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 for 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 lesson and course planning, the results of class surveys that are topic or theme-related can be used to generate in-class or online discussions (e.g. forums) or as prompts for writing activities (e.g. describing/interpreting graphs or tables).

Step-by-Step Instructions for Adding a Questionnaire Activity

Important note: Since our upgrade to Moodle 3.1, some of the following screenshots may appear slightly different in your course, but the principles remain the same.

1. Click the *Turn editing on* button on your course home page.
2. Click the *Add an activity or resource* link in the topic where you want to add this activity.
   The *Add an activity or resource* window appears.
3. Select *Questionnaire* in the left panel under ACTIVITIES.
4. Click the *Add* button.

   The *Adding a new Questionnaire* page appears.

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

5. Type a descriptive name in the *Name* text box.

6. Type a description/summary of the questionnaire in the *Description* text box. Click the *Show editing tools* tab in the *Description* text box to display the Text editor toolbar if needed.
7. To display the description on the course home page, select *Display description on course page*. (To keep the page less cluttered this is not recommended.)

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

8. Check the box next to *Use Open Date* to specify when the questionnaire will start to be 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 (or calendar icon to choose the desired date).
9. 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 (or 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.

10. The *Type* drop-down menu specifies how often students can respond to the questionnaire.
11. The *Respondent Type* setting specifies whether the students' full names appear with their questionnaire results or whether responses are anonymous.
12. 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*.
13. The *Save/Resume answers* setting allows students to partially answer answer a questionnaire and return to it at a later time time to complete it.
14. The *Allow branching questions* option enables the display of questions that are dependent on responses in other questions.
15. The *Auto numbering* setting enables or disables the automatic numbering of pages and/or questions in the questionnaire. (Numbering should not be used in branching is enabled.)
16. 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.)

The **Content options** section allows the teacher to select a pre-existing questionnaire.

▼ Content options ⑦

Create new	◉
Use template	○ PBLA: Can Do Statements - Listening Benchmark 1 Self-Checklist [Admin Questionnaire Host Course]
	○ PBLA: Can Do Statements - Reading Benchmark 1 Self-Checklist [Admin Questionnaire Host Course]
	○ PBLA: Can Do Statements - Speaking Benchmark 1 Self-Checklist [Admin Questionnaire Host Course]
	○ PBLA: Can Do Statements - Writing Benchmark 1 Self-Checklist [Admin Questionnaire Host Course]
Use public	○ Courseware Questionnaire (LINC 2) Public [Admin Questionnaire Host Course]
	○ Courseware Questionnaire (LINC 3) Public [Admin Questionnaire Host Course]
	○ Courseware Questionnaire (LINC 4) Public [Admin Questionnaire Host Course]
	○ Courseware Questionnaire (LINC 5) Pubic [Admin Questionnaire Host Course]

17. The *Create new* setting (the default option) allows the teacher to create a questionnaire from scratch.
18. The *Copy existing* setting is used to select a questionnaire template. This template is a pre-made questionnaire that is copied into your course.
19. 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.

Common module settings

Visible	Show ▾
ID number ⓘ	
Group mode ⓘ	No groups ▾
Grouping ⓘ	None ▾
	Add group/grouping access restriction

20. The *Visible* 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.

21. The *ID number* setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)

22. The *Group mode* setting enables the use of groups. (More information is available in the *Groups documentation* in the Stage 3 *Course Management* section.)

23. The *Grouping* option enables the use of groupings (a collection of groups)

Restrict access

Access restrictions	None
	Add restriction...

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.)

24. 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.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.
	Cancel

Settings in the **Activity completion** section are used to set completion tracking, a submission requirement and the expected completion date. (More information is available in the *Completion Tracking* documentation in the Stage 3 *Course Management* section.)

25. 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

Step-by-Step Instructions for Creating the Questions

After clicking the *Save and display* button (or clicking the link to a new questionnaire on a course page), a new page opens, showing the name of the questionnaire as the heading. In the grey box, the following text is displayed: *This questionnaire does not contain any questions.*

1. To begin adding questions, click the *Add questions* link.
   A new page opens, showing three tabs: *Advanced settings*, *Questions* and *Show nonrespondents*. (*Questions* is the default tab setting.)

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

2. Click the *Add questions* drop-down menu (the default selection is -----*Page Break* -----), and select the desired question type, e.g. *Check Boxes.*
3. Click the *Add selected question type* button to add that that choice.
   A new page opens, showing the categories and spaces for question data. (If ----- *Page Break* ----- is selected a new page will not be displayed.)

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

Adding Check Boxes question ⑦

Question Name	
Response is required	○ Yes ◉ No
Min. forced responses	0
Max. forced responses	0

Question Text*

[editor toolbar]

Possible answers* ⑦

[Save changes] [Cancel]

4. 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.
5. 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.
6. 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.
7. 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.
8. In the *Question Text* text box, 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 the *Save changes* button.

Note: The following instructions (steps 8, 9 and 10) will not appear in subsequent sections showing how to create other types of questions. Please refer back to this section for details about previewing and modifying questions.

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

Manage questions ⑦

position 1 ◈ ⚙ ✕ ● [Check Boxes] (General feeling)

1   How did you feel about the scheduling last term?

A series of icons allows the instructor to move icon , edit icon or delete icon 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, e.g. *Check Boxes*, also appears in square brackets.

11. 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.
12. To preview the newly-created question as it will appear in the questionnaire, click the *Preview* tab.

Advanced settings   Questions   Preview   Non-respondents

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

1 *   How did you feel about the scheduling last term?
☐ satisfied
☐ unhappy
☐ good
☐ nice
☐ bad   Submit preview   Reset

13. 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 blue 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.)

This submission would be accepted as correctly filled in.

1 * How did you feel about the scheduling last term?

☐ satisfied
☑ unhappy
☐ good
☑ nice
☑ bad

Submit preview   Reset

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.

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

Note: The following instructions (the note about the *Advanced settings* tab and steps 12 to 17) will not appear in subsequent sections showing how to create other types of questions. Please refer back to this section for details about the functions of the other tabs, as well as how to add or edit questions.

The *Advanced settings* tab provides more options for the questionnaire. (These options are not necessary to configure.)

Advanced settings   Questions   Preview   Non-respondents
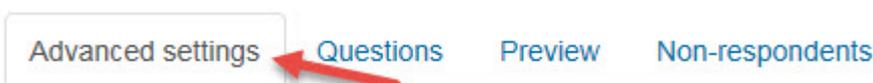
The *Advanced setting > Edit Questionnaire Settings* page appears.

The **Content options** section is used to further customize the questionnaire.

15. Teachers can change the *Name* setting using the *Title* text box. This title appears on every questionnaire page.
16. The contents of the *Subtitle* text box appear below the title on the first page of the questionnaire.
17. 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.

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

Submission options

Confirmation URL ⑦

[   ]

- OR -
Confirmation page ⑦
Heading text

[   ]

Body text

[editor toolbar: grid | A▼ | B | I | ☰ ☰ | 🔗 ⌗ | 🖼 ▶ 📋 | ⤢]

[   ]

Email ⑦

[   ]

18. 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.

19. Type the title of the confirmation page in the *Heading text* text box.
20. Compose the contents of the confirmation page in the *Body text* text box.
21. The *Email* text box is used to enter the email address(es) of recipients of the questionnaire submissions.

    Teachers can use the *Show nonrespondents* 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.

    | Advanced settings | Questions | Preview | Non-respondents |

22. To create or edit questions, click the *Questions* link in the *Questionnaire administration* section of the *Administration* block.

    The *Add questions/Manage questions* page appears.

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

▼ Add questions ⑦

Check Boxes ▢ ⌄   Add selected question type

▼ Manage questions ⑦

position 1 ⬦ ✿ ✕ 🔴 [Check Boxes] (General feeling)

| 1 | How did you feel about the scheduling last term? |

23. Use the editing icons (*Move* ⬦ , *Update* ✿ , *Delete* ✕, *Response required* 🟢) next to a question in the **Manage questions** section to make changes to a question.
24. Use the drop-down menu in the **Add questions** section to select a question type. Click the *Add selected question type* button to add it to the course.

Date questions allow teachers to gather data in the form of a correctly-formatted date.

1. Click the *Questions* link in the *Questionnaire administration* section of the *Administration* block.
   The *Add questions/Manage questions* page appears.
2. From the *Add questions* drop-down menu, click the desired question type, e.g. *Date*, and then click the *Add selected question type* button.
   A new page opens, showing the categories and spaces for question data.

▼ Adding Date question ⑦

Question Name [   ]

Response is required   ⦿ Yes ○ No

Question Text*

[⌨ | A͟A▾ | B | I | ☰ | ☰ | 🔗 | ✂ | ▢ | ▣ | ▢ | ⛶]

[   ]

[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 *Question Text* text box, enter the desired question text, formatting the text and adding images and other media if wished.
6. To test out the question, enter a date according to the format specified and then click the *Submit preview* button.
   In the blue 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 entering a date into the date text box 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.

Dropdown Box questions, like *Check Boxes* 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.
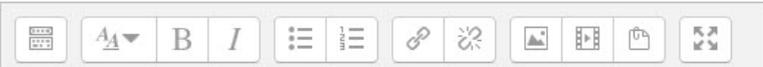
1. Click the *Questions* link in the *Questionnaire administration* section of the *Administration* block.
   The *Add questions/Manage questions* page appears.
2. From the *Add questions* drop-down menu, click the desired question type, e.g. *Dropdown Box*, and then click the *Add selected question type* button.
   A new page opens, showing the categories and spaces for question data.

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 learner will not be able to submit the questionnaire until that question has been answered.

5. In the *Question Text* text box, enter the desired question text, formatting the text and adding images and other media if wished.

6. In the *Possible answers* text box, enter one item of desired answer text per line.

7. To test out the question, click the arrow to the right of *Choose* to open the list of options, click one option and then click the *Submit preview* button.
In the blue 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 learner will see if he or she leaves such a question blank.

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

1. Click the *Questions* link in the *Questionnaire administration* section of the *Administration* block.
The *Add questions/Manage questions* page appears.

2. From the *Add questions* drop-down menu, click the desired question type, e.g. *Essay Box*, and then click the *Add selected question type* button.
A new page opens, showing the categories and spaces for question data.

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 *Textarea columns* text box (indicating the area width), enter the desired value.
6. In the *Textarea rows* text box (indicating the number of text lines), enter the desired value. 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).
7. In the *Question Text* text box, enter the desired question text, formatting the text and adding images and other media if wished.
8. To test out the question, 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.
   In the blue 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 entering any text in the text box 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.

Label questions allow teachers to create a short text which will be used to introduce a series of questions.

1. Click the *Questions* link in the *Questionnaire administration* section of the *Administration* block.
   The *Add questions/Manage questions* page appears.
2. From the *Add questions* drop-down menu, click the desired question type, e.g. *Label*, and then click the *Add selected question type* button.
   A new page opens, showing the categories and spaces for question data.

3. In the *Question Text* text box, enter the desired question text, formatting the text and adding images and other media if wished.
4. To test out the question, it is not necessary to enter any text as nothing appears except the label text. Simply click the *Submit preview* button.
    In the blue 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.)

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

1. Click the *Questions* link in the *Questionnaire administration* section of the *Administration* block.
    The *Add questions/Manage questions* page appears.
2. From the *Add questions* drop-down menu, click the desired question type, e.g. *Numeric*, and then click the *Add selected question type* button.
    A new page opens, showing the categories and spaces for question data.

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 *Max. digits allowed* text box, enter the maximum desired number of digits allowed in the response. (The default is 10.)
6. 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.)
7. In the *Question Text* text box, enter the desired question text, formatting the text and adding images and other media if wished.
8. 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.
   In the blue 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: 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 allow students to select one of the choices of answers offered.

1. Click the *Questions* link in the *Questionnaire administration* section of the *Administration* block.
   The *Add questions/Manage questions* page appears.
2. From the *Add questions* drop-down menu, click the desired question type, e.g. *Radio Buttons*, and then click the *Add selected question type* button.
   A new page opens, showing the categories and spaces for question data.

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 *Radio buttons Alignment* area, click *Vertical* or *Horizontal* to indicate the desired alignment of the buttons in the questionnaire. (The default is vertical.)
6. In the *Question Text* text box, enter the desired question text, formatting the text and adding images and other media if wished.
7. In the *Possible answers* text box, enter one item of desired answer text per line.
8. To test out the question, click one radio button to choose the single answer required and then click the *Submit preview* button.
In the blue 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: With this type of question, only one radio button can be clicked at at time, eliminating negative feedback altogether.

Rate (scale 1..5) questions allow students to rate offered data on a scale from one to five.

1. Click the *Questions* link in the *Questionnaire administration* section of the *Administration* block.
The *Add questions/Manage questions* page appears.
2. From the *Add questions* drop-down menu, click the desired question type, e.g. *Rate (scale 1..5)*, and then click the *Add selected question type* button.
A new page opens, showing the categories and spaces for question data.

Adding Rate (scale 1..5) question ⑦

Question Name [   ]

Response is required ⦿ Yes ◯ No

Nb of scale items [5]

Type of rate scale [Normal   ▾]

Question Text*

🔲	A_A ▾	B	I	☰	☰	🔗	⸜	🖼	🎬	🗅	⤢

[   ]

Possible answers* ⑦

[   ]

[**Save changes**]   [Cancel]

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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 *Nb of scale items* text box, enter the desired number to be used in the rate scale in the questionnaire. (The default is 5.)
6. 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*).
   If adding this question type, click the *Help* icon next to the *Type of rate scale* setting on the *Adding Rate (scale 1...5) question* page for more information about these types of rating scales.
7. In the *Question Text* text box, enter the desired directions text for the scale, formatting the text and adding images and other media if wished.
8. In the *Possible answers* text box, enter one item per line of data to be rated.

9. To test out the question, click one radio button per data item, as required, to indicate the desired rating and then click the *Submit preview* button.
In the blue 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: 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! This is what a student will see if he or she clicks fewer than the maximum set number of 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 allow students to provide responses with some detail, but with less detailed information than Essay Box questions.

1. Click the *Questions* link in the *Questionnaire administration* section of the *Administration* block.
The *Add questions/Manage questions* page appears.
2. From the *Add questions* drop-down list, click the desired question type, e.g. *Text Box*, and then click the *Add selected question type* button.
A new page opens, showing the categories and spaces for question data.

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 learner will not be able to submit the questionnaire until that question has been answered.

5. 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.)
6. In the *Max. text length* text box (indicating 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 will be able to be entered into it as a response.
7. In the *Question Text* text box, enter the desired question text, formatting the text and adding images and other media if wished.
8. To test out the question, 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.
   In the blue 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 entering any text in the text box causes the following feedback text to appear: Please answer Required question #1 (or whatever the number is). This is what a learner will see if he or she leaves such a question blank.

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

1. Click the *Questions* link in the *Questionnaire administration* section of the *Administration* block.
   The *Add questions/Manage questions* page appears.
2. From the *Add questions* drop-down list, click the desired question type, e.g. *Yes/No*, and then click the *Add selected question type* button. (The default setting is *Page Break* which, if chosen, will not open a new page.)
   A new page opens, showing the categories and spaces for question data.

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.

3. 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.

4. In the *Question Text* text box, enter the desired question text, formatting the text and adding images and other media if wished.

5. To test out the question, click either the *Yes* or *No* radio button and then click the *Submit preview* button.

In the blue 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: If the red dot is clicked when setting up the question, the student must click either the *Yes* or *No* radio button or the following feedback appears: Please answer Required question #1 (or whatever the 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.

Adding/editing questions in a (pre-existing) Questionnaire

1. On the course home page, click the desired questionnaire to be edited.
   The questionnaire page opens, showing the following text: *You are not eligible to take this questionnaire*.

2. Click *Questions* in the *Questionnaire administration* section of the *Administration* block.
   The *Add questions/Manage questions* page opens, with the *Add questions* section at the top.

3. To add a new question to the questionnaire, click the desired question type from the *Add questions* drop-down list, e.g. *Check Boxes*, and then click the *Add selected question type* button. (The default setting is *Page Break* which, if chosen, will not open a new page.)
   A new page opens, showing the categories and spaces for question data.
   Note: See the **Step-by-Step Instructions for Creating the Questions** section for details of how to create specific question types.

   The *Manage Questions* section, showing the already-created questions, appears under the *Add questions* section. It is the section from which these questions can be edited.

4. To edit a question, click the *Edit* icon from the icons list next to it.
   The *Editing* page opens, showing the categories and spaces for question data as before. The existing data can now be modified.

5. After modifying the data, click the *Save changes* button.
   The *Add questions/Manage questions* page appears, showing the newly-edited question.

Note: An existing question may also be saved (duplicated) as a new question and the data then modified.

6. To save an existing question as a new question, on the *Editing* page, click the *Save as New Question* button.
   The *Add questions*/*Manage questions* page appears, showing the question in the position below the question from which the duplicate was made.

7. Click 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.

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 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.