



FEEDBACK MODULE

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1.1 INTRODUCTION

The Feedback module allows you to create and conduct surveys to collect feedback. The Feedback activity is ideal for the likes of course or teacher evaluations.

2.0 SETTING A FEEDBACK

With the editing turned on, in the section you wish to add your workshop, click the **Add an activity or resource** and choose **Workshop** then click **Add** button.

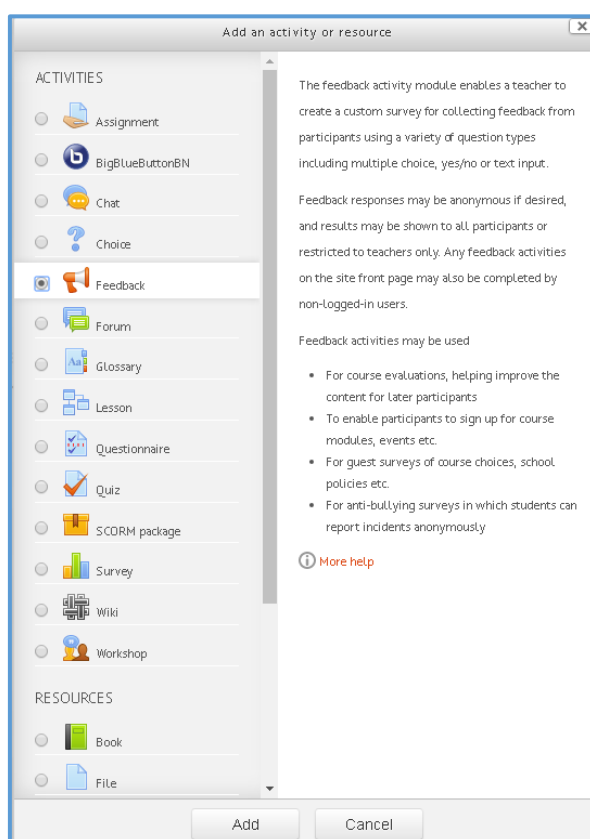


Figure 1: Feedback Activity

2.1 General

Add the Feedback **Name** and the **Description**.

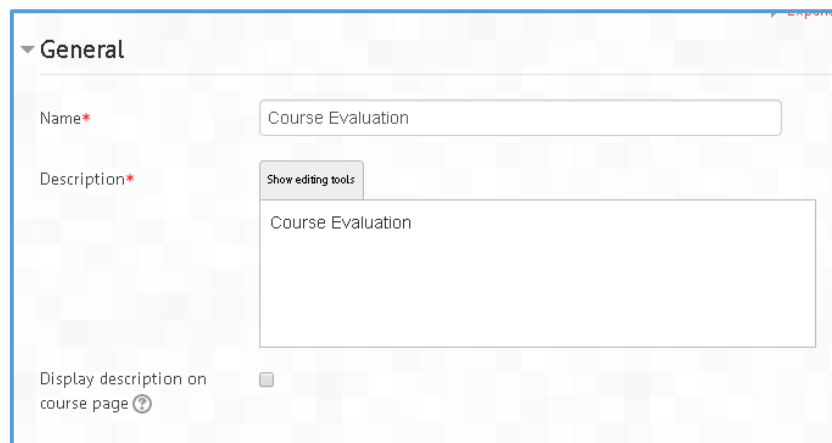
The screenshot shows the 'General' tab of a feedback form configuration interface. It features two required text input fields: 'Name*' and 'Description*'. The 'Name' field contains the text 'Course Evaluation'. The 'Description' field is a larger text area, also containing 'Course Evaluation', with a 'Show editing tools' button above it. At the bottom, there is a checkbox labeled 'Display description on course page' which is currently unchecked.

Figure 2: Feedback setting (general)

2.2 Availability setting

Here you can choose when users can complete feedback.

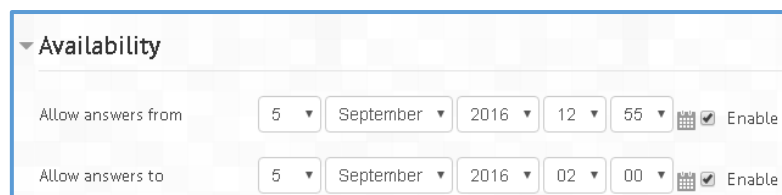
The screenshot shows the 'Availability' tab of the feedback form configuration. It contains two rows of date and time pickers. The first row is for 'Allow answers from' and the second for 'Allow answers to'. Each row includes dropdowns for day, month, and year, followed by dropdowns for hour and minute. To the right of each row is a calendar icon, a checked checkbox, and the word 'Enable'.

Figure 3: Feedback setting (available)

2.3 Question and submission settings

2.3.1 Record User Names

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

2.3.2 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.

2.3.3 Enable notification of submissions

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

2.3.4 Auto-number questions

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

Question and submission settings

Record user names: User's name will be logged and shown with answers

Allow multiple submissions: No

Enable notification of submissions: No

Auto number questions: No

Figure 4: Feedback setting (Question and submission)

2.4 After submission

2.4.1 Show analysis page

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

2.4.2 Completion message

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

2.4.3 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.

Note: Neither of the above fields is required for a student to answer the questions, but they must click the Answer the questions... link to start the Feedback activity.

After submission

Show analysis page: No

Completion message: [Rich text editor toolbar and text area]

Link to next activity: [Text input field]

Figure 5: Feedback setting (After submission)

2.5 Common module settings

Choose **show /hide** and click button **save and return to course**.

▼ Common module settings

Visible

ID number

Group mode

Grouping

Figure 6: Feedback setting (Common module setting)

In GOALS, you can see Course Evaluation as figure 7.



Figure 7: Feedback module

3.1 Overview menu

There are six menus in feedback module. Click **Overview** to view the front page of the module.

Overview Edit questions Templates Analysis Show responses Show non-respondents

Course Evaluation

Submitted answers:

Questions: 0

Allow answers from: Monday, 5 September 2016, 3:00 PM

Allow answers to: Monday, 5 September 2016, 7:00 PM

Description

Course Evaluation

Completion message

Answer the questions...

Figure 8: Overview

3.2 Edit Questions menu

Click edit questions to add a question in feedback module. Choose your preferable type of questions.

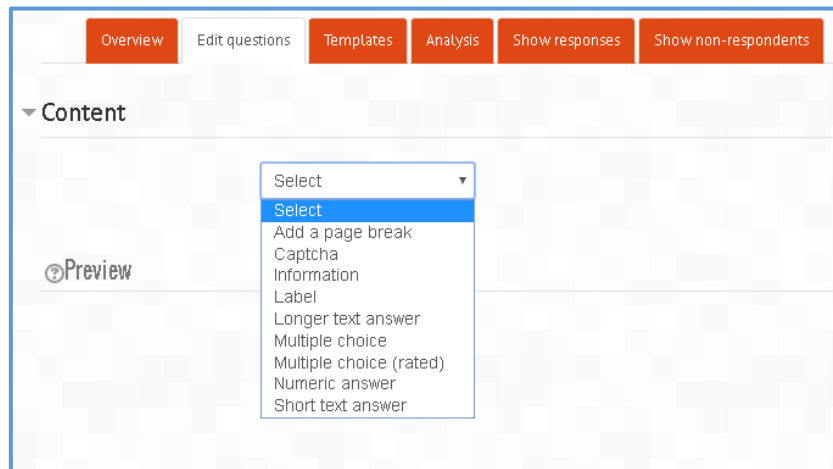


Figure 9: Edit Questions

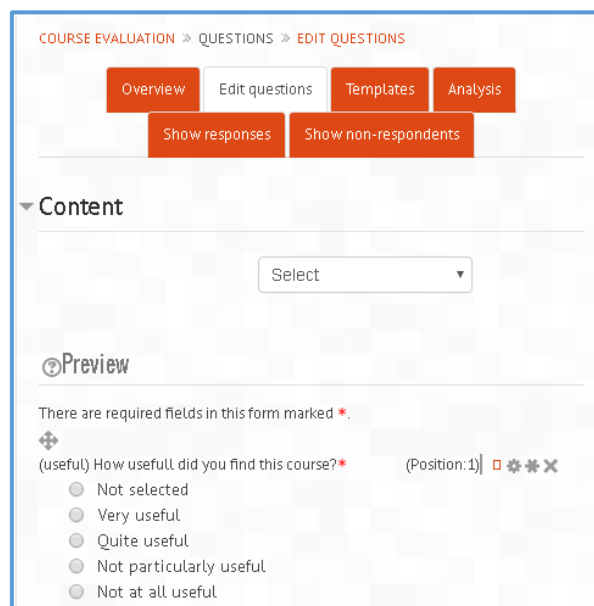


Figure 10: Edit Questions

ADD QUESTION TO ACTIVITY

Overview

Edit questions

Templates

Analysis

Show responses

Show non-respondents

ADD A BLOCK

Add...

Course Evaluation

▼ Short text answer

Required

☒

Question

Do you have a car?


Label

Textfield width

30 ▼

Maximum characters accepted

10 ▼

Dependence item 

useful ▼

Dependence value

Very useful

Position

2 ▼

Save question

Cancel

Figure 11: Edit Questions

COURSE EVALUATION » QUESTIONS » EDIT QUESTIONS

Overview Edit questions Templates Analysis

Show responses Show non-respondents

Content

Select

Preview

There are required fields in this form marked *.

(useful) How useful did you find this course? * (Position:1)

- ☐ Not selected
- ☐ Very useful
- ☐ Quite useful
- ☐ Not particularly useful
- ☐ Not at all useful

Page break (Position:2)

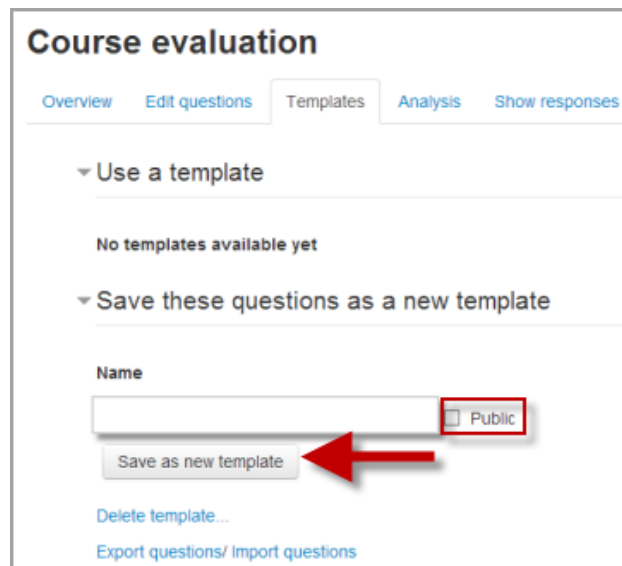
() Do you have a car? * (useful->Very useful) (Position:3)

Figure 12: Edit Questions

3.3 Templates

The Template tab allows them to save this particular survey's questions as a template for future use, or to use a template that has already been created. See Feedback templates for more detailed information.

An administrator or other user with system permissions) can save a template as "public" to allow it to be reused in different courses. A regular editing teacher does not have this capability. See Template creator for how to allow teachers the ability to save templates as "public".



Course evaluation

Overview Edit questions **Templates** Analysis Show responses

▼ Use a template

No templates available yet

▼ Save these questions as a new template

Name

☐ Public

Save as new template

Delete template...

Export questions/ Import questions

Figure 13: Edit Questions (Templates)

3.4 Analysis

This screen shows a graphical summary of the results of each question, along with the option to download the results to Excel:

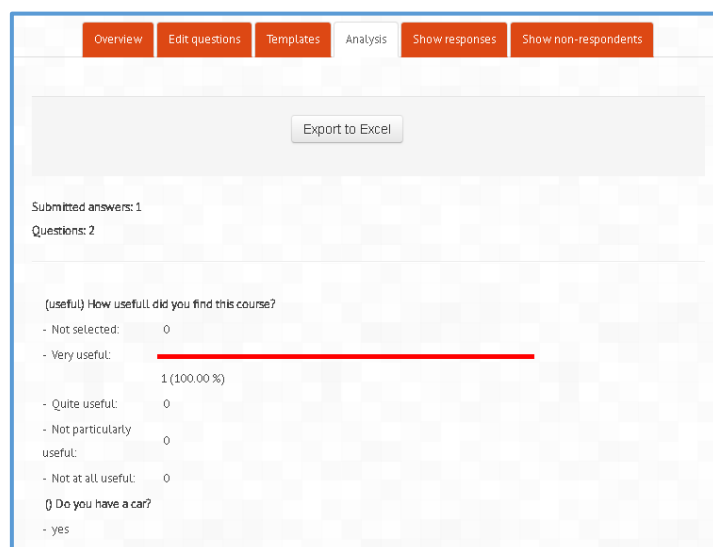


Figure 14: Edit Questions (Analysis)

3.5 Show responses

This screen allows for the teacher to see and then delete individual responses. (In the screenshot below the responses are anonymous).

Overview Edit questions Templates Analysis Show responses Show non-respondents

Analysis (Submitted answers: 1)
non anonymous entries (1)

First name : AllABCDEFGHIJKLMNOPQRSTUVWXYZ
Surname : AllABCDEFGHIJKLMNOPQRSTUVWXYZ

User picture First name / Surname Date

Pelajar 1 Monday, 5 September 2016, 5:31 PM Delete entry

Anonymous entries (0) Show responses

Figure 15: Edit Questions (Show responses)

Why use Feedback?

Apart from the obvious use here of evaluating a course, feedback surveys have a variety of uses, both within a course and for non-logged in users on the front page. The ability to set them as "anonymous" means also that sensitive issues can be surveyed without students worrying who might see their responses.

4.1 What the student sees

When first clicking on a feedback activity, the student will be presented with an entry page with description and link to the feedback questions:

Course Evaluation

Course Evaluation

Answer the questions...

Course Evaluation

Mode: User's name will be logged and shown with answers

There are required fields in this form marked *

How usefull did you find this course?*

☐ Not selected

☐ Very useful

☐ Quite useful

☐ Not particularly useful

☐ Not at all useful

Next page

Cancel

Course Evaluation

Mode: User's name will be logged and shown with answers

There are required fields in this form marked *.

Do you have a car?*

Previous page

Submit your answers

Cancel

Course Evaluation

Your answers have been saved. Thank you.

Continue