

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.

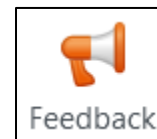
The **Feedback** activity is ideal for course or teacher evaluations. There is a **Feedback** block that provides quick access to **Feedback** surveys in the course.

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

Description

↓ A B I [List icons] [Link icon] [Unlink icon]

[Smiley icon] [Image icon] [File icon] [Microphone icon] [Video icon] [Pencil icon] [Camera icon] [Table icon] [Document icon] [H-P icon]

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 ?

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

The screenshot shows the 'Availability' section of a course management interface. It contains two rows of settings for 'Allow answers from' and 'Allow answers to'. Each row has five date pickers for day, month, year, hour, and minute. Below each row is a calendar icon and a checked 'Enable' checkbox.

Section	Day	Month	Year	Hour	Minute	Enable
Allow answers from	3	April	2021	00	00	<input checked="" type="checkbox"/>
Allow answers to	5	April	2021	23	59	<input checked="" type="checkbox"/>

- In the **Question and submission settings** section, the **Record user names** setting allows instructors to set feedback to **Anonymous**.
- 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.

The screenshot shows the 'Question and submission settings' section. It includes four settings, each with a help icon (question mark) and a dropdown menu.

Setting	Value
Record user names	Anonymous
Allow multiple submissions	No
Enable notification of submissions	No
Auto number questions	No

- 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 only show these 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

Completion message

↓ A B I ☰ ☰ ☰ ☰ 🔗 🔗

😊 📷 📄 🎤 👤 ✍️ 📷 📄 📄 🔗

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

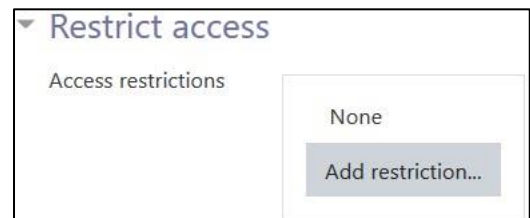
ID number

Group mode

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 **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 **Conditional Release** section of the Stage 3 **Course Management** section.)

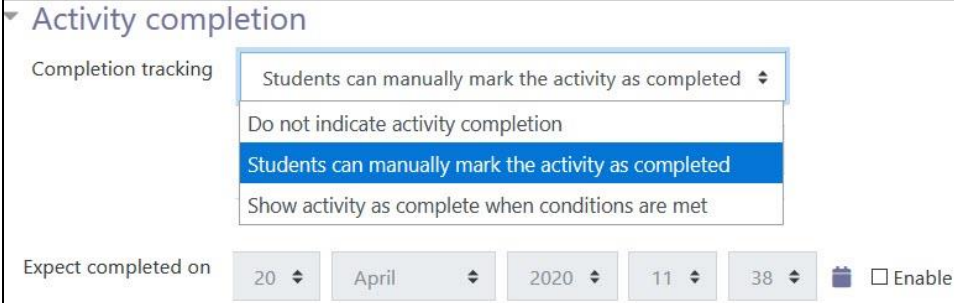


19. Click on the **Add restriction...** button to display the **Add restriction** pop up.

Add restriction...

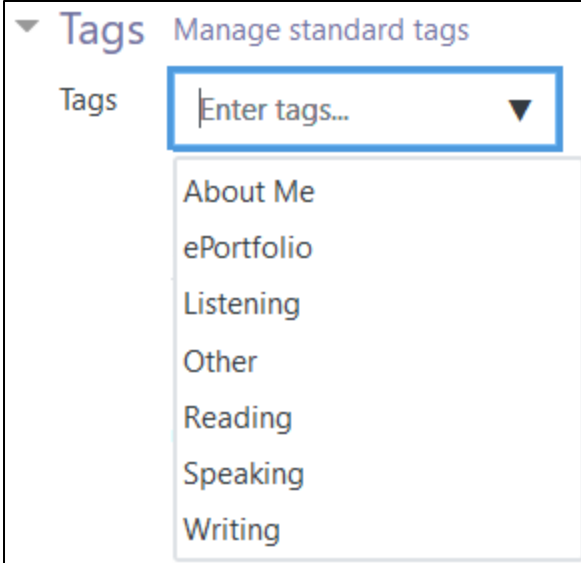
Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Mobile app	Require students to access (or not access) using the Mobile app.
Password	Require students 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 **Completion Tracking** documentation in the Stage 3 **Course Management** section.)



The screenshot shows the 'Activity completion' settings. The 'Completion tracking' dropdown menu is open, showing four options: 'Students can manually mark the activity as completed' (selected), 'Do not indicate activity completion', 'Students can manually mark the activity as completed', and 'Show activity as complete when conditions are met'. Below this, the 'Expect completed on' section includes dropdowns for '20', 'April', '2020', '11', and '38', followed by a calendar icon and an 'Enable' checkbox.

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**).

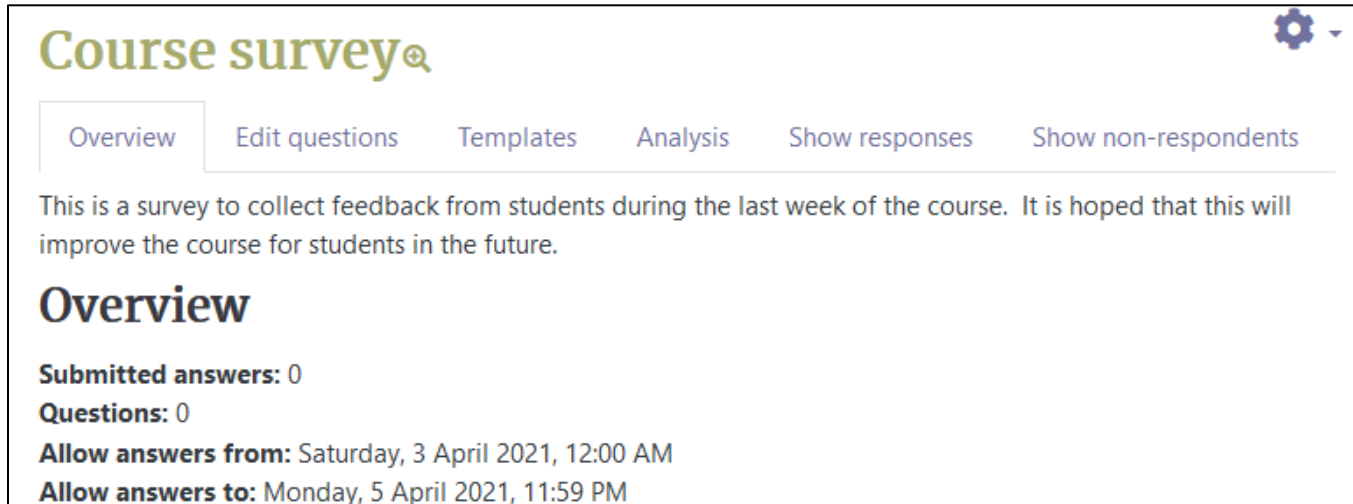


The screenshot shows the 'Tags' settings. The 'Tags' dropdown menu is open, showing a search bar with the text 'Enter tags...' and a list of tags: 'About Me', 'ePortfolio', 'Listening', 'Other', 'Reading', 'Speaking', and 'Writing'. The 'Manage standard tags' link is visible at the top right of the section.

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

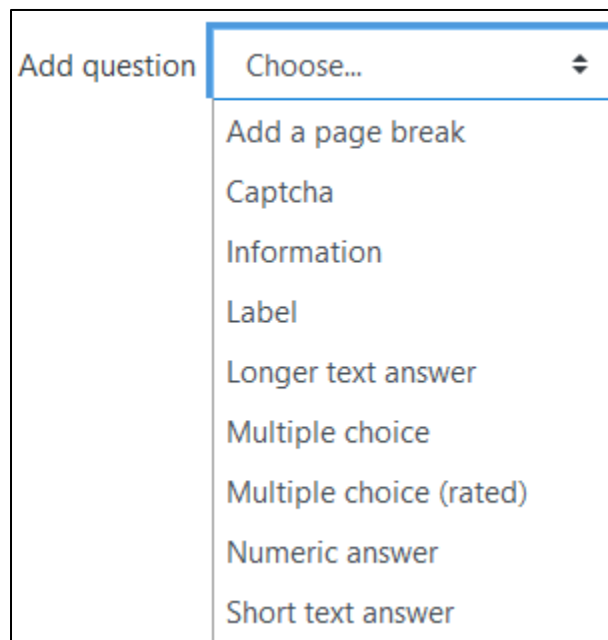
Create Feedback Survey Questions

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



The screenshot shows the 'Course survey' editor interface. At the top, there is a title 'Course survey' with a gear icon for settings. Below the title is a navigation bar with tabs: 'Overview' (selected), 'Edit questions', 'Templates', 'Analysis', 'Show responses', and 'Show non-respondents'. The main content area contains a description: '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 the description is the 'Overview' section, which displays the following statistics: '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. The options are: 'Choose...' (the selected option), '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 interface 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 box that says '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 box that says '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 box that says 'Low number = top higher number = bottom'.
- Save changes to question:** A blue button at the bottom.

Feedback Question Options

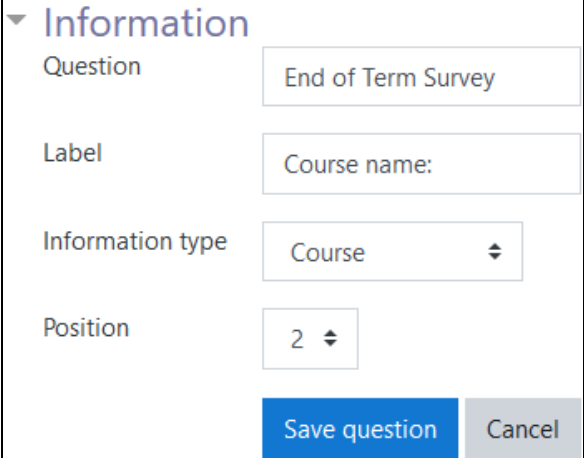
Add a page break, inserts a page break between Feedback activity elements.

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.



Information

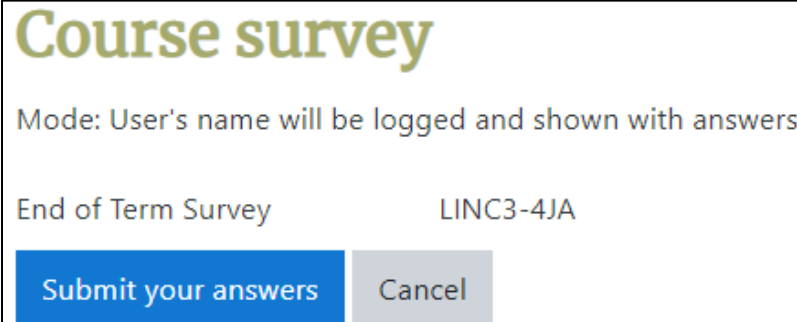
Question

Label

Information type

Position

Information display



Course survey

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

End of Term Survey LINC3-4JA

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

The screenshot shows the 'Label' editor interface. The 'Contents' field contains a rich text editor with various formatting and media options. Red boxes highlight the 'add an image' and 'record a audio clip' buttons in the toolbar, and the 'record a video clip' button in the bottom row. Below the editor is a video player showing a person interacting with a tablet displaying a survey question: 'How was your day?' with a star rating and a 'Your logo here' placeholder. At the bottom, there are 'Dependence item' and 'Position' dropdown menus, and 'Save question' and 'Cancel' buttons.

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.

The screenshot shows a 'Course survey' interface with the following elements and annotations:

- Course survey** (Title)
- Mode: User's name will be logged and shown with answers
- End of Term Survey LINC3-4JA
- a photograph**: A photo of a person's hand pointing at a tablet displaying a survey question: "How was your day?" with a 5-point scale and a "Your logs here" button.
- an image**: A thick red horizontal bar.
- an audio clip**: An audio player interface showing a progress bar from 00:00 to 00:10.
- a video clip**: A video player interface showing a man with a beard and glasses speaking, with a progress bar from 00:00 to 00:14.
- Submit your answers Cancel (Buttons)

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

▼ Longer text answer

Required

Question

Label

Width

Number of lines

Dependence item

Position


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  .

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** textbox.
9. Set a **Position**.
10. Choose a **Dependence item**.
11. Click on the **Save question** button.

Multiple choice

Required

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

Use one line for each answer!

Dependence item: Choose

Position: 4

Save question Cancel

Multiple choice - single answer display

Who was your instructor this term? ⓘ

Not selected

Ms. Vera

Mr. Nassius

Mrs. Tatjana

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** textbox.
8. Set a **Position**.
9. Choose a **Dependence item**.
10. Click on the **Save question** button.

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

- Required:** A checked checkbox.
- Question:** A text box containing 'Choose the skills that you feel you improved on this term.'
- Label:** A text box containing 'skills'.
- Multiple choice type:** A dropdown menu set to 'Multiple choice - multiple answers'.
- Adjustment:** A dropdown menu set to 'Vertical'.
- Do not analyse empty submits:** A dropdown menu set to 'No'.
- Multiple choice values:** A text area containing 'Reading', 'Speaking', 'Listening', and 'Writing' on separate lines.
- Use one line for each answer!:** A checkbox that is currently unchecked.
- Dependence item:** A dropdown menu set to 'Choose'.
- Position:** A dropdown menu set to '5'.
- Buttons:** 'Save question' (blue) and 'Cancel' (grey).

Multiple choice – multiple answer display

The screenshot shows the question as it appears to the user. It features a text box with the question: 'Choose the skills that you feel you improved on this term.' followed by a red exclamation mark icon. Below the text box are four radio button options:

- 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** textbox.
7. Set a **Position**.
8. Choose a **Dependence item**.
9. Click on the **Save question** button.

The screenshot shows a configuration panel for a 'Multiple choice' question. It 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:
 - At Home
 - Banking
 - Canadian culture
 - Education
 - Employment
- Use one line for each answer!:** A checked checkbox.
- 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. The question text is 'Which of the following was your favourite topic?' followed by a red information icon. A dropdown menu is open, displaying the following options:

- At Home
- Banking
- Canadian culture
- Education
- 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** textbox.
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 following configuration for a 'Multiple choice (rated)' question:

- Required:**
- 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** textbox.
3. Type an optional **Label**.
4. Type a low range number in the **Range from** textbox.
5. Type a low range number in the **Range to** textbox.
6. Set a **Position**.
7. Click on the **Save question** button.

▼ Numeric answer

Required

Question

Label


Range from

Range to

Dependence item

Position

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** textbox.
3. Type an optional **Label**.
4. Choose a number in the **Textfield width** drop-down to set the width of the textbox.
5. Type a number in the **Maximum characters accepted** textbox.
6. Set a **Position**.
7. Click on the **Save question** button.

▼ Short text answer

Required

Question

Label


Textfield width

Maximum characters accepted

Dependence item

Position

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** textbox.
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** textbox.
4. Type an optional **Label**.
5. Choose a number in the Textfield **width** drop-down to set the width of the textbox.
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 displays a user interface for creating a question. It is divided into three 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 button options: "Yes" and "No". A red label "(Additional Comments->)" is positioned to the left of the "No" option. An "Edit" dropdown menu is located at the bottom left of this section.
- Step 2:** A white box containing an "Edit" dropdown menu.
- Step 3:** A white box containing the text "(Additional Comments) Write your comments here." followed by an "Edit" dropdown menu. To the right of the text is a large, empty text input area.

Each section has a small crosshair icon in the top right corner, indicating it can be moved or resized.

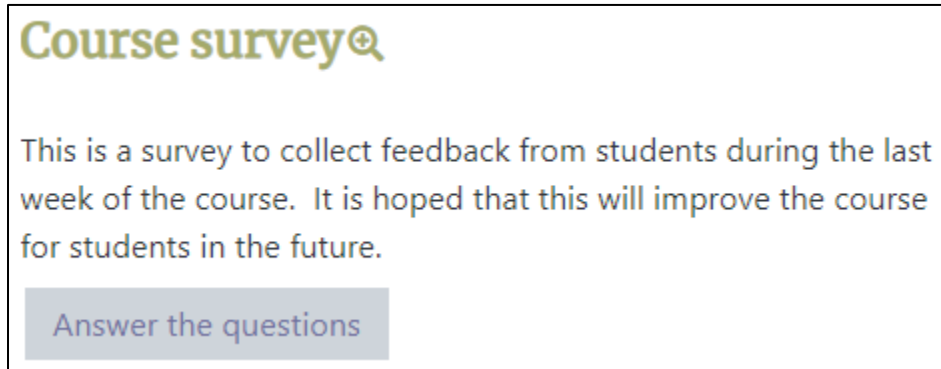
1. Return to the course.

Student Feedback Activity Experience

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



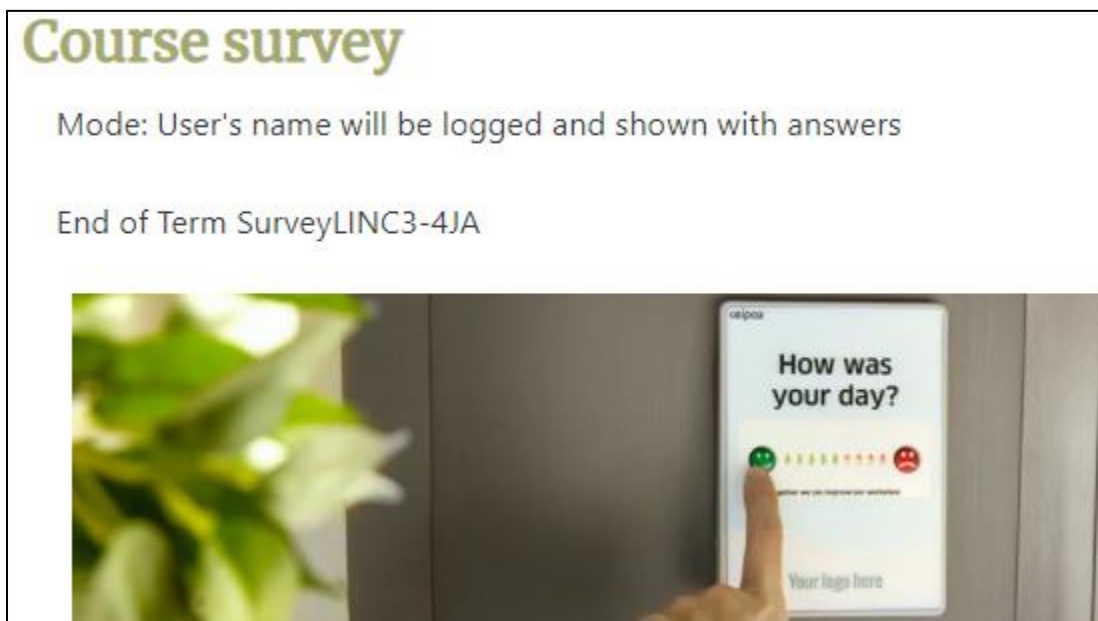
2. The **Feedback activity introduction** screen appears.




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 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

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

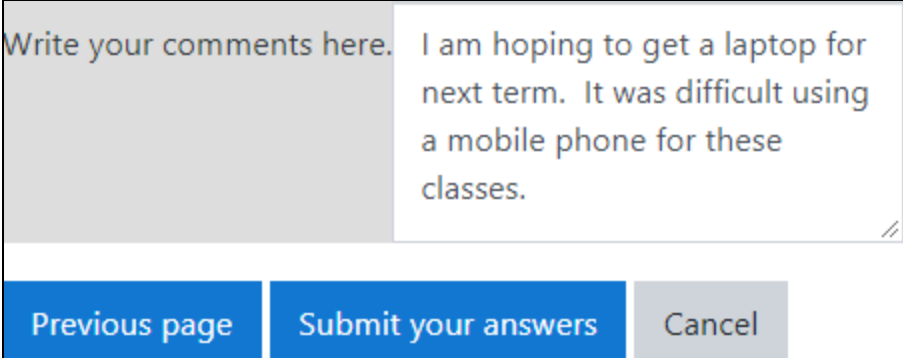
12. At this point the students encounter a **Multiple choice question** with a **dependence** item.

Do you have any more comments to add? 

Yes

No

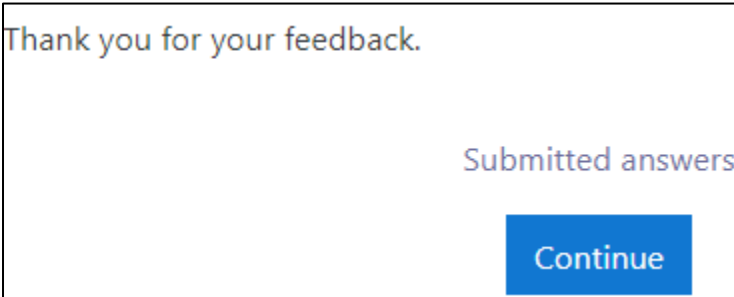
13. The student clicks on one of the options (**Yes, No**).
14. The student clicks on the **Next page** button.
15. If the student chose the option **Yes**, the next page appears and the student is invited to add comments in the **Longer text answer** question.



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>