



Create a Feedback Activity in Moodle

Overview

The Feedback activity is a student-survey tool. It's ideal for requesting feedback on your course or teaching, but you can use it to get feedback on any topic, or to stimulate students to brainstorm or sharing ideas on any topic. In the Feedback tool, the questions aren't graded - if you want to grade students' answers, use the **Quiz** tool.

See the following page for a [**comparison of the Feedback, Choice and Questionnaire**](#) activities.

When to use

Use the Feedback tool when you want students' opinions on any matter. For example, you might want to find out what they think of your course as a whole or of specific topics, activities or aspects within it. Or you might use it to gather opinions on any topic within or related to the course.

Benefits

Obtaining **feedback on your teaching** is essential for your course evaluation process and your self-reflection as a teacher. You can view responses to the questions as a summary or detailed analysis, or by individual user. You can specify that responders remain anonymous, if necessary.

The Feedback tool is useful for sparking students' interest in a topic before they begin studying it. You can use it to canvass student opinions about course topics, or as a brainstorming tool.

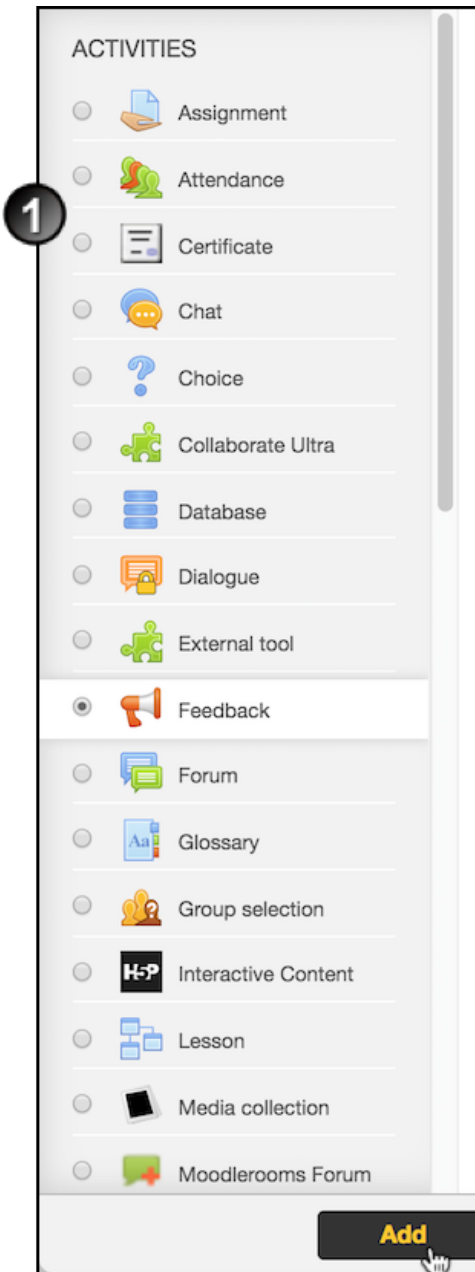
Guide

Step by step instructions

- Create a Feedback activity
- Create questions

Create a Feedback activity

1. On the course home page, click **Turn editing on** Turn editing on, and in the appropriate week or topic section click **Add an activity**, select **Feedback** from the pop-up list.



2. On the *Adding a new Feedback* page, click **Expand all** at the upper right, then in the **General** section enter a **Name**

and some **Description** indicating how the feedback will be used.

Adding a new Feedback to Section 1 ?

General

2

Name * Course evaluation

Description

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Your feedback will shape the way your course will be designed and delivered in

Path: p

Display description on course page ?

3. Under **Availability**, select the **Enable** check boxes and select date, month, year, hour and minutes into the **Allow answers from** and the **Allow answers to** fields.

Availability

3

Allow answers from 10 October 2017 15 10 Enable

Allow answers to 10 November 2017 15 10 Enable

4. Under **Question and submission settings**, select whether:

- feedback can be submitted anonymously
- users can submit more than one piece of feedback
- an email will notify you of each submission
- you want questions automatically numbered.

Question and submission settings

4

Record user names Anonymous

Allow multiple submissions ? No

Enable notification of submissions ? Yes

Auto number questions ? Yes

5. Under **After submission**

- Decide whether Moodle should display an analysis of the feedback received so far to students once they've submitted their own feedback.
- Enter the text you want to display to the student once they've submitted their feedback (e.g. "Thank you for completing these questions...").
- Paste in an alternative **URL**, if you want to redirect students to somewhere other than the course home page when they click **Continue**.

5

▼ After submission

Show analysis page

Completion message

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Thank you for taking the time to contribute feedback to assist us to evaluate the

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Link to next activity ?

6. Complete the remaining fields as necessary and click **Save and display**. The feedback *Overview* page displays, where you can begin to create your questions (see the next set of instructions).

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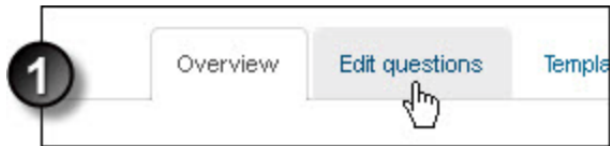
Create questions

The Edit questions page is where you not only create questions for your Feedback activity, but also decide on the layout for your survey. As well as the 5 types of questions available, you can add:

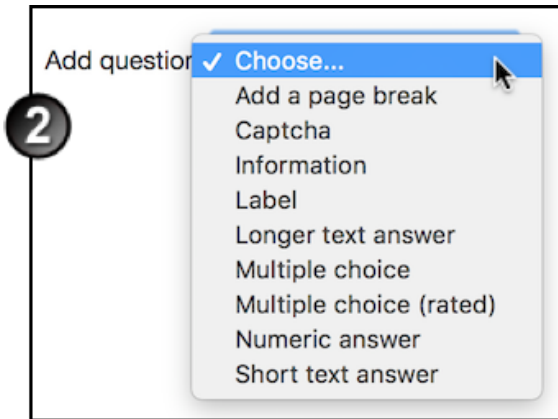
- page breaks
- a captcha (an online mini-test, usually of visual perception, designed to prevent spambots completing online forms)
- information and
- labels (headings).

To create questions and other elements, and to determine the layout of a Feedback survey:


1. On the feedback *Overview* page (accessed by clicking the Feedback activity's link on the course home page), select the **Edit questions** tab.



2. On the *Edit questions* page, **Select** a question type, or a page element (page break, captcha, information, label) from the drop-down list.



3. If you selected page break or captcha in step 2, that will display in the **Preview** section without further input from you. For information, a label or a question, complete the resulting page as appropriate.

You don't have to create questions in the order in which they'll display in the survey; you can change their order at any time using the Move this question icon .

You can specify whether questions are **Required** for the feedback to be considered complete.

4. You can create a question that will display only if the user answers another question in a certain way. Such a question structure is created as follows:
 - a. First create the question on which the second question will depend.
 - b. Add a page break (on the *Edit questions* page, select **Add a page break**).
 - c. Create the question that depends on the value of the answer to the first question. Into the **Dependence item** field, select the first question, and in the **Dependence value** field enter the answer that must be selected for this second question to display.

So a sample branching question structure might be:

- a. Item 1 (multiple-choice question): **Do you own a car?** Possible answers: **Yes/No**
 - b. Item 2: Page break
 - c. Item 3a: **What model is your car?** (This item depends on item 1 being answered with the value **Yes**.)
 - d. Item 3b: **Why don't you have a car?** (This item depends on item 1 being answered with the value **No**.)
5. Click **Save question**.

3

Short text answer

Required

Question Briefly describe your impressions of the le

Label Lecture format

Textfield width 255

Maximum characters accepted 255

Dependence item


Dependence value I attended more than 5 lec

Position

4


5


Save question Cancel


6. On the *Edit questions* page, in the **Preview** section, you can move (using the Move this question icon ) or delete any page break or captcha; move, edit or delete any information, label or question; or change the **Required** status of any question.

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Edit

 Edit question

 **Set as not required**

 Delete question

7. Once the Feedback activity is saved, you can edit questions by clicking the activity's link in the course home page, then selecting the **Edit questions** tab on the *Overview* page, as in step 1.

Additional information

Further assistance

If you experience technical or other issues, consult the [Where to get help](#) page.

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<https://teaching.unsw.edu.au/moodle-feedback>