Questionnaire

Questionnaire activity allows you to create a customized survey with a variety of question types (e.g. checkbox, yes-no question) for collecting data from course participants.

A) Create a Questionnaire 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 "Questionnaire" box
- 4) Enter the Questionnaire name
- 5) Press **"Availability"** category, then select the **"Allow responses from"** and **"Allow responses until"** options that control the date and time when students can fill in the questionnaire
- 6) Press **"Response options"** category, then select the appropriate options:
- Type determine the frequency of users to fill in the questionnaire
- Respondent Type whether to show the users' names with their responses
- Students can view ALL responses whether or not and when students can view other students' responses
- Save/Resume answers whether to allow users to save their answers for later completion before submission
- 7) If necessary, modify its Common module, Restrict access and Activity completion settings
- 8) Press [Save and return to course]

B) Modify the Questionnaire's advanced settings

- 1) In course main page, press the name of the Questionnaire activity you have just created
- 2) In Questionnaire page, press 🍄 🎽 [Actions menu] at top right corner, then press

[[‡] Advanced settings]

- 3) Select/Modify the options from "Content options" and "Submission options" categories:
- Title of this Questionnaire activity shown on top of every page
- Subtitle of this Questionnaire activity shown under its title on the first page
- Additional Info text, images and/or multimedia shown under the Questionnaire name and subtitle on the first page
- Email the mailbox(es) of email address(es) entered in this field will receive email copy of each user response
- 4) Press [Save and return to course]

Note:

In "Email" field (in step 3), you can enter more than 1 email address by separating them with commas.

C) Add new questions to the Questionnaire activity

- 1) In course main page, press the name of the Questionnaire activity you have just created
- 2) In Questionnaire page, press 🌣 😁 [Actions menu] at top right corner, then press

[🍄 Questions]

- In "Add questions" category, select the question type from the pull-down menu, then press
 [Add selected question type]
- 4) In Question page, select/Modify the appropriate options:
- **Response is required** whether or not the response to this question is required
- Question Text text, images and/or multimedia shown in a question text field
- Possible answers each answer should be entered in each line
- 5) Press [Save changes]
- 6) Repeat step 3)-5) to add more questions to the Questionnaire activity

Note:

Download students' Questionnaire responses

- 1) In course main page, press the name of the Questionnaire activity you have just created
- 2) In Questionnaire page, press [Actions menu] at top right corner, then press [View All Responses]
- 3) Press [Download] tab
- Select the file format (CSV, MS Excel, HTML, PDF) in "Report type" pull-down menu, then press [Download]