

## Adding a Questionnaire Activity

The **Questionnaire** activity allows teachers to survey course participants using a variety of question types, which include yes/no, selecting from a drop-down list or from radio buttons, typing in a text box, essay-type, numeric, or choosing from a rating scale. A **Questionnaire** activity is designed to be used for collecting information from course participants rather than assessing them. A **Questionnaire** activity is a useful tool for conducting a needs assessment when planning or designing courses or lessons. It is possible to assign a grade to a completed questionnaire.

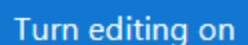
## Using the Questionnaire Activity to Enhance Blended Learning

Questionnaires can be used to improve overall student success in both online and face-to-face lessons by creating and administering surveys to identify and respond to areas of need and interest within a class. In addition to being used in lessons and course planning, the results of class surveys that are topic or theme-related can be used to generate in-class or online discussions such as forums or as prompts for writing activities such as describing/interpreting graphs or tables.

## Step-by-Step Instructions for Adding a Questionnaire Activity

**Important note:** Since our upgrade to Avenue some of the following screenshots may appear slightly different in your course, but the principles remain the same.

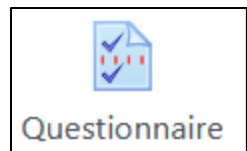
1. On your course, click the **Turn editing on** button.
2. Click the **Add an activity or resource** link in the topic where you want to add this activity.

A blue rectangular button with the text "Turn editing on" in white.

The **Add an activity or resource** pop-up appears.

A white rectangular button with a blue plus sign icon and the text "Add an activity or resource" in blue.

3. Select **Questionnaire** in the **Activities** tab.



The **Adding a new Questionnaire** page appears.

Settings in the **General** section are used to set the general information about the activity.

The screenshot shows the 'General' section of a questionnaire configuration interface. It includes a 'Name' text box, a 'Description' text box with a rich text editor toolbar (containing icons for bold, italic, list, link, unlink, image, video, audio, and help), and a checkbox labeled 'Display description on course page'.

1. Type a descriptive name in the **Name** text box.
2. Type a description/summary of the questionnaire in the **Description** text box.
3. To display the description on the course home page, select **Display description on course page**. However, to keep the page less cluttered this is not recommended.

The screenshot shows the 'Timing' section of a questionnaire configuration interface. It includes two rows of settings: 'Use Open Date' and 'Use Close Date'. Each row has a checkbox and a date picker with fields for day, month, year, hour, and minute. The date picker shows 13, April, 2020, 10, and 41.

The **Timing** section is used to set the availability of the questionnaire to learners.

4. Check the box next to **Use Open Date** to specify when the questionnaire will become available to students.

If the **Use Open Date** option is selected, set the desired date, month, year, hour and minute

using the drop-down lists. You can also use the calendar icon to choose the desired date.

5. Check the box next to **Use Close Date** to specify when the questionnaire will no longer be available to students.

If the **Use Close Date** option is selected, set the desired date, month, year, hour and minute using the drop-down lists. You can also use the calendar icon to choose the desired date.

Settings in the **Response options** section define the number of times students can respond to the questionnaire and whether or not their full names appear with the results, as well as providing formatting choices for the questionnaire.

### ▼ Response options

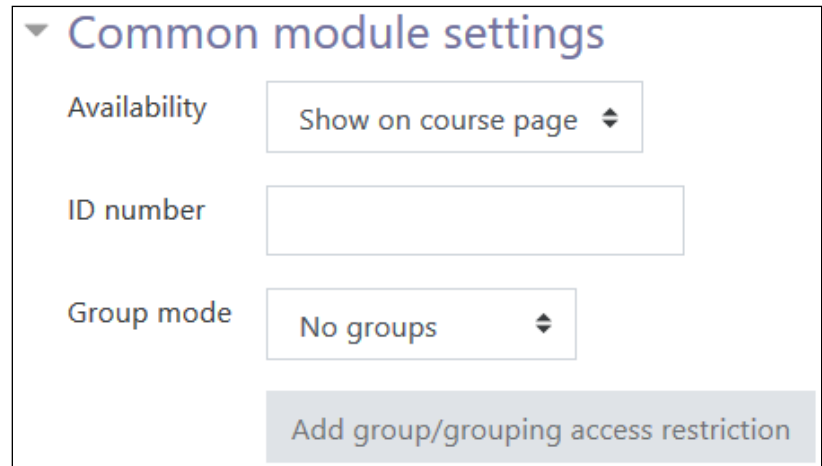
Type	?	respond many
Respondent Type	?	fullname
Students can view ALL responses	?	After answering the questionnaire
Send submission notifications	?	No
Save/Resume answers	?	No
Allow branching questions	?	No
Auto numbering	?	Auto number pages and questions
Submission grade		No grade

6. The **Type** drop-down menu specifies how often students can respond to the questionnaire.
7. The **Respondent Type** setting specifies whether the students' full names appear with their questionnaire results or whether responses are anonymous.

8. The **Students can view ALL responses** setting specifies when to allow students to view the responses to the questionnaire. The choices are **After answering the questionnaire**, **After the questionnaire is closed** or **Always**.
9. The **Save/Resume answers** setting allows students to partially answer a questionnaire and return to it at a later time to complete it.
10. The **Allow branching questions** option enables the display of questions that are dependent on responses in other questions.
11. The **Auto numbering** setting enables or disables the automatic numbering of pages and/or questions in the questionnaire. Note that numbering should not be used when branching is enabled.
12. The **Submission grade** setting is used to specify whether or not there is a grade (from 1 to 100) for the questionnaire submission. If implemented, there is one score for the entire questionnaire. Individual questions cannot be graded.
13. The **Content options** section allows the teacher to select a pre-existing questionnaire.
14. The **Create new** setting, which is the default option, allows the teacher to create a questionnaire from scratch.
15. The **Copy existing** setting allows the teacher to choose a questionnaire form the ones that are already available.
16. The **Use template** setting is used to select a questionnaire template. This template is a pre-made questionnaire copied into your course.
17. The **Use public** setting is used to select a pre-made questionnaire that is administered by the site administrator. The data from a public questionnaire is collected centrally. This data is not available to a course teacher.

The **Common module settings** section is common to many Moodle activities and resources.

Use template	(No template questionnaires.)
Use public	(No public questionnaires.)



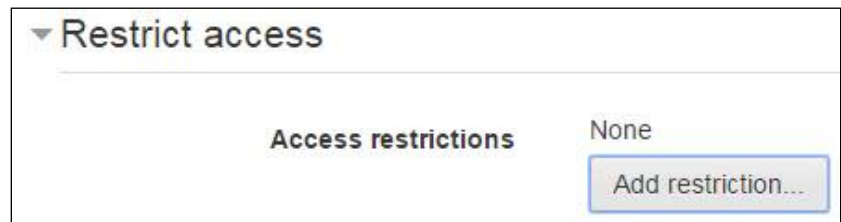
▼ Common module settings

Availability

ID number

Group mode

18. 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.
19. The **ID number** setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)
20. The **Group mode** setting enables the use of groups. (More information is available in the **Groups documentation** in the Stage 3 **Course Management** section.)
21. If you choose **Separate groups** for **Group mode**, another option appears for **Grouping**. This option enables a collection of groups to gather together and work as a larger group.



▼ Restrict access

None

22. Upon selecting the **Add restriction...** button, a pop up appears.

Add restriction...	
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
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.

23. Click the **Save and display** button to save/update the activity.

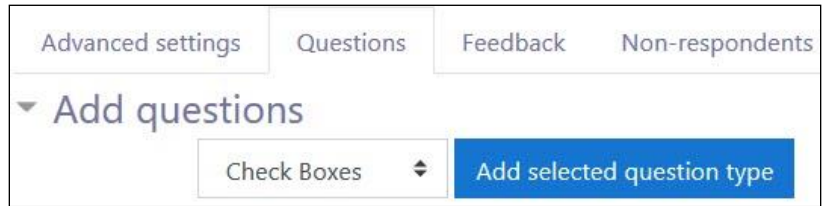
The framework of the questionnaire is now set up but contains no content, so it is necessary to create questions for it.

## Adding questions to a new Questionnaire

1. Click on the link to a new questionnaire on a course page. A new page opens, showing the name of the questionnaire as the heading.
2. To begin adding questions, click the **Add questions** button.

**Add questions**

A new page opens, showing the tabs: **Advanced settings**, **Questions**, **Feedback** and **Non-respondents**. The **Questions** tab opens by default.



The **Add Questions** section is used to add items to the questionnaire.

## Adding or editing questions to an existing questionnaire


To create or edit questions:

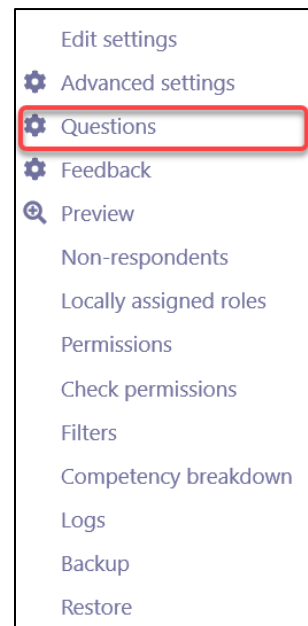
1. Click on the **Questionnaire** activity on the course page.
2. The **Questionnaire** page opens, showing the following text: **You are not eligible to take this questionnaire.**

You can follow either of the two steps below to add or edit a question.

A) Click on **Actions menu** icon. 

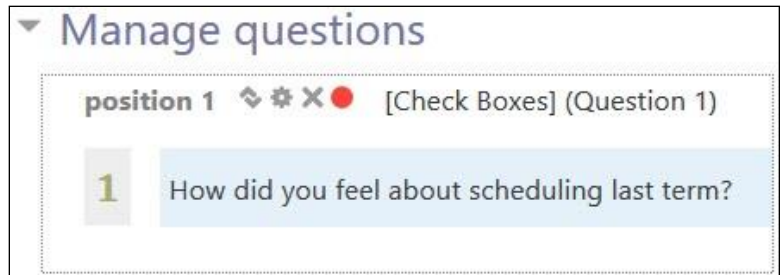
In the drop-down menu select the **Questions** link.

B) Click the **Add questions** button on the new **Questionnaire** page. 



Either way, the **Questions/Manage questions** page appears.

The **Manage Questions** section showing the already created questions, appears under the **Add questions** section.



3. Use the editing icons **Move** , **Edit**, **Delete**, **Response required** next to a question in the **Manage questions** section to make changes to a question.
4. To add new questions, click on the **Questions** tab. Use the drop-down menu in the **Add questions** section to select a question type.
5. Click the **Add selected question type** button to add it to the course.

The following instructions show how to add different questions types for the Questionnaire.

## Check-Boxes Questions

**Check box** questions allow students to choose from a range of answers.

1. Click the **Add questions** drop-down menu and select **Check Boxes**.
2. Click the **Add selected question type** button to add that choice.

A new page opens, showing the categories and spaces for question data.



▼ Adding Check Boxes question ?

Question Name ?

Response is required ?  Yes  No

Min. forced responses ?

Max. forced responses ?

Question Text ! ?

Possible answers ! ?

Save changes Cancel

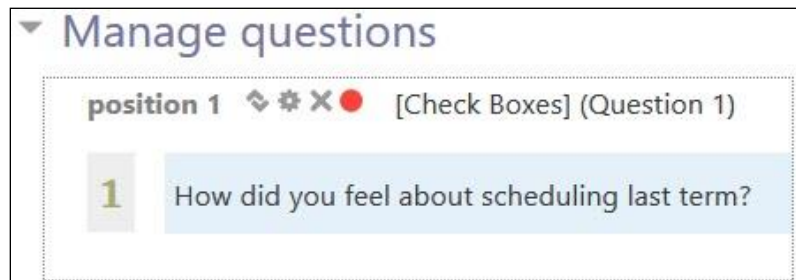
3. In the **Question Name** text box, enter the name of the question.

Note: The **Question name** is used only when exporting responses to CSV- or Excel-format files.

4. In the **Response is required** area, click the **Yes** or **No** radio button. If **Yes** is selected, the student will not be able to submit the questionnaire until that question has been answered.
5. In the **Min. forced responses** text box, enter the number of desired responses to indicate the minimum number of check boxes the student should click in that question in the questionnaire.
6. In the **Max. forced responses** text box, enter the number of desired responses to indicate the maximum number of check boxes the student can click in that question in the questionnaire.
7. In the **Question Text** area, enter the desired question text, formatting the text and adding images and other media if wished.

- In the **Possible answers** text box, enter one item of desired answer text per line.
- Click the **Save changes** button.

A new page opens, showing the newly created question in its numbered position in the questionnaire in the **Manage questions** section.

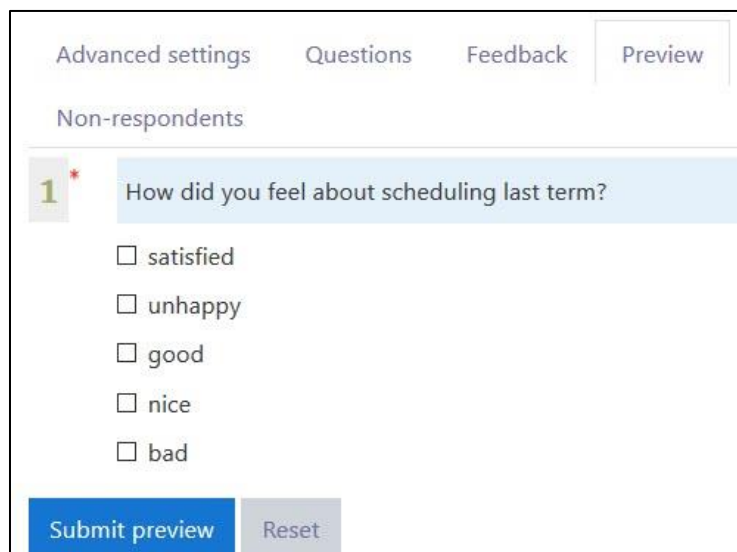


A series of icons allows the instructor to **Move**, **Edit** or **Delete** the question, while the red dot (the default colour) to the right of the icons indicates that a response to that question is required. The question type, **Check Boxes**, also appears in square brackets.

- Click the red dot if a response to the question is not required. The dot changes colour to green, indicating that a response is not required.
- To preview the newly created question as it will appear in the questionnaire, click the **Preview** tab.

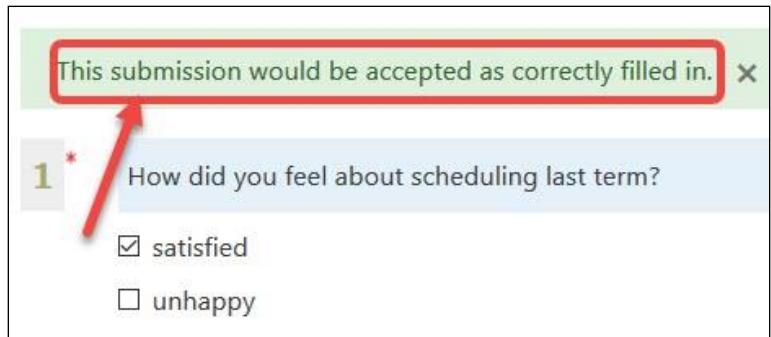


A preview of the newly created question appears, with a red asterisk indicating that a response is required.



12. To test out the question, click the number of check boxes that were set up in the **Min./Max. forced responses** settings and then click the **Submit preview** button.

In the green box, the following feedback text appears: **This submission would be accepted as correctly filled in.** Clicking the **Reset** link clears the check box to allow another test, if required.




**Note:** Not clicking any of the check boxes causes the following feedback text to appear: **Please answer Required question #1** (or whatever the number is). This is what a student will see if he or she leaves such a question blank.

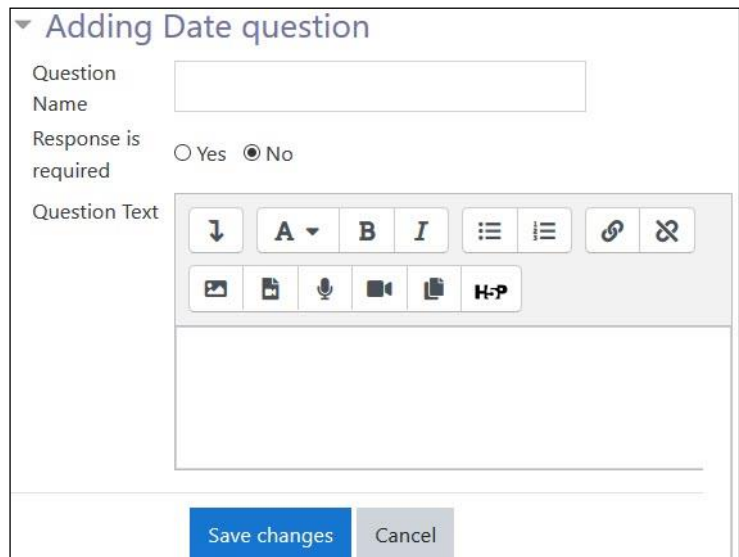
6. To reset the question, click the **Reset** link.

## Date questions

**Date** questions allow teachers to gather data in the form of a correctly formatted date. To add a **Date** question:

1. Click on the **Questionnaire** activity on the course page.
2. Click on the **Actions menu** icon. 
3. Click on the **Questions** tab.
4. Click **Date** from the **Add questions** drop-down menu, and then click the **Add selected question type** button.

A new page opens, showing the categories and spaces for the question.



5. In the **Question Name** text box, enter the name of the question.

**Note:** The **Question Name** is used only when exporting responses to CSV- or Excel-format files.

6. In the **Response is required** area, click the **Yes** or **No** radio button. If **Yes** is selected, the student will not be able to submit the questionnaire until that question has been answered and will receive a message asking them to respond before the submission is accepted. If **No** is selected, answering the question would be optional.
7. In the **Question Text** area, enter the desired question text, formatting the text and adding images and other media if needed.
8. Click on **Save changes**.
9. To test out the question, click on the **Preview** tab. Enter a date according to the format specified and then click the **Submit preview** button.


A green or red box might appear on top of the **Previewing Questionnaire** page.

- In the green box, the following feedback text appears: **This submission would be accepted as correctly filled in.**
- Not entering a date into the date text box causes the following feedback text to appear in a red box: **Please answer required question #1** (or whatever the number is). This is what a student will see if he or she leaves such a question blank.

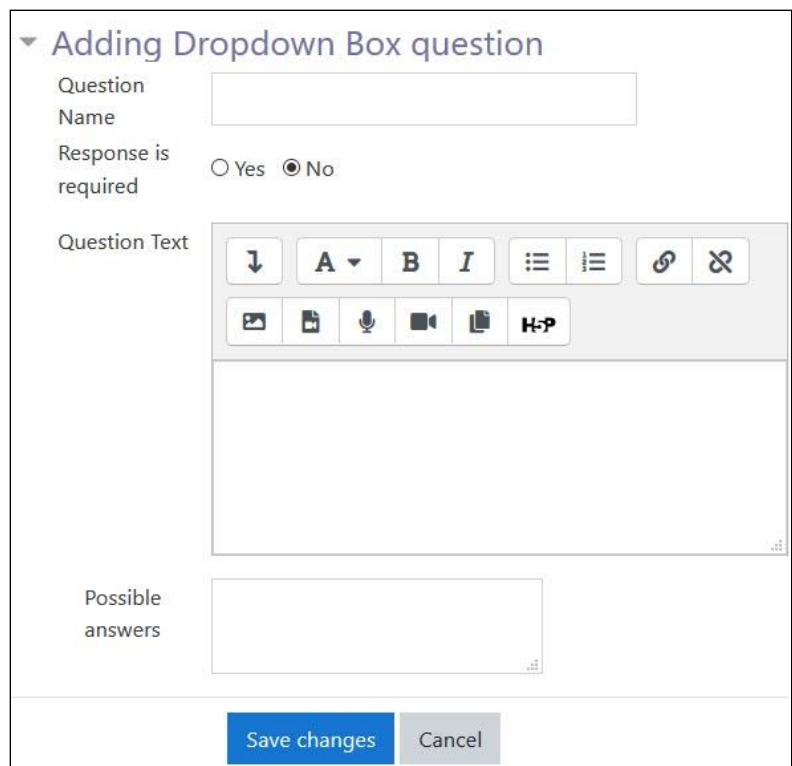
**Note:** that clicking the **Reset** link clears the check box to allow another test, if required.

## Dropdown Box questions

Similar to **Check Boxes** questions, **Dropdown Box** questions allow students to choose from a range of answers, with the added advantage of creating the space-saving feature of a longer list of options.

1. Click on the **Questionnaire** activity on the course page.
2. Click on the **Actions menu** icon. 
3. Click on the **Questions** tab.
4. From the **Add questions** drop-down menu, click on **Dropdown Box**, and then click the **Add selected question type** button.

A new page opens, showing the settings for the question.



The screenshot shows a form titled "Adding Dropdown Box question". It contains the following fields and controls:

- Question Name:** A text input field.
- Response is required:** Radio buttons for "Yes" and "No", with "No" selected.
- Question Text:** A rich text editor with a toolbar containing icons for bold, italic, list, link, unlink, image, video, audio, and help.
- Possible answers:** A text input field.
- Buttons:** "Save changes" (blue) and "Cancel" (grey).

5. In the **Question Name** text box, enter the name of the question.  
Note: The **Question Name** is used only when exporting responses to CSV- or Excel-format files.
6. In the **Response is required** area, click the **Yes** or **No** radio button. If **Yes** is selected, the student will not be able to submit the questionnaire until that question has been answered and will

receive a message asking them to respond before the submission is accepted. If **No** is selected, answering the question would be optional.

7. In the **Question Text** area, enter the desired question text, formatting the text and adding images and other media if wished.
8. In the **Possible answers** text box, enter one answer item per line.
9. Click on **Save changes**.
10. To test out the question, click on the **Preview** tab.
11. Click on the arrows to the right of drop-down menu to open the list of options, click one option and then click the **Submit preview** button.


A green or red box might appear on top of the **Previewing Questionnaire** page.

- In the green box, the following feedback text appears: **This submission would be accepted as correctly filled in.**
- Not entering a date into the date text box causes the following feedback text to appear in a red box: **Please answer required question #1** (or whatever the number is). This is what a student will see if he or she leaves such a question blank.

**Note:** that clicking the **Reset** link clears the check box to allow another test, if required.

## Essay Box questions

**Essay Box** questions allow learners to provide more detailed information in their response.

1. Click on the **Questionnaire** activity on the course page.
2. Click on the **Actions menu** icon. 
3. Click on the **Questions** tab.
4. From the **Add questions** drop-down menu, click on **Essay Box**, and then click the **Add selected question type** button.

A new page opens, showing the settings for the question.

▼ Adding Essay Box question

Question Name

Response is required  Yes  No

Response format

Input box size

Question Text

5. In the **Question Name** text box, enter the name of the question.

Note: The **Question Name** is used only when exporting responses to CSV- or Excel-format files.

6. In the **Response is required** area, click the **Yes** or **No** radio button. If **Yes** is selected, the student will not be able to submit the questionnaire until that question has been answered and will receive a message asking them to respond before the submission is accepted. If **No** is selected, answering the question would be optional.
7. In the **Response format** drop-down, choose either **HTML editor** or **Plain text**.
8. In the **Input box size** drop-down, which indicates the number of text lines, choose the number of lines.

Note: If these text boxes are left empty or a value of 0 is entered, the HTML editor will be displayed with standard height and width (if available in the course/user context and user profile).

9. In the **Question Text** area, enter the desired question text, formatting the text and adding images and other media if wished.
10. Click on the **Save changes** button.
11. To test out the question, click on the **Preview** tab.
12. Enter some response text in the text box below the question and then click the **Submit preview** button. At least one character must be entered for the response to be considered valid.


A green or red box might appear on top of the **Previewing Questionnaire** page.

- In the green box, the following feedback text appears: **This submission would be accepted as correctly filled in.**
- Not entering a date into the date text box causes the following feedback text to appear in a red box: **Please answer required question #1** (or whatever the number is). This is what a student will see if he or she leaves such a question blank.

**Note:** that clicking the **Reset** link clears the check box to allow another test, if required.

## Label questions

**Label** questions allow teachers to create a short text which will be used to introduce a series of questions. Students can only read **Label** texts and no response is required.

1. Click on the **Questionnaire** activity on the course page.
2. click on the **Actions menu** icon. 
3. Click on the **Questions** tab.
4. From the **Add questions** drop-down menu, click on **Label**, and then click the **Add selected question type** button.

A new page opens, showing the settings for the question.



▼ Adding Label question

Question Name

Question Text

Rich text editor toolbar: Bold (A), Italic (I), List (≡), Link (🔗), Unlink (🔗), Image (🖼️), Video (📺), Audio (🎤), H-P (H-P)

Save changes Cancel

5. In the **Question Name** text box, enter the name of the question.

Note: The **Question Name** is used only when exporting responses to CSV- or Excel-format files.

6. In the **Question Text** area, enter the desired question text, formatting the text and adding images and other media if wished.
7. Click on the **Save changes** button.
8. To test out the question, click on the **Preview** tab. It is not necessary to enter any text as nothing appears except the label text. Simply click the **Submit preview** button.


In the green box, the following feedback text appears: **This submission would be accepted as correctly filled in.**

Note: Clicking the **Reset** link clears the check box to allow another test, if required.

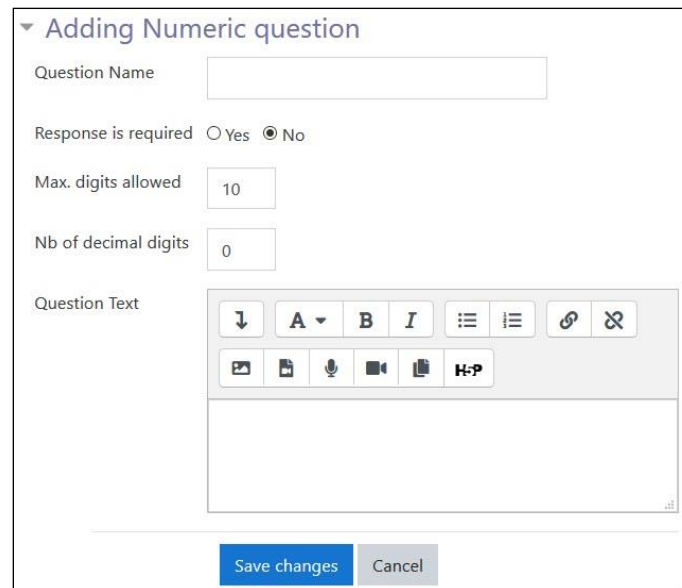
## Numeric questions

**Numeric** questions allow teachers to gather responses in the form of correctly formatted numbers.

1. Click on the **Questionnaire** activity on the course page.

2. Click on the **Actions menu** icon. 
3. Click on the **Questions** tab.
4. From the **Add questions** drop-down menu, click on **Numeric**, and then click the **Add selected question type** button.

A new page opens, showing the settings for the question.



The screenshot shows a form titled "Adding Numeric question". It contains the following fields and options:

- Question Name:** A text input field.
- Response is required:** Radio buttons for "Yes" and "No", with "No" selected.
- Max. digits allowed:** A text input field containing "10".
- Nb of decimal digits:** A text input field containing "0".
- Question Text:** A rich text editor with a toolbar containing icons for bold, italic, list, link, unlink, image, video, audio, and help.
- Buttons:** "Save changes" and "Cancel" buttons at the bottom.

5. In the **Question Name** text box, enter the name of the question.

Note: The **Question Name** is used only when exporting responses to CSV- or Excel-format files.

6. In the **Response is required** area, click the **Yes** or **No** radio button. If **Yes** is selected, the student will not be able to submit the questionnaire until that question has been answered and will receive a message asking them to respond before the submission is accepted. If **No** is selected, answering the question would be optional.
7. In the **Max. digits allowed** text box, enter the maximum desired number of digits allowed in the response. The default is 10.
8. In the **Nb of decimal digits** text box, enter the length and number of desired decimal places required in the response. The default is 0.

9. In the **Question Text** area, enter the desired question text, formatting the text and adding images and other media if wished.
10. Click on the **Save changes** button.

To test out the question, enter a number that fits the required parameter of digits and decimal places and then click the **Submit preview** button.

A green or red box might appear on top of the **Previewing Questionnaire** page.

- In the green box, the following feedback text appears: **This submission would be accepted as correctly filled in.**
- Not entering a date into the date text box causes the following feedback text to appear in a red box: **Please answer required question #1** (or whatever the number is). This is what a student will see if he or she leaves such a question blank.

Note that clicking the **Reset** link clears the check box to allow another test, if required.

**Note:** Entering a number that does not fit the required parameter of digits and decimal places (e.g. a number with decimal places when a whole number is required) causes the following feedback text to appear: **The number you entered** (whatever the number is will be indicated in bold) **has been reformatted/rounded with 0 decimal place(s)**. This is what a student will see if he or she answers such a question using other parameters.

## Radio Buttons questions

**Radio Buttons** items allow students to select one of the choices of answers offered.

1. Click on the **Questionnaire** activity on the course page.
2. Click on the **Actions menu** icon. 
3. Click on the **Questions** tab.
4. From the **Add questions** drop-down menu, click on **Radio Buttons**, and then click the **Add selected question type** button.

A new page opens, showing the settings for the question.

▼ Adding Radio Buttons question

Question Name

Response is required  Yes  No

Radio buttons Alignment  Vertical  Horizontal

Question Text

Possible answers

Save changes Cancel

5. In the **Question Name** text box, enter the name of the question.

Note: The **Question Name** is used only when exporting responses to CSV- or Excel-format files.

6. In the **Response is required** area, click the **Yes** or **No** radio button. If **Yes** is selected, the student will not be able to submit the questionnaire until that question has been answered and will receive a message asking them to respond before the submission is accepted. If **No** is selected, answering the question would be optional.
7. In the **Radio buttons Alignment** area, click **Vertical** or **Horizontal** to indicate the desired alignment of the buttons in the questionnaire. The default is vertical.
8. In the **Question Text** area, enter the desired question text, formatting the text and adding images and other media if wished.
9. In the **Possible answers** text box, enter one item of desired answer text per line.
10. Click on the **Save changes** button.
11. To test out the question, click on the **Preview** tab.

12. Click one radio button to choose the single answer required and then click the **Submit preview** button.

A green or red box might appear on top of the **Previewing Questionnaire** page.


- In the green box, the following feedback text appears: **This submission would be accepted as correctly filled in.**
- Not entering a date into the date text box causes the following feedback text to appear in a red box: **Please answer required question #1** (or whatever the number is). This is what a student will see if he or she leaves such a question blank.

Clicking the **Reset** link clears the check box to allow another test, if required.

**Note:** With this type of question, only one radio button can be clicked at time, eliminating negative feedback altogether.

## Rate (scale 1..5) questions

These questions allow students to rate offered data on a scale from one to five.

1. Click on the **Questionnaire** activity on the course page.
2. Click on the **Actions menu** icon. 
3. Click on the **Questions** tab.
4. From the **Add questions** drop-down menu, click on **Numeric questions**, and then click the **Add selected question type** button.

A new page opens, showing the settings for the question.

▼ Adding Rate (scale 1..5) question


Question Name

Response is required  Yes  No

Nb of scale items

Type of rate scale

Question Text



Possible answers

Named degrees

5. In the **Question Name** text box, enter the name of the question.

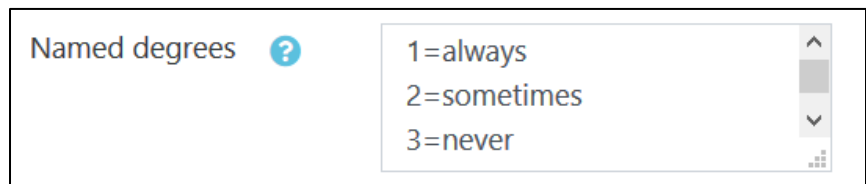
Note: The **Question Name** is used only when exporting responses to CSV- or Excel-format files.

6. In the **Response is required** area, click the **Yes** or **No** radio button. If **Yes** is selected, the student will not be able to submit the questionnaire until that question has been answered and will receive a message asking them to respond before the submission is accepted. If **No** is selected, answering the question would be optional.

7. In the **Nb of scale items** text box, enter the desired number to be used in the rate scale in the questionnaire. The default is 5.
8. From the **Type of rate scale** drop-down list, click the desired type of rate scale (e.g. **Normal**, **N/A column**, **No duplicate choices**, or **Osgood** ).The default is Normal.

Note: Click on the **Help** icon next to the **Type of rate scale** setting for more information about these types of rating scales.

9. In the **Question Text** area, enter the instructions to answer the scale, formatting the text and adding images and other media if wished.
10. In the **Possible answers** text box, enter one item per line of data to be rated.
11. To change the numerical values of the scale to text that describes the degrees of the variable being measured (e.g. always, sometimes, never) add the degrees in the **Named degrees** textbox following this format: 1=always, 2= sometimes 3=never etc.



The screenshot shows a text input field labeled "Named degrees" with a blue question mark icon to its right. The field contains a list of three items: "1=always", "2=sometimes", and "3=never", each on a new line. To the right of the list is a vertical scrollbar with up and down arrows and a small grid icon at the bottom right corner.

Note that each degree has to be typed on a separate line.

12. Click on the **Save changes** button.
13. To test out the question, click on the **Preview** tab.
14. Click one radio button per data item, as required, to indicate the desired rating and then click the **Submit preview** button.

A green or red box might appear on top of the **Previewing Questionnaire** page.

- In the green box, the following feedback text appears: **This submission would be accepted as correctly filled in.**
- Not entering a date into the date text box causes the following feedback text to appear in a red box: **Please answer required question #1** (or whatever the number is). This is what a student will see if he or she leaves such a question blank.

Clicking the **Reset** link clears the check box to allow another test, if required.

**Note:** With this type of question, the maximum set number of radio buttons must be clicked when filling in the rate scale. If the student clicks fewer than the maximum, the following feedback will appear: **Please check (the maximum set number) radio buttons!** In addition, this type of question allows the respondent to choose identical ratings for each of the radio buttons (e.g. all threes, on a scale of one to five), and the submission will be accepted, provided the maximum set number of radio buttons is clicked.

## Text Box questions

**Text Box** items allow students to provide responses with some detail, but with less detailed information than **Essay Box** questions.

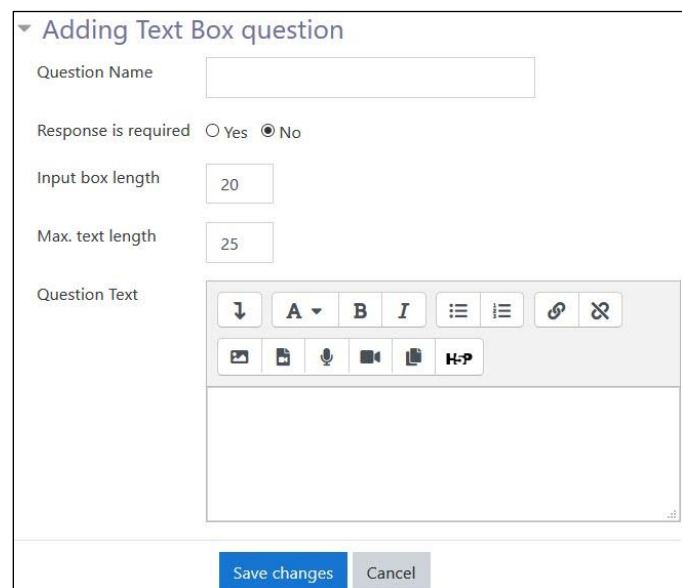
1. Click on the **Questionnaire** activity on the course page.
2. Click on the **Actions menu** icon. 
3. Click on the **Questions** tab.
4. From the **Add questions** drop-down menu, click on **Text Box**, and then click the **Add selected question type** button.

A new page opens, showing the settings for the question.

5. In the **Question name** text box, enter the name of the question.

Note: The **Question name** is used only when exporting responses to CSV- or Excel-format files.

6. In the **Response is required** area, click the **Yes** or **No** radio button. If **Yes** is selected, the student will not be able to submit the questionnaire until that question has been answered and will receive a message asking them to respond before the submission is accepted. If **No** is selected, answering the question would be optional.



The screenshot shows a form titled "Adding Text Box question". It includes the following fields and options:

- Question Name:** A text input field.
- Response is required:** Radio buttons for "Yes" and "No", with "No" selected.
- Input box length:** A text input field with the value "20".
- Max. text length:** A text input field with the value "25".
- Question Text:** A large text area with a rich text editor toolbar above it. The toolbar includes icons for bold, italic, underline, list, link, unlink, and other text formatting options.
- Buttons:** "Save changes" (blue) and "Cancel" (grey) buttons at the bottom.



7. In the **Input box length** text box, enter the number of characters to indicate the desired length of the text box. The default is 20 characters.
8. In the **Max. text length** text box which indicates the length of the text, enter the maximum desired number of characters. The default is 25 characters.

Note: If these text boxes are left empty or a value of 0 is entered, the text box will be displayed with the default width of 20 characters, and an unlimited number of characters can be entered into it as a response.

9. In the **Question Text** area, enter the desired question text, formatting the text and adding images and other media if wished.
10. Click on the **Save changes** button.
11. To test out the question, click on the **Preview** tab.
12. Enter some response text in the text box below the question and then click the **Submit preview** button. At least one character must be entered for the response to be considered valid.


A green or red box might appear on top of the **Previewing Questionnaire** page.

- In the green box, the following feedback text appears: **This submission would be accepted as correctly filled in.**
- Not entering a date into the date text box causes the following feedback text to appear in a red box: **Please answer required question #1** (or whatever the number is). This is what a student will see if he or she leaves such a question blank.

**Note:** that clicking the **Reset** link clears the check box to allow another test, if required.

## Yes/No questions

**Yes/No items** allow students to answer simple yes/no questions.

1. Click on the **Questionnaire** activity on the course page.
2. Click on the **Actions menu** icon. 
3. Click on the **Questions** tab.

4. From the **Add questions** drop-down menu, click on **Yes/No**, and then click the **Add selected question type** button.

A new page opens, showing the settings for the question.

▼ Adding Yes/No question

Question Name

Response is required  Yes  No

Question Text

Rich text editor toolbar: **↓**, **A**, **B**, **I**, **☰**, **☰**, **🔗**, **🔗**, **🖼️**, **📹**, **🎤**, **📄**, **H-P**

5. In the **Question Name** text box, enter the name of the question.

Note: The **Question Name** is used only when exporting responses to CSV- or Excel-format files.

6. In the **Response is required** area, click the **Yes** or **No** radio button. If **Yes** is selected, the student will not be able to submit the questionnaire until that question has been answered and will receive a message asking them to respond before the submission is accepted. If **No** is selected, answering the question would be optional.
7. In the **Question Text** area, enter the desired question text, formatting the text and adding images and other media if wished.
8. Click on the **Save changes** button.
9. To test out the question, click either the **Yes** or **No** radio button and then click the **Submit preview** button.

A green or red box might appear on top of the **Previewing Questionnaire** page depending on whether the question was answered or not.

- In the green box, the following feedback text appears: **This submission would be accepted as correctly filled in.**

Note: If the red dot is clicked when setting up the question, the student must click either the **Yes** or **No** radio button, otherwise the following feedback appears: **Please answer Required question #1** (or whatever the question number is). If, on the other hand, the green dot is clicked when setting up the question, a third radio button, **No answer**, appears to the right of the **Yes** or **No** radio buttons. The **No answer** radio button is the default setting when the question is opened.

## Tips for Adding/editing questions in a Questionnaire

1. To save an existing question as a new question, on the **Editing** page, click the **Save as New Question** button.
2. An existing question may be saved and duplicated as a new question and the data can then be modified. Once this is done, the **Add questions/Manage questions** page appears, showing the question in the position below the question from which the duplicate was made.
3. To edit the question, click on the **Edit** icon. The **Editing** page opens, showing the categories and spaces for question data as before. The existing data in the duplicate question can now be modified and then saved by clicking the **Save changes** button.

## Advanced Settings

The **Advanced settings** are not always necessary to configure. However, they can be used to add more functions to the **Questionnaire** activity. A brief description of each setting is provided below.

1. The **Content options** section is used to further customize the **Questionnaire**.
  - The **Questionnaire Type** section allows teachers to choose the questionnaire to be private, that is, to be used only in the course where it was first created. Teachers can also choose to make the **Questionnaire Public** so it can be used across courses, or use the **Template**, which allows them to copy or edit the **Questionnaire**.
  - Teachers can change the name setting using the **Title** text box. This title appears on every **Questionnaire** page.

- The contents of the **Subtitle** text box appear below the title on the first page of the **Questionnaire**.
- The contents of the **Additional Info** text box appear at the top of the first page of the **Questionnaire**. They are used for instructions, background information about the questionnaire, etc.

2. The **Submission options** section is used to give feedback to students after they submit a questionnaire.

The screenshot shows the 'Submission options' section of a Moodle questionnaire configuration. It contains the following elements:

- Confirmation URL:** A text input field for entering a web page address.
- OR - Confirmation page:** A section indicating an alternative to the URL.
- Heading text:** A text input field for the title of the confirmation page.
- Body text:** A rich text editor area with a toolbar containing icons for bold, italic, list, link, unlink, image, video, and other formatting options.
- Email:** A text input field for entering recipient email addresses.

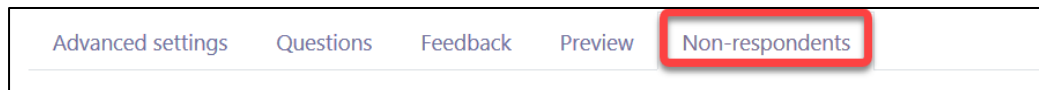
- To display a web page after a student submits the **Questionnaire**, enter the web page address in the **Confirmation URL** text box.

Alternatively, a confirmation page that appears on completion of the **Questionnaire** can be composed in Moodle.

- Type the title of the confirmation page in the **Heading text** area.
- Compose the contents of the **Confirmation page** in the **Body text** area.
- The **Email** text box is used to enter the email address(es) of recipients of the **Questionnaire** submissions.

## The Non-respondents Tab

Teachers can use the **Show Non-respondents** tab see the identities of students who have not responded to the questionnaire. There is also an option to send a message to all, or some of them.



## Deployment Tips

- Refer to the **Managing Questionnaires** documentation in the **Managing Learning Activities** section of Stage 2 for additional information about a **Questionnaire** activity. Also, see the section **Viewing the Results of a Questionnaire Activity**.
- Questionnaire responses can be downloaded as a text (.CSV) file, which can be imported into a spreadsheet or database for further analysis.
- Pre-made end-of-course surveys using the **Questionnaire** module are available in the **Content options** section. **Templates** will give you private results for the questionnaire; **Public** questionnaire results are pooled and used by the LearnIT2teach evaluators. Please consider sharing your students' feedback with your mentor/facilitator if you conduct a non-public survey.
- The **Save as New Question** option can save time when creating questionnaires with a similar structure.

## Video Resource

This video explains how to add a **Questionnaire** activity to a course.

[Video link](#)

This video explains how to add questions to a **Questionnaire** activity.

[Video link](#)

## Questionnaire Activity Help files

[Moodle documents: Questionnaire module](#)

<[https://docs.moodle.org/39/en/Questionnaire\\_module](https://docs.moodle.org/39/en/Questionnaire_module)>

[Moodle documents: Adding/editing a questionnaire](http://docs.moodle.org/39/en/Adding/editing_a_questionnaire)

<[http://docs.moodle.org/39/en/Adding/editing\\_a\\_questionnaire](http://docs.moodle.org/39/en/Adding/editing_a_questionnaire)>

[Moodle documents: Setting up a questionnaire](http://docs.moodle.org/39/en/Setting_up_a_questionnaire)

<[http://docs.moodle.org/39/en/Setting\\_up\\_a\\_questionnaire](http://docs.moodle.org/39/en/Setting_up_a_questionnaire)>

[Moodle documents: Editing Questionnaire questions](http://docs.moodle.org/39/en/Editing_Questionnaire_questions)

<[http://docs.moodle.org/39/en/Editing\\_Questionnaire\\_questions](http://docs.moodle.org/39/en/Editing_Questionnaire_questions)>

[Moodle documents: Viewing Questionnaire responses](http://docs.moodle.org/39/en/Viewing_Questionnaire_responses)

<[http://docs.moodle.org/39/en/Viewing\\_Questionnaire\\_responses](http://docs.moodle.org/39/en/Viewing_Questionnaire_responses)>

[Moodle documents: Questionnaire Conditional branching](http://docs.moodle.org/39/en/Questionnaire_Conditional_branching)

<[http://docs.moodle.org/39/en/Questionnaire\\_Conditional\\_branching](http://docs.moodle.org/39/en/Questionnaire_Conditional_branching)>