

Using the Moodle Survey Function to Create Custom Surveys

1. Log into Moodle, and turn Editing “On”
2. Click on “Add an Activity or Resource”

victoriaroach-general-practice

Dashboard > Special Courses > Practice Courses > victoriaroachpractice

+ Announcements ✎ Edit ▾

+ Spatial Ability Meta Chat ✎ Edit ▾

+ Unconference Meeting: Progress Update ✎ Edit ▾

Meeting to discuss recent progress on individual deliverables, and adjustments to the program

+ Unconference Meeting: 2019-11-4 ✎ Edit ▾

+ Unconference Meeting : 2019-11-21 ✎ Edit ▾

+ Unconference Meeting: 2019-12-9 ✎ Edit ▾

+ Unconference: January! ✎ Edit ▾

+ Unconference Pre-Launch Meeting ✎ Edit ▾

+ Research Design Meeting ✎ Edit ▾

+ Proposals ✎ Edit ▾

+ Meeting ✎ Edit ▾

+ Student Experience ✎ Edit ▾

+ Add an activity or 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

Add an activity or resource

☐ Database

☐ External tool

☐ Forum

☐ Glossary

☐ Group choice

☐ Interactive Content

☐ Internal Email

☐ Lesson

☐ Pearson MyLab & Mastering Link

☐ Quiz

☐ SCORM package

☒ Survey

☐ WebEx Meeting

☐ Wiki

☐ Workshop

The survey activity module enables a teacher to create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input.

Survey responses may be anonymous if desired, and results may be shown to all participants or restricted to teachers only. Any survey activities on the site front page may also be completed by non-logged-in users.


Survey activities may be used

- For course evaluations, helping improve the content for later participants
- To enable participants to sign up for course modules, events etc.
- For guest surveys of course choices, school policies etc.
- For anti-bullying surveys in which students can report incidents anonymously

[More help](#)


Add Cancel


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:











Adding a new Survey 


[Expand all](#)


▼ General


Name 

Description 

☐ Display description on course page 

► Availability 

► Question and submission settings 


► After submission

► Common module settings

► Restrict access


► Activity completion


It could look something like this, when complete:











Adding a new Survey 

[Expand all](#)


▼ General

Name  Student Experience


Description 


         

Description

☐ Display description on course page 


▼ Availability


Open the survey at 8 April 2020 10:35  ☐ Enable


Close the survey at 8 April 2020 10:35  ☐ Enable

▼ Question and submission settings

Record user names Anonymous

Allow multiple submissions  No

Enable notification of submissions  No

Auto number questions  No

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:

Student Experience

Overview Edit questions Templates Analysis Show responses

Overview

Submitted answers: 0
Questions: 0

Meeting Jump to... Student Experience

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:

Student Experience

Overview Edit questions Templates Analysis Show responses

Add question Choose...
Add a page break
Captcha
Information
Label
Longer text answer
Multiple choice
Multiple choice (rated)
Numeric answer
Short text answer

Student Jump to...

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:

Student Experience

Overview Edit questions Templates Analysis Show responses

Multiple choice (rated)

Question How satisfied were you with the clarity of the content presented?

Label Clarity

Multiple choice type Multiple choice - single answer

Adjustment Vertical

Hide the “Not selected” option No

Do not analyze empty submits No

Multiple choice values 0/ Not at all satisfied
1/ Somewhat satisfied
2/ Satisfied
3/ Very satisfied
4/ Extremely satisfied

Use one line for each answer!

Position 1 of 5

Save question Cancel

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

8. If you'd like to add 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":

The screenshot shows the 'Student Experience' survey editor interface. At the top, there are tabs: 'Overview', 'Edit questions' (active), 'Templates', 'Analysis', and 'Show responses'. Below the tabs, there's a section for adding questions. A dropdown menu is open, showing options: 'Choose...', 'Add a page break', 'Captcha', 'Information', 'Label', 'Longer text answer' (highlighted), 'Multiple choice', 'Multiple choice (rated)', 'Numeric answer', and 'Short text answer'. To the right of the dropdown, there's a question preview: '(Clarity) How satisfied were you with the clarity of the content presented?' with a radio button selected for '(0) Not at all satisfied'. Below the question preview, there are radio buttons for '(1) Somewhat satisfied', '(2) Satisfied', '(3) Very satisfied', and '(4) Extremely satisfied'. At the bottom left, there's a 'Student Experience' link. At the bottom right, there's a 'Jump to...' search bar.

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

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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.

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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

▼ Save these questions as a new template

Name

Delete template...

Export questions/ Import questions

◀ Student Experience

Jump to...

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 Survey - Final

Team Dynamics Survey

Team Dynamics Survey part two

TEMPLATE Influenza knowledge survey

Test DWR

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!