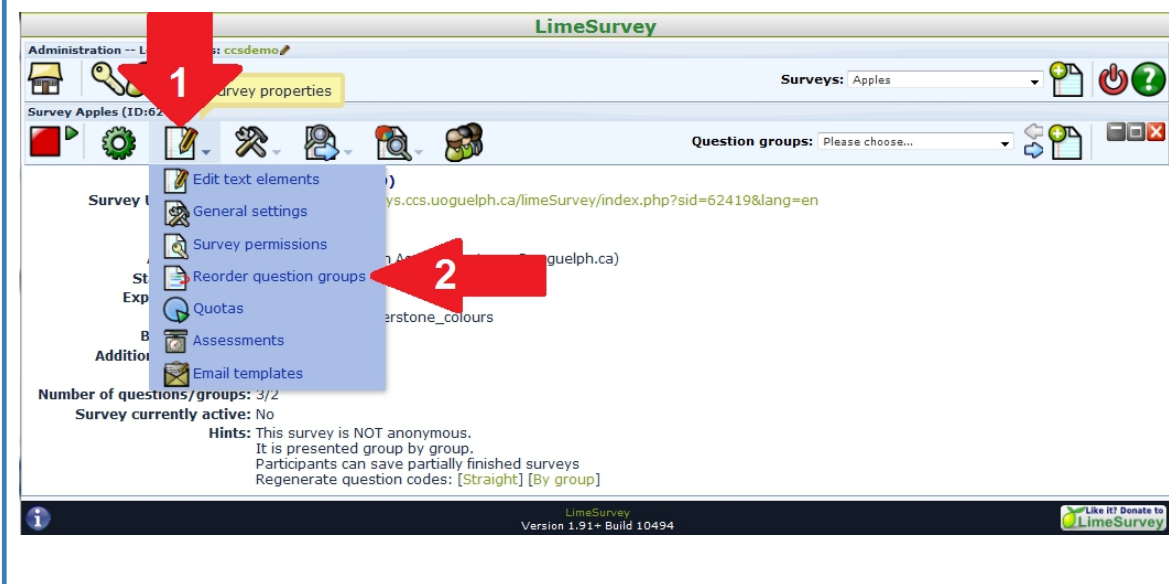


## TO CHANGE THE ORDER OF GROUPS WITHIN A SURVEY

### Step 1:

On the *Survey* toolbar, click the *Survey properties* icon, and then select the *Reorder question groups* choice on the resulting sub-menu. In Figure 4 below, the *Survey properties* icon is pointed to by red arrow 1. The *Reorder question groups* choice is pointed to by red arrow 2.

**Figure 4: The location of the *Survey properties* icon and the *Reorder question groups* choice on the resulting sub-menu.**



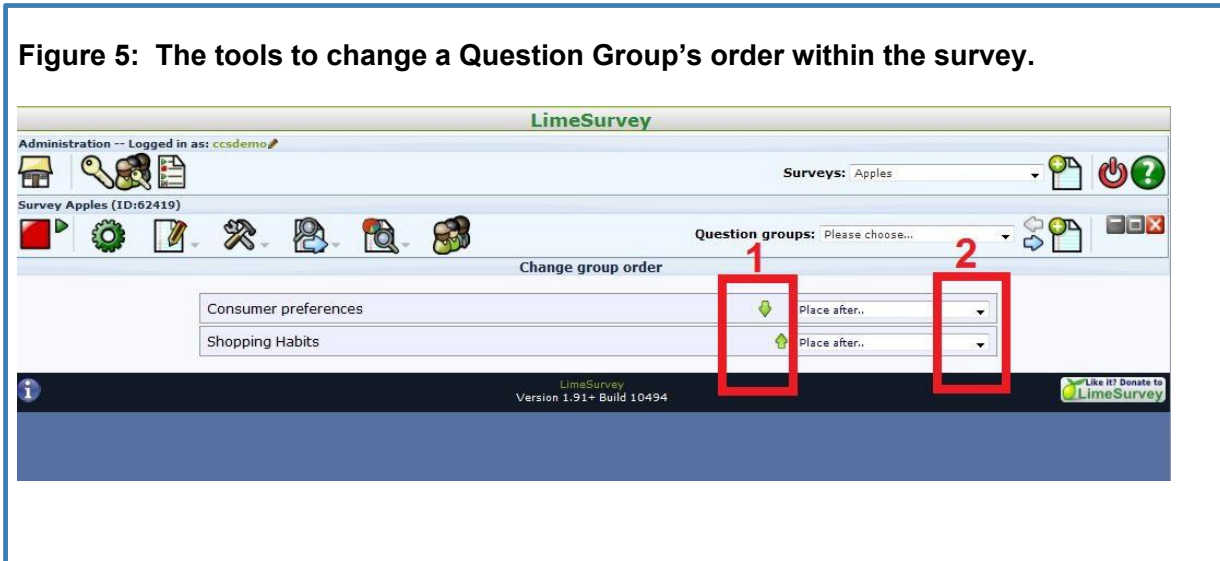
### Step 2:

The resulting form is illustrated in Figure 5. On the form, locate the row containing the Question Group you wish to move and relocate the Question Group by either:

- (a) clicking the up/down green arrows (outlined in red box 1) to shift the Question Group one position at a time, or by

(b) moving the Question Group directly to a specific position in the survey by making a choice from the list displayed when you click the drop-down arrow (outlined in red box 2).

**Figure 5: The tools to change a Question Group's order within the survey.**



### Step 3:

Preview your survey to confirm that the Question Groups are now in the desired order. To preview your survey, click the “*Test this survey*” icon on the *Survey* toolbar. The icon is pointed to by red arrow 1 in Figure 3.