

Creating a Survey Using Questionnaire

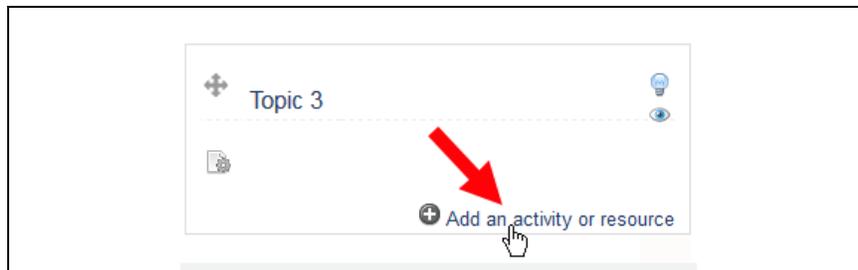
Moodle has two tools you can use to create a survey in your course: Feedback and Questionnaire. Both tools allow you to create surveys in which the respondents are anonymous or named. Questionnaire is very similar to the Moodle quiz feature: you create the container for the survey, and then you add questions to it:

I. Create the Survey Activity

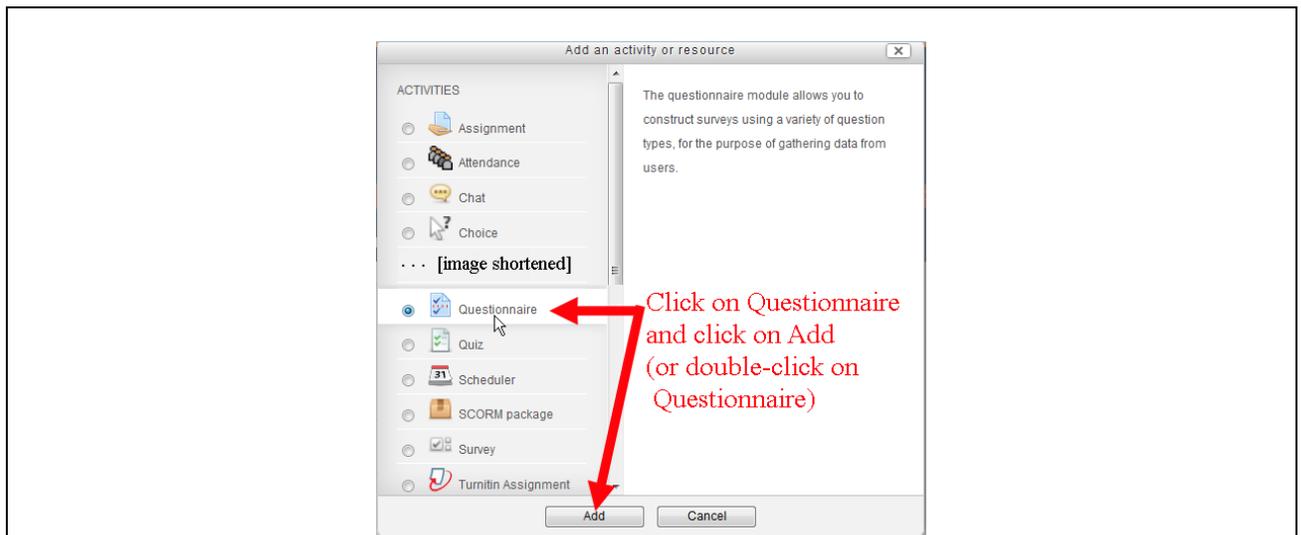
1. If the Edit Mode is currently off, click on the “Turn editing on” button at the top-right corner of your window to allow you to make changes to your course:



2. Once you have decided which topic area will contain the survey, move your mouse to the bottom-right corner of that topic, and click on the “Add an activity or resource” link:



3. Among the list of possible Activities (arranged in alphabetical order), find the link for Questionnaire, and click on that link and then click on the Add button, or double-click on that Questionnaire link:



4. In the General section of the “Adding a new Questionnaire” page, add a title to the questionnaire and, if desired, a description.
5. If you want the questionnaire to close at a certain point, you’ll need to click on the “Timing” section to expand those options. Click to enable the Close Date, and choose a date and time (on a 24-hour clock) when you want the survey to close:

1. Click to expand Timing section

2. Click to enable Close Date

3. Set closing date/time (if needed)

6. You’ll want to expand the “Response options” section next to choose the appropriate options for your survey. For example, you’ll need to choose if you want the survey results to be anonymous or if you want the name of each respondent to be recorded with his/her responses. You’ll need to indicate when you want students to be able to see the answers they gave to the survey. Please note that even though the choice says “Students can view ALL responses,” our settings allow students to see only their **own** responses and **not** those of others:

Options to check/change

Save and display

7. When you have finished with the “Response options” section, click on the button to finalize the survey options and begin the process of adding questions to the survey.

II. Add Questions to the Survey

1. If you clicked on the “Save and display” button for the previous step, you should be at a page for your particular questionnaire, with its title displayed. If you clicked on the “Save and return to course” button instead, you just need to click on the link for the survey to get to that page. At this

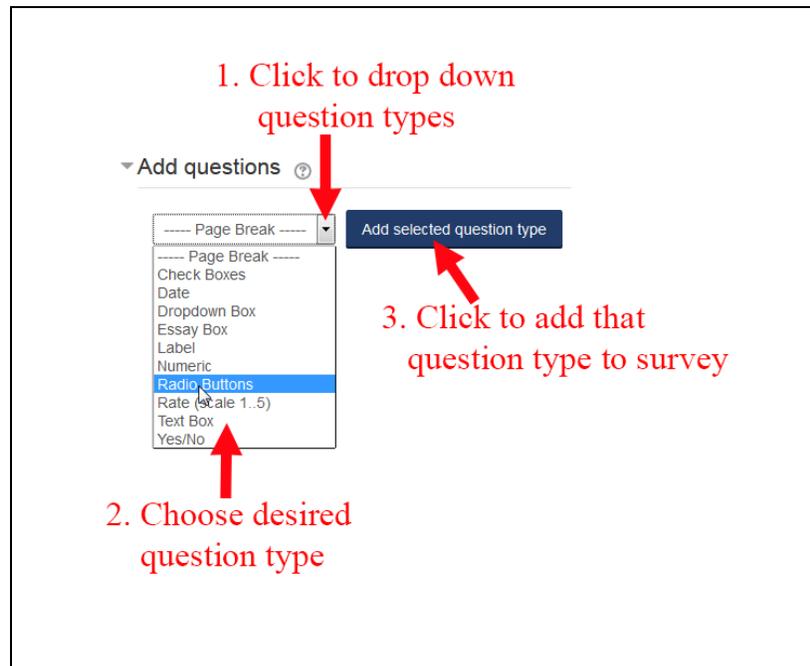
[Add questions](#)

point, your survey has no questions, so click on the link.

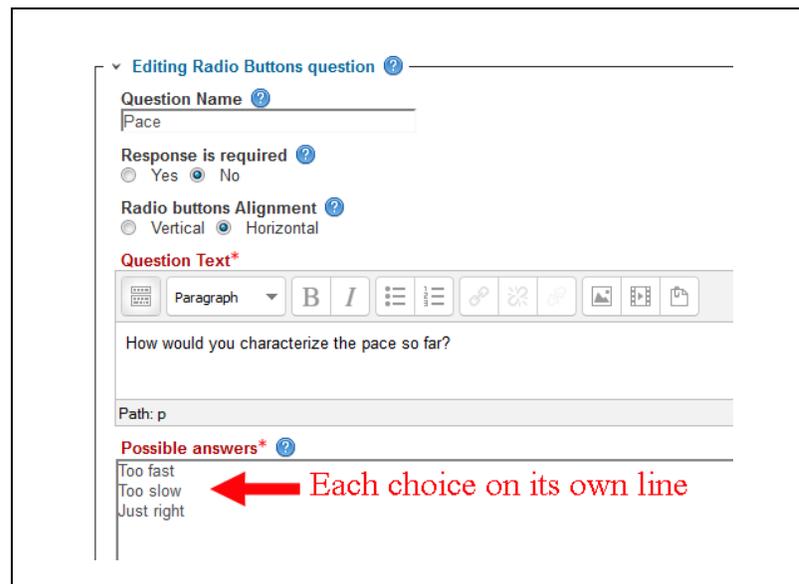
2. In the “Add questions” area, the question type possibilities are listed in alphabetical order. Here is a brief summary of some of those question types:

| Question Type | Explanation |
|-------------------|--|
| Check Boxes | This is also called “multiple answer.” It allows respondents to select more than one box from a group of possible answers. |
| Dropdown Box | This is similar to the Radio Button question type, allowing a single answer among multiple possibilities. For “Dropdown Box,” the possible answers drop down as a menu, and the user clicks on one response among the list of possible responses. |
| Essay Box | This is the typical “long answer” question, allowing for multiple lines of textual response. |
| Label | This is not an actual question type. “Label” actually allows you to add a brief line of text to the survey, perhaps as a description of the questions or section of the survey that will follow. |
| Numeric | You would choose the “Numeric” question type if you are expecting a specific number as a response. You can specify the maximum number of digits (including the decimal point in that count) and the number of digits to the right of the decimal point. |
| Radio Buttons | Also called a “multiple choice” question, the “Radio Buttons” question type allows users to select a single choice from several possibilities. You can choose to have a horizontal or vertical alignment for the choices. |
| Rate (scale 1..5) | The “Rate” question is often called a “grid” question. It allows users to rate a group of items on a numerical scale that you specify, along with the possibility of a “N/A” choice. Because you cannot put the text labels over each number, we recommend using a different survey tool for grid questions like this. |
| Text Box | A “Text Box” question assumes a very short answer. The default value for the width of the text input box is 20 characters. The default maximum length for the answer is 25 characters. You can change both of those values as you create the question. |

To add a question to your survey, click on the downward-facing triangle to drop down the list of possible question types, select the kind of question that you want to add, and click on the “Add selected question type” button:



- Each question type will have different fields to fill out, although the four most common are “Question Name,” “Response is Required” (Yes or No), “Question Text,” and “Possible Answers.”. If you set the “Response is Required” choice to “Yes,” Moodle won’t accept the survey unless that particular required question – and all other required questions – are answered. In the “Possible answers” field, each answer should go on its own line. The figure below shows a sample “Radio Buttons” question:



4. For the Check Boxes (multiple-answer) question type, you once again type the possible answer choices into the “Possible answers” box, with one choice on each line. If the question is required, then you can use the “Min. forced responses” and “Max. forced responses” settings to determine the smallest number of choices the students *have to* select, along with the largest number of choices that they are allowed to select. In the screen capture below, we are assuming that students need to select at least one choice but no more than three:

The screenshot shows the Moodle question editor interface for a "Check Boxes" question. The title is "Editing Check Boxes question". The "Question Name" field contains "Preferred ice cream flavor". The "Response is required" section has the "Yes" radio button selected. The "Min. forced responses" field is set to "1" and the "Max. forced responses" field is set to "3". The "Question Text" field contains the text: "Please select your favorite ice cream flavor(s) from the list below. You must select at least one flavor, but no more than three." Below the text is a "Path" field with the value "p". The "Possible answers" field contains a list of ice cream flavors: Chocolate, Vanilla, Chocolate Chip, Mocha, Strawberry, Butter Pecan, and Cookie Dough. At the bottom of the editor are "Save changes" and "Cancel" buttons.

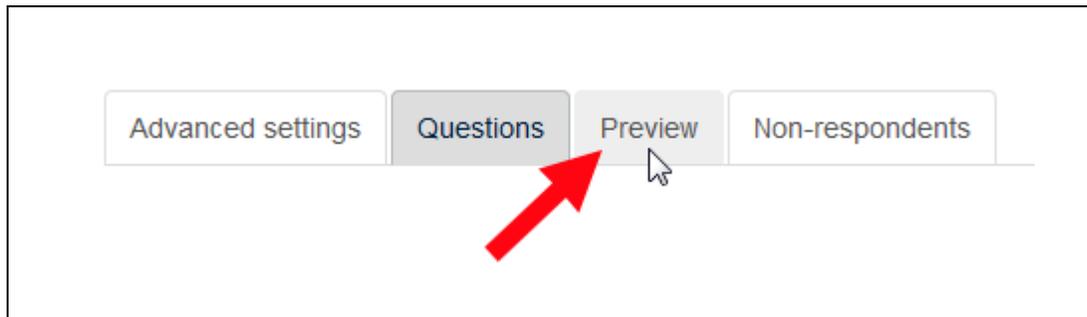
If you do use those “Min. forced responses” and “Max. forced responses” settings (in conjunction with the selecting “Yes” for “Response is required”), then you need to be careful to enter a value in both areas. If you don’t care how many answers the students choose, then set the “Max. forced responses” value to be the same as the number of choices you are providing. If you leave the “Max. forced responses” at 0, then Moodle will change the value so it is the same as the “Min. forced responses. If (for example) the value of both of those boxes is 1, then Moodle will force the student to make at least one choice, but Moodle won’t let the student choose more than one answer. That defeats the purpose of a “multiple-answer” question. When you are

done creating the question, click on the

Save changes

button to finalize the process of adding that question to the survey.

5. Continue to add questions to the survey until the survey is complete. When you are done, you can click on the Preview tab at the top of the page to view your questionnaire as students will see it:



6. When you are done, you can use the “bread-crum trail” at the top of the page to return to the main page for the course:

