learnIT2teach

Surveying Your Students: Adding a Private Questionnaire to Your Edlinc Course

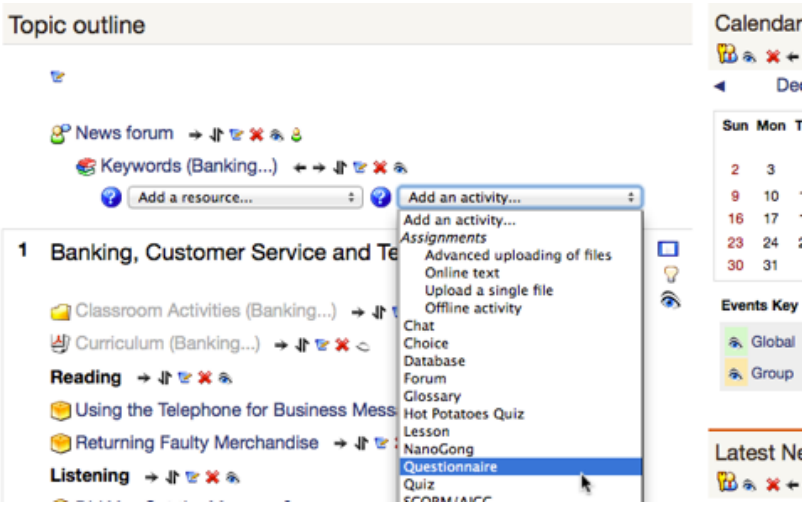
Please consider adding a pre-made student questionnaire, so your learners provide feedback on their edlinc course - and please share the learner feedback with the LearnIT2teach team. We have prepared a questionnaire template that you can add to your course (with step-by-step instructions). If you use one of these questionnaire templates with your class and collect data, please notify the LearnIT2teach team, so we can also review your students' feedback. (There is also a fixed 'public' survey that you can add to your course. You can not edit this survey and the results are compiled centrally by the LearnIT2teach team.)

Step-by-Step Instructions

1. Log in to an edlinc.ca course (as an editing teacher)
2. Click the **Turn editing on** button



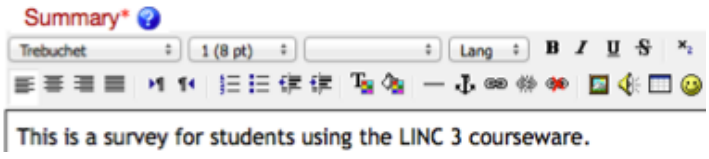
3. Click the ***Add an activity*** drop-down menu (in "zero topic" at the top of the ***Topic outline*** area above Topic 1) and choose **Questionnaire.**



4. Type the name of the questionnaire, e.g. *Student Courseware Survey*, in the text box next to ***Name***.



5. Type a brief description in the Summary text box, e.g. *This is a survey for students using the LINC 3 courseware.*



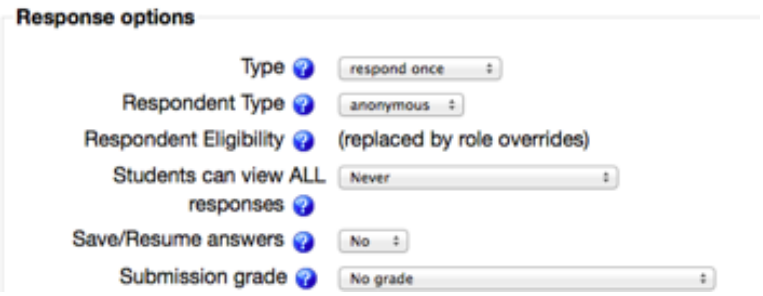
6. Under ***Timing*** you can set the date and time the survey will be available. This is optional, but please administer the pre-made survey near the end of your course .



7. Under ***Response options,*** please change:

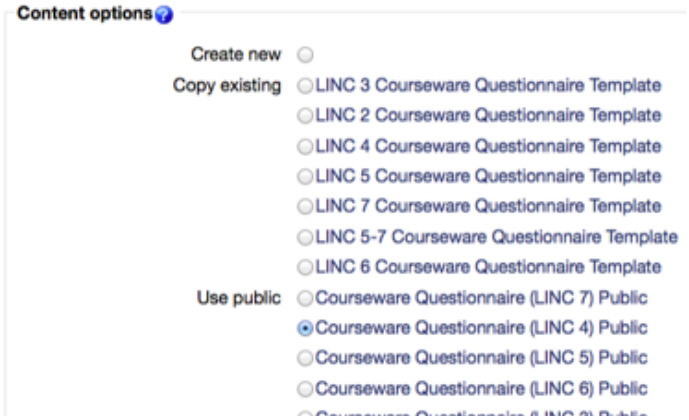
   Type to **respond once**
   Respondent type to **anonymous**
   Submission grade to **No grade**

   ** Leave the default settings for the other options.



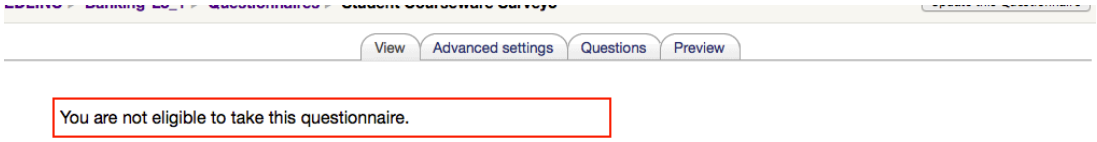
8. Select the pre-formulated survey for your LINC course under ***Content Options.***

   If you want to administer a private survey that is only for your class, select the appropriate LINC level template under ***Copy existing***, e.g. *LINC 3 Courseware Questionnaire Public*.



9. Click the **Save and Display** button to preview the questionnaire. 

10. A message appears, stating you (a teacher) are not eligible to take the questionnaire.

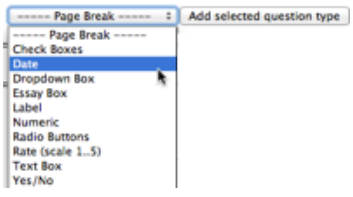


11. Click the ***Preview*** tab, to preview the questionnaire. 

    You may preview and try the questionnaire. (Your sample feedback will not be saved.)

    ** To update the questionnaire, click the ***Questions*** tab. 

    To add new questions, use the drop-down menu under ***Questions*** to select the question-type and click the ***Add selected question type*** button.



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



    ** To change the name of the survey and set a Thank You message. Click the ***Advanced settings*** tab. 