

Managing Questionnaires

Questionnaire activities are used to elicit feedback from students using a survey. The Questionnaire tool offers various question types, unlike a Choice (poll) activity, and the data can be collated and used to create graphs and charts. The data collected from a questionnaire can be exported for use in other programs, such as MS Excel. The responses of individual students can also be viewed. The LINC courseware comes preloaded with surveys that collect the data anonymously. There is a setting that controls this when setting up a questionnaire activity.

Questionnaire activities available in the LINC courseware have three functions.

The first function is designed to collect the students' feedback about the courseware at the end of a session. The data from these surveys is pooled anonymously across all courses, LINC level by LINC level. Teachers cannot access this data. The project evaluators use this information in reports to stakeholders, and the developers use this data as part of the courseware development cycle. Please ask your mentor/trainer or send a message to support@learnit2teach.ca to request this type of questionnaire be added to your course. The LearnIT2teach team appreciates any data we can collect from learners about their experience with the courseware.

If teachers prefer, they can use this same survey and add it to their courseware themselves. Adding their own survey allows them to view the student data, but it is not automatically shared with the project evaluation team. It would be appreciated if teachers using this survey arranged with their mentor to share their survey data. Step-by-step instructions for teachers to add their private survey, based on the LearnIT2teach courseware questionnaire template, can be found below. (Instructions for creating a Questionnaire activity survey from scratch will be covered in LearnIT2teach Stage 3.)

The second function is comprised of pre-made questionnaire activities in the courseware that complement activities in the LINC Classroom Activities books. These survey activities are collaborative, and their purpose is to give students opportunities to develop their reading, writing, speaking or listening skills. Below there are instructions for teachers to view and use these types of survey results.

The third function of Questionnaire activities at edulinc.org is to support Portfolio-based Language Assessment (PBLA). A number of pre-made questionnaire templates are available that have to been designed for PBLA and these can be easily added to [edulinc](http://edulinc.org) courses. These pre-made questionnaires can used to assess learners' needs, as a self check list based on the Can-Do Statements administered at the beginning and end of a LINC session, to facilitate goal setting and even for self reflection. More information is available about these questionnaires can be found in the PBLA demo course at

LearnIT2teach.org. Refer to the *Setting up a Questionnaire from a Template* section for instructions

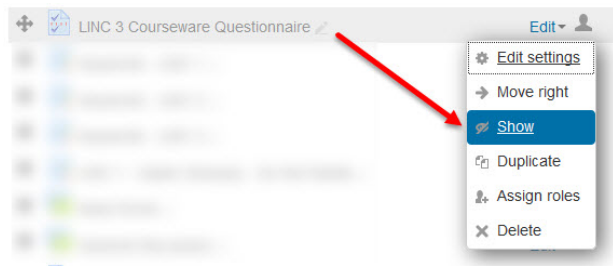
Exemplar

There is one questionnaire activity in the Stage 2/3 Exemplar Course. It is called *LINC 4 Courseware Questionnaire*.

Administering the Public LINC Courseware Questionnaire

This should be administered to students near the end of a LINC session, after they are familiar with the LINC courseware.

1. Go to your course home page, and click on the Turn editing on button.
2. Locate the Questionnaire activity link in the zero topic. It is called LINC Courseware Questionnaire. Click the Show icon.



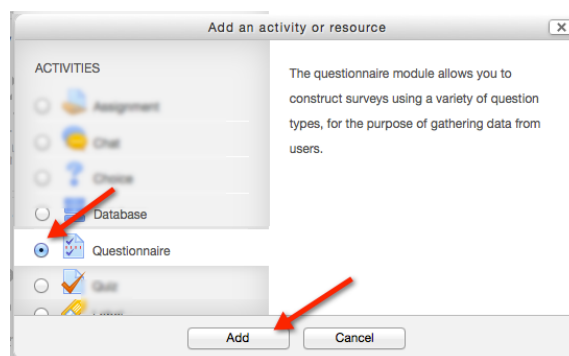
- The activity is available to students.

Setting up a Questionnaire from a Template

1. Go to your course home page, and click on the Turn editing on button.
2. Click + Add an activity or resource (in the zero topic above Topic 1)

3. Select Questionnaire in the Add an activity or resource window

4. Click the Add button



5. Type the name of the questionnaire, e.g. Student Courseware Survey, in the

text box next to Name*.

Name*

Description

6. Type a brief description in the Description text box

7. Under Timing, you can set the date and time the survey will be available. This is optional.

Timing

Use Open Date 13 November 2013 21:50

Use Close Date 13 November 2013 21:50

It is not advisable to set a close date for questionnaires used in PBLA, i.e. when personal information might be viewed by other students.

8. Under Response options,

The end-of-course questionnaires, use the following Response options settings:

Response options

Type

Respondent Type

Students can view ALL responses

Save/Resume answers

Allow branching questions

Auto numbering

Submission grade

Type: respond once
 Respondent Type: anonymous
 Students can view ALL responses: After answering the questionnaire
 Allow branching questions: Yes

For the preloaded PBLA questionnaires, use the following::

Response options

Type

Respondent Type

Students can view ALL responses

Save/Resume answers

Allow branching questions

Auto numbering

Submission grade

Type: respond many
 Respondent Type: full name
 Students can view ALL responses: After the questionnaire is closed **
 Save/Resume answers: Yes
 Allow branching questions: No

** IMPORTANT: Students can view ALL responses: This questionnaire should remain closed or this PBLA will be displayed to all other students in the course. Do not enable the Use Close Date setting in the Timing section or the questionnaire will become closed and visible to all other course participants. **

9. In Content Options, select a template from the Copy existing options. For example, Courseware Questionnaire (LINC 3) Template. PBLA templates are also selected using this method.

Content options

Create new

Copy existing Courseware Questionnaire (LINC 3) Template

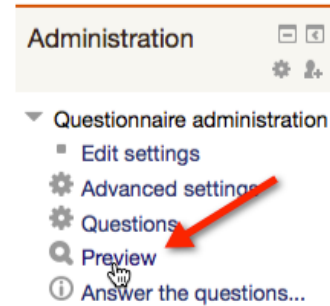
Courseware Questionnaire (LINC 2) Template

Courseware Questionnaire (LINC 4) Template

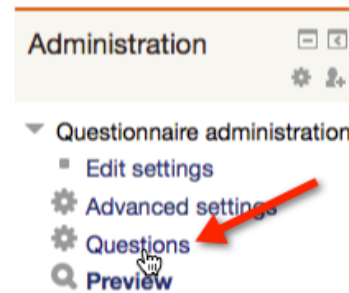
- Do not select a public questionnaire. Teachers cannot edit these questionnaires, and the survey results are not available to the teacher.

10. Click the Save and Display button.

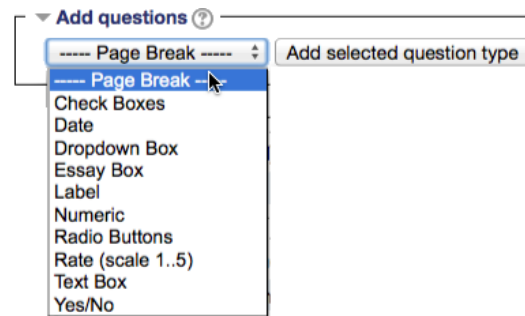
11. Click the Preview option in the Questionnaire administration section of the Administration block to preview the questionnaire.



12. Click the Questions option in the Questionnaire administration section of the Administration block to update the questionnaire.



- To add new questions,
 - Use the drop-down menu under Add Questions, to select the question-type, and
 - Click the Add selected question type button.

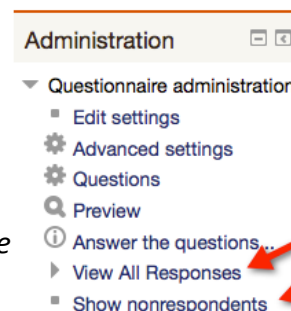


- To move, edit, or delete existing questions, click the appropriate editing icon next to each question.



Viewing the Results from a Questionnaire Activity

- On your course home page, Click on a questionnaire.
- Click View All Responses in the Questionnaire administration section of the Administration block. (The



View All Responses link is only available when there are submitted responses for a questionnaire.)

- The Show non-respondents link displays participants who have not answered the questionnaire.
- A page appears displaying a summary of all results question-by-question. This data is displayed differently, depending on the question type.
- Using the tabs at the top of the page, these results can be sorted by descending and ascending order.
- Responses for individual students can be viewed, for surveys that are NOT anonymous, i.e. PBLA, by clicking the All Responses tab, and choosing View Individual Responses. Use the previous and next buttons to navigate between surveys.
- The Download in text format tab is used to export the data in a format that can be opened by other software, such as a database or spreadsheet.
- The Delete ALL Responses will permanently clear the data from the survey.

For detailed information on viewing Questionnaire activity results, please see:
https://docs.moodle.org/30/en/Viewing_Questionnaire_responses

Questionnaire Help links

[Moodle Documents: Questionnaire](http://docs.moodle.org/31/en/Questionnaire_module)

<http://docs.moodle.org/31/en/Questionnaire_module>

[Moodle Documents: Viewing Questionnaire responses](http://docs.moodle.org/30/en/Viewing_Questionnaire_responses)

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