

## Feedback

The Feedback module allows you to create and conduct surveys to collect feedback. Unlike the **Quiz tool**, you can create non-graded questions. The Feedback activity is ideal for the likes of course or teacher evaluations. Feedback responses may be anonymous if desired, and results may be shown to all participants or restricted to teachers only.

WITS Feedback

Mode: Anonymous

How would you rate this course?\*

☒ Excellent

☐ Very Good

☐ Average

☐ poor

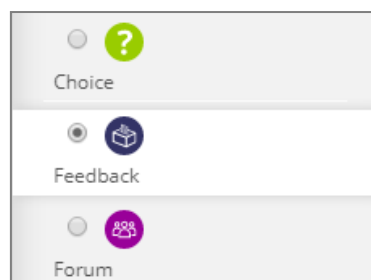
☐ Very Poor

There are required fields in this form marked \*.

Submit your answers Cancel

## Adding Feedback Activity

1. Click the **“Turn editing on”** button.
2. Select **Feedback** from the **Add an activity or resource** menu in the course section where you would like to add the Survey.



3. After selecting **Feedback** from the **Activities menu**, you will be presented with a list of options for setting up a Feedback:

## General

- **Name** – Give your Feedback a title (mandatory)
- **Description** – This text will be displayed to users before they enter the feedback (optional).

## Availability

- Here you can choose when users can complete feedback – this is optional. If you leave it blank the activity will be available straight away and will be available until you hide or remove it.

## Question and submission settings

- **Record User Names** - Choose from the following options:
  - Anonymous
  - Users' Names Will Be Logged and Shown with Answers
- **Allow multiple submissions** - If enabled for anonymous surveys, users can submit feedback an unlimited number of times.
- **Enable notification of submissions** - If enabled, all teachers on the course/subject will receive email notification of feedback submissions.
- **Auto number questions** - Enables or disables automated numbers for each question

## After Submission

- **Show analysis Page** - Yes/No. The summary results will be shown.
- **Completion Message** - This allows you to present users with a personalised 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. **Note:** Neither of the above fields is required for a student to answer the questions, but they must click the Answer the questions... link to start the Feedback activity.

## Common module Settings

- If you require a specific group only to have access to the questionnaire choose the name of the **grouping** they are attached to and make sure the

**Available for group members only** is ticked (see hand-out **Groups** for more information on this).

### Restrict Access

- These settings are visible if Conditional activities and Activity completion have been enabled in the site and the course. You can restrict access to the Feedback by group, grade or completion of another activity.

4. Click **Save and return to course**.



Now you need to build your feedback - add some questions.

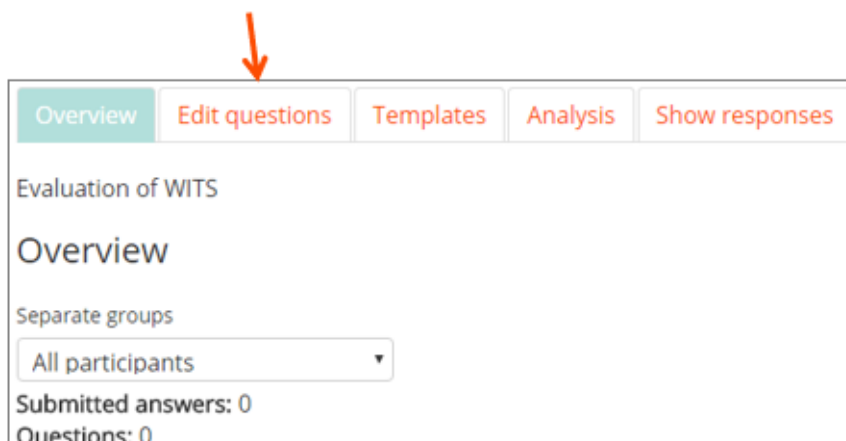
### Building Feedback

After setting up a new Feedback you can design it by **adding questions**.

1. Select the **Feedback link** on the home page of your course.



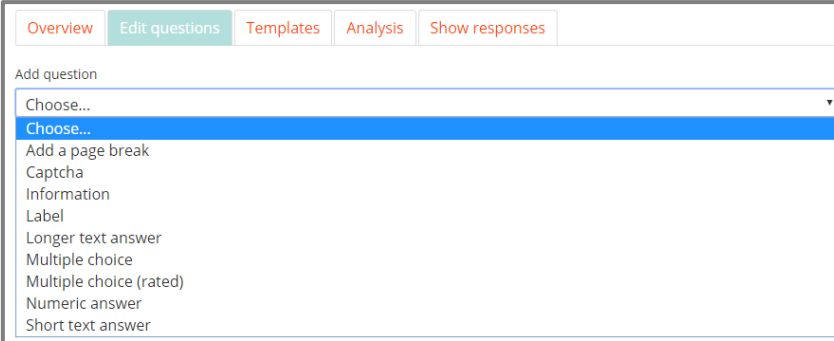
2. Select the **Edit questions** tab



3. There are a number of question types to select from:

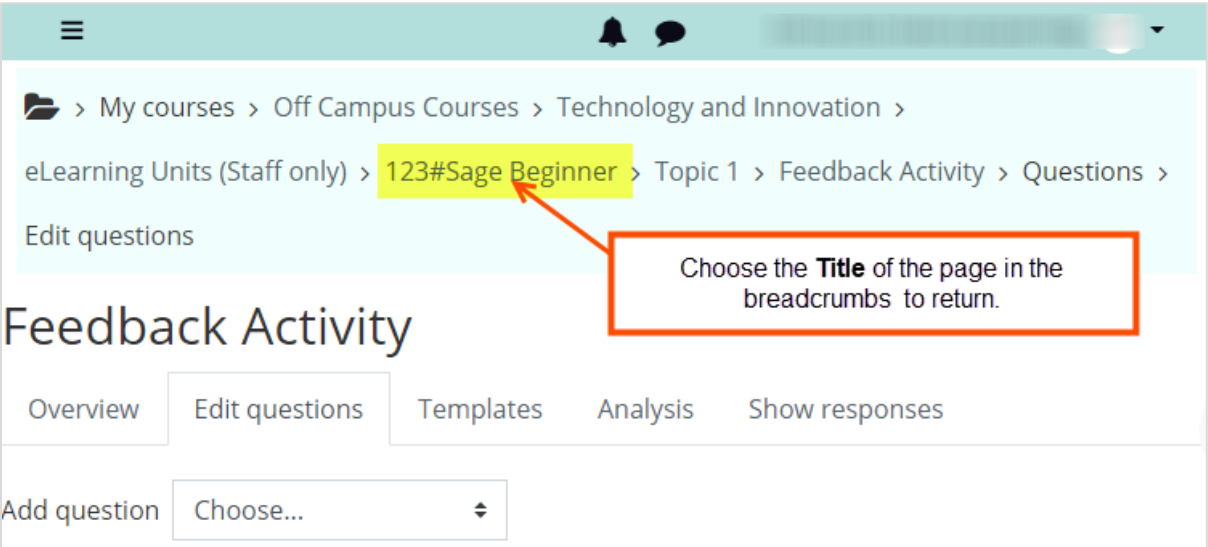
- a. **Captcha** - A test to make sure a real person is filling in the form and not an automatic spamming program of some sort. Asks a person to write out some distorted text which is displayed on screen. You normally won't need this question type.
- b. **Information** - This allows you to choose to display one of three types of information: the time of responding; the course and/ or the category where the feedback is located.
- c. **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.
- d. **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.
- e. **Multiple choice – single answer/multiple answers/single answer allowed (dropdown list)** - This will give you a series of options with a checkbox next to each one.
- f. **Multiple choice (Rated)** - This is similar to the other multiple-choice options, except that each option has a numerical value associated with it. You have the choice of using radio buttons or a drop-down list to display the answers.
- g. **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. It helps if you specify the acceptable range in the question text.
- h. **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.

4. Select the type of question from the drop-down list - this will open the settings for that question. in each question you can choose if the question is mandatory or optional by ticking the **Required** box ☒ Required if you want it to be a mandatory question.



The screenshot shows a web interface with tabs: Overview, Edit questions, Templates, Analysis, and Show responses. Below the tabs is a section titled 'Add question' with a dropdown menu. The dropdown menu is open, showing a list of question types: Choose..., Add a page break, Captcha, Information, Label, Longer text answer, Multiple choice, Multiple choice (rated), Numeric answer, and Short text answer. The 'Choose...' option is highlighted in blue.

5. Once you have added all the questions you require use the **Breadcrumbs** to return to your course homepage.



The screenshot shows a course breadcrumb trail: > My courses > Off Campus Courses > Technology and Innovation > eLearning Units (Staff only) > 123#Sage Beginner > Topic 1 > Feedback Activity > Questions >. The '123#Sage Beginner' link is highlighted in yellow. Below the breadcrumb trail is the 'Feedback Activity' page. The page has tabs: Overview, Edit questions, Templates, Analysis, and Show responses. Below the tabs is a section titled 'Add question' with a dropdown menu showing 'Choose...'. A red box highlights the breadcrumb '123#Sage Beginner' with an arrow pointing to it and a text box that says: 'Choose the **Title** of the page in the breadcrumbs to return.'