# NCKU Moodle Instruction Manual – Questionnaire

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In order to collect and realize student’s response or feedback, teacher can create a questionnaire. Questionnaire module provides teacher to design the content with several type of question, for example, drop-down menu, single select button and so on.

**I. Add Questionnaire**

1. Click “Turn editing on” button

2. Click “Add an activity or resource” link.

3. Open “Add an activities or resources” menu → Select “Questionnaire” and press the “Add” button
4. Setting
Adding a new Questionnaire

General
- Name: (1)
- Description:
  - Paragraph
  - Bold
  - Italic
  - Font Color
  - Font Size
  - Font Style
  - Font Highlight
  - Font Underline
  - Font Strike Through
  - Font Outline
  - Font Shadow
  - List
  - Table
  - Image
  - Video
  - Audio
  - File
  - Link
- Display description on course page

Timing
- Use Open Date: 23 January 2016 17 35
- Use Close Date: 23 January 2016 17 35

Response options
- Type: respond many
- Respondent: full name
- Students can: After answering the questionnaire, view ALL responses
- Save/Resume answers: No
- Allow branching questions: No
- Auto numbering: Auto number pages and questions
- Submission: No grade

Content options
- Create new
- Use template (No template questionnaires)
(1) Name
The name of the questionnaire and it will show on course page

(2) Use Open Date/Use Close Date
The open/close date for questionnaire

(3) Type
Allow response many or once

(4) Respondent Type
You can display your users’ full names with each response by setting this to “fullname”. You can hide your users’ identities from the responses by setting this to “anonymous”.

(5) Student can view ALL responses
You can specify who can see the responses of all respondents to submitted questionnaires (general statistics tables).

(6) Allow branching questions
Enable Yes/No and Radio Buttons questions to have Child questions dependent on their choices in your questionnaire.

(7) Submission grade
As long as student finished the questionnaire, they will get the set grade

(8) Content options
Select one of the radio button options. 'Create new' is the default.

II. Advanced Settings
Set the type of questionnaire and the messages which will show after submit the responses.

1. Click the name of the questionnaire

2. Administration block → Questionnaire administration → Advanced settings
3. Setting

- **Content options**
  - **Questionnaire** Private (1)
  - **Type**

- **Title** Questionnaire 1 (2)

- **Subtitle**

- **Additional Info**
  - Paragraph

- **Path:** p
(1) Questionnaire Type

Private - belongs to the course it is defined in only.
Template - can be copied and edited.

(2) Title

Title of this questionnaire, which will appear at the top of every page.

(3) Confirmation URL

The URL to which a user is redirected after completing this questionnaire.

(4) Heading text/Body text

The message which show after submit. Heading (in bold) and body text for the "Confirmation" page displayed after a user completes this questionnaire.

(5) Email

Sends a copy of each submission to the specified address or addresses.
III. Add Question

Questionnaire provide several question types, teachers can add the question they want. The each type will show as below.

1. Click the name of the questionnaire

2. Administration block → Questionnaire administration → Questions

3. Enter questions page and select “Add questions” in the drop-down menu and click “Add selected question type” button.
1. Dropdown box

You can only choose one entry from dropdown box

Edit question content:
Adding Dropdown Box question

1. **Question Name**
2. **Response is required**
   - Yes
   - No
3. **Question Text**
4. **Possible answers**

   - One option per line, press the “Enter” key to skip a line.

   Click “Save changes” after setting and click “preview” tab to preview the question:

- ‘Yes’ means this question will be required, i.e. the respondent will not be able to submit the questionnaire until this question has been answered.
2. Radio Buttons

You can only select one entry from Radio Buttons

Edit question content:
(1) **Question Name**

(2) **Response is required**
   
   ‘Yes’ means this question will be required, i.e. the respondent will not be able to submit the questionnaire until this question has been answered.

(3) **Radio button Alignment**
   
   Select buttons alignment: vertical (default) or horizontal.

(4) **Question Text**

(5) **Possible answer**
   
   One option per line, press the “Enter” key to skip a line.
Click “Save change” after setting and click “preview” tab to preview the question

3. Numeric

The fill in content are in numeric type

Edit question content:
(1) **Question Name**

(2) **Response is required**

  ‘Yes’ means this question will be required, i.e. the respondent will not be able to submit the questionnaire until this question has been answered.

(3) **Max. digits allowed and Nb of decimal digits**

(4) **Question Text**

Click “Save change” after setting and click “preview” tab to preview question
4. Essay Box

The answer content will be text

Edit question content:

[Diagram showing the interface for adding an essay box question]

(1) Name
(2) Response is required
(3) HTML editor format
(4) Input box size
(5) Write down your comment

Path: p
Save changes: Cancel
There are required fields in this form marked *.
(1) Question Name

(2) Response is required
   ‘Yes’ means this question will be required, i.e. the respondent will not be able to submit the questionnaire until this question has been answered.

(3) Response format
   HTML format or text format

(4) Input box size
   Input the number of the text line

(5) Question Text
   Click “Save change” after setting and click “preview” tab to preview question

5. Text Box

   The answer content are a line of text

   Edit question content:
(1) Question Name

(2) Response is required

‘Yes’ means this question will be required, i.e. the respondent will not be able to submit the questionnaire until this question has been answered.

(3) Input box length

Input the length of the text line

(4) Question Text

Click “Save changes” after setting and click “preview” tab to preview question
6. Date

The answer content are “date” format

Edit question content:

(1) Question Name
(2) Response is required
‘Yes’ means this question will be required, i.e. the respondent will not be able to submit the questionnaire until this question has been answered.

(3) Question Text
Click “Save change” after setting and click “preview” tab to preview question

7. Yes/No
The answer entry is ‘Yes’ or ‘No’

Edit question content:
(1) Question Name

(2) Response is required

‘Yes’ means this question will be required, i.e. the respondent will not be able to submit the questionnaire until this question has been answered.

(3) Question Text

Click “Save change” after setting and click “preview” tab to preview question

8. Check Boxes

The respondent can select several options
Edit question content:
(1) Question Name

(2) Response is required

(3) Min. forced responses
Max. forced responses

(4) Question Text

(5) Possible answers

Save changes Cancel
‘Yes’ means this question will be required, i.e. the respondent will not be able to submit the questionnaire until this question has been answered.

(3) Min. forced responses and Max. forced responses
   The number of the select options

(4) Question Text

(5) Answer entry
   One option per line, press the “Enter” key to skip a line.
   Click “Save change” after setting and click “preview” tab to preview question

9. Label

Edit question content:
(1) Question Name

Click “Save change” after setting and click preview tag to preview question

10. Rate

Answer the question by rating

Edit question content:
(1) Question Name

(2) Response is required
If you select ‘Yes’, response to this question will be required, i.e. the respondent will not be able to submit the questionnaire until this question has been answered.

(3) Nb of scale item

Nb of scale items is the number of items to be used in your rate scale. You would normally use a value of 3 to 5. Default value: 5.

(4) Type of rate scale

- Normal (default value)
- N/A columns: Choose this if you want an N/A column to be added to the right of your Rate scale items columns.
- No duplicate choices: Choose this if you want to prevent duplicate choices in each degree column.
- Osgood: Choose this to create a question of the Osgood’s semantic differential type. This parameter must be used in conjunction with named degrees.

(5) Question Text

(6) Possible answers

One option per line, press the “Enter” key to skip a line.

Click “Save change” after setting and click “preview” tab to preview question

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<thead>
<tr>
<th>Please give the grade</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
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<tbody>
<tr>
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<tr>
<td>Place</td>
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</tr>
<tr>
<td>Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IV. Relative Question

When editing question, you can select a parent question and a choice option for this question. A child question will only be displayed to the student if its parent question and parent choice have been previously selected.
V. Preview Questions

Teacher can preview the questionnaire.

1. Click the questionnaire name

When you process question 1 (parent question), if you select option A, this question (child question) will be show.

This question relate to option A of question 1
2. Administration block → Questionnaire administration → Preview

3. Preview questionnaire content
VI. Edit Questions

Teacher can edit the questions of questionnaire

1. Click the questionnaire name

2. Administration block → Questionnaire administration → Questions
3. Enter questions page and list the added questions

1. Modify question
   Click the edit icon
2. Delete question
   Click the delete icon

3. Change if is required

4. Change the order
   Click the position you want to insert
VII. View the Questionnaire Result

Teacher can view the questionnaire result after students answered this questionnaire. Click the questionnaire name:

1. View all responses – Summary

View all the result.

Administration block → Questionnaire administration → View all responses
2. List of responses

Beside the summary, teacher can view personal result.

Administration block → Questionnaire administration → List of responses
Click the student you want to view
3. **Download the questionnaire result**

Teacher can download the questionnaire result with CSV format file.

1. Administration block → Questionnaire administration → View all responses → Download in text format
2. Click download button to download the result

VIII. Show Non-respondents

Teacher can check the users who have not yet submitted their responses to this questionnaire and send the message.
Administration block → Questionnaire administration → Non-respondents
If teacher set the anonymous response, it will not show the student name.
IX. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024, 61029.