



Feedback Tool

Guide also incorporates how to add in the CIT Subject Evaluation

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Overview

The Feedback activity allows you to create and conduct surveys to collect feedback. It allows you to write your own questions. The Feedback activity is ideal for the likes of course or teacher evaluations. There are also templates set up for the CIT subject evaluation for teachers to use. See further below on how to use these.

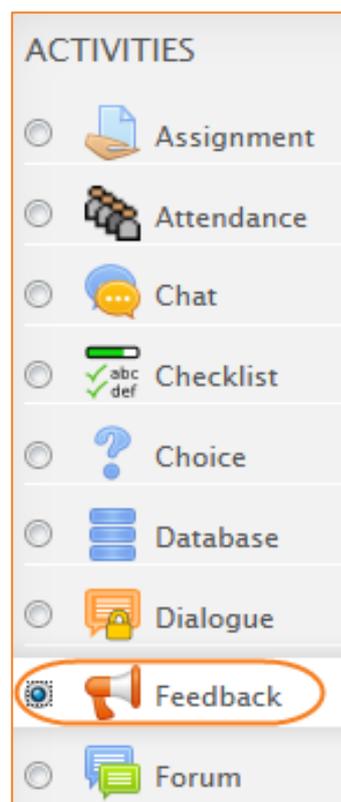
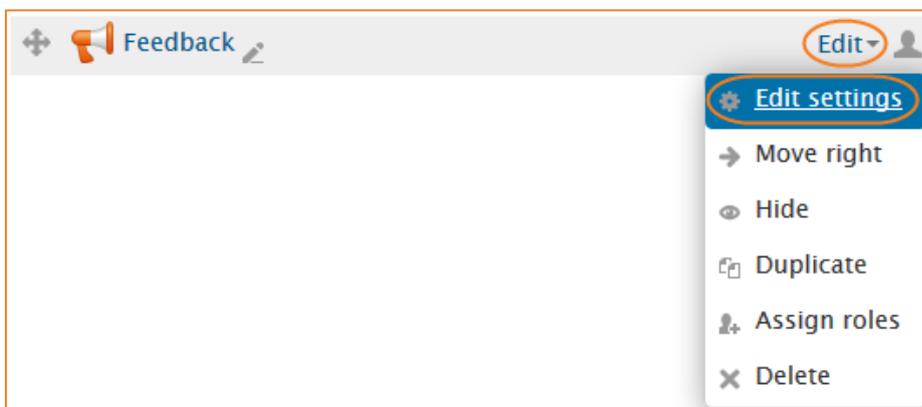
Adding or Editing a Feedback activity in your course

1. Login to eLearn and open up the appropriate course. Once in this course, **Turn editing on** using the orange icon at the top right.
2. If creating a new feedback, click on **Add an activity or resources** and choose **Feedback**.

[+ Add an activity or resource](#)

3. If editing an existing feedback, locate the specific activity, select the **Edit** menu to the right and choose **Edit settings**. This will open up the settings page for the feedback activity.
4. Once all settings have been set, **Save and return to course** to return back to the course page, or **Save and display** to be taken to your feedback tool.

Turn editing on



Settings

General

Name

Whatever you type here will form the link learners' click on to view the Feedback, so it is helpful to give it a name that suggests its purpose.

Description

Add a description of your Feedback instance here. Click the icon top left to expand the toolbar, and drag the bottom right of the text box out to expand it.

Display description on the course page

If this box is ticked, the description will appear on the course page just below the name of the Feedback.

▼ **General**

Name* Feedback

Description*

Paragraph ▼ B I [List Icons] [Link Icon] [Image Icon] [Smiley Icon] [Video Icon] [Document Icon]

Feedback

Path: p

Display description on course page

The following settings are collapsed by default. Click on the setting name (e.g. Availability) to expand.

Availability

Here you can choose when users can complete feedback.

▼ **Availability**

Allow answers from 3 ▼ December ▼ 2014 ▼ 16 ▼ 40 ▼ [Calendar Icon] Enable

Allow answers to 3 ▼ December ▼ 2014 ▼ 16 ▼ 40 ▼ [Calendar Icon] Enable

Question and submission settings

Record User Names

Choose here whether to show the names of users who complete the feedback or not.

Allow multiple submissions

Choose here whether or not to allow users to complete the feedback more than once. This is important when using Feedback for anonymous surveys on the front page as it will allow non-logged in users to complete the feedback.

Enable notification of submissions

If set to 'Yes' then teachers will receive notifications when users submit feedback.

Auto-number questions

If set to 'Yes' then the questions will be automatically numbered.

▼ **Question and submission settings**

Record user names Anonymous

Allow multiple submissions ? No

Enable notification of submissions ? No

Auto number questions ? No

After submission

Show analysis page

The summary results can be shown to respondents, or shown only to teachers.

Completion message

This allows you to present users with a personalised message after they have answered the questions.

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.

Common module settings

Visible

Choose whether to show or hide this item from the students.

For information on the other settings here, see the eLearn guide – [Groups and Groupings](#).

Restrict access

See eLearn guide – [Conditional Release](#).

Activity completion

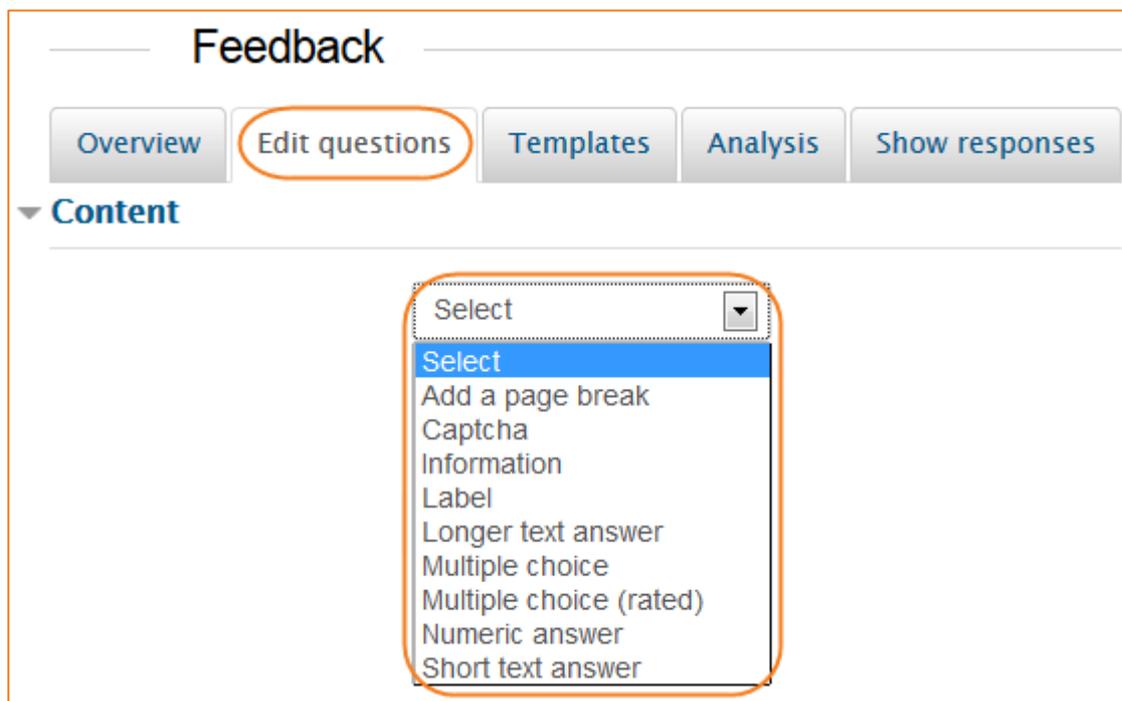
See eLearn guide – [Completion Tracking](#).

Once you have filled in all the require settings, click on **Save and display** to bring up the next page of the feedback tool, the feedback questions, or **Save and return to course** to go back to the course. To get back to the feedback questions page from here, just click on the feedback you have just created.



Building your own Feedback Questions

After setting a new Feedback you design it by adding questions. From within the feedback tool, make sure you are on the Edit questions tab. From here you can *Select* the type of question from the drop down list. Add your question details and click *Save question*.



Question Settings

The following applies to all or most question types.

Position

This number controls the order of the questions. Position 1 is the question nearest the top of the page, so when you create or edit a question, you can choose from the dropdown of available positions (which will vary depending on how many other questions there are). You can also rearrange questions by clicking the position up and down arrows on the edit questions screen.

Required

These questions are required to be answered and will prompt the user if they are left unanswered. These questions are highlighted with a red star for users, and have a yellow exclamation point beside them when editing Feedback questions.

Available question types

Captcha

A test to make sure a real person is filling in the form and not an automatic spamming program of some sort. Asks a person to write out some distorted text which is displayed on screen. You normally won't need this unless you find you are getting spammed a lot.

Information

This allows you to choose to display one of three types of information: the time of responding; the course and/ or the category where the feedback is located.

Label

Like a standard Moodle label, this allows you to add arbitrary text between questions allowing for extra explanation or to divide the Feedback into sections.

Longer Text Answer

This option is for creating a text box (you specify how big it will appear in rows and columns) which people can write a long answer into.

Multiple choice - multiple answers

This will give you a series of options with a checkbox next to each one. The respondent can check as many as they want and there is currently no way to specify a limit to how many they can choose which is lower than the total.

Multiple choice - single answer allowed (dropdownlist)

This will give you a dropdown list from which only one answer can be selected

Dropdownlist (rated)

This is similar to the dropdownlist option, except that each option has a numerical value associated with it. This means that if asking a question like:

How much do you enjoy being in class?

- *I love it*
- *I like it*
- *It's OK*
- *I don't like it*
- *I hate it*

It is not possible to (easily) get out an "average" score - particularly if you're asking the same question before and after an event or course. If the Dropdownlist (rated) option is used, then numerical values are associated with each option, allowing an average or other measurements of any responses. The above question might look like:

How much do you enjoy being in class?

- [5] I love it
- [4] I like it
- [3] It's OK
- [2] I don't like it
- [1] I hate it

Which might allow for an average (e.g. "4.5 this term, up from 3.9 last term") to be calculated.

Numeric answer

Here, you ask a question which must have a number as an answer and specify the acceptable range e.g. "How many arms would you like, if more than 2 were possible? (please specify 0-10)" with a range of 0-10 set in the options. It helps if you specify the acceptable range in the question text.

Multiple choice - single answer

This will give you a series of radio buttons, which starts on 'Not selected' and then has your options afterwards. Only one can be chosen and 'Not selected' is a valid answer if the question is not set to 'required'.

Multiple Choice (Rated)

This is similar to the other multiple choice options, except that each option has a numerical value associated with it. You have the choice of using radio buttons or a drop-down list to display the answers.

For example:

How much do you enjoy being in class?

- I love it
- I like it
- It's OK
- I don't like it
- I hate it

It is not possible to (easily) get out an "average" score - particularly if you're asking the same question before and after an event or course. If the Drop-down List (rated) option is used, then numerical values are associated with each option, allowing an average or other measurements of any responses.

The above question might look like:

How much do you enjoy being in class?

- [5] I love it
- [4] I like it
- [3] Its OK
- [2] I don't like it
- [1] I hate it

Which might allow for an average (e.g. "4.5 this term, up from 3.9 last term") to be calculated.

Short Text Answer

This option lets you specify a single line answer, with an input box which is a set number of characters long (you choose). You also specify the maximum number of characters you will accept, so that the answer is not too long and/or does not run over the length of the box on screen.

Dependence item and Dependence value

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'. To set dependent questions:

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

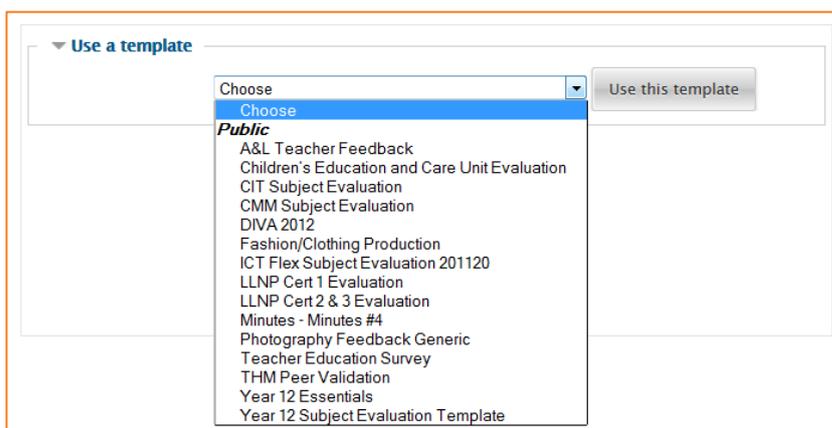
Using the CIT Subject Evaluation Template

Choosing your Template

1. On the feedback page, click on the *Templates* tab at the top of the page.



2. In the *Use a template* box, click on the *Choose* drop-down menu and choose the appropriate subject evaluation.



3. The next page gives you a preview of the template and asks if you want to *Delete old items* or *Append new items*. As this may be a new feedback you have created, it will not have any items in so leave this as the default and *Save changes*.

4. Once loaded, you will be taken to the *Edit questions* tab. If you would like to test this evaluation, click on the *Overview* tab and then *Answer the questions*.

Responses and Analysis

There are a number of ways to view the student's responses.

Individual Responses

1. In your course, click on your evaluation.
2. In the tabs at the top, click on **Show Responses**.
3. Click on the **Show Responses** button.
4. You can now choose each entry and show each individual responses.

All Class Analysis

1. In your course, click on your evaluation
2. In the tabs at the top, click on **Analysis**.
3. This page shows all the students answers. You can print straight from this page or **Export to Excel** for further analysis.

