

Questionnaires offer great flexibility in surveying your students. You can pose questions in a variety of ways and receive feedback that is anonymous or tied to student names. Once students have completed your questionnaire, you can see an overview of the results and individual responses, then download the data as a spreadsheet for further analysis.

Creating a questionnaire is a two-step process: 1) setting up the questionnaire shell, and 2) creating questions.

I. Setting Up the Shell

1. Turn editing on in your course, then click on **Add an activity or resource....** and select **Questionnaire**.
2. Provide a **Name** for your questionnaire (Figure 1).
3. Enter an introduction and instructions in the **Description** field. We recommend including "Click on **Answer the questions...** to take this survey" in this field.

Figure 1: Name & Describe Questionnaire

General Options

Figure 2: Questionnaire Options

The options available in the set-up page starred in blue in Figure 2 are similar to their counterparts in other activities and resources, so we won't cover them here. The areas marked with red stars are unique to questionnaires; these options will be described below.

Response Options

The response options detailed in Figures 3 and 4 will determine how learners will interact with the questionnaire. Be sure to pay particular attention to the starred options highlighted here. **Note:** All of the selected choices highlighted in blue represent the default settings.

Type. Using the pull-down menu, indicate how many times a student may respond: once, daily, weekly, monthly, or an unlimited number of times (**many**).

Respondent Type. Your students' names can be displayed with their responses by choosing "fullname." To hide their identities, choose "anonymous." **Note:** Once students have begun responding, you cannot change this option.

! Students can view ALL responses. Students can view their own responses after submitting them. Select from the options described below to indicate when students can see an aggregated report of the responses submitted by others. (The report will not reveal any student names.)

Figure 3: Response Options (Part 1)

Create a Questionnaire

- **After answering the questionnaire.** This allows students to see an aggregated report of all responses after submitting their answers. ***This is the default option, so be sure to adjust if needed.***
- **After the questionnaire is closed.** For this setting to work correctly, you must set a closing date in the **Timing** options area.
- **Always.** A report of all responses will be visible to students before and after submitting their answers.
- **Never.** No students will see any results before or after submitting their responses.

Send submission notifications. Choose "Notification only" to receive an email alert when a questionnaire is submitted or select "Full submission" to have the responses to a questionnaire emailed to you on submission.

Save/Resume answers. Choose "Yes" to allow students to save their answers before submitting them. Students can leave the questionnaire unfinished and resume from the save point at a later time.

Allow branching questions. If you'd like to ask a question based on a response to a prior question, choose "Yes" to allow *branching* questions.

Auto numbering. Select your preference for numbering questions and pages in the questionnaire.

Submission grade. Use the pull-down menu to assign points for completion of the questionnaire, if desired. Points are recorded automatically on submission.

Content Options (Figure 5)

You can create a questionnaire one of two ways:

Create new. This option allows you to create a new questionnaire from scratch.

Copy existing. This option copies an existing questionnaire's content into your questionnaire. You can copy a questionnaire that is already in your course or a "template." **Tip:** If you plan to conduct a proctored exam in your course, check out the related questionnaire template! It can make managing a proctored test much easier.

Save

To create questions for an original questionnaire or to view questions copied from an existing questionnaire, click on **Save and display**.

The screenshot shows the 'Response Options' settings for a questionnaire. The settings are as follows:

- Send submission notifications:** A dropdown menu with 'No' selected. The menu is open, showing options: 'No', 'Notification only', and 'Full submission'.
- Save/Resume answers:** A dropdown menu with 'Yes' selected. The menu is open, showing options: 'No' and 'Yes'.
- Allow branching questions:** A dropdown menu with 'Yes' selected. The menu is open, showing options: 'No' and 'Yes'.
- Auto numbering:** A dropdown menu with 'Auto number pages and questions' selected. The menu is open, showing options: 'Do not number questions or pages', 'Auto number questions', 'Auto number pages', and 'Auto number pages and questions'.
- Submission grade:** A dropdown menu with 'No grade' selected. The menu is open, showing a list of grades from 94 to 100.

Figure 4: Response Options (Part 2)

The screenshot shows the 'Content Options' settings for a questionnaire. The settings are as follows:

- Create new:** A radio button that is selected.
- Copy existing:** A radio button that is not selected.
- Use template:** A radio button that is not selected.
- Use public:** A radio button that is not selected.

A list of available questionnaires is shown, including:

- Pre-Course Concepts Inventory [Demo Course 1]
- CCJ 300 Course Evaluation [CCJ Survey]
- CCJ Course Evaluation - Online [CCJ Survey]
- Learning Strategies Inventory [Mastering Moodle]
- Proctored Exam Information [Mastering Moodle]
- How's that online class working out for you? [International Marketing]

(No public questionnaires.)

Figure 5: Content Options

Create a Questionnaire

II. Adding Questions

If you are creating a new questionnaire from scratch, click on the **Add questions** link to begin creating questions.

If you used a template to create your questionnaire or if you have already added questions to it, click on the admin gear and select **Questions** to edit questions or add new questions.

To add questions, select the type of question you wish to add, then click on **Add selected question type**. See these [in-depth instructions](#) regarding different question types, including how to add an "Other" option and apply labels to columns in a rating question.

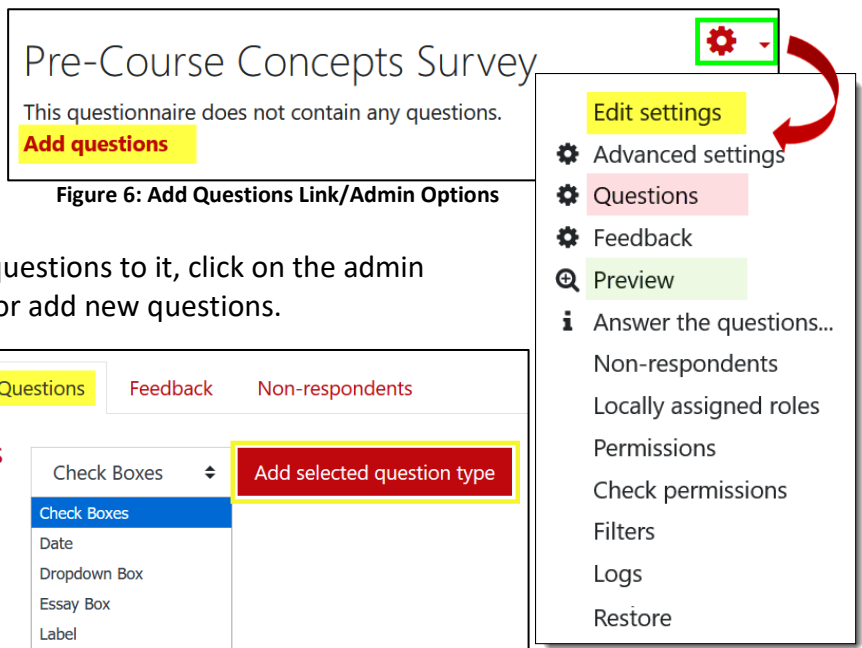


Figure 6: Add Questions Link/Admin Options

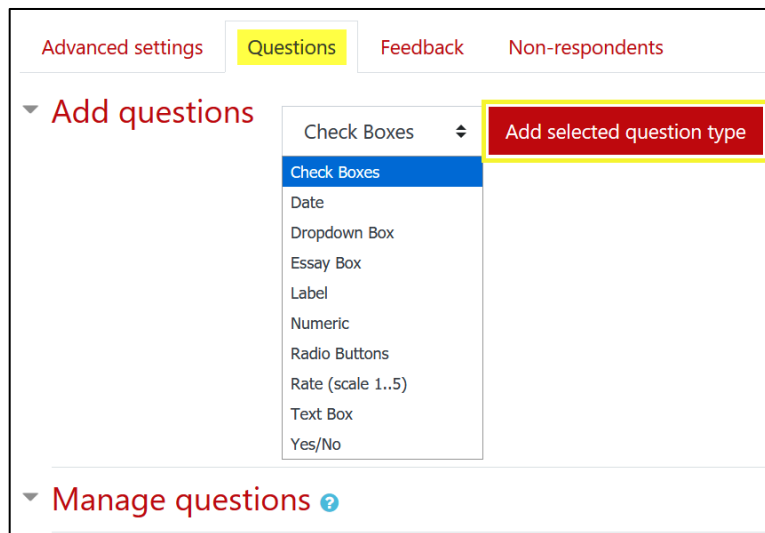


Figure 7: Add Question Options

Each question will appear on the page with a set of **editing icons** and a descriptor to indicate the kind of question it is. The icons are shown here in Figure 8.

Note that the move icon does not work as a drag-and-drop tool. Click on the move icon, wait for placement boxes to appear and then click on the box located where you want the question to be displayed.

Click on the green dot to require a response to a question.

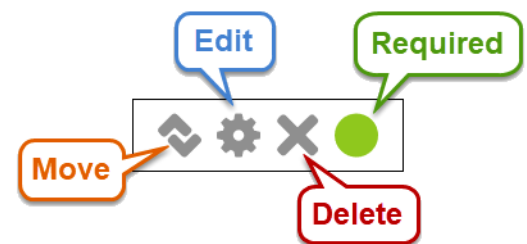


Figure 8: Editing Icons

III. Previewing a Questionnaire

To preview your questionnaire, click on the admin gear and select the **Preview** option as shown above in Figure 6 or click on the **Preview** tab (Figure 9).

Click on **Questions** to return to the question canvas to edit your questionnaire.

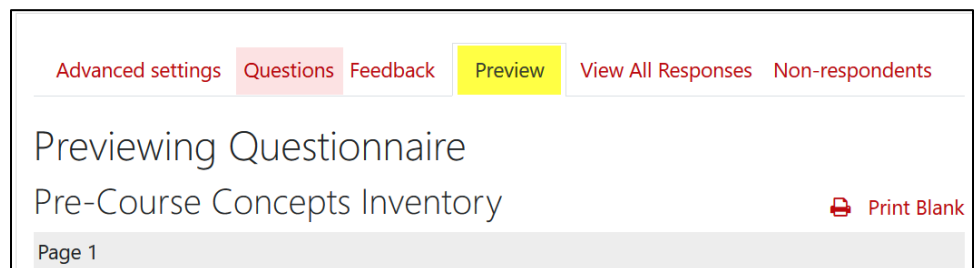


Figure 9: Preview Tab

See these [instructions for viewing questionnaire responses](#).