

HKU Moodle Questionnaire Guide

Teachers can use Questionnaire activity to create a survey and collect data from students.

Teachers can add the following types of question in “Questionnaire”.

- Check Boxes
- Date Box
- Dropdown choices
- Essay box - HTML editor possible, set width and height of box
- Numeric - can set length and number of decimal places
- Radio buttons - have labels you determine for each question
- Scale - can customize in many ways
- Text box
- Yes/no

Create a Questionnaire

1. Click **Turn Editing On** button on the course site.
2. Click “**Add an activity or resource**”.

A screenshot of a button with a plus sign icon and the text '+Add an activity or resource' in blue.

3. Select “Questionnaire” by clicking the radio button, then, click “**Add**”.



Edit settings

1. Click **Turn Editing On** button on the course site.
2. Enter the name and the summary of the questionnaire.

Name* Questionnaire 1

Summary*

Paragraph B I [List Icons]

[Undo] [Redo] U S X₂ X² [Text Alignment Icons]

Font family Font size [Code] [Table] [Link] [Image] [Media] [Help]

Please answer all questions.

Path: p

3. Teacher can specify the open/ close date of the questionnaire here by checking the check box.

Timing

Use Open Date 15 October 2012 15 05

Use Close Date 15 October 2012 15 05

4. Teacher can set the response options.

Response options

Type respond many

Respondent Type fullname

Respondent Eligibility (replaced by role overrides)

Students can view ALL responses Never

Save/Resume answers No

Submission grade No grade

Item	Description
Type	Teacher can set if students will be allowed to respond once, daily, weekly or monthly.
Respondent Type	Teacher can choose if the system logs the users' names of the responses.
Students can view ALL responses	Teacher can decide if students can view the response result here. <ul style="list-style-type: none"> Never – Students cannot view the response result. After answering the questionnaire - If the questionnaire only be allowed to respond once, students can view the response result after they submitted their own questionnaire. After the questionnaire is closed- Students can view the response result after the close date. Always – Students always can view the result.
Save/Resume answers	Students can save the questionnaire before submit it. It is convenient for long questionnaire since students can save it and come back to finish it later.
Submission grade	Teacher can determine if the questionnaire needs to be graded.

- Teacher can choose to reuse the old questionnaire template here. The default setting is “Create new”.

Content options ?

Create new

Copy existing (No template questionnaires.)

Use public (No public questionnaires.)

- Click “Save and display”.

Save and display

Advanced settings

- Select “Advanced settings” tab on the top of the page.



- Under the “Content options” section, enter the title and additional information.

Content options

Questionnaire Type

Title*

Subtitle

Additional Info

Rich text editor toolbar: Paragraph, Bold, Italic, Bulleted list, Numbered list, Link, Unlink, Image, Table, Font family, Font size, Undo, Redo, Text color, Background color, Text background color, Text direction, Text color, Text background color, Text direction, Text color, Text background color, Text direction.

Path: p

Item	Description
Questionnaire Type	It determines if the other courses can reuse this questionnaire. <ul style="list-style-type: none"> Private – The questionnaire can only be used in this course. Template – The questionnaire can be copied and edited. Public – The questionnaire can be shared among courses.
Title	This title will be shown on the top of the questionnaire.
Subtitle	This subtitle will be shown on the top of the questionnaire.
Additional Info	This additional information will be shown on the top of the questionnaire. Teachers are recommended to enter some instructions here.

- Teacher can enter **Confirmation URL/ Confirmation page** heading text and body text here. This information will be shown once students finished the questionnaire.

Teacher can enter the email under the email item, so that teacher will receive a copy of each submission from students.

▼ Submission options

Confirmation URL

- OR -

Confirmation page

Heading text

Body text

Paragraph **B** *I* ≡ ≡

U X_2 X^2 ≡ ≡ ≡ ≡

Font family Font size

Path: p

Email

Setting up questions

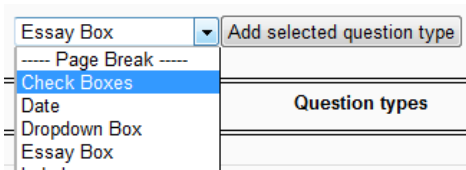
The setting up of the mostly used question types will be illustrated.

Check Boxes

1. Select “**Advanced settings**” tab on the top of the page.



2. Select “**Check Boxes**”, and click “**Add selected question type**”. “**Check Boxes**” type of question allows respondent to choose one or more options.



3. Input the “**Question Name**”, “**Question Text**” and “**Possible answers**”.

For the “**Response Required**”, the question will be required if teacher select “**Yes**”. Students **MUST** answer this question in order to submit this questionnaire.

For the “**Min. forced responses**” and “**Max. forced responses**”, teacher can set how many boxes should be checked here. If there is no restriction on how many boxes should be checked in this question, you can just leave it as default “**0**” value.

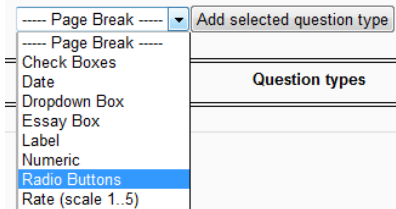
4. Click “**Save changes**” to save the question.

Radio Buttons

1. Select “**Advanced settings**” tab on the top of the page.



2. Select “**Radio Buttons**”, and click “**Add selected question type**”. “**Radio Buttons**” type of question allows respondent choose only **ONE** option.



3. Input the “**Question Name**”, “**Question Text**” and “**Possible answers**”.

For the “**Response Required**”, the question will be required if teacher select “**Yes**”. Students **MUST** answer this question in order to submit this questionnaire.

For the “**Radio buttons Alignment**”, teacher can select if the options shown in vertical/ horizontal format

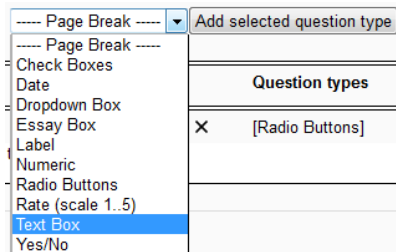
4. Click “**Save changes**” to save the question.

Text Box

1. Select “**Advanced settings**” tab on the top of the page.



2. Select “**Text Box**”, and click “**Add selected question type**”. “**Text Box**” allows respondent input text in the question.



3. Input the “**Question Name**”, “**Question Text**” and “**Possible answers**”.

For the “**Response Required**”, the question will be required if teacher select “**Yes**”. Students **MUST** answer this question in order to submit this questionnaire.

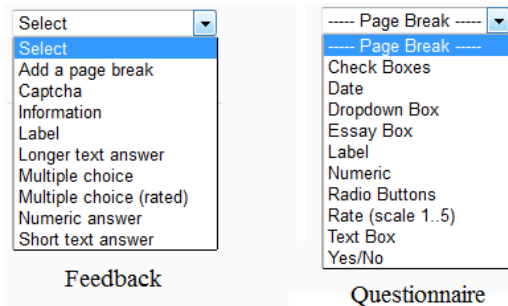
For the “**Input box length**”, teacher can set the width of the input box here.

For the “Max. text length”, teacher can set the length of the text entered by the respondent here.

4. Click “**Save changes**” to save the question.

Tips

- “Questionnaire” activity and “Feedback” activity are similar. The following table shows the similarities and the differences between the two activities.

Similarities	<ul style="list-style-type: none">• Can choose if students see the analysis result.• Can choose if the system logs the respondents' names.• Can set if students have multiple submissions.• Can customize the confirmation pages
Differences	<ul style="list-style-type: none">• Questionnaire can be graded while feedback does not provide this feature.• The question types between two activities are different. <div style="text-align: center;"><p>The image shows two side-by-side dropdown menus. The left menu is for 'Feedback' and lists: Select, Add a page break, Captcha, Information, Label, Longer text answer, Multiple choice, Multiple choice (rated), Numeric answer, and Short text answer. The right menu is for 'Questionnaire' and lists: ---- Page Break ----, ---- Page Break ----, Check Boxes, Date, Dropdown Box, Essay Box, Label, Numeric, Radio Buttons, Rate (scale 1..5), Text Box, and Yes/No.</p></div>