

Creating a Survey with the Feedback Activity

The **Feedback** activity allows you to create and conduct surveys to collect feedback. Unlike the **Survey** activity, it allows instructors to create their own questions, rather than choose from a list of pre-written questions and unlike the **Quiz** tool, instructors can create non-graded questions.

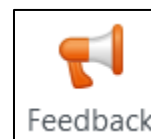
The **Feedback** activity is ideal for course or teacher evaluations. There is a **Feedback** block that provides quick access to **Feedback** surveys in the course.

Setting up a **Dependency** question which can change the path of the Feedback activity is detailed at the end of this document.

Set up a Feedback Survey

[Turn editing on](#)

1. On your course, click on the **Turn editing on** button.
2. In the appropriate **Topic**, click on the **Add an activity or resource** link.
Note: This is usually in the **Zero** or top **Topic**.
3. In the pop-up menu that appears, click on the **Feedback** icon.
4. In the **General** section, add a **Feedback** survey title and then type a **Description** of the survey.



▼ General

Name

Course survey

Description

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This is a survey to collect feedback from students during the last week of the course. It is hoped that this will improve the course for students in the future.


☐ Display description on course page ?

5. To display this Introduction on the course main page, check the **Display description on course page** box under the **Description** box.
6. In the **Availability** section, set boundaries on the **Feedback** survey's access timings.

▼ **Availability**


Allow answers from

3	April	2021	00	00
---	-------	------	----	----

 ☒ Enable

Allow answers to

5	April	2021	23	59
---	-------	------	----	----

 ☒ Enable

7. In the **Question and submission settings** section, the **Record user names** setting allows instructors to set feedback to **Anonymous**.
8. Instructors can allow participants to have unlimited attempts by setting the **Allow multiple submission** drop-down to **Yes**. If the **Record user names** is set to **Anonymous**, the learners automatically have unlimited number of attempts.


▼ **Question and submission settings**

Record user names

Anonymous


▼

User's name will be logged and shown with answers

Allow multiple submissions 


No

▼

Enable notification of submissions 

No

▼

Auto number questions 

No

▼

9. Instructors choose **Yes** in the **Enable notification of submissions** drop-down, if they want Avenue notifications of student submissions.

10. If the instructor wants automated numbering of the **Feedback** survey questions, they select **Yes** in the **Auto number questions** drop-down.
11. In the **After submission** section, set **Yes** to show students the analysis page or **No** to show it only to instructors.
12. The **Completion message** text box, allows instructors to type a personalised message for students to read after completing the **Feedback** survey.
13. The Link to next activity defaults to the course main page, unless a web link is provided in the **Link to next activity** text box.

▼ After submission

Show analysis page

Yes ▾

Completion message

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H-P

Thank you for your feedback.

Link to next activity

14. Expand the **Common module settings** section.
- Note:** Settings in the **Common module settings** section are common to many **Avenue** activities and resources.

▼ Common module settings

Availability	Show on course page ▾
ID number	<input type="text"/>
Group mode	No groups ▾

Add group/grouping access restriction

15. The **Availability** setting is used to **Show/Hide** the activity. This is identical to using the **Show/Hide** icons when the **Turn editing on** function is enabled on a course home page.
16. The **ID Number** setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)
17. The **Group mode** setting enables the use of groups. (More information is available in the **Organizing Learners Using Groups** documentation in the Stage 3 **Course Management** section.)
18. The **Grouping** option enables the use of groupings (a collection of groups).

Settings in the **Restrict access** section can be used to limit access to the activity. (More information is available in the **Setting up and Using Restrict Access Settings** section of the Stage 3 **Course Management** section.)

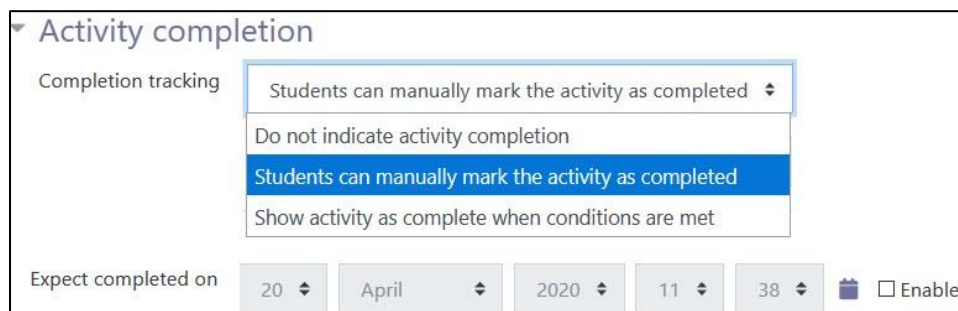


19. Click on the **Add restriction...** button to display the **Add restriction** pop up.

Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Mobile app	Require students to access (or not access) using the Mobile app.
Password	Require students to enter a password.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

20. Settings in the **Activity completion** section are used to set completion tracking, grading options and the expected completion date. (More information is available in the **Setting up and Using Restrict Access Settings** documentation in the Stage 3 **Course Management** section.)



▼ Activity completion

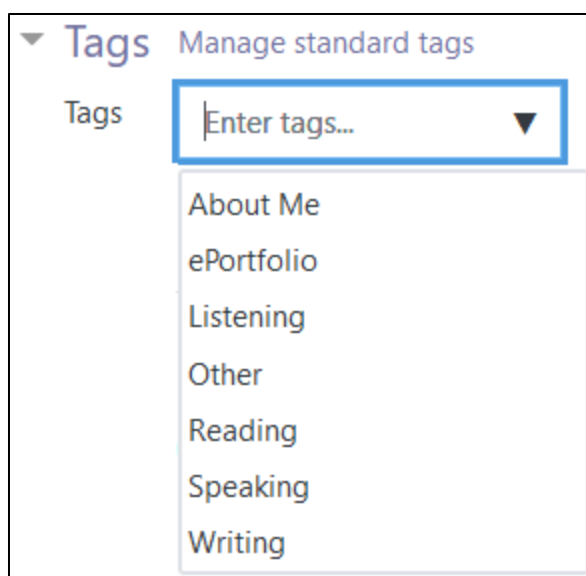
Completion tracking

- Students can manually mark the activity as completed ▾
- Do not indicate activity completion
- Students can manually mark the activity as completed
- Show activity as complete when conditions are met

Expect completed on

20 ▾ April ▾ 2020 ▾ 11 ▾ 38 ▾ ☐ Enable

21. The **Tags** sections can be used to add keywords to the assignment. Note: At the time of this publication the Feedback activity does not automatically upload to the Binder (**eportfolio**).



▼ Tags Manage standard tags

Tags

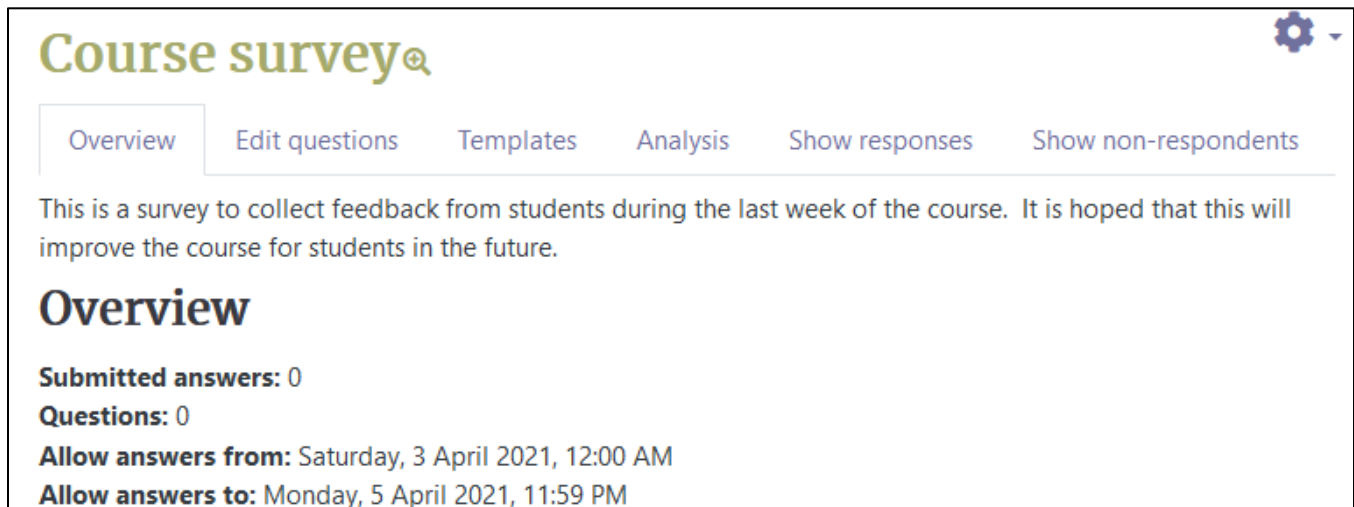
Enter tags... ▾

- About Me
- ePortfolio
- Listening
- Other
- Reading
- Speaking
- Writing

22. Click on the **Save and display** button to continue creating questions for the **Feedback** survey.
Note: The **Feedback** editor appears.

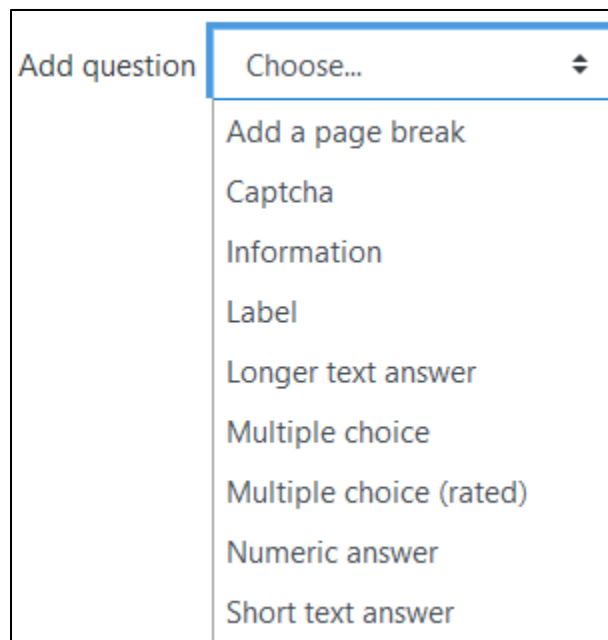
Create Feedback Survey Questions

1. In the **Feedback** editor, click on the **Edit questions** tab.



The screenshot shows the 'Course survey' interface. At the top, there's a title 'Course survey' with a gear icon. Below it, a navigation bar contains tabs: 'Overview' (selected), 'Edit questions', 'Templates', 'Analysis', 'Show responses', and 'Show non-respondents'. The main content area under 'Overview' states: 'This is a survey to collect feedback from students during the last week of the course. It is hoped that this will improve the course for students in the future.' Below this, the 'Overview' section displays: 'Submitted answers: 0', 'Questions: 0', 'Allow answers from: Saturday, 3 April 2021, 12:00 AM', and 'Allow answers to: Monday, 5 April 2021, 11:59 PM'.

2. There are nine options in the **Add question** drop-down. Details are provided along with an example **Feedback** activity below.



The screenshot shows the 'Add question' drop-down menu. The menu is open, displaying a list of options: 'Choose...' (selected), 'Add a page break', 'Captcha', 'Information', 'Label', 'Longer text answer', 'Multiple choice', 'Multiple choice (rated)', 'Numeric answer', and 'Short text answer'.

Common Question Features

Common features of most of the **Add question** options are **Label**, **Position** and **Dependence item**.

The **Position** number orders the **Add question** elements using the lowest numbers at the top and the highest number at the bottom of the **Feedback** survey.

The **Label** is a short name that learners see in the **Feedback** report.

The **Dependence item** option can direct the user to specific questions depending on a previous answer.
Note: An example of setting the **Dependence item** option is in the last section of this document.

The screenshot shows the configuration interface for a 'Longer text answer' question. The form includes the following fields and annotations:

- Required:** A checked checkbox.
- Question:** A text input field containing ': of this class and something'.
- Label:** A text input field containing 'opinion'. A red box highlights this field, with an arrow pointing to a callout: 'Appears in student report in (brackets)'.
- Width:** A dropdown menu set to '50'.
- Number of lines:** A dropdown menu set to '7'.
- Dependence item:** A dropdown menu set to 'Choose'. A red box highlights this field, with an arrow pointing to a callout: 'The item in the Feedback that determines the path of the Feedback survey from this point'.
- Position:** A dropdown menu set to '3'. A red box highlights this field, with an arrow pointing to a callout: 'Low number = top, higher number = bottom'.
- Save changes to question:** A blue button at the bottom.

Feedback Question Options

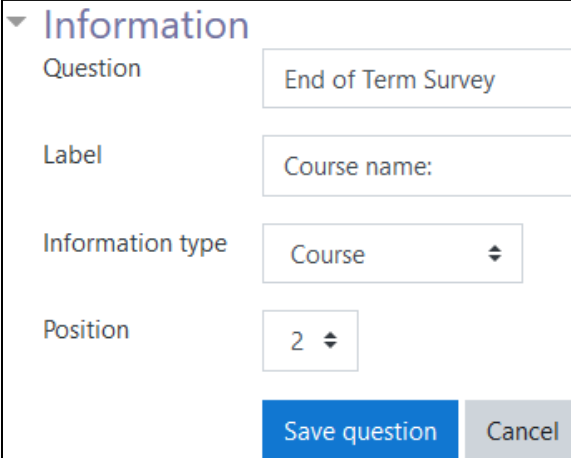
Add a page break, inserts a page break between Feedback activity elements.

Captcha, inserts a type of challenge–response test to determine whether or not the user is human.

Note: **Do not use this feature as it is not functional in Avenue.**

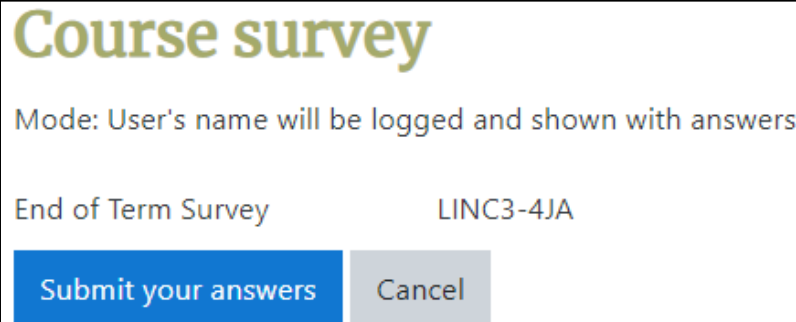
Information, allows you to choose to display either the **course** or **category** name where the feedback is located or the **feedback response time**.

1. In the **Question** field, type a title, prompt or message that suits the survey.
2. Insert an optional **Label**.
3. Choose the **Information type** from the drop-down menu.
4. Set a **Position**.
5. Click on the **Save question** button.



The screenshot shows a form titled 'Information' with a dropdown arrow on the left. It contains four fields: 'Question' with the text 'End of Term Survey', 'Label' with the text 'Course name:', 'Information type' with a dropdown menu showing 'Course', and 'Position' with a dropdown menu showing '2'. At the bottom right are two buttons: 'Save question' (blue) and 'Cancel' (grey).

Information display



The screenshot shows a survey display titled 'Course survey' in large green letters. Below the title, it says 'Mode: User's name will be logged and shown with answers'. The survey title 'End of Term Survey' and the course code 'LINC3-4JA' are displayed. At the bottom are two buttons: 'Submit your answers' (blue) and 'Cancel' (grey).

Label, allows you to add text, media or images between questions allowing for extra explanation or to divide the **Feedback** visually into sections.

▼ Label

Contents

add an image record a audio clip

record a video clip

Dependence item Choose

Position 2

Save question Cancel

1. In the **Contents** field, type text or add media.
2. Set a **Position**.
3. Click on the **Save question** button.

Examples of label display

The image below demonstrates that labels can enhance a **Feedback** activity.

Course survey

Mode: User's name will be logged and shown with answers

End of Term Survey LINC3-4JA

a photograph

an image

an audio clip

a video clip

Submit your answers Cancel

The screenshot displays a 'Course survey' interface. At the top, it says 'Course survey' in green. Below that, it states 'Mode: User's name will be logged and shown with answers'. The survey is titled 'End of Term Survey' for 'LINC3-4JA'. The first question is 'How was your day?' with a five-star rating system. A red arrow points from the label 'a photograph' to a photo of a person's hand pointing at the survey sign. Another red arrow points from 'an image' to the same photo. A red arrow points from 'an audio clip' to an audio player showing a 00:10 duration. A red arrow points from 'a video clip' to a video player showing a 00:14 duration. At the bottom, there are two buttons: 'Submit your answers' (blue) and 'Cancel' (grey).

Longer text answer, is for creating a response text box, specified in number of lines and characters.

▼ Longer text answer

☒ Required

Question

: of this class and something that could be improved in this box.

Label

opinion

Width

50 ▴ ▾

Number of lines

7 ▴ ▾

Dependence item

Choose ▴ ▾

Position

3 ▴ ▾

Save changes to question

Save as new question

Cancel


1. Check or uncheck the **Required** checkbox.
2. Type a question or prompt in the **Question** text box.
3. Type an optional **Label**.
4. Set the number of characters in a line in the **Width** drop-down.
5. Set the number of lines in the **Number of lines** drop-down.
6. Set a **Position**.
7. Choose a **Dependence item**.
8. Click on the **Save question** button.


Information, Label & Longer text answer display


Course survey

Mode: User's name will be logged and shown with answers

End of Term Survey LINC3-4JA



In full sentences, write about your favourite part of this class and something that could be improved in this box. 

There are required fields in this form marked  .

Submit your answers

Cancel

Multiple choice, offers you three kinds of multiple choice questions:

- i. **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**'.
- ii. **Multiple choice - multiple answers.** This type displays options with a checkbox. Students can choose multiple checkboxes.
- iii. **Multiple choice - single answer allowed (drop-down menu).** This type will give you a dropdown list from which only one answer can be selected.

Multiple choice - single answer

1. Check or uncheck the **Required** checkbox.
2. Type a question or prompt in the **Question** text box.
3. Type an optional **Label**.
4. Choose the **Multiple choice - single answer** option.
5. Set the **Adjustment** to either **Horizontal** or **Vertical**.
6. Choose **Yes** or **No** in the **Hide the "Not selected"** drop-down.
7. Choose **Yes** or **No** in the **Do not analyse empty submits** drop-down.
8. Type answer choices on separate lines in the **Multiple choice values** text box.
9. Set a **Position**.
10. Choose a **Dependence item**.
11. Click on the **Save question** button.

The screenshot shows the 'Multiple choice' configuration form. It includes fields for 'Question' (Who was your instructor this term?), 'Label' (Instructor), 'Multiple choice type' (Multiple choice - single answer), 'Adjustment' (Vertical), 'Hide the "Not selected" option' (No), 'Do not analyse empty submits' (No), 'Multiple choice values' (Ms. Vera, Mr. Nassius, Mrs. Tatjana), 'Dependence item' (Choose), and 'Position' (4). The 'Required' checkbox is checked. The 'Save question' button is highlighted in blue.

Multiple choice - single answer display

The screenshot shows the display of the multiple choice question. The question text is 'Who was your instructor this term?' followed by a red information icon. The answer choices are radio buttons next to 'Not selected', 'Ms. Vera', 'Mr. Nassius', and 'Mrs. Tatjana'. The 'Not selected' option is selected.

Multiple choice - multiple answers

1. Check or uncheck the **Required** checkbox.
2. Type a question or prompt in the **Question** text box.
3. Type an optional **Label**.
4. Choose the **Multiple choice - multiple answers** option.
5. Set the **Adjustment** to either **Horizontal** or **Vertical**.
6. Choose **Yes** or **No** in the **Do not analyse empty submits** drop-down.
7. Type answer choices on separate lines in the **Multiple choice values** text box.
8. Set a **Position**.
9. Choose a **Dependence item**.
10. Click on the **Save question** button.

The screenshot shows a form titled 'Multiple choice' with the following fields and values:

- Required:** ☒
- Question:** Choose the skills that you feel you improved on this term.
- Label:** skills
- Multiple choice type:** Multiple choice - multiple answers
- Adjustment:** Vertical
- Do not analyse empty submits:** No
- Multiple choice values:** Reading, Speaking, Listening, Writing
- Use one line for each answer!:** (checkbox)
- Dependence item:** Choose
- Position:** 5
- Buttons:** Save question, Cancel

Multiple choice – multiple answer display

The screenshot shows the question display area with the following content:

Choose the skills that you feel you improved on this term. !

- ☐ Reading
- ☐ Speaking
- ☐ Listening
- ☐ Writing

Multiple choice - single answer allowed (drop-down menu)

1. Check or uncheck the **Required** checkbox.
2. Type a question or prompt in the **Question** text box.
3. Type an optional **Label**.
4. Choose the **Multiple choice - single answer allowed (drop-down menu)** option.
5. Choose **Yes** or **No** in the **Do not analyse empty submits** drop-down.
6. Type answer choices on separate lines in the **Multiple choice values** text box.
7. Set a **Position**.
8. Choose a **Dependence item**.
9. Click on the **Save question** button.

The screenshot shows a configuration form for a 'Multiple choice' question. The form includes the following fields and options:

- Required:** A checked checkbox.
- Question:** A text box containing 'Which of the following was your favourite topic?'.
- Label:** A text box containing 'Fave topic'.
- Multiple choice type:** A dropdown menu set to 'Multiple choice - single answer allowed (drop-down menu)'.
- Do not analyse empty submits:** A dropdown menu set to 'No'.
- Multiple choice values:** A text area containing the following list of options:
 - At Home
 - Banking
 - Canadian culture
 - Education
 - Employment
- Use one line for each answer!:** A checkbox that is unchecked.
- Dependence item:** A dropdown menu set to 'Choose'.
- Position:** A dropdown menu set to '6'.
- Buttons:** 'Save question' (blue) and 'Cancel' (grey).

Multiple choice - single answer allowed (drop-down menu) display

The screenshot shows the question as it appears to the user. It features a question text box with the text 'Which of the following was your favourite topic?' and a red information icon. To the right of the text box is a dropdown menu. The dropdown menu is open, showing a list of options: 'At Home', 'Banking', 'Canadian culture', 'Education', and 'Employment'.

Multiple choice (rated), similar to the drop-down list option, except that each option has a numerical value associated with it. The results are used to calculate averages for comparison across class cohorts or terms.

1. Check or uncheck the **Required** checkbox.
2. Type a question or prompt in the **Question** text box.
3. Type an optional **Label**.
4. Choose either the **Multiple choice - single answer** or the **Multiple choice - single answer allowed (drop-down menu)** option.
5. Set the **Adjustment** to either **Horizontal** or **Vertical**.
6. Choose **Yes** or **No** in the **Do not analyse empty submits drop-down**.
7. Type answer choices on separate lines in the **Multiple choice values** text box.
Note: The value of the response is entered in digit format, followed by a forward slash and the choice text. (Example: 5/I love it)
8. Set a **Position**.
9. Click on the **Save question** button.

The screenshot shows the 'Course survey' interface with the 'Edit questions' tab selected. The 'Multiple choice (rated)' question type is configured with the following settings:

- Required:** Checked
- Question:** What do you feel about online learning?
- Label:** Online opinion
- Multiple choice type:** Multiple choice - single answer
- Adjustment:** Horizontal
- Hide the "Not selected" option:** No
- Do not analyse empty submits:** No
- Multiple choice values:** 5/I love it, 4/I like it, 3/It's OK, 2/I don't like it, 1/I hate it

Multiple choice (rated) display

What do you feel about online learning? ☒ Not selected ☐ (5)I love it ☐ (4)I like it ☐ (3)It's OK ☐ (2)I don't like it ☐ (1)I hate it

Numeric answer, allows you to ask a question which must have a number as an answer and specify the acceptable range. It helps if you specify the acceptable range in the question text.

1. Check or uncheck the **Required** checkbox.
2. Type a question or prompt in the **Question** text box.
3. Type an optional **Label**.
4. Type a low range number in the **Range from text box**.
5. Type a low range number in the **Range to text box**.
6. Set a **Position**.
7. Click on the **Save question** button.

▼ Numeric answer

☒ Required

Question

How many hours do you study outside of class each week?

Label

Study

Range from

0

Range to

20

Dependence item

Choose ▾

Position

8 ▾

Save changes to question

Save as new question

Numeric answer display

How many hours do you study outside of class
each week? (0 - 20) !

Short Text Answer, allows you to 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.

1. Check or uncheck the **Required** checkbox.
2. Type a question or prompt in the **Question** text box.
3. Type an optional **Label**.
4. Choose a number in the width drop-down to set the width of the text box.
5. Type a number in the **Maximum characters accepted text box**.
6. Set a **Position**.
7. Click on the **Save question** button.

▼ Short text answer

☒ Required

Question

Write one adjective that describes how you feel about this course.

Label

Feeling adjective

Textfield width

30 ▾

Maximum characters accepted

60

Dependence item

Choose ▾

Position


9 ▾

Save changes to question

Save as new question

Cancel

Short text answer display

Write one adjective that describes how you feel about this course. 

Dependence item and Dependence value

It is possible to direct the user to specific questions depending on a previous answer. For example, if they answer **Yes** to the question "Do you have additional comments?", they will be directed to a **Long text answer** question. If they answer **No**, they may continue to the end of the Feedback activity.

Note: **Dependence items** must be placed on a separate page.

Setting up a Multiple choice question with a dependence item.

Step 1:

1. In the **Edit questions** tab, choose **Multiple choice** in the **Add question drop-down**.

2. Check or uncheck the **Required** checkbox.

3. Type a question or prompt in the **Question** text box.

4. Type an optional **Label**.

Label

comments?

5. Choose the **Multiple choice - single answer** option.

6. Set the **Adjustment** to either **Horizontal** or **Vertical**.

7. Choose **Yes** or **No** in the **Hide the "Not selected"** option.

8. Choose **Yes** or **No** in the **Do not analyse empty submits** drop-down.

9. Type answer choices on separate lines in the **Multiple choice values** text box.

10. In the **Dependence item** drop-down, do not select anything. (It should display **Choose**)

Dependence item

Choose

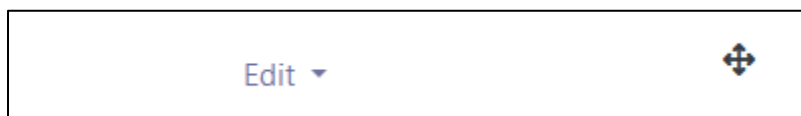
11. Set a **Position**.

12. Click on the **Save question** button.

Step 2: Add a Page break.

1. In the **Edit questions** tab, choose **Add a page break** in the **Add question drop-down**.

Note: The **Page break** appears as below.

**Step 3: Set up the destination question item.**

1. In the **Edit questions** tab, choose **Longer text answer** in the **Add question drop-down**.
2. Uncheck the **Required** checkbox.
3. Type a question or prompt in the **Question** text box.
4. Type an optional **Label**.
5. Choose a number in the width drop-down to set the width of the text box.
6. Type a number in the **Number of lines** drop-down.
7. In the **Dependence item**, select the question in **Step 1**.
8. In the **Dependence value**, enter the value that triggers the connection between the Feedback questions. In this case, the answer **Yes**.

Dependence item	comments? ▾
Dependence value	Yes

9. Set a **Position**.
10. Click on the **Save question** button.
11. Use the **move** icon to reposition the **Multiple Choice** question above the **Longer text answer**.

Result

The result should be

- 1) The **Multiple Choice question** (Step 1)
- 2) The **Page break** (Step 2)
- 3) The **Longer text answer** (Step 3)

The screenshot shows a course page with three distinct sections, each marked with a red circle containing a number:

- Step 1:** A grey box containing the text "(comments?) Do you have any more comments to add?" followed by a red exclamation mark icon. Below this are two radio buttons labeled "Yes" and "No". To the left of the radio buttons, the text "(Additional Comments->)" is written in red. At the bottom left of the grey box is a blue "Edit" button with a dropdown arrow.
- Step 2:** A white box containing the text "Edit" with a dropdown arrow.
- Step 3:** A white box containing the text "(Additional Comments)" and "Write your comments here." followed by a blue "Edit" button with a dropdown arrow. To the right of the text is a large, empty text input area.

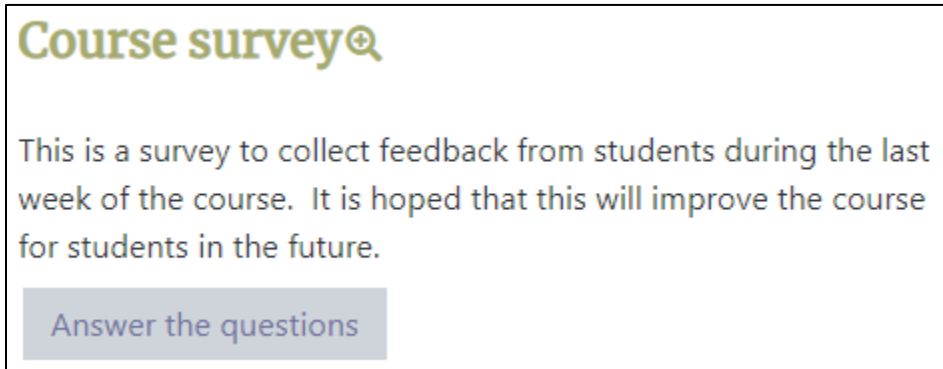
1. Return to the course.

Student Feedback Activity Experience

1. Students click on the Feedback activity icon on the course page.



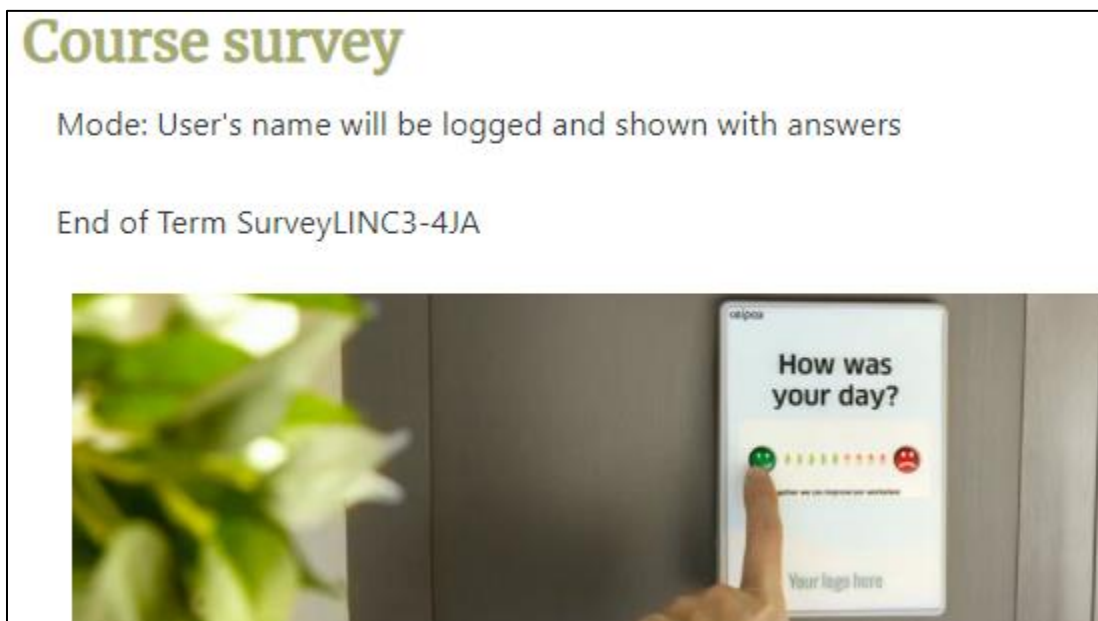
2. The **Feedback activity introduction** screen appears.



3. Click on the **Answer the questions** button.

4. The **Feedback** activity appears.

Note: In this example, students are informed that their information will be shown along with the answers in the feedback. The title of the **Feedback** activity is displayed and an image label is visible.



5. The first question is a **Longer text answer**. It is tagged as required.

In full sentences, write about your favourite part of this class and something that could be improved in this box. !

- Required

6. The next question is a **Multiple choice - single answer**.
Note: The **Not selected** option is available as a possible response.

Who was your instructor this term? !

☐ Not selected

☒ Ms. Vera

☐ Mr. Nassius

☐ Mrs. Tatjana

7. The next question is a **Multiple choice – multiple answers**.

Choose the skills that you feel you improved on this term. !

☒ Reading

☐ Speaking

☐ Listening

☒ Writing

8. The following question is a **Multiple choice - single answer allowed (drop-down menu)**.

Which of the following was your favourite topic? !

Banking

At Home

Banking

Canadian culture

Education

Employment

9. The next question is a **Multiple choice (rated)**.

What do you feel about online learning? !

☐ Not selected ☐ (5)I love it ☒ (4)I like it ☐ (3)It's OK ☐ (2)I don't like it ☐ (1)I hate it

10. The next question is a **Numeric answer**.

How many hours do you study outside of class each week? (0 - 20) !

3

11. The next question is a **Short text answer**.

Write one adjective that describes how you feel about this course. !

amazing

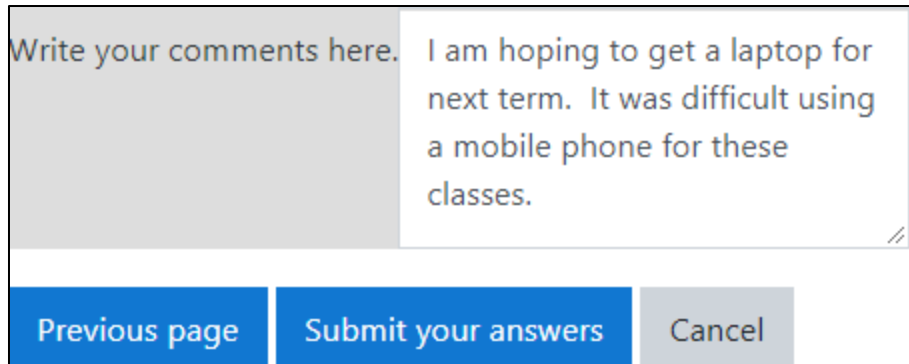
12. At this point the students encounter a **Multiple choice question** with a **dependence** item.

Do you have any more comments to add? !

☐ Yes

☐ No

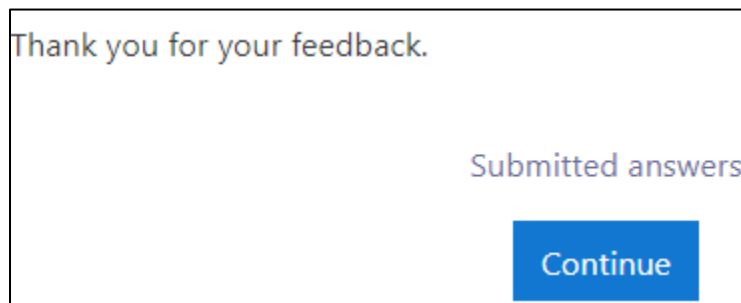
13. The student clicks on one of the options (**Yes, No**).
14. The student clicks on the **Next page** button.
15. If the student chose the option **Yes**, the next page appears and the student is invited to add comments in the **Longer text answer** question.



Write your comments here. I am hoping to get a laptop for next term. It was difficult using a mobile phone for these classes.

Previous page Submit your answers Cancel

16. The student clicks on the **Submit your answers** button.
17. The student can see the **Feedback** results by clicking on the **Submitted answers** link.
18. If the student chose the option **No**, the next page appears and the student is invited leave the Feedback activity.



Thank you for your feedback.

Submitted answers

Continue

19. The student can see the **Feedback** results by clicking on the **Submitted answers** link.

Resources

[Moodle documents: Feedback Activity](https://docs.moodle.org/310/en/Feedback_activity)

<https://docs.moodle.org/310/en/Feedback_activity>