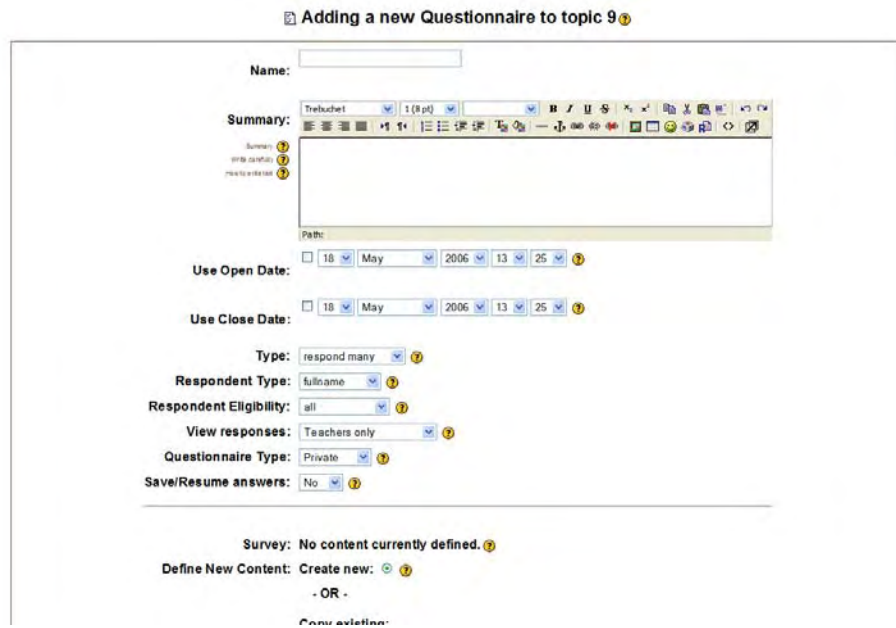


## 2.2.11 Questionnaire

The Questionnaire module allows users to complete online feedback style forms using a variety of user input methods. This is a non-standard module for Moodle, but if your administrator hasn't installed it already, I do recommend that you request it. When you choose "Questionnaire" from the Activity list, you get a window that looks like this:



The screenshot shows the Moodle interface for adding a new questionnaire. The title is "Adding a new Questionnaire to topic 9". The form includes the following fields and options:

- Name:** A text input field.
- Summary:** A rich text editor with a toolbar and a text area.
- Path:** A dropdown menu.
- Use Open Date:** A checkbox and a date selector (10 May 2006 13 25).
- Use Close Date:** A checkbox and a date selector (10 May 2006 13 25).
- Type:** A dropdown menu set to "respond many".
- Respondent Type:** A dropdown menu set to "fullname".
- Respondent Eligibility:** A dropdown menu set to "all".
- View responses:** A dropdown menu set to "Teachers only".
- Questionnaire Type:** A dropdown menu set to "Private".
- Save/Resume answers:** A dropdown menu set to "No".

At the bottom, there is a section for "Survey" with the text "No content currently defined." and a "Define New Content: Create new:" button. Below this is a "- OR -" separator and a "Copy existing:" option.

### 2.2.11.1 Adding / Editing a Questionnaire

In the window that appears, fill out the following fields:

**Name:** Give your questionnaire a name (e.g. "Feedback"). The name entered here will be the name that learners see in the course content area. Learners will click on this name to view the feedback form.

**Summary:** Provide a summary of the assignment if necessary. There will be options later to add instructions and information for completing the questionnaire.

**Open/Close dates:** Set the date window for when users can complete the questionnaire. You can leave the boxes unchecked if you want the questionnaire to be continually available.

**Type:** Decide whether users are allowed to respond once or can repeatedly respond to adjust their feedback.

**Respondent Type:** Determine whether the questionnaire will be submitted anonymously or with the user's name. You will still need to be logged in to a course to complete the questionnaire.

Respondent Eligibility: Decide whether everyone can answer or whether you want to restrict it to tutor only or student only responses.

Questionnaire type:

**Private** - Only available on the course it was set up in.

**Public** - Allows the questionnaire to be shared across multiple courses.

Questions/content are maintained by the original creator.

**Template** - Creates a template for a questionnaire that can be used when new questionnaires are created. This questionnaire is not used directly but stored for future use.

Save/Resume answers: Decide whether the questionnaire can be saved and completed over a period of time, or whether it needs to be completed in one go.

Survey Options:

**Create new** - Define a new set of survey questions and responses

**Copy existing** - Use a previously created template as the basis for your questionnaire - you can edit some questions/content.

**Use public** - Use a previously created public survey - you cannot edit the questions/content.

## 2.2.11.2 Setting up a Questionnaire

When you're done filling out the above fields, press the continue button. If you chose to create a new survey or edit an existing template, you will now see the following window:

**Moodle » Questionnaires » Editing survey**

The information on this tab applies to the whole survey. Fill out this page then go to the **Fields** tab to edit individual fields.

**Name**  *Required*  
Survey filename. This is used for all further access to this survey. (no spaces, alpha-numeric only)

**Owner** NOCR106.01 / Private

**Title**  *Required*  
Title of this survey. This appears at the top of every page of this survey. (free-form, including spaces)

**Subtitle**   
Subtitle of this survey. Appears below the title. (free-form, including spaces)

**Additional Info**  *Required*  
Text to be displayed on this survey before any fields. (i.e. instructions, background info, etc.)

**Confirmation Page**  (URL)  
The URL to which a user is redirected after completing this survey.

**OR**  (Heading text)

**Additional Info**  *Required*  
Text to be displayed on this survey before any fields. (i.e. instructions, background info, etc.)

Name - Give your questionnaire a filename, the default is to use the title from the adding a questionnaire form. The name entered here will be how this questionnaire is identified in future, especially if it is a template or public questionnaire.

Owner - This is determined in the adding a questionnaire options.

Title/Sub-title - Give the questionnaire a title and optional sub-title. The title will appear on every page of the survey.

Additional Info - This will appear before the questions of your survey and should include any relevant details on the purpose of the questionnaire and instructions for completion.

Confirmation Page - If you have created a custom completion page you can enter the URL to it here, or you can type in the title and text you would like displayed as a confirmation page for users who complete the survey.

Email - If you want copies of each submission emailed to an address fill it out here.

Theme - Select a theme for your questionnaire.

### 2.2.11.3 Adding Questions

To add questions to your questionnaire, click on the “Edit Questions” button at the bottom of the window. The following window should appear:

Edit this field, or click the number of the field you would like to edit.

[New field](#)

---

| Field Name           | Type     | New field Length               | Precision                      | Required? | Question types ? |
|----------------------|----------|--------------------------------|--------------------------------|-----------|------------------|
| <input type="text"/> | Text Box | <input type="text" value="0"/> | <input type="text" value="0"/> | No        |                  |

**Text** Trebuchet 1 (8pt) **B I U**

Path:

---

Enter the possible answers (if applicable). Enter !ochez on a line by itself to create a fill-in-the-blank answer at the end of this question. Any blank lines will be suppressed.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

[Add another answer line](#) [Clear all answer lines](#)

---

[New field](#)

Questions are added by defining fields. To add a new field fill in the available options (Field Name, Type, New Field Length, Precision, Required, Text and Possible Answers), then click the **New Field** button. To edit a field click the numbered button corresponding to that field e.g. **2** for field 2.

## Field types

For each field type you should use a unique Field Name that allows you to identify it. You can then select different field types from the drop-down menu. You can choose whether each field is required or optional from the Required? drop-down menu. After each field is complete either add a new field or save.

### Yes/No

A simple YES/NO question. The Length and Precision parameters are not used so you can leave them as zero. Type your question in the text area. You do not need to supply possible answers for this field.

### Text

Allows limited character text entry via a single line text area. Use length to define the visible width of the text box and Precision to determine the maximum number of characters allowed. If Precision is greater than Length then the text will extend within the box. Type your question or information in the Text area. You do not need to supply possible answers for this field.

### Essay

Allows essay style responses via a multi line text area, with no character limit. Length and Precision define the size of the available text area, although this will scroll. Length determines the number of columns (character width) and Precision the number of rows (lines). This can involve trial and error, although Length: 90, Precision: 7, should be a good general starting estimate. Type your question or information in the Text area. You do not need to supply possible answers for this field.

### Radio Buttons

Radio buttons provide the user with a choice of options from which they can pick only one. This field ignores the Length and Precision parameters so you can leave them. Type your question or information in the Text area and the list of available options in the boxes underneath. You can add more possibilities using the *Add another answer line* button and add an other text field using **!other** as a possible answer.

### Check Boxes

Check boxes allow the user to select multiple answers from a list of options. Length determines the minimum number of answers require and Precision the maximum number of selections allowed (these may not function fully as implemented). Type your question or information in the Text area and the list of available options in the boxes underneath. You can add more possibilities using the *Add another answer line* button and add an other text field using **!other** as a possible answer.

### Dropdown Box

Users select one option from a drop-down list. This field ignores the Length and Precision parameters so you can leave them. Type your question or information in the Text area and the list of available options in the boxes underneath. You can add more possibilities using the *Add another answer line* button and add an other text field using **!other** as a possible answer.

### Rate (scale 1..5)

Allows users to rate statements on a scale from 1 to N, where N is determined by the Length value. If you wish to include a N/A option set Precision to 1 (any non-zero number may work). Type your question or information in the Text area and the list of available statements to be rated in the boxes underneath. You can add more statements using the *Add another answer line* button.

### Date

Requires users to submit a date. This field ignores the Length and Precision parameters so you can leave them. Type your question or information in the Text area. You do not need to supply possible answers for this field.

### Numeric

Require users to submit a numeric response. This field ignores the Length and Precision parameters so you can leave them. Type your question or information in the Text area. You do not need to supply possible answers for this field.

### Section Text

This is a text field that allows you to present information in between different fields. It does not offer user feedback.

### Arrangement

The buttons underneath the field setup options, allow you preview the current status of your questionnaire and reorder the question fields.

## 2.2.11.4 Viewing Response

If you click on a questionnaire on a course to which you have editing access, you receive the option to **View 'n' responses** in the top-right corner, where 'n' refers to the number of completed surveys. Clicking this will take you to the *Survey Reports* page which gives you a graphical (bar chart) and numerical breakdown of responses using both total and percentage results.

There is no mechanism to automatically make the results available to students who have taken the questionnaire. You could however save the displayed results as an HTML file and upload that as a resource.

At the bottom of this page you have the option to switch your view between individual responses and all responses and/or download a CSV version of the responses. In the CSV file fields are identified by the name you entered when creating them.