

## Introduction

The **Choice Activity** is a useful tool for conducting a quick poll among the students to stimulate their thinking about a new topic, allow the class to vote on a course-specific issue, and obtain research consent. It can also be used for rapid unit end evaluation of effectiveness of teaching and/or learning at end of units or sub-units. The teacher asks a question and specifies a choice of multiple responses. Each participant may choose only one of the possible answers. The choice results can be revealed to the students, or it can be kept confidential.

### I. Setting Up of Choice Activity

The following are the steps to set up a choice activity in a course.

1. Select the **Turn Editing On** button from the **gear** icon at the top right corner
2. Click the **Add an activity or resource** link and select **Choice** from the Activity Chooser
3. Add a **name** and **description** for the Choice and decide whether the description should be **displayed on the course page**
4. Select the **Display mode** for the Choice **options**, i.e., **Display Horizontally** or **Vertically**. Choose whether the responses are displayed horizontally or vertically.

**Note:** It is better to opt for horizontal display if the number of responses is less and small in structure and vertical in case of large number of responses, and also responses of longer length in terms of words.

### 5. Options

- a. **YES** to '**Allow choice to be updated**' facilitates the students to change their first selection of Choice till the due date and time. The default **No** means they cannot change their first selection.
  - b. **Allow more than one Choice to be selected**, if required. If this option is made **YES**, then the checkboxes will display differently to alert students that they can make more than one selection
  - c. The **Limit the number of responses allowed** option permits the teacher to limit the participants to select each Choice option. When the limit is reached, nobody else will be able to choose the response. If limiting the number of responses is made **No**, then any number of participants can select each answer.
  - d. **Option 1** to **Option 5**: Enter the options that the students can choose. By default, there are five options. More options can be added by clicking the **ADD 3 FIELD(S) TO FORM** button below as per requirement.
6. Under **Availability**, decide the start and end date and time of receiving the responses
- The **Show preview** facilitates the students to view the choices before the scheduled time of their response.
7. Using the **Results** option, the teacher can decide whether to publish the results of the Choice or not. The results can be published in three ways:
- a. Show results to the students after they answer
  - b. Show results to the students only after the Choice are closed. i.e., after the end date and time
  - c. Always show the results to the students

**Privacy of results:** Depending upon the **Publish** results setting, the teacher can choose whether to display students' names with their response in the results

**Show column for unanswered:** This option determines whether students will see the number of people who haven't answered the question when they know the choice results.

8. Maintain the default settings for **Common module**, **Restrict access**, **Activity completion**, **Tags**, and **Competencies**.
9. Select the **Save and display** if the format is final and is ready to be displayed to students or **Save and return to course** button, if it is the draft format and needs further revisions before being displayed to students.
10. Once the teacher created the Choice, it will be available to students after the opening time, if the time is set.

## II. Attending the Choice Activity by the Students

1. The students will get notification regarding the **Choice**
2. They can access the Choice Activity page, tickmark their response(s), and click the **SAVE MY CHOICE** button. They can re-do the selection using the **Remove my choice** option if '**Allow choice to be updated**' is permitted.

## III. Viewing the Student Responses by the Teacher

After students have answered the Choice, the teacher can see the responses via the **View responses** link at the top right choice page. Unlike the students' view of the results, the teacher will see a column for each response with the student's picture

and name irrespective of whether results are published anonymously. Selected responses may be deleted if needed. The results may also be downloaded in a choice of three formats by clicking the appropriate button at the bottom of the choice responses page.