

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]
- 3) 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
- 4) Select the file format (CSV, MS Excel, HTML, PDF) in “Report type” pull-down menu, then press [Download]