

## 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

**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]**