

# How to add a Questionnaire activity

\* Please write down the full name (with no abbreviations) of the module you want to create.

Please write down the module code if this module has a module code.

\* Please write down the parent category (usually the School/Department/Centre to which you belong. If you select the category Miscellaneous, you will need to write Miscellaneous as the parent category for this module).

\* Please provide the start date of this new module, your students will be able to access to your module from this date.

Enter the date using the date picker below, or by using the 'YYYY-MM-DD' format.

An example of the Questionnaire activity

## Overview:

This guide will show you how to add a Questionnaire activity.

## What to know:

The questionnaire activity allows you to construct surveys using a variety of question types, for the purpose of gathering data from users. It is also possible to construct personality tests to measure a person's social interaction skills and patterns of behaviour and display complicated charts to the participants after the tests.

## Table of Contents

- [Step 1: Turn on editing mode in your module area/course](#)
- [Step 2: Click 'Add an activity or resource' link](#)
- [Step 3: Choose the Questionnaire activity](#)
- [Step 4: Configure the general setting](#)
- [Step 5: Configure the availability settings if needed](#)
- [Step 6: Configure the response settings](#)
- [Step 7: Configure the content options](#)
- [Step 8: Save changes](#)

Step 1: Turn on editing mode in your module area/course

Click the 'Turn editing on' button displayed near the upper right of the module area/course.

The screenshot shows the XJTLU Learning Mall interface. At the top, there is a navigation bar with the XJTLU logo, 'LEARNING MALL ONLINE', a 'Need help?' link, search, chat, and notification icons, and a language dropdown set to 'English (en)'. Below the navigation bar, the breadcrumb trail reads 'Dashboard - My courses - Sample module area'. The main heading is 'Sample module area'. To the right of this heading is a settings icon and a 'Turn editing on' button, which is highlighted with a red box. Below the heading, there is a 'Welcome!' section with two cards: 'Module handbook and other important resources' and 'Announcements'. To the right, there is a 'Utilities' section with a 'Statistics' chart showing a single data point at value 2. A 'More details' link is at the bottom right of the Utilities section.

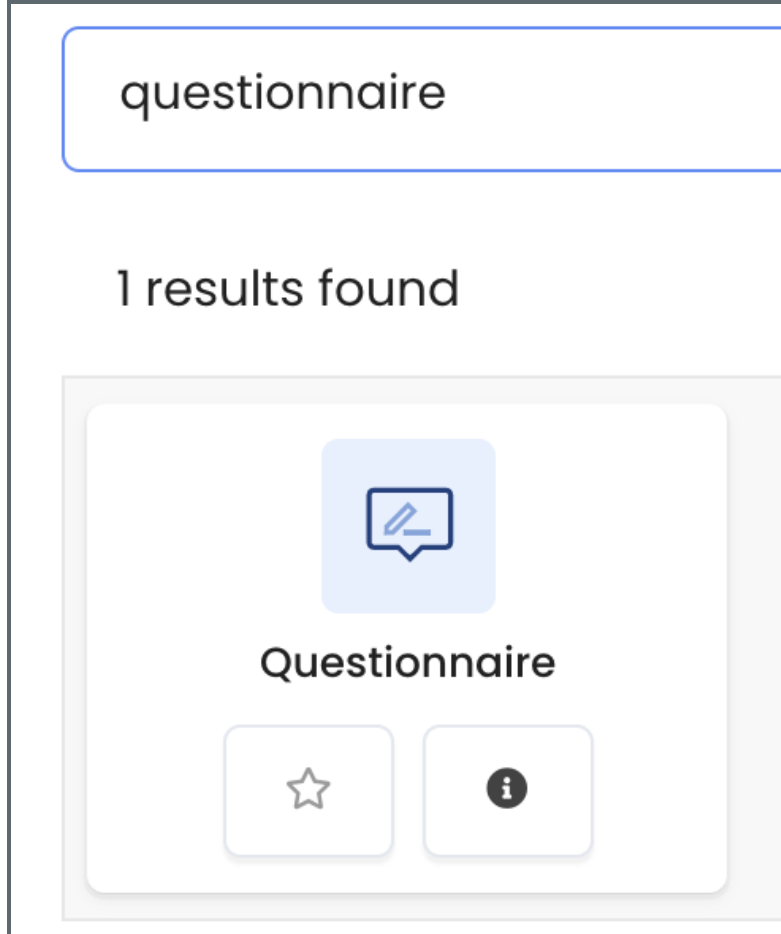
## Step 2: Click 'Add an activity or resource' link

1. When editing mode is turned on, navigate to the section where you want to add the Questionnaire activity.
2. Next, click the 'Add an activity or resource' button displayed at the bottom of the section.

The screenshot shows the 'Topic 1' section in editing mode. At the top left of the section is an 'Edit' dropdown menu. The section title is 'Topic 1' with an edit icon. Below the title is a blue button with a plus icon and the text 'Add an activity or resource', which is highlighted with a red box. Below this button is a dashed-line box containing a plus icon in the center, indicating a drag-and-drop area. Below this is another 'Edit' dropdown menu and the section title 'Topic 2' with an edit icon. Below 'Topic 2' is another blue 'Add an activity or resource' button. Below this button is another dashed-line box with a plus icon in the center.

## Step 3: Choose the Questionnaire activity

1. From the pop-up activity chooser window, locate and select the Questionnaire activity.
2. Then it jumps to the setting of the activity.



#### Step 4: Configure the general setting

You need to put in a name for this activity (required). You can put in a description of the activity as well if preferred.

A screenshot of the 'General' configuration settings for an activity. The settings are organized into a 'General' section. There is a 'Name' field with a red warning triangle icon next to it, indicating it is required. Below the name field is a rich text editor toolbar with icons for text color, background color, bold, italic, underline, bulleted list, numbered list, indent, outdent, link, and unlink. Below the toolbar is a large text area for the 'Description'. At the bottom of the settings, there is a toggle switch labeled 'Display description on course page' with a help icon.

#### Step 5: Configure the availability settings if needed

Availability

Allow responses from

31 March 2021 17 12

Enable

Allow responses until

31 March 2021 17 12

Enable

## Step 6: Configure the response settings

**Type:** you can control how many times your respondents can respond to the survey.

**Respondent Type:** you can set to display the respondent's name in the results or set it to be anonymous. Once the "anonymous" option has been set in a questionnaire, it's impossible to revert to the "fullname" option, for obvious privacy reasons. So be careful when you set your questionnaire to "anonymous". Note: If your module allows guests, they will only be allowed to respond to a questionnaire whose responses have been set to anonymous.

**Students can view ALL responses:** you can set if and when students can view the responses.

**Send submission notifications:** if you set it to "Notification only", students will receive an email confirming that a submission was made. If you set this to "Full submission", students will receive an email with the entire submission content.

**Save/ Resume answers:** Setting this option allows users to save their answers to a questionnaire before submitting them. Users can leave the questionnaire unfinished and resume from the save point at a later date.

**Allow branching questions:** the Conditional Branching feature enables the Questionnaire creator to "branch" the respondent to different pages according to their choice of response to Yes/No, Dropdown boxes or Radio button questions.

**Auto numbering:** if you have multiple questions or pages, you can choose to split them up and number them. You might want to disable automatic numbering for questionnaires with conditional branching. It is recommended to enable the progress bar if you have a long survey, so your respondents can see how many questions they have answered.

**Submission grade:** the questionnaire activity is not meant to test the student's knowledge and therefore the responses cannot/should not be graded as correct or incorrect. However, in order to encourage the students to complete a questionnaire, you may choose to award the student a grade (on a 1-100 scale) upon completion.

Response options

Type <sup>?</sup> respond many ⇅

Respondent Type <sup>?</sup> fullname ⇅

Students can view ALL responses <sup>?</sup> After answering the questionnaire ⇅

Send submission notifications <sup>?</sup> No ⇅

Save/Resume answers <sup>?</sup> No ⇅

Allow branching questions <sup>?</sup> No ⇅

Auto numbering <sup>?</sup> Auto number pages and questions ⇅

Show progress bar

Submission grade No grade ⇅

## Step 7: Configure the content options

**Create New:** this option allows you to create a completely new questionnaire from scratch.

**Copy Existing:** this option copies a pre-existing questionnaire's content to a new questionnaire, pre-seeding the content. You can copy questionnaires belonging to the course, or ones specifically marked as 'template'.

**Use Template:** this option consists of pre-existing templates from the activity that you can copy and edit into your questionnaire.

**Use Public:** if a questionnaire has already been created (in another course on the same Moodle site) with the "public" setting, then you may use that "public" questionnaire in your own course(s). The number of settings available to such questionnaires is limited and you cannot edit its questions nor view the responses. Example: If a public questionnaire has been created in course A, it can be "used" in courses B, C, ... All the responses from courses A, B, C, ... are collected in the public questionnaire created in course A (the original course where it was created) and are viewable there by the person (admin or teacher) who originally created it.

Content options <sup>?</sup> ▲

Create new

Copy existing  [personality test \[Olivia's Test Module\]](#)

Use template  [Learning&teaching feedback week 10 \[ECO321\(S1\) Environmental Economics\]](#)

[Learning&teaching feedback Template \[ECO321\(S1\) Environmental Economics\]](#)

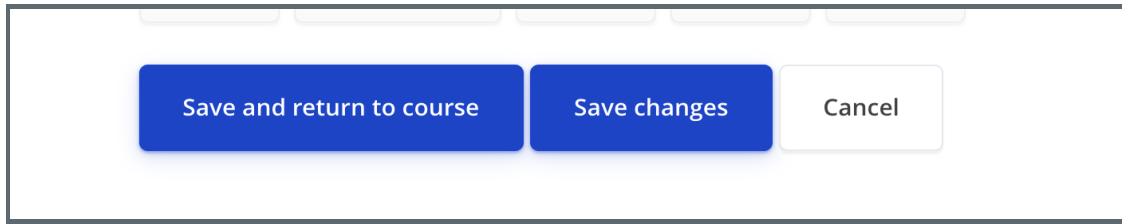
[Weekly Learning and Teaching Feedback Survey \(copy\) \[ACC205\(S1\) Management Accounting\]](#)

Use public  [Bi-Semestral Academic Staff Induction - survey - Representatives \[Bi-Semestral Academic Staff Induction\]](#)

[Feedback on learning and teaching in LNG201 \[LNG201\(S1\) Language and Media\]](#)

## Step 8: Save changes

Click "Save and return to course" or "Save changes" to finish creating the activity.



Online URL: <https://knowledgebase.xjtlu.edu.cn/article/how-to-add-a-questionnaire-activity-235.html>