User Manual for Faculty Members

Learning Management System (Moodle)

Feedback Activity

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Contents

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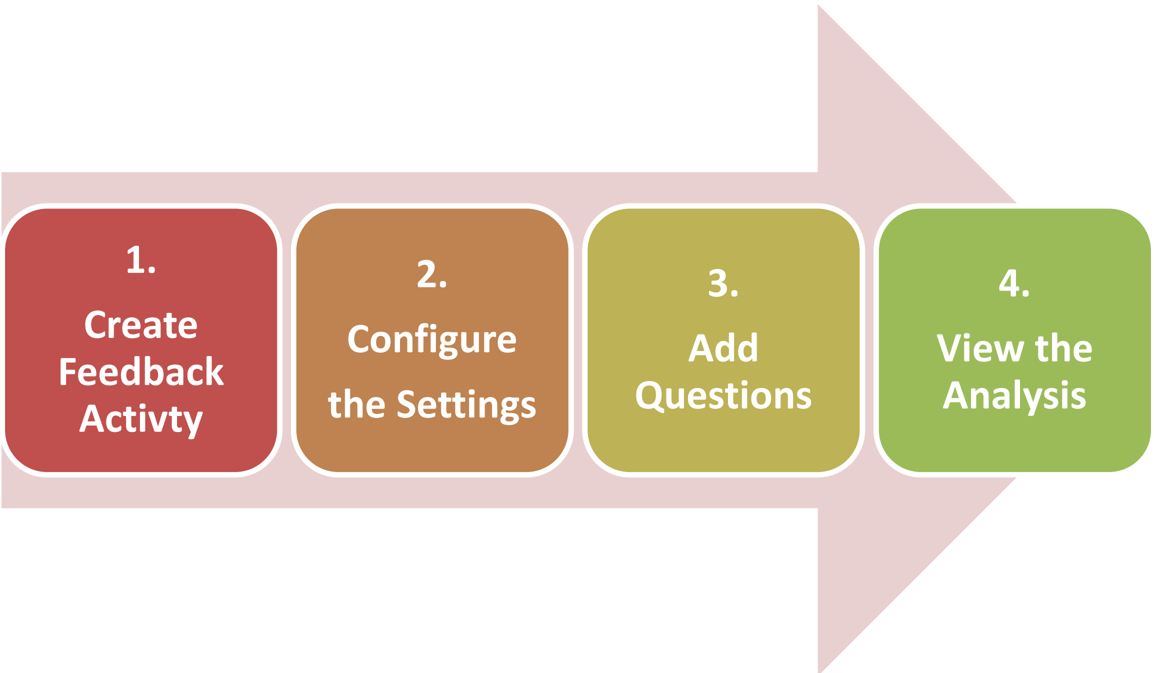
Feedback

Introduction

The Feedback module allows you to create and conduct surveys to collect feedback. Instructor can use it to request feedback on his/her course or teaching evaluations. Unlike the Survey tool it allows you to write *your own questions*, rather than choose from a list of pre-written questions. In the Feedback tool, the questions **are not** graded.

Instructions:

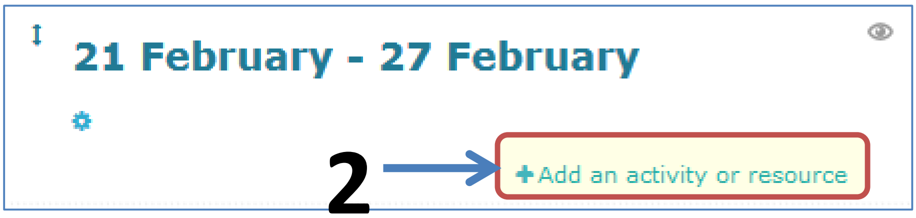


Reference
https://docs.moodle.org/27/en/Building_Feedback

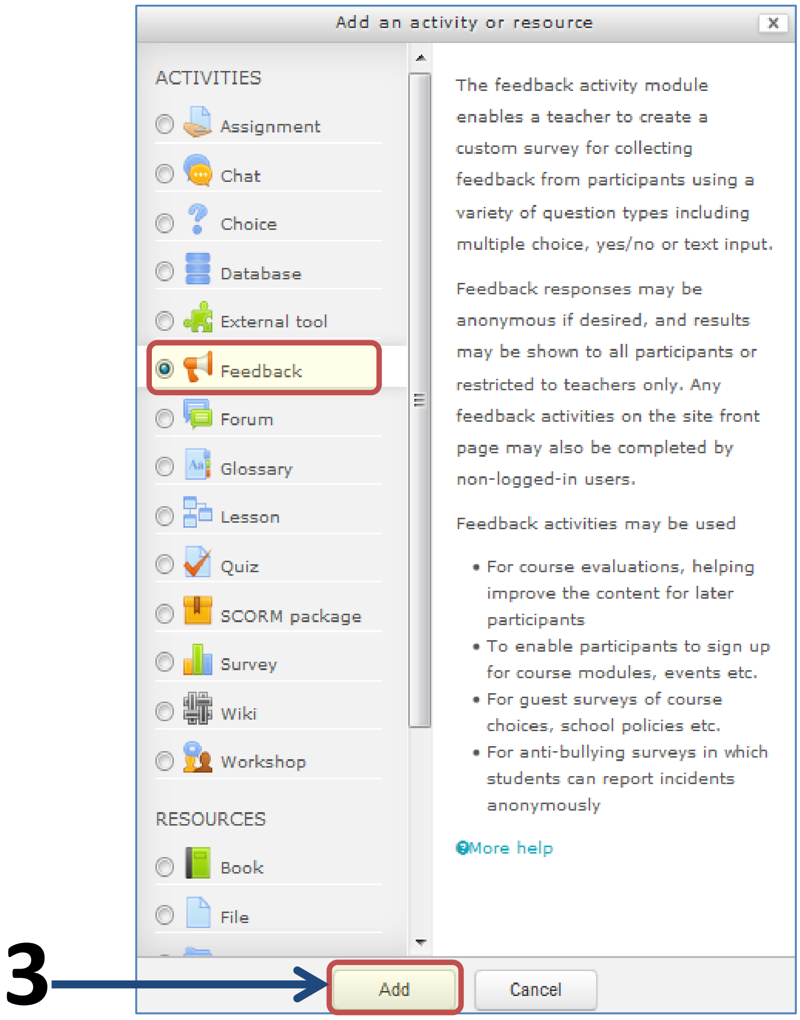
Step 1: Create Feedback Activity

1. On the course home page, click **Turn editing on** 

2. In the appropriate week or topic section click **Add an activity or resource**



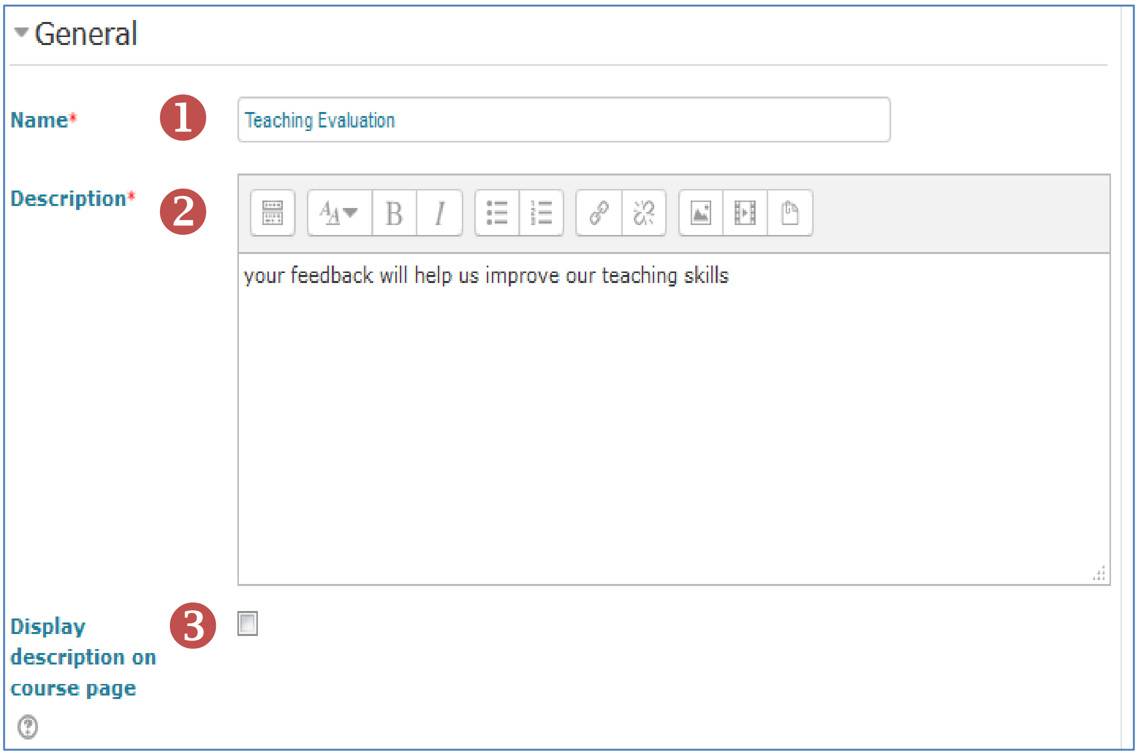
3. Select **Feedback** from "**Add an activity or resource**" window, then click **Add**



Step 2: Configure the Feedback Activity

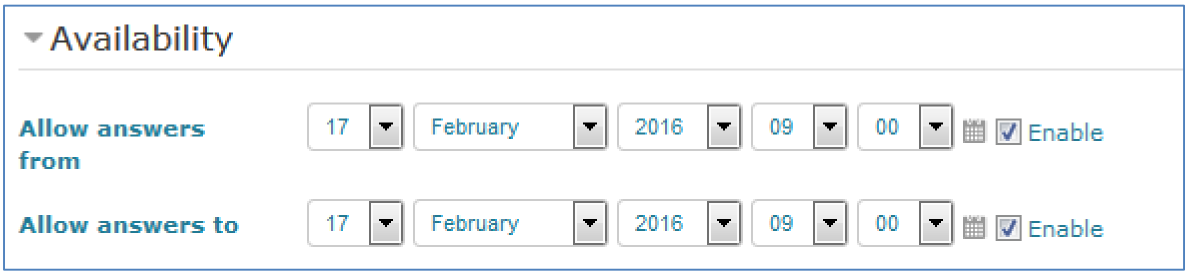
Following is the explanation of feedback activity's settings:

1. General:

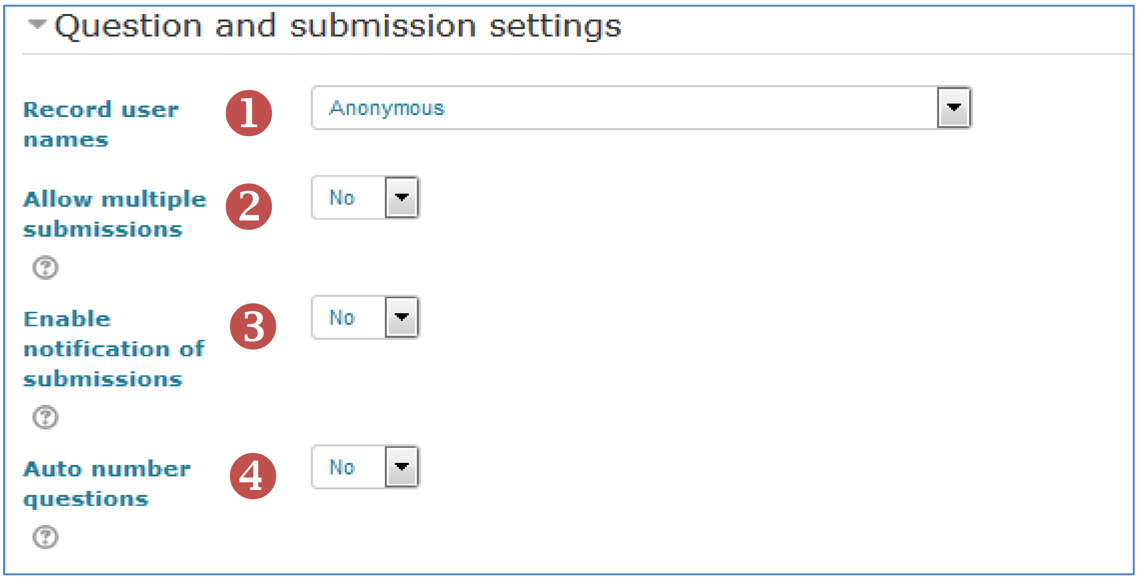


❶	**Name** *	Enter a **Name** for the feedback activity. Note that whatever you type in **Name** field, will form the <u>link that students click on to view the feedback</u>, so it is helpful to give it a meaningful name that suggests its purpose.
❷	**Description** *	Enter some **Description** indicating how the feedback will be used.
❸	**Display description on the course page**	If this box is ticked, the description will appear on the **<u>course page</u>** just below the name of the Feedback.

2. **Availability:** Here you can choose **<u>when</u>** students can complete feedback. Select the **Enable** check boxes and select *date, month, year, hour and minutes* into the **Allow answers from** and the **Allow answers to** fields.

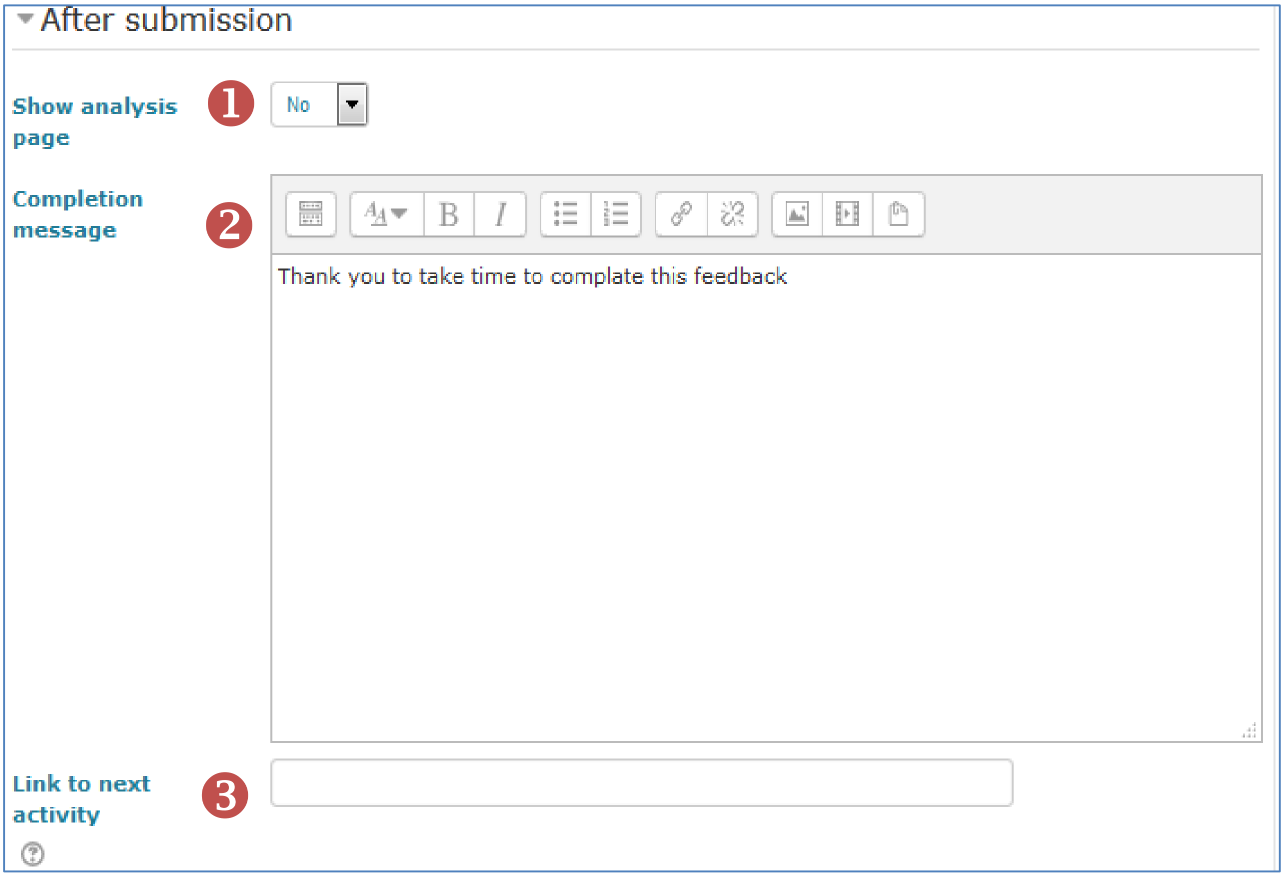


3. **Question and submission settings:**



❶	**Record User Names**	Choose here whether to show the names of users who complete the feedback or not. This setting ***must be clear*** to the participants of the feedback.
❷	**Allow Multiple Submissions**	Choose here whether or not to allow users to complete the feedback **<u>more than once</u>**
❸	**Enable notification of submissions**	If set to 'Yes' then instructors will **receive notifications** when users submit feedback.
❹	**Auto number questions**	If set to 'Yes' then the questions will be automatically numbered.

4. After submission:

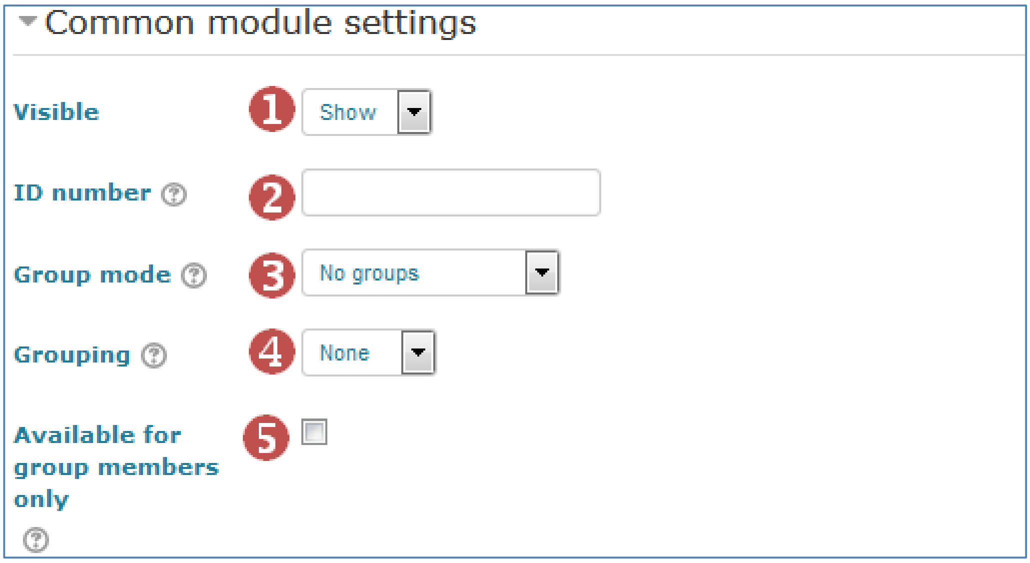


❶ **Show analysis page** — Decide whether Moodle should display an analysis of the feedback received so far ***to students*** once they've submitted their own feedback.

❷ **Completion message** — Enter the text you want to display to the student once they've submitted their feedback

❸ **Link to next activity** — This allows you to add a URL to another activity or webpage which you would like them to go to once they have answered the questions.

5. Common module settings



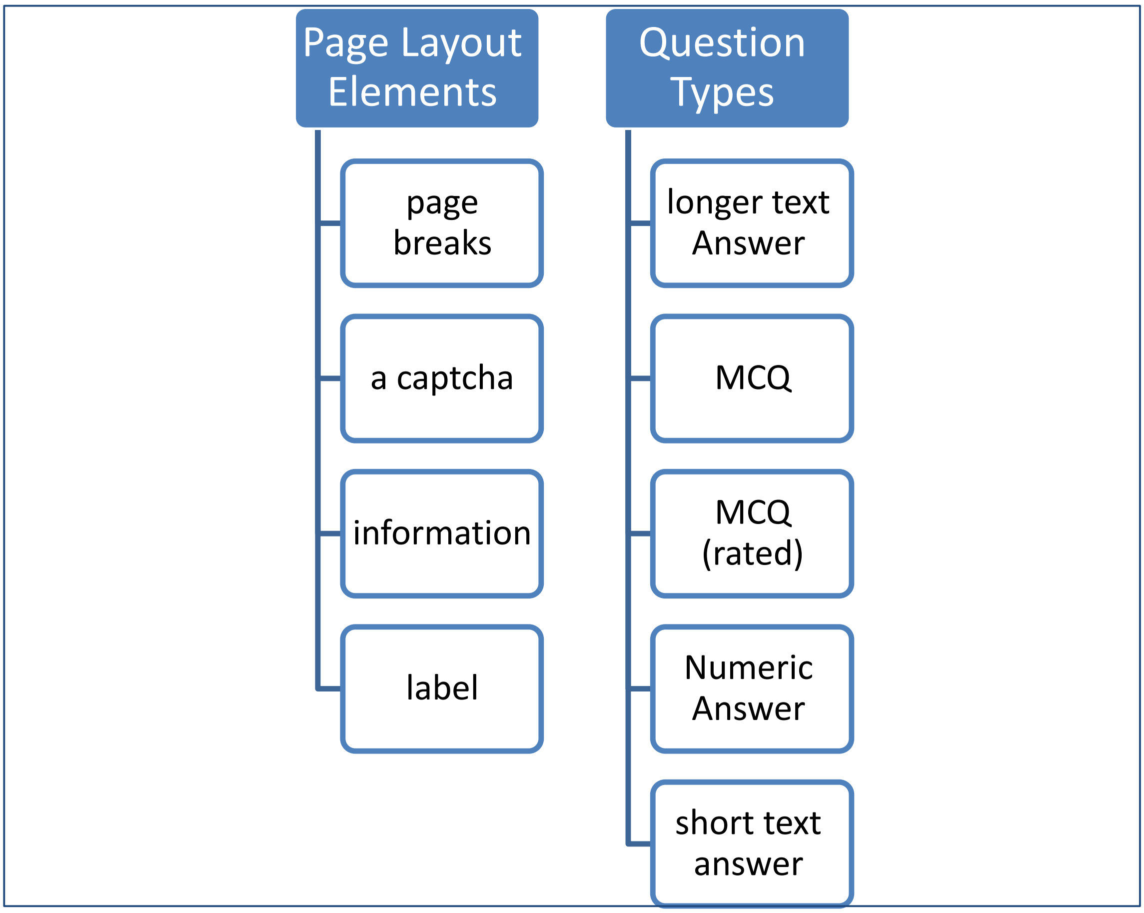
❶	**Visible**	Choose whether to Show or Hide the assignment *<u>from students</u>*
❷	**ID number**	Setting an ID number provides a way of identifying the assignment for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field can be left **blank**.
❸	**Group mode**	Three levels on the Group mode: no groups, separate groups or visible groups. ○ **No groups** : There are no groups and all students can submit feedback ○ **Separate groups**: group members cannot see or access the work in other groups. ○ **Visible groups:** group members can see the activity but can't participate in it.
❹	**Grouping**	If you want to make an activity visible to only one set of users within a course
❺	**Available for group members only**	To assign an feedback activity to a particular grouping

After completing the fields as necessary, click **Save and display**. The feedback *Overview* page displays, where you can begin to create your questions (see next step).

Step 3: Add Questions

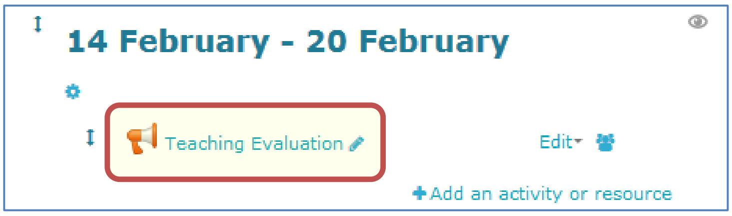
The Edit questions page is where you ***create questions*** for your Feedback activity and ***decide on the layout*** for your survey. You can add:

1) page layout elements
2) questions

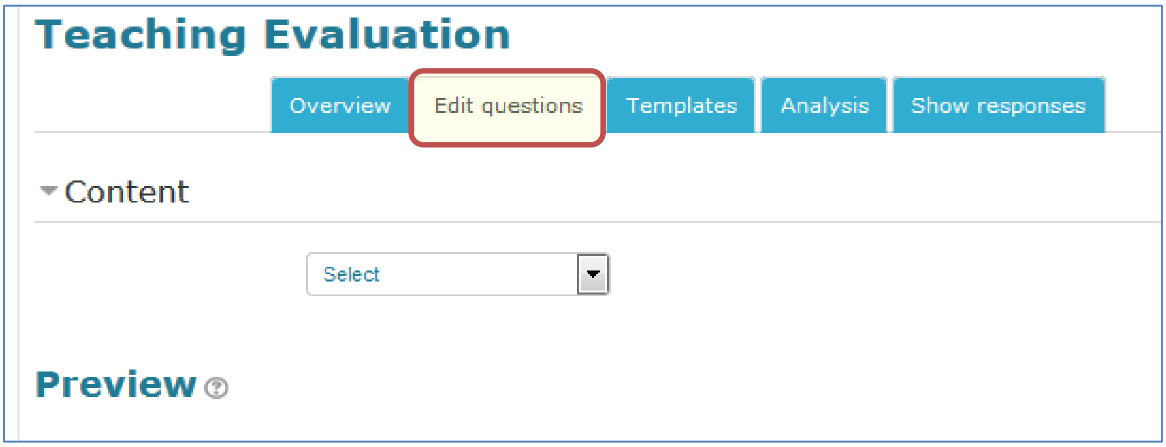


Create Questions

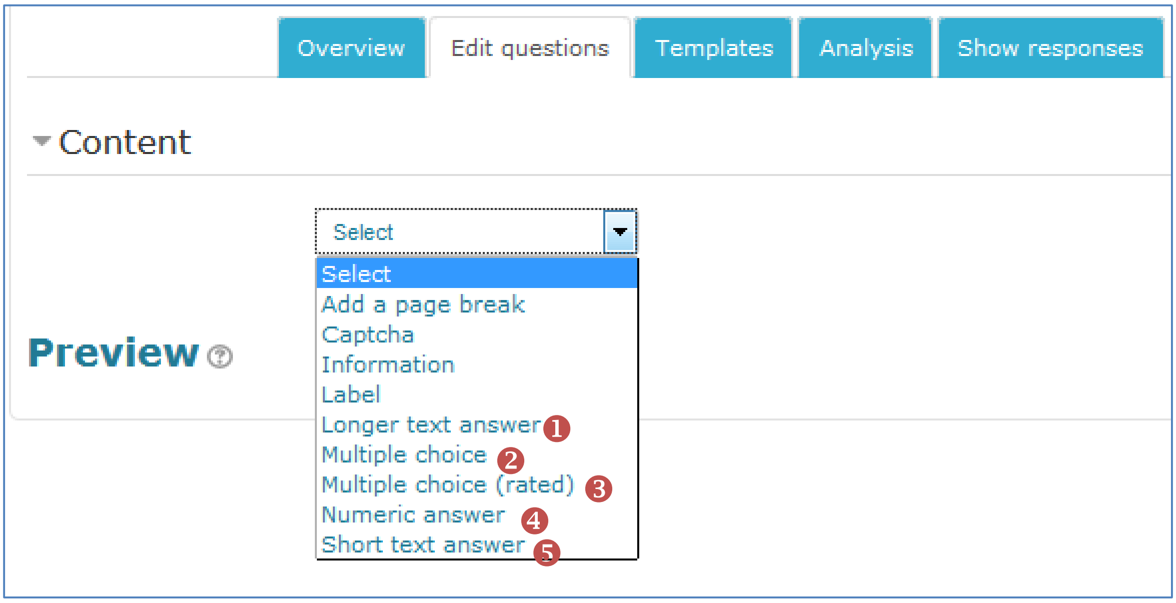
1) Click on the newly created Feedback link



2) Select the **Edit questions** tab.



3) On the *Edit questions* page, **Select** a **question type** and complete the resulting page as appropriate.

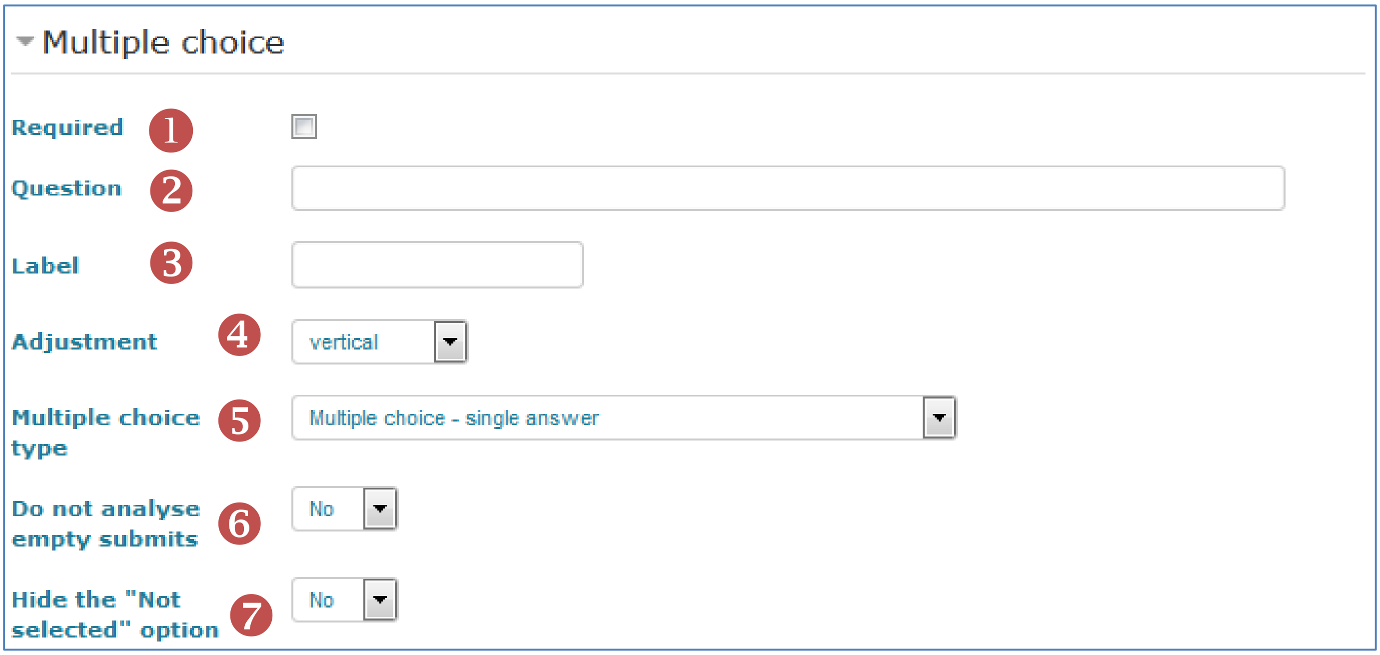


Types of Feedback Questions

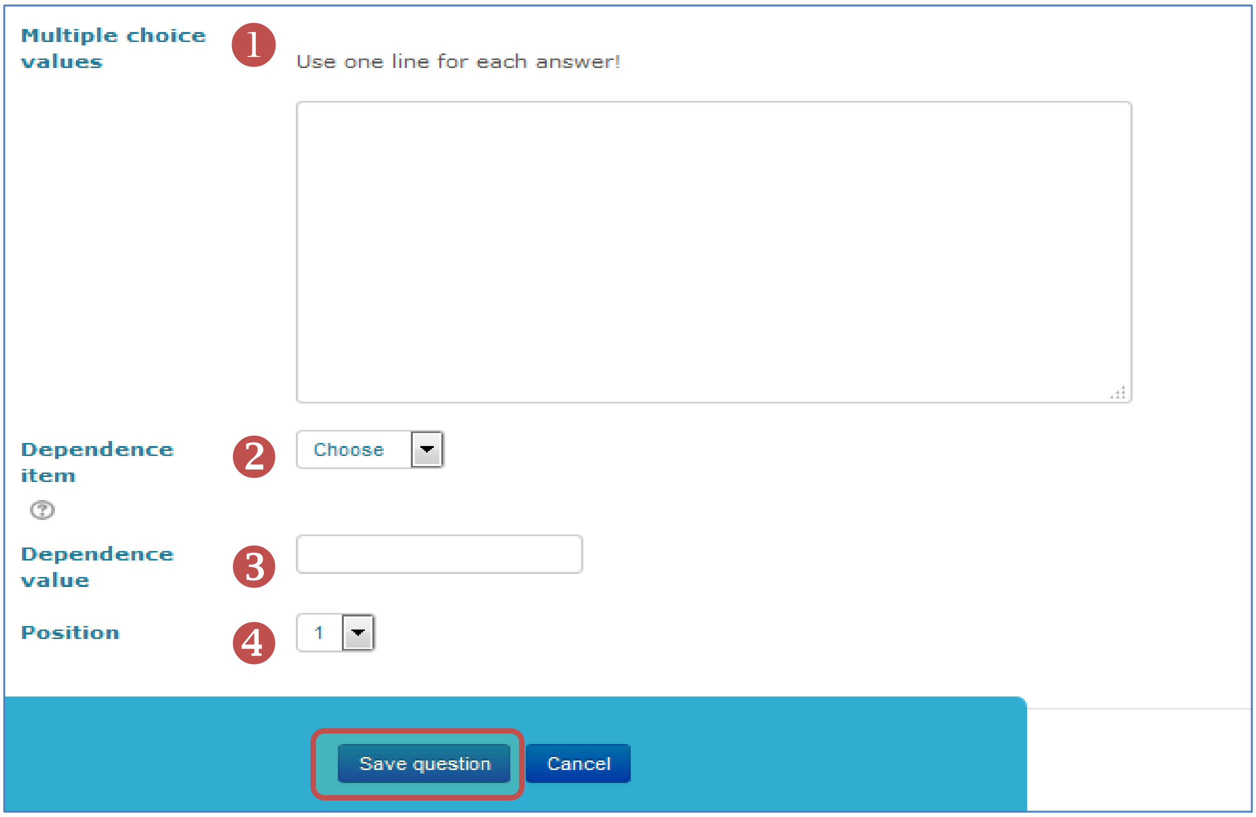
1	**Longer text answer**	This option is for creating a text box for longer answers; (you specify how big it will appear in rows and columns) which people can write a long answer into
2	**Multiple Choice**	Allows for: single answer (radio buttons), single answer allowed (drop-down list), multiple answers (checkboxes). Note: It starts on **'Not selected'** and then has your options afterwards.
3	**Multiple Choice (rated)**	This is similar to the other multiple choice options, except that each option has a ***numerical value associated with it.*** Allows for: single answer (radio buttons), single answer allowed (drop-down list).
4	**Numeric answer**	The answer must be a number; you can specify an acceptable range.
5	**Short text answer**	Single line answer; you set maximum number of characters allowed (255 max).

After selecting question type, complete the resulting page as appropriate.

Following is explanation to the settings when adding question of type multiple choice.



1	**Required**	Place a check-mark next to the Required checkbox if you want to make the answer mandatory.
2	**Question**	Enter the question text in the **Question** field.
3	**Label**	Enter an appropriate label for the question. This label is *only for the instructor* to identify questions and also to select dependencies (see below).
4	**Adjustment**	Select whether the answer choices should be displayed vertically or horizontally.
5	**type**	Select the type of MCQ
6	**Do not analyze empty submits**	Select if you want optional questions that were not answered to be added to the results analysis.
7	**Hide the 'Not selected'**	Select if you want **'not selected'** to be a choice for the students.



1 Enter the answer choices. Start a new line for each answer choice.

2 In the **Dependence item,** select **the label** of the question upon which the current question is dependent upon. Dependencies are optional and can only be based upon questions that are asked **before** the question that is currently being added, and they must be separated by a page break. (see example in Dependencies)

3 Type the answer a student should give in the dependent item (above) in the **Dependency Value** box in order to include the current question in the activity. The two values must match exactly for the question to be displayed to students.

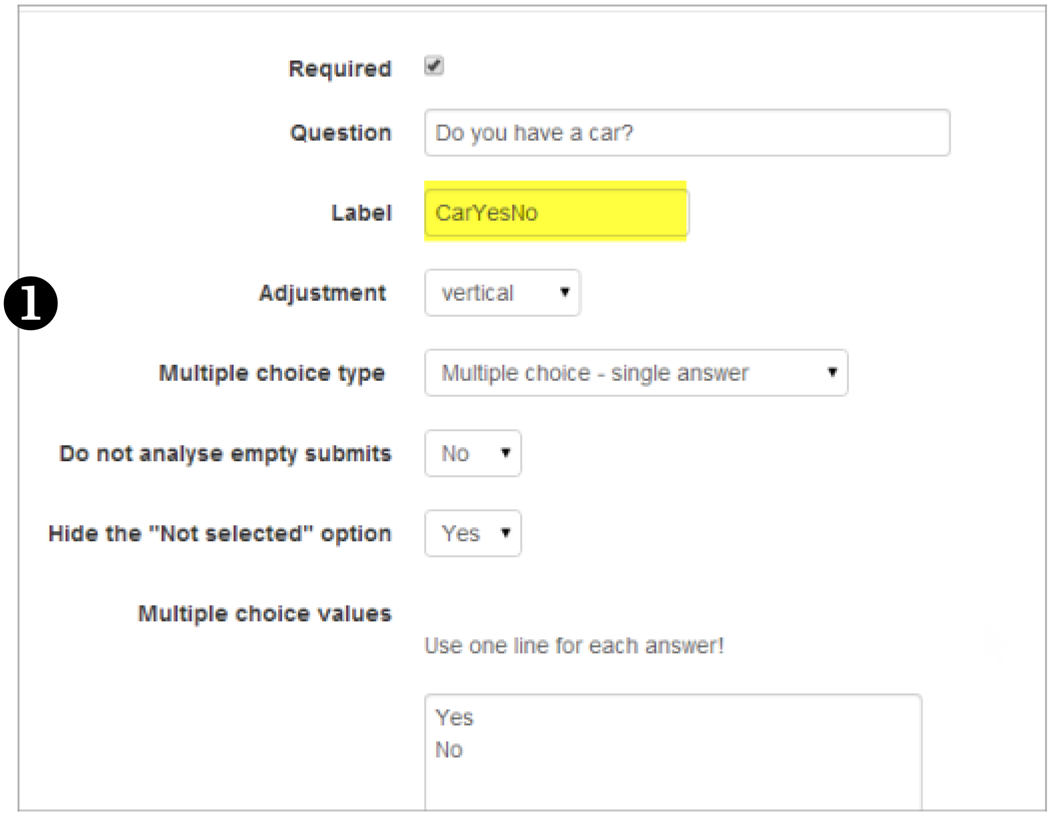
4 Position controls the order of the questions. Position 1 is the question nearest the top of the page

Click **Save question** to add the question to the feedback activity.

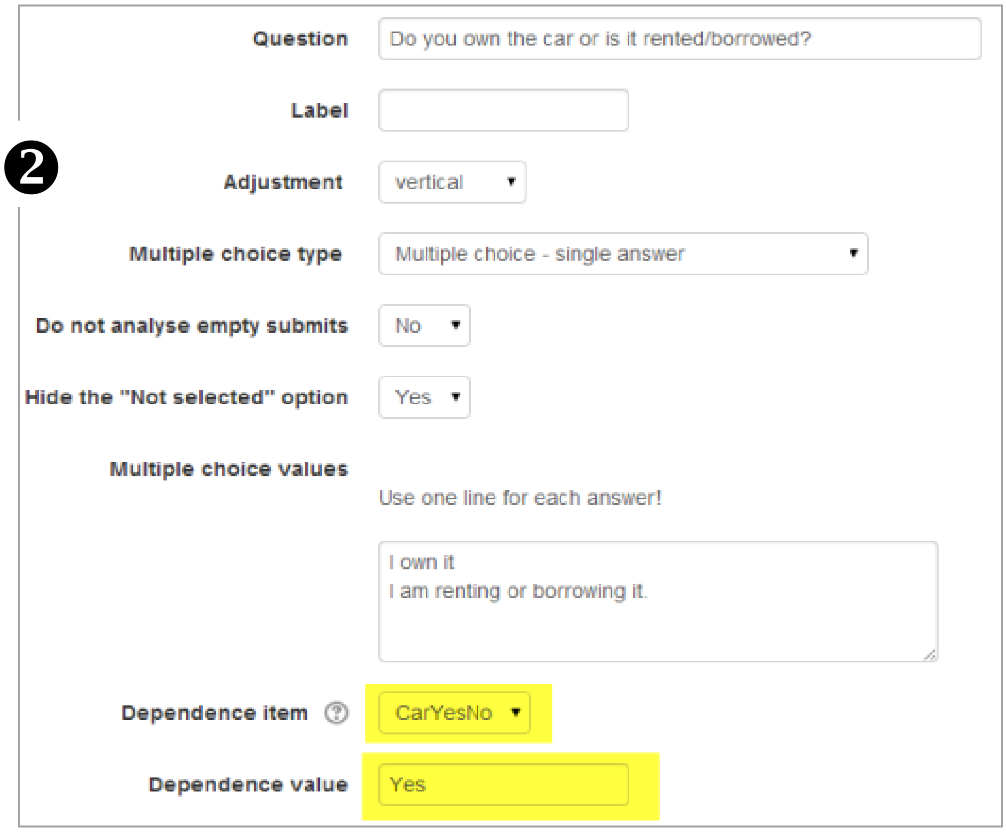
Dependencies

It is possible to direct the user to specific questions depending on *a previous answer.* For example, if they say 'Yes' to the question "Do you have a car?" they will be directed to a different question from if they answer 'No'. Such a question structure is created as follows:

1) Set up your initial question and give it a name in the Label field:



2) Add a Page break
3) Add the question to go to if (for example) the user replies 'Yes'.
4) In 'Dependence item', select the Label of your first question.
5) In 'Dependence value' type your dependent answer (such as 'Yes' in our example.)



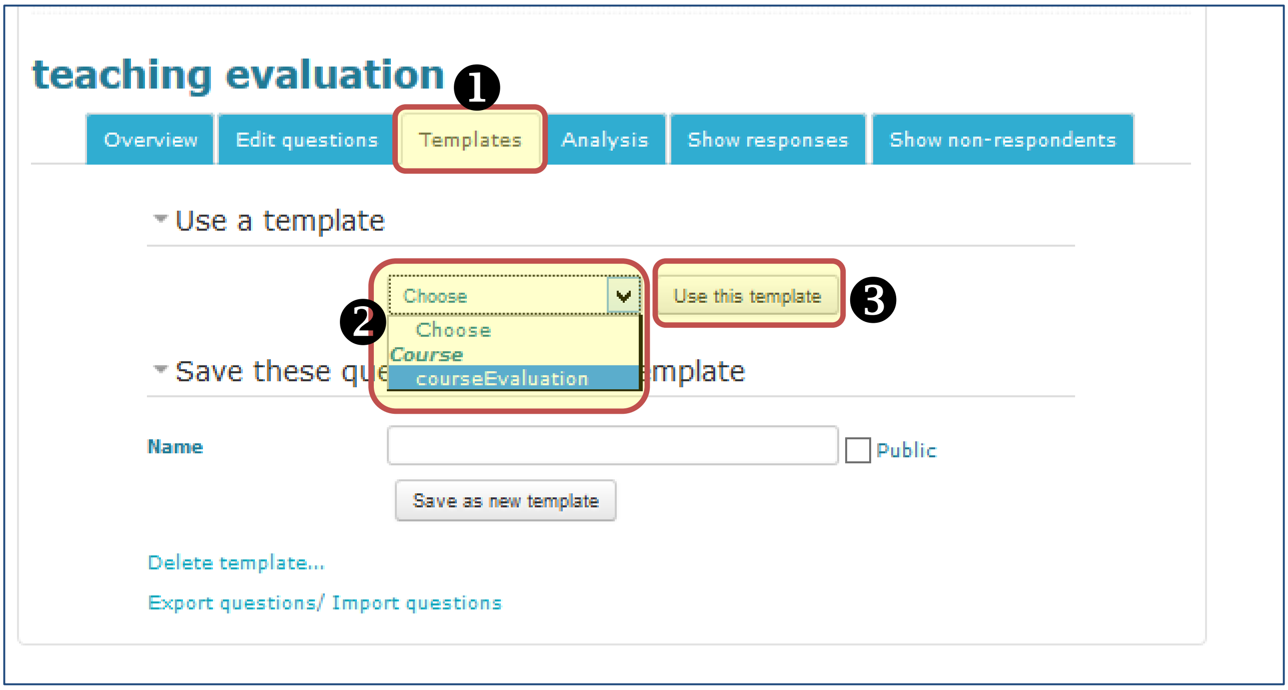
- Follow the same process for the other response (such as 'No')

Layout of a Feedback Survey:

A page break or captcha will display in the **Preview** section without further input from you.

- **Page break**: This option will put the following question on a new page.
- **A captcha**: an online mini-test, usually of visual perception, to ensure a real person is submitting feedback. Designed to prevent spams. Asks a student to write out some distorted text which is displayed on screen. You normally ***won't need this.***
- **Information**: This option provides information to the teacher only about the survey. You can choose to display one of *three types of information*: Response time (time survey is started); Course name (short name of course); the college.
- **Labels (headings):** Add arbitrary text between questions for extra explanation or to divide into sections.

Template



Previously saved Templates will be listed in this area and can be selected using the dropdown menu.

After selecting a Template, Moodle will display a preview of the Feedback questions contained within the Template and confirm "*Are you sure you want to use this template? "*

You will also be required to select one of two options:

- **Delete old items**
  Remove any questions/text types previously added to the Feedback Activity you are viewing before importing items from the selected Template
- **Append new items**
  Add items stored within the selected template to the current Feedback activity, to any existing questions/text types.

Once you have made your selection click "**Save changes** "to copy across the Feedback items or press "**Cancel"** to exit from the template copy process.

Step 4: View the Analysis

Within the **Analysis tab** you will be able to view a list of all responses submitted for each of the questions within a Feedback activity. The total number of Submitted answers and Questions are provided within this page, and a link to export this data to Excel for detailed Analysis.

1. Click the title of the Feedback activity from the course home page.
2. *If you have enabled the option of seeing each participant's name in the evaluation, you can click the* ***Show responses*** *tab to view individual responses.* Click the **Analysis** tab to view the aggregated percentages of each evaluation choice.
3. To export the results to an Excel spreadsheet, click **Export to Excel**.