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

Please consider helping the LearnIT2teach team gather information from your students about their online learning experiences with the edlinc courseware. If you add a public questionnaire, the feedback from students in all edlinc courses will be compiled centrally.

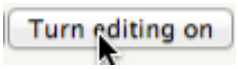
Note:

- It is not possible to change the contents of a *public* questionnaire. (You can edit a private questionnaire.)
- Global results will be shared with teachers using a public questionnaire.
- Use a private questionnaire if you would like to see the feedback from your own class.

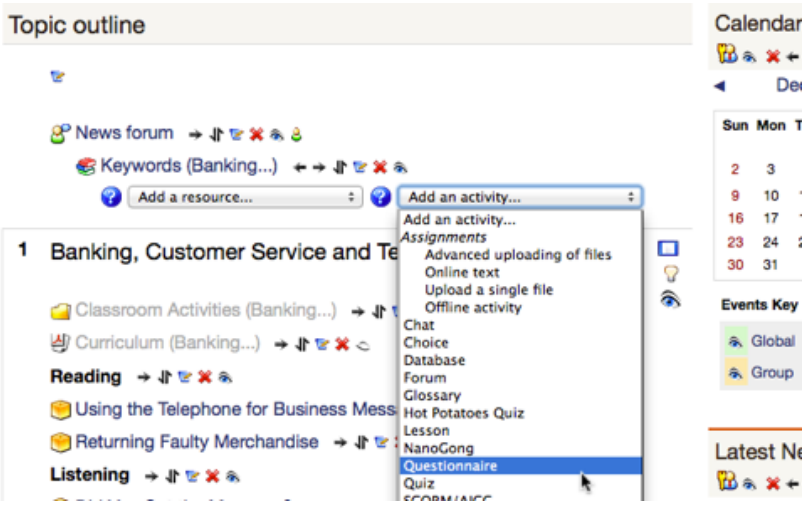
Step-by-Step Instructions

1. Log in to an edlinc.ca course (as an editing teacher)

2. Click the **Turn editing on** button



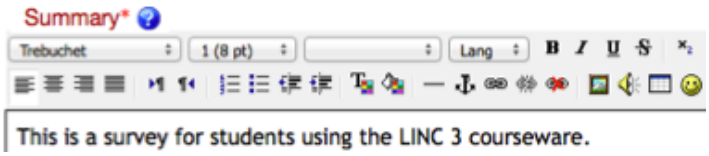
3. Click the ***Add an activity*** drop-down menu (in "zero topic" at the top of the ***Topic outline*** area above Topic 1) and choose **Questionnaire.**



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.*



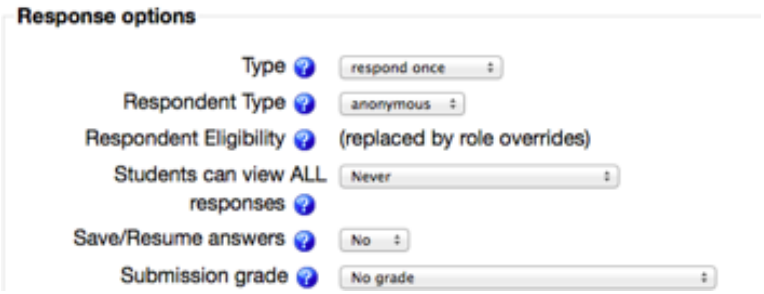
6. Under ***Timing*** you can set the date and time the survey will be available. This is optional, but please administer the pre-made survey near the end of your course .



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

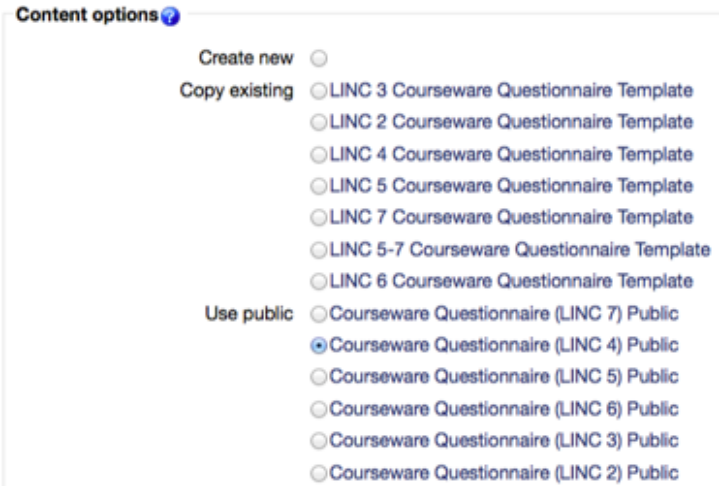
   - ***Type*** to **respond once**
   - ***Respondent type*** to **anonymous**
   - ***Submission grade*** to **No grade**

   ** Leave the default settings for the other options.



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

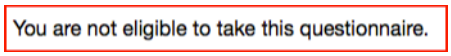
   To administer a survey that will aggregate all student feedback for that level on the edlinc site, select the appropriate LINC level template under ***Use Public***, e.g. *LINC 4 Courseware Questionnaire Public*. (You will not see the results for your class if you choose this option. The data is compiled centrally.)



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



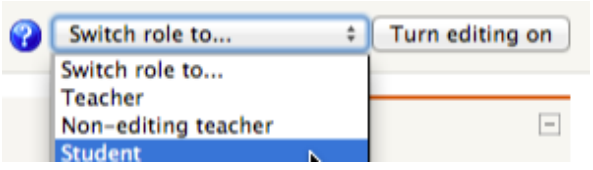
10. A message appears, stating you (a teacher) are not eligible to take the questionnaire.



11. If you would like to preview this questionnaire:

    a. Return to your course home page

    b. Click the ***Switch Role to*** drop-down menu and choose **Student**.



    c. Click on the survey link to preview the survey.

    d. Return to the course home page and click the **Return to my normal role** button.