Feedback

Feedback activity allows you to create a customized survey with a variety of question types (e.g. multiple choice, text answer) for collecting feedback from course participants.

A) Create a Feedback activity
1) In course main page, press **[Turn editing on]** at top right corner
2) Press **[+ Add an activity or resource]** under a course section
3) Press the **"Feedback"** box
4) Enter the Feedback name
5) Press **"Availability"** category, then select **"Allow answers from"** and **"Allow answers to"** options that control the date and time when students can complete the Feedback activity
6) Press **"Question and submission settings"** and **"After submissions"** categories, then select the appropriate options:
● **Record user names** - whether to show the users' names with their responses
● **Allow multiple submissions** - whether to allow users to submit more than one responses
● **Enable notification of submissions** - whether to receive notifications when users submit their responses
● **Completion message** - enter the message shown to users after submitting their responses
7) If necessary, modify its Common module, Restrict access and Activity completion settings
8) Press **[Save and return to course]**

B) Add new questions to the Feedback activity
1) In course main page, press the name of the Feedback activity
2) In Feedback page, press **[Edit questions]** tab
3) In Edit Question page, select the question type from **"Add question"** pull-down menu, then select/modify the appropriate options:
● **Required** - if checked, the response to this question is required
● **Question** - text shown in a question field
● **Position** - the question's order in the Feedback activity (Question with Position 1 will appear closest to the top of the Feedback page)
4) Press **[Save question]**
5) Repeat step 3)-4) to add more questions to the Feedback activity

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Note:
Download students' Feedback responses
1) In course main page, press the name of the Feedback activity
2) In Feedback page, press [Show responses] tab
3) Select the file format (CSV, MS Excel, HTML, PDF) in "Download table data as" pull-down menu, then press [Download]