

CHOICE, FEEDBACK, QUESTIONNAIRE

These 3 activities allow teachers to create quick polls for students. They can be as simple as one question with 3 possible answers or several pages long. Moodle will summarize the results (anonym or detailed).

Which activity will you need?

<u>Options</u>	<u>CHOICE</u>	<u>FEEDBACK</u>	<u>QUESTIONNAIRE</u>
<u>Question</u>	Only 1	Multiple	Multiple
<u>Possible choices</u>	Only 1	Multiple	Multiple
<u>Complexity</u>	Easy	Medium	Really Complex
<u>Anonymity</u>	Only for students view	Possible	Possible
<u>Overview</u>	Somewhat restricted	Analysis available	Analysis available

When did you first hear of Moodle?

Years ago
 In the last year
 In the last 6 months

A **Choice** activity allows you to present a single question to students with multiple responses as possible answers. Each student can pick one of the given choices. Choice activities are intended for gathering information only and are not gradable.

Course Evaluation

Please rate this course, where 1 is poor and 5 is outstanding

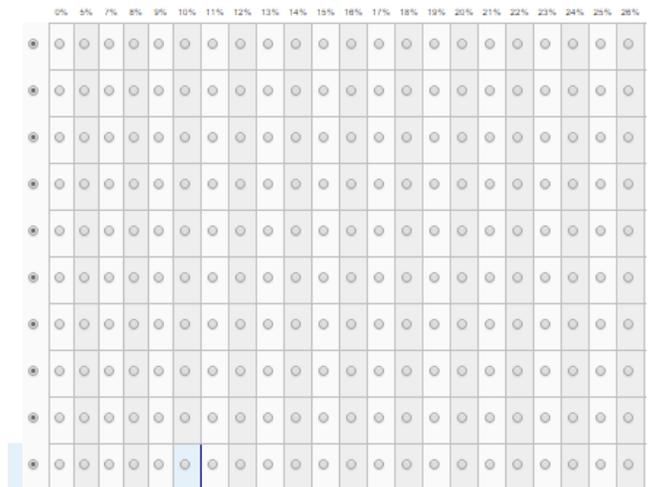
Not selected
 1
 2
 3
 4
 5

What did you feel was the most valuable aspect of the course?

How do you think the course could be improved?

The **Feedback** module allows you to create and conduct surveys to collect feedback. It allows you to write your own questions, rather than choose from a list of pre-written questions and unlike the Quiz tool, you can create non-graded questions. The Feedback activity is ideal for course or teacher evaluations.

The **Questionnaire** activity allows you to survey your students using a wide range of question types. You can view all responses or individual student's responses (and control whether or not students see only their own response), and you can download the data collected in a .csv file. Usually it is recommended to use this complex questionnaire over feedback only if you cannot accomplish your goal with the Feedback activity.



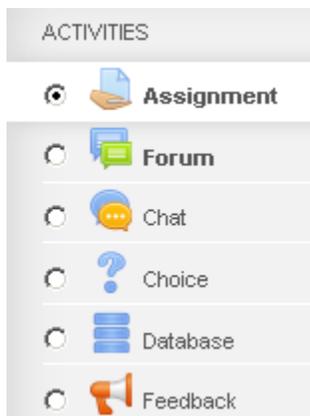
Examples

1. Offer topics for selection, and students have to choose one, first come, first serve. (CHOICE)
2. Make a quick poll during the class about a topic, then quickly show students the results (CHOICE or FEEDBACK for more complexity)
3. Let the students choose the best time for the next class (CHOICE or FEEDBACK for multiple options)
4. Ask feedback about your course in an anonym way (FEEDBACK)
5. Create a survey (FEEDBACK or QUESTIONNAIRE for longer surveys)
6. Have students rate multiple items with the same criteria (QUESTIONNAIRE).

STEP 1. : Go to your course and click on the **TURN EDITING ON** button (top right)

STEP 2. Icons and menus will appear. Click on the menu called **ADD an ACTIVITY and RESOURCE at the appropriate topic and Choose the activity you want to create.** (Double click or select and click “ADD” at the bottom.)

 [Add an activity or resource](#)



STEP 3. A form will appear. You have to fill in the first few fields and change the settings if necessary. You can leave most of the settings on the default value except the following (detailed description is available next to each field) ):

Mandatory and important fields:

- **Name:** This will appear as the link name on the main course page.
Description: Fill the details and expectations to this field.
- **Availability OR Timing :** The students **will not be able to start / submit their work** before the first **date** (*default – they can start immediately*) and the second one will be the *Due date*.

Unlike an assignment, it is not mandatory to set this up, you need to enable the dates (tick) if you want to add deadlines. **Important:** these dates WILL not appear automatically at the activities / calendar, so if you want to use these deadlines, you have to communicate them to the students in the “description” field.

STEP 4. Set up the other options, they differ by activity type (you can check them out at the following pages)

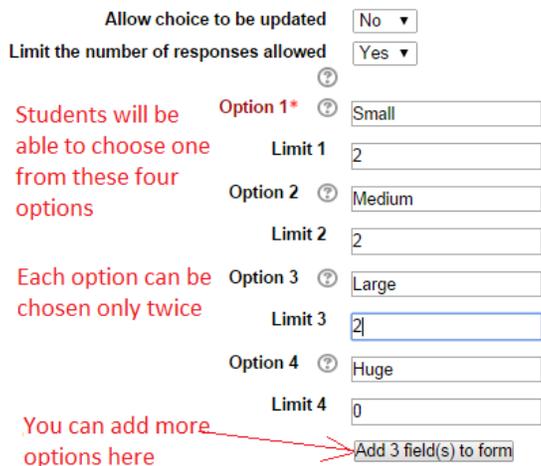
STEP 5. Save and return to course.

You will see that a link appeared with the name of the activity your students can use.

STEP 6. Add Questions. For a choice, you do not need to do this, but for feedback and questionnaire, it is necessary.

OPTIONS FOR CHOICE

Some of the options are closed by default, you have to open the menus to see the details.



Allow choice to be updated No

Limit the number of responses allowed Yes

Students will be able to choose one from these four options

Each option can be chosen only twice

You can add more options here  [Add 3 field\(s\) to form](#)

Option 1*	<input type="text" value="Small"/>
Limit 1	<input type="text" value="2"/>
Option 2	<input type="text" value="Medium"/>
Limit 2	<input type="text" value="2"/>
Option 3	<input type="text" value="Large"/>
Limit 3	<input type="text" value="2"/>
Option 4	<input type="text" value="Huge"/>
Limit 4	<input type="text" value="0"/>

- **Allow choice to be updated:** If you change this to “Yes”, students will be able to change their choice till the deadline.
- **Limit the number of Responses:** If you change this to “Yes”, you will be able to limit the number of participants that can select each choice option. When the limit is reached then no-one else can select that option.
- **Options 1...X:** You can fill in the available choices here, and limit the number of students that can select each of them.

New! : Allow more than one choice to be selected: Now it is possible to select more than one choice (checkboxes instead of multiple choice.)

Results: Click on the Results heading to view and adjust the settings.

- **Publish results:** Configure how and when results are displayed to students:
 - *Do not publish results to students: (default):*
 - *Show results to students after they answer:* Allows a student to see results only after they answer the question first.
 - *Show results to students only after the choice is closed:* Allows students to see results only after the closing date/time specified under
 - *Restrict answering to this time period:* Always show results to students: Allows students to see results even if they have not answered the question yet.
- **Privacy of results:** If results are published (above) choose between:
 - *Publish anonymous results, do not show student names: (default)* Results are displayed as totals without student names.
 - *Publish full results, showing names and their choices:* Results are displayed as a list of student names for each response.

Note: This setting only affects how students see results; instructors see student names even if *Privacy of results* is set to anonymous.

RESPONSES OF CHOICE

You can check the "analysis" at the main choice page, and the individual responses with the appropriate link.

Administration

- Choice administration
 - EDIT Settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
 - View 2 responses**

A choice with anonymous results

[View 2 responses](#)

A choice is like a poll. In this case the activity is set to display an

Complete this sentence: So far I think Moodle is _____

Sorry, only er

Choice options	Number of participants	Percentage of participants	Graph display
Awesome!	0	0.0%	
Fantastic	1	50.0%	
Nice	0	0.0%	
Doing OK	1	50.0%	
Lacking polish	0	0.0%	
Not my cup of tea yet	0	0.0%	

OPTIONS FOR FEEDBACK

▼ Question and submission settings

Record user names

Anonymous ▾

Allow multiple submissions ?

No ▾

Enable notification of submissions ?

No ▾

Auto number questions ?

No ▾

Question and submission settings

- **Record User Names:** Choose here whether to show the names of users who complete the feedback or not.
- **Allow multiple submissions:** Choose here whether or not to allow users to complete the feedback more than once.
- **Enable notification of submissions:** If set to 'Yes' then teachers will receive notifications when users submit feedback.
- **Auto-number questions:** If set to 'Yes' then the questions will be automatically numbered.

After Submission Settings

- **Show analysis page:** The summary results can be shown to respondents, or shown only to teachers.
- **Completion message:** This allows you to present users with a personalized message after they have answered the questions.
- **Link to next activity:** This allows you to add a URL to another activity or webpage which you would like them to go to once they have answered the questions.

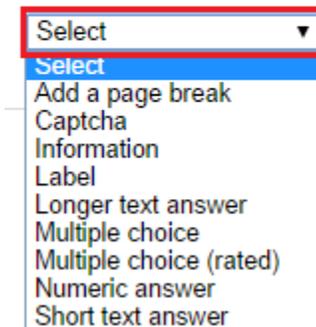
Important Note: Questions need to be added after the Feedback form is saved. (see the next section)

QUESTIONS FOR FEEDBACK



1. Select the Edit questions tab

After setting a new **Feedback** you design it by adding questions. Open up the Feedback, then Select “**Edit Questions**” from the tab, then the type of the first question from the drop down list. Add your question details and click '**Save question**'.



2. Select the question type

AVAILABLE QUESTION TYPES

A) “Real” Questions

- **Numeric answer:** Here, you ask a question which must have a number as an answer and specify the acceptable range e.g. "How many arms would you like, if more than 2 were possible? (please specify 0-10)" with a range of 0-10 set in the options.
- **Short Text Answer:** This option lets you specify a single line answer, with an input box which is a set number of characters long (you choose). You also specify the maximum number of characters you will accept, so that the answer is not too long and/or does not run over the length of the box on screen.

- **Longer Text Answer:** This option is for creating a text box (you specify how big it will appear in rows and columns) which people can write a long answer into.
- **Multiple choice:** *This type has 3 major options:*
 1. **Multiple answers:** This will give you a series of options with a checkbox next to each one. The respondent can check as many as they want and there is currently no way to specify a limit to how many they can choose which is lower than the total.
 2. **Multiple choice - single answer allowed (dropdownlist):** This will give you a dropdown list from which only one answer can be selected.
 3. **Multiple choice - single answer:** This will give you a series of radio buttons, which starts on 'Not selected' and then has your options afterwards. Only one can be chosen and 'Not selected' is a valid answer if the question is not set to 'required'.
- **Multiple choice (rated):** This is similar to the normal **Multiple choice** options, except that each option has a numerical value associated with it. This means that if asking a question like: “How much do you enjoy being in class?” (I love it, I like it, It's OK, I don't like it, I hate it) it's not possible to (easily) get out an "average" score - particularly if you're asking the same question before and after an event or course. If the rated option is used, then numerical values are associated with each option, allowing an average or other measurements of any responses.

B) Standard options

The following options apply to most question types.

- **Position:** This number controls the order of the questions. Position 1 is the question nearest the top of the page, so when you create or edit a question, you can choose from the dropdown of available positions (which will vary depending on how many other questions there are). You can also rearrange questions by the drag and drop arrows on the main add questions screen.
- **Required:** These questions are required to be answered and will prompt the user if they are left unanswered. These questions are highlighted with a red star for users, and have a yellow exclamation point beside them when editing Feedback questions.
- **Dependence item and Dependence value:**

It is possible to direct the user to specific questions depending on a previous answer. For example, if they say 'Yes' to the question "Do you have a car?" they will be directed to a different question from if they answer 'No'.

To set dependent questions Set up your initial question and give it a name in the Label field. Follow the same process for the other response (such as 'No'). Add the question to go to if (for example) the user replies 'Yes'.

In '**Dependence item**', select the Label of your first question. In '**Dependence value**' type your dependent answer (such as 'Yes' in our example.)

C) Supporting “resources”

- **Captcha:** A test to make sure a real person is filling in the form, you normally won't need this.
- **Information:** This allows you to choose to display the time of responding.
- **Label:** Like a standard Moodle label, this allows you to add arbitrary text between questions allowing for extra explanation or to divide the Feedback into sections.
- **Add a Page break:** Create a page break between the questions

You can edit the questions / order, etc. at the Preview section of the “**Edit Questions**” tab.

Preview ?

There are required fields in this form marked *.

Edit Question

(Captcha) Captcha* **Required** (Position:1)  

 **Drag and drop to change order** (Position:2)  

Dependence

 **About** Information (Position:3)  

Friday, 26 September 2014, 3:24 PM

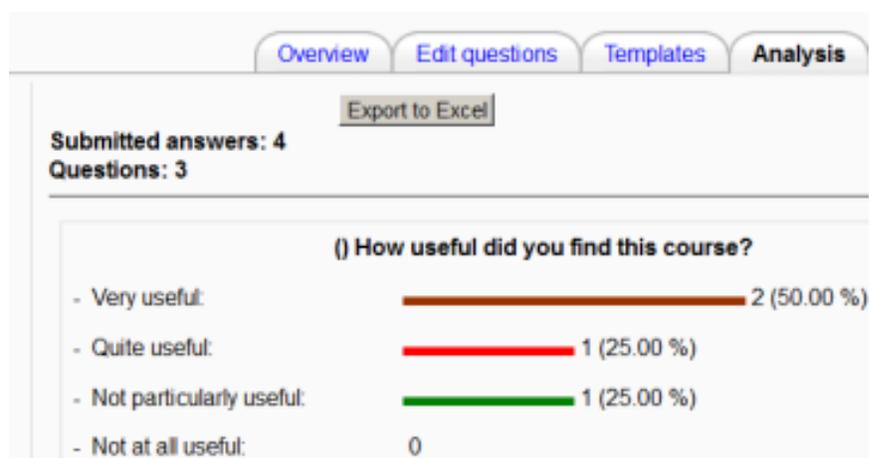
 (Label) Longer Text for an answer **(About->)** (Position:4)  

 **() Multiple Choice*** (Position:5)  

- First
- Second
- Third
- Fourth

RESPONSES FOR FEEDBACK

You can check the responses at the “**analysis tab**” and also **Export in XLS format**.



OPTIONS FOR QUESTIONNAIRE

Important Note: The Questionnaire activity serves almost the same purposes as the feedback, but it is much more complex. Usually **it is recommended to use questionnaire over feedback** only if you cannot accomplish your goal with the Feedback activity.

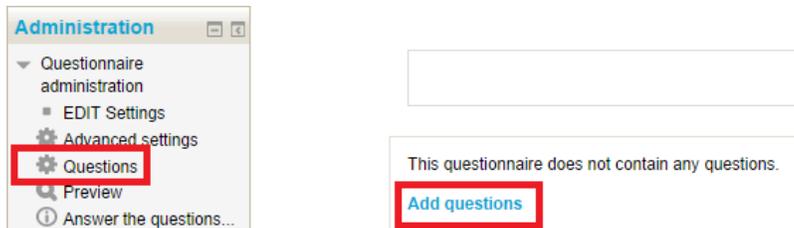
Click the **Response options** heading to customize the way student responses are handled.

- **Type:** determines the frequency with which students may respond:
 - *Respond many* (default) allows unlimited responses.
 - *Respond once*, daily, weekly, or monthly restricts how often a student may respond.
- **Respondent Type** sets whether results will show students' names:
 - *fullname* displays the full names of your students with each response
 - *anonymous* removes the student names from responses.

Note: When set to anonymous, instructors will not see names listed in the survey results, but CAN see whether a student has submitted a questionnaire by checking the **Reports** for the activity. The report will not identify a particular attempt except by a timestamp.
- **Students can view ALL responses** determines whether and when students can view a summary of submitted responses (in addition to their own individual response, which they can view at any time):
 - *Never* (default): Students cannot view other submitted responses.
 - *After answering the questionnaire:* Students may view all submitted responses only after submitting their own response.
 - *After the questionnaire is closed:* Students may view all submitted responses after the questionnaire's closing date/time (if set using the options in the *Timing* section above).
 - *Always:* Students can view submitted responses at any time, even if they have not answered the questionnaire first.
- **Save/Resume answers**
 - *No* (default) requires students to complete the questionnaire in one sitting.
 - *Yes* allows students to save answers, and return later to finish the questionnaire.
- **Submission grade:** You have the option to assign a grade to the questionnaire, you can only specify one completion grade for submitting the questionnaire activity.

Important Note: Questions need to be added after the Questionnaire form is saved. (see on the next page)

QUESTIONS FOR QUESTIONNAIRE



You can check the detailed guide about the question types here:

https://docs.moodle.org/32/en/mod/questionnaire/questions#Question_Types

View Questionnaire responses:

https://docs.moodle.org/32/en/Viewing_Questionnaire_responses

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