Using the Moodle Survey Function to Create Custom Surveys

1. Log into Moodle, and turn Editing "On"
2. Click on "Add an Activity of Resource"

3. A pop-up window will appear with a list of activities and resources available to be added; scroll down and select "Survey", and click the blue "Add" button

4. From here, a new window will open, that will prompt you to fill in information about your survey; including a name, description, and information about when the survey will be available to students. Fill in this information:

It could look something like this, when complete:

5. When you've completed this section to your satisfaction, scroll down, and click on the "Save and Display" button. This will take you to a new screen:

6. This screen will provide you with an overview of your survey. From here, you can navigate to the "Edit Questions" button to start adding questions – click on "Edit questions" to start. Click on the drop-down menu to select the type of question you'd like to add:

7. If you'd like to add a Multiple-Choice rate-style question, choose "Multiple Choice Rated), and fill out the appropriate fields. This will allow you to designate the text of the question stem, and the answer options:

When you have filled in the fields, you may click the "Save" button at the bottom to continue.

8. If you'd like to another question, just repeat step 7 until you've built your survey to your liking. For instance, you may want to add a short answer question; you can do this by selecting "Longer Text Answer":

9. Here, you'll be prompted to enter your question stem, and select how much space your students will have to answer:

When you're done, click "Save Question"

10. Whenever you click "Save Question", you'll be re-routed to a screen that shows each of the questions in your survey, as a preview.

11. If you think this survey will be of value for repeated use, you can save the survey as a template, by clicking on "Templates", and then filling in the name field (this will be the name of the template) and then "Save these questions as Template":

Student Experience

Overview   Edit questions   Templates   Analysis   Show responses

▼ Use a template

Choose...   ⇕

▼ Save these questions as a new template

Name   Student Experience

Save as new template

Delete template...

Export questions/ Import questions

12. If you want to use this template at a later time, instead of using the Edit Questions tab, just navigate to your Templates Tab, and click on "Use a template". You'll see that your freshly named template is now accessible for use:

Template saved   ✕

Student Experience

Overview   Edit questions   Templates   Analysis   Show responses

▼ Use a template

✓ Choose...
Course
  Student Experience
Public
  Influenza Post Session Survey
  IPE Post Home Visit Evaluation
  Lecture content survey
  Peer assessment survey - Raffel
  Reflective Writing – Anatomy
  Team Dynamics Survery - Final
  Team Dynamics Survey
  Team Dynamics Survey part two
  TEMPLATE Influenza knowledge survey
  Test DWR

▼ Save these questions as a new template

Name

Delete template...

Export questions/ Import questions

◄ Student Experience   Jump to...   ⇕

13. Once your survey has been populated with questions, you'll be able to access student responses using the "analysis" tab:

Student Experience

Overview   Edit questions   Templates   Analysis   Show responses

Export to Excel

Submitted answers: 0
Questions: 2

◄ Student Experience   Jump to...   ⇕

Now that you've got your survey all set up, you'll be ready to solicit custom feedback from your students – good luck!