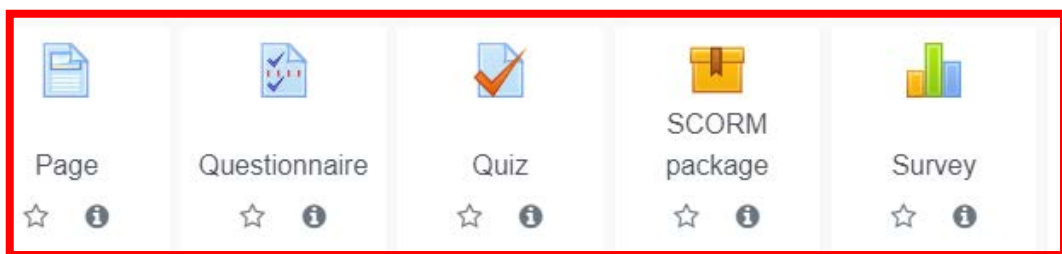


## Introduction

The questionnaire tool like Feedback tool allows the teacher to take feedback from the students on various matters. The student responses can be anonymous or identified and they can optionally be displayed to the students. A variety of question types like short or long text answer, multiple-choice by ticking a check box, selecting a radio button, Yes/No answer, an item from a dropdown list or by rating something on a scale.

1. To add a Questionnaire Activity, with editing turned on, [click on the 'Add an activity or resource' link](#) in the course page where you want it to exist.
2. [Choose 'Questionnaire'](#) from the list of activities and resources.



3. Enter a [Name](#) for the questionnaire and if necessary, a [Description](#).

Name !

Description

Display description on course page [?](#)

4. Decide whether the description should be displayed on the course page or not by ticking the check box.
5. Under availability, decide the **from** and **to date** and **time** for responding to the questionnaire feedback

▼ Availability

Allow responses from       Enable

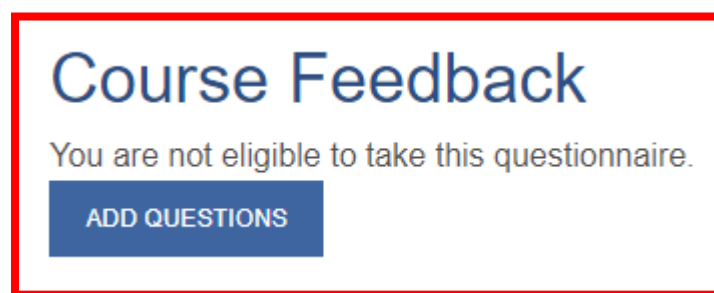
Allow responses until       Enable

6. Under **Response options**, decide:
  - a. **Type**, i.e. whether the student can respond to the questionnaire only once or frequently
  - b. **Respondent Type**, i.e. whether the student's **full name** should be displayed along with each response or it should be kept **anonymous**.

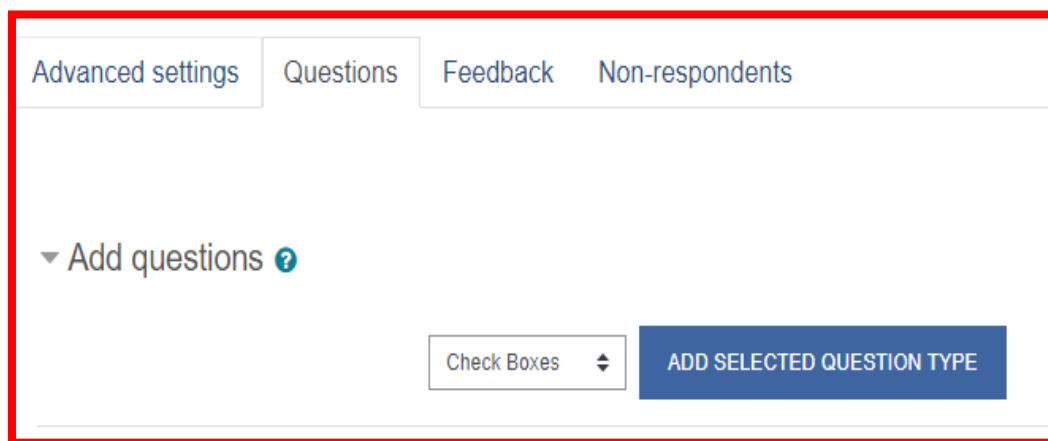
- c. **Students can view ALL responses**, i.e. whether the student can view the responses of other students to the questionnaire or not. If YES, when can they view the responses: always / after answering the questionnaire / after the questionnaire is closed.
- d. **Send submission notifications**, i.e whether the teacher should be notified when a student responds to the questionnaire or not. If YES, whether it should be just an intimation regarding the submission or full copy of the response should be send via message/email.
- e. **Save/Resume answers**: This option permits the students to save the answers to the questionnaire before submitting. Thus, the student can resume filling the questionnaire later and submit.
- f. **Allow branching questions**: This option permits the teacher to design questions that directs a student to a *child question* based on his answer to the main question (*Parent question*). E.g. Questions with choice of response as Yes/No.
- g. **Auto numbering**: This option permits the teacher to auto number the questions and pages of the questionnaire.
- h. **Show progress bar**: Enabling this option will display the progress in terms of the number of questions answered.
- i. **Submission grade**: If required, the teacher can award a grade to the students on a 1-100 scale in order to encourage them to complete a questionnaire. *It is not meant to test the student's knowledge.*
- j. Using the **Content options**, the teacher can **create a new questionnaire** from scratch or use an existing questionnaire already created for the same course

as a [template](#) or use a [public questionnaire](#) already created by someone else on the site and made publicly available to use across the courses.

7. Maintain the default settings for [Common module](#), [Restrict access](#), [Activity completion](#), [Tags](#) and [Competencies](#).
8. Click [SAVE AND DISPLAY](#)
9. Next, click the [ADD QUESTIONS](#) button, and in the resulting window, questions can be added to the questionnaire.



10. The question adding window consists of four options. [Advanced settings](#), [Add Questions](#), [Feedback](#) and [Non-respondents](#).

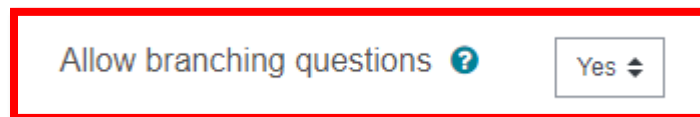


11. The first step in adding questions in the questionnaire is the selection of question type from the drop-down menu. There are nine types of questions. They are [Check box](#) (default), [Date](#), [Drop-down box](#), [Essay box](#), [Numeric](#), [Radio buttons](#), [Rate](#), [Text box](#), and [Yes/ No](#). In addition, the drop-down menu will have two

formatting options, namely, [Label](#) and [Page Break](#). The *Page Break* option will appear in the drop-down menu only after you start entering the questions.

#### Common options for all types of questions

Two options are common for all the nine types of questions: [Question Name](#) and [Response is Required](#). The Question Name will not be displayed to the students. It will function like a *file name* and is used only when the responses are exported to CSV/Excel format. If the responses are never exported to CSV, then the question name need not enter. However, If the teacher select "Allow Conditional Branching" at Sl. No. 6.f above, as YES, then the Question Name will be mandatory for the Parent question.



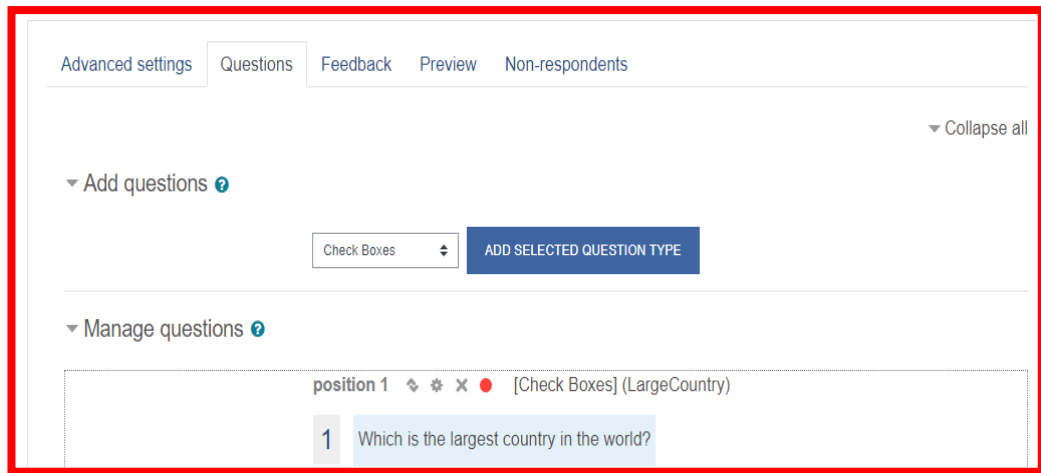
The [Response is Required](#) option will make attending a question mandatory. The student cannot submit the questionnaire without attempting the mandatory questions.




12. In order to add questions to the Questionnaire, select the type of question from the drop-down menu and click **ADD SELECTED QUESTION TYPE**

13. Once, a new question is added to the questionnaire, the *question adding window* will change slightly with addition of a [Preview](#) button and an option for

#### [Managing Questions](#)



i) The **Managing Questions** option permits to:

(a) change the position of the question in the questionnaire 

(b) Edit the question



(c) Delete the  question

(d) make attempting the question mandatory or not

mandatory



## 14. Adding different types of questions

a. Adding Check Boxes question

**Check boxes** allow the user to select multiple answers from a list of options.

ii) Enter a name for the question

iii) If the question is mandatory, click **YES** against **Response is required**

iv) Decide the *minimum number of check boxes* that a student should tick under

**Min. forced responses** and the *maximum number of check boxes* under **Max.**

**forced responses**. If there is no restriction on how many boxes should be checked in this question, just leave it as default "0" value.

v) Under **Question Text** box type the actual question

vi) Under **Possible answers** enter each option in separate line

- vii) The teacher can add any other option by entering **!other = Any other:** on a line to create an optional fill in the blank option.
- viii) Enter **SAVE CHANGES** button

### b. Adding Date Question

The acceptable date ranges from 1902 to 2037. If a date outside this range is expected from respondents, then use the **Text Box** question type instead. The date question type will accept dates consisting only of a month plus a year (e.g. 11/2020 for November 2020) or only a year (e.g. 2020). However, for spreadsheet processing compatibility, such incomplete dates will be automatically transformed to complete dd/mm/yy dates, e.g. 11/2020 -> 01/11/2020 and 2020 -> 01/01/2020

- i) Enter a name for the question
- ii) If the question is mandatory, click **YES** against **Response is required**
- iii) Under **Question Text** box type the actual question asking the date
- iv) The date question use the *day/month/year format*, e.g. for October 28<sup>th</sup>, 2020: 28/10/2020.
- v) Click **SAVE CHANGES** button at the bottom

### c. Adding Drop Down Box Question

The **Dropdown Box Question** allows the student to select a single answer from a list of options provided in a dropdown menu. It is similar to **Radio Buttons Question**. Using the Dropdown Box over the Radio Buttons will help in saving the screen space.

- i) Enter a name for the question
- ii) If the question is mandatory, click **YES** against **Response is required**
- iii) Under **Question Text** box type the actual question
- iv) Enter the **Possible answers**, one entry per line
- v) Click **SAVE CHANGES** button at the bottom

#### d. Adding Radio Buttons Question

The **Radio Buttons Question** like the Dropdown Box allows the student to select single answer from a list of options provided vertically or horizontally.

- i) Enter a name for the question
- ii) If the question is mandatory, click **YES** against **Response is required**
- iii) Decide the **Radio buttons Alignment** i.e. **Vertical** or **Horizontal**
- iv) Under **Question Text** box type the actual question
- v) Enter the **Possible answers**, one entry per line
- vi) Click **SAVE CHANGES** button at the bottom

#### e. Adding Yes / No Question

These are the questions with YES or NO answer options.

- i) Enter a name for the question
- ii) If the question is mandatory, click **YES** against **Response is required**
- iii) Under **Question Text** box type the actual question
- iv) Click **SAVE CHANGES** button at the bottom

#### f. Adding Essay Box question

The Essay Box question is used for recording descriptive answer in a textbox.

- i) Enter a name for the question



- ii) If the question is mandatory, click **YES** against **Response is required**
- iii) Decide the **Response format** as **html editor** or **plain text**
- iv) Decide the **Input box size**
- v) Under **Question Text** box type the actual question
- vi) Click **SAVE CHANGES** button at the bottom

#### g. Adding Rate (Scale 1..5 ) Question

The **Rate ( Scale 1..5 ) Question type** is useful for making questions with *Likert scale* and *ranking* . It can be on a single item (E.g. *Indicate the helpfulness of Web of Science database for your research*) OR a group of items ( E.g. *Indicate the helpfulness of the following literature databases for your research*) with a list of choices (E.g. *Very helpful, Helpful, Moderately helpful, Slightly helpful, Not helpful*).

- i) Enter a name for the question
- ii) If the question is mandatory, click **YES** against **Response is required**
- iii) Under the **Nb of scale items**, decide the number of items to be used in the rate scale. The default number is 5.
- iv) Decide the **Type of rate scale** depending upon the nature of question (a) **Normal** is the default type, (b) **N/A** will enable to add a *Not Applicable* option along with the rate scale, (c) **No duplicate choices** will prevent entering more than one response in a column. This is useful for ranking or ordering a series of items and (d) **Osgood**, a semantic differential scale.
- v) Under **Question Text** box type the actual question
- vi) Enter the **Possible answers**, one entry per line

- vii) The default option displays the *Likert scale* degrees as numbers (1...5). Here, you have to mention the rating scale and corresponding number value along with the question.

Rate the usefulness of the literature databases on a five-point scale (1=Not useful...5= Very useful)

	1	2	3	4	5
Web of science	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scopus	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
COMDISDOME	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PubMed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
LLBA	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you prefer to have *named degrees* instead of numbers, you'll have to enter those names in the *Possible answers* list. On each line of "possible answers" enter the degree number followed by the equal to sign (=) and then enter the name you want to give to that degree. There should not be space before and after the equal to sign. (E.g. *1 = Very useful*). To have more than one item being rated, enter these labels on separate lines in the Possible Answers box.

2\* Rate the usefulness of the following literature databases

	Very useful	Useful	Moderately Useful	Slightly useful	Not useful
Web of science	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scopus	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
COMDISDOME	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
PubMed	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
LLBA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PsyclINFO	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- viii) Click **SAVE CHANGES** button at the bottom

### Note

In case of a *single line rating*, under *Possible answers* enter a blank space as the *Possible answers* is mandatory.

#### h. Adding Numeric Question

If the response is expected to be a *number*, choose the *Question type* as **Numeric**. Enter a name for the question

- i) If the question is mandatory, click **YES** against **Response is required**
- ii) Specify the number's length using the **Max. digits allowed** option
- iii) Specify the number's decimal digits using the **Nb of decimal digits** option.
- iv) Under **Question Text** box type the actual question
- v) Click **SAVE CHANGES** button at the bottom

#### i. Adding Text Box Question

The **Text Box** type of question is useful for entering small-size text. For short answers, a Textbox offers an alternative to an *Essay Box*.

- i) Enter a name for the question
- ii) If the question is mandatory, click **YES** against **Response is required**
- iii) Specify the **Input box length**
- iv) Specify the **Maximum text length**
- v) Under **Question Text** box type the actual question
- vi) Click **SAVE CHANGES** button at the bottom

#### j. Adding Label

Inserting a label allows you to introduce the questionnaire itself or a series of questions. You can use labels to instruct students how to complete the questionnaire and to thank them for their responses.

- i) Enter a name for the question
- ii) Under **Question Text** box type the text as mentioned above.
- iii) Click **SAVE CHANGES** button at the bottom

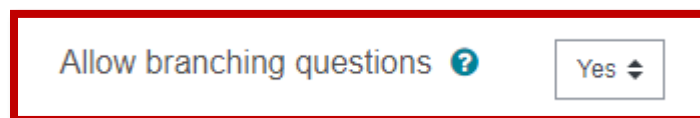
k. Adding Page Break

Use this item to insert a page break in a lengthy questionnaire. If your questionnaire uses the Conditional branching feature, then page breaks will be *automatically* inserted when you add "parent" or "child" questions.

### Conditional branching or Question branching

The process displaying or presenting a question based the response to a previous question is known as question branching. E.g. For a YES/NO answer question, If someone answer YES to a YES / NO question, the next question can be different for a person answering NO.

1. In order to use the Conditional branching feature in a Questionnaire, under **Response** options section of the settings, the **Allow branching questions** option should be made **Yes**.



2. Decide the branching questions and their answers. (e.g. Did you ever use an anti-plagiarism tool? YES / NO. If YES, name the tool Child question; If NO, give reasons)
3. Enter a name for the question. E.g. *AntiPlag ( This is mandatory)*
4. Click **YES** against **Response is required**

5. Under **Question Text** box type the Parent question i.e. *Did you ever use an anti-plagiarism tool?*
6. Click **SAVE CHANGES** button at the bottom
7. Now, create the first child question by selecting the type of the question (In this example, *text box*).
8. Enter the child question text based on the YES answer to the parent question.  
E.g. *Name the tool that you use for detecting plagiarism.*
9. Under **Dependencies** → Parent Question (mandatory) **choose the question name of the parent question with the relevant option i.e. AntiPlag > yes**
10. Click **SAVE CHANGES** button at the bottom
11. Now, a “....Page break.....” will be automatically inserted between the Parent question and the first child question.
12. Next, create the first child question by selecting the type of the question (In this example, *text box*).
13. Enter the child question text based on the YES answer to the parent question. E.g. *Name the tool that you use for detecting plagiarism.*
14. Under **Dependencies** → Parent Question (mandatory) **choose the question name of the parent question with the relevant option i.e. AntiPlag > yes**

## Parent and Child Questions