

## Managing Questionnaires

**Questionnaire** activities are used to elicit feedback from students using a survey. The Questionnaire tool offers various question types, unlike a Choice (poll) activity, and the data can be collated and used to create graphs and charts. The data collected from a questionnaire can be exported for use in other programs, such as MS Excel. The responses of individual students can also be viewed. The Avenue courseware arrives with surveys that collect the data anonymously. There is a setting that controls this when setting up a questionnaire activity.

Questionnaire activities available in the Avenue courseware have **three functions**.

**First, they are** designed to collect the students' feedback about the courseware at the end of a session. The data from these surveys is pooled anonymously across all courses, LINC level by LINC level. Teachers cannot access this data. The project evaluators use this information in reports to stakeholders, and the developers use this data as part of the courseware development cycle. Please ask your mentor/trainer or send a message to [support@learnit2teach.ca](mailto:support@learnit2teach.ca) to request this type of questionnaire be added to your course. The LearnIT2teach team appreciates any data we can collect from learners about their experience with the courseware.

If teachers prefer, they can use this same survey and add it to their courseware themselves. Adding their own survey allows them to view the student data, but it is not automatically shared with the project evaluation team. It would be appreciated if teachers using this survey arranged with their mentor to share their survey data. Step-by-step instructions for teachers to add their private survey, based on the LearnIT2teach courseware questionnaire template, can be found below. Instructions for creating a Questionnaire activity survey from scratch will be covered in LearnIT2teach Stage 3.

Their **second function** is complementing activities in the LINC Classroom Activities books by providing pre-made questionnaire activities in the courseware. These survey activities are collaborative, and their purpose is to give students opportunities to develop their reading, writing, speaking or listening skills. Below there are instructions for teachers to view and use these types of survey results.

The **third function** of Questionnaire activities at [edulinc.org](http://edulinc.org) is to support Portfolio-based Language Assessment (PBLA). A number of pre-made questionnaire templates are available that have been designed for PBLA and can be easily added to Avenue courses. These pre-made questionnaires can be used to assess learners' needs, or as a self-checklist based on the Can-Do Statements administered at the beginning and end of a LINC session. They can also be used to facilitate goal setting and even for self-reflection. More information about these questionnaires can be found in the PBLA demo course at [LearnIT2teach.org](http://LearnIT2teach.org). Refer to the **Setting up a Questionnaire from a Template** section for instructions

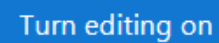
## Exemplar

There is one questionnaire activity in the Stage 2/3 Exemplar Course. It is called **LINC 4 Courseware Questionnaire**.

## Making the Public Avenue Courseware Questionnaire Available to Students

This should be administered to students near the end of an Avenue session, after they are familiar with the Avenue courseware. These are normally in the zero topic.

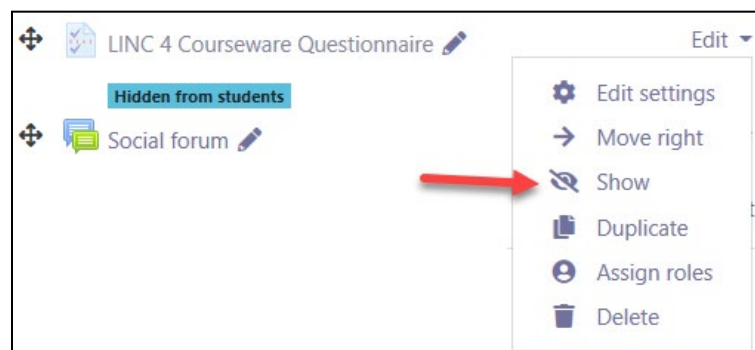
1. At the top of the course, click on the **Turn editing on** button.

A blue rectangular button with the text "Turn editing on" in white.

4. Locate the **Questionnaire** activity.



5. Click on the **Edit** link.

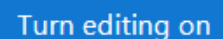


6. Click the **Show** icon.

The **Questionnaire** is now available to students.

## Setting up a Questionnaire from a Template

1. At the top of the course, click on the **Turn editing on** button.

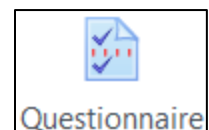
A blue rectangular button with the text "Turn editing on" in white.

2. Scroll to the bottom of the **Topic** section.

6. Click **+ Add an activity or resource** link.

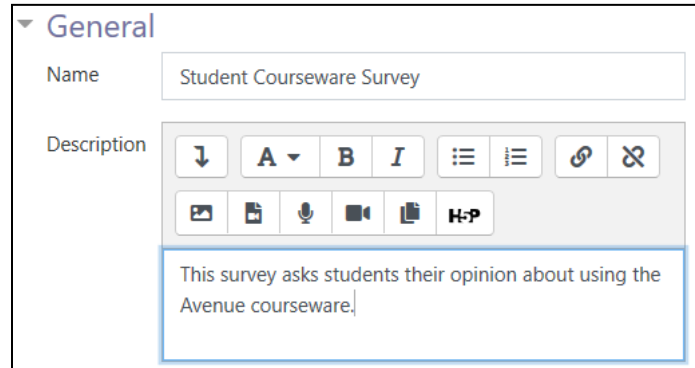
The **Add an activity or resource chooser** appears.

7. Select the **Questionnaire** option.



In the **Adding a new Questionnaire** screen appears.

8. Type the **name** of the questionnaire.
9. Type a brief description in the **Description** text box



**General**

Name: Student Courseware Survey

Description: This survey asks students their opinion about using the Avenue courseware.

10. In the **Timing** section, you can set the date and time the survey will be available. This is optional.  
Note: It is not advisable to set a close date for questionnaires used in PBLA, i.e. when personal information might be viewed by other students.
11. In the **Response options** section, set the following parameters:

**Type:** respond once

**Respondent Type:** anonymous

**Students can view ALL responses:** After answering the questionnaire

**Allow branching questions:** Yes

▼ Response options

Type	respond once ▾
Respondent Type	anonymous ▾
Students can view ALL responses	After answering the questionnaire ▾
Send submission notifications	No ▾
Save/Resume answers	No ▾
Allow branching question:	Yes ▾
Auto numbering	Auto number pages and questions ▾
Submission grade	No grade ▾

For the preloaded **PBLA questionnaires**, use the following:

**Type:** respond many

**Respondent Type:** full name

**Students can view ALL responses:** After the questionnaire is closed \*\*

**Save/Resume answers:** Yes

**Allow branching questions:** No

\*\* IMPORTANT: **Students can view ALL responses:** This questionnaire should remain closed or the results will be displayed to all other students in the course. Do not enable the **Use Close Date** setting in the **Timing** section or the questionnaire will become closed and visible to all other course participants.


▼ Response options

Type	respond many ▾
Respondent Type	fullname ▾
Students can view ALL responses	After the questionnaire is closed ▾
Send submission notifications	No ▾
Save/Resume answers	Yes ▾
Allow branching question	Yes ▾
Auto numbering	Auto number pages and questions ▾
Submission grade	No grade ▾

14. Click the **Save and Display** button.

15. The **questionnaire** appears

## Student Courseware Survey



This survey asks students their opinion about using the Avenue courseware.


This questionnaire will not open until Saturday, 14 March 2020, 7:53 AM.

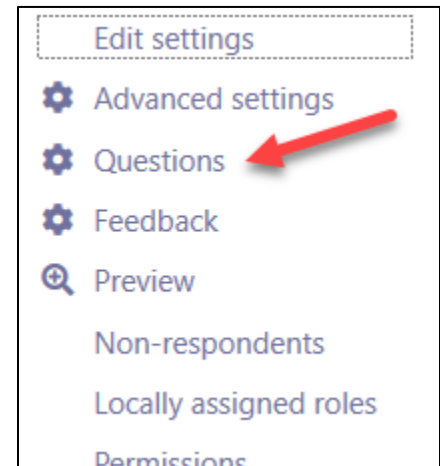
[Add questions](#)

16. Click on **Add questions**.

17. **Advanced settings** tab, Question tab, feedback tab, non-respondents.

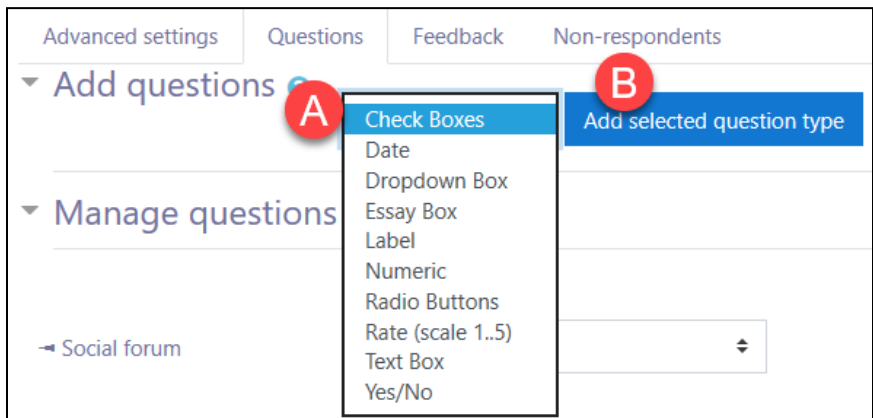
- Do not select a public questionnaire. Teachers cannot edit these questionnaires, and the survey results are not available to the teacher.

18. You can add more questions by clicking on the **Questions** option in the **Questionnaire** administration section of the **Administration** block to update the questionnaire. 




To add new questions,

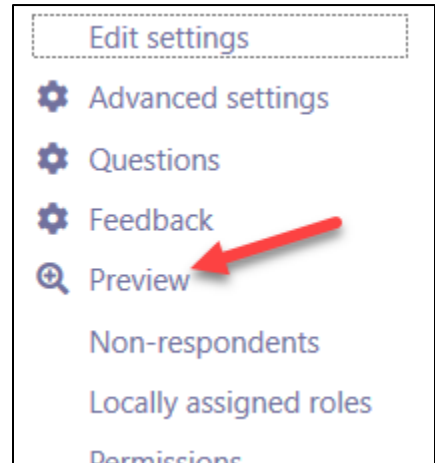
- Use the drop-down menu under **Add Questions**, to select the question-type
- Click the **Add selected question type** button.




To move, edit, or delete existing questions, click the appropriate editing icon next to each question.



19. Click the **Preview** option in the **Questionnaire administration** section of the **Administration** block to preview the questionnaire. 

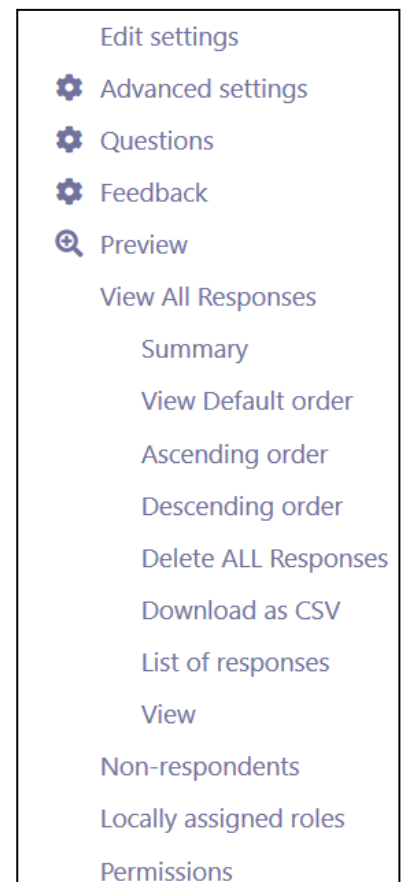


## Viewing the Results from a Questionnaire Activity

1. On your course home page, Click on a questionnaire.
2. Click on the **Actions** menu. 
3. Click **View All Responses** in the Questionnaire administration section of the **Administration** block.

Note that the **View All Responses** link is only available when there are submitted responses for a questionnaire.

- The **Non-respondents** link displays participants who have not answered the questionnaire.



- A page appears displaying a summary of all results question-by-question. This data is displayed differently, depending on the question type.
- Using the tabs at the top of the page, these results can be sorted by descending and ascending order.
- Responses for individual students can be viewed for PBLA surveys that are NOT anonymous, by clicking the **All Responses** tab, and choosing **View Individual Responses**. Use the previous and next buttons to navigate between surveys.
- The **Download in text** format tab is used to export the data in a format that can be opened by other software, such as a database or spreadsheet.
- The **Delete ALL Responses** will permanently clear the data from the survey.

## Questionnaire Help links

[Moodle Documents: Questionnaire](http://docs.moodle.org/39/en/Questionnaire)

<[http://docs.moodle.org/39/en/Questionnaire\\_module](http://docs.moodle.org/39/en/Questionnaire_module)>

[Moodle Documents: Viewing Questionnaire responses](http://docs.moodle.org/39/en/Viewing_Questionnaire_responses)

<[http://docs.moodle.org/39/en/Viewing\\_Questionnaire\\_responses](http://docs.moodle.org/39/en/Viewing_Questionnaire_responses)>