

Setting up a Questionnaire

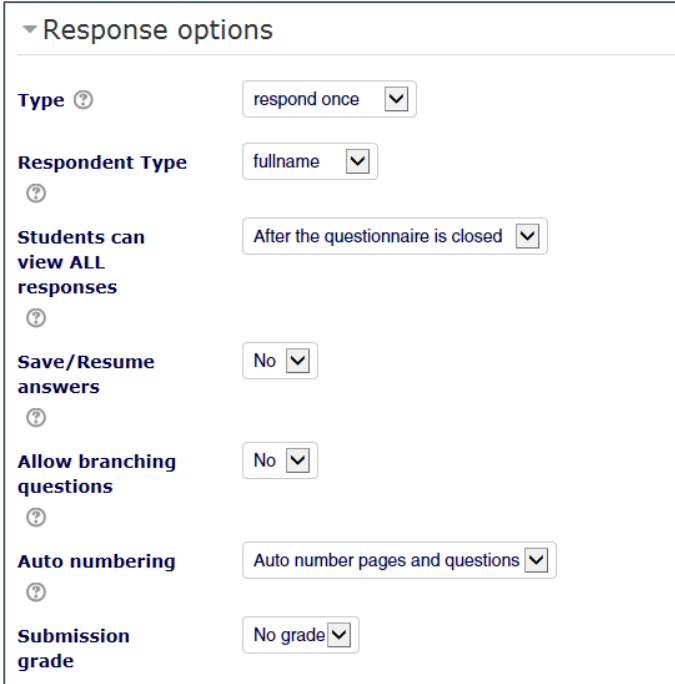
1. On your course page **Turn editing on**.
2. Select **Add an activity** and choose to add a **Questionnaire**.
3. Give your **Questionnaire** a name, this will appear on your GoL page. Add more information about the questionnaire in the description box.
4. **Timing** – use this section to set an open and close date.
5. **Response options** –The questionnaire activity is set up on GoL so that a student can only ever see their own response and not that of anyone else, regardless of what option is chosen in “Student can view ALL responses”. See example below of how to fill in this section.
6. **Save and display** and then click the **Add questions** link.
7. Now put together your questionnaire, once you have created some questions you can re-order them. For each question you create you can decide whether a response is required or not.

Some question types available:

- **Check boxes** – students can choose one or more options from a list
 - **Dropdown** – students choose from a dropdown list, they can only choose one option
 - **Radio buttons** – this is a multiple choice question, students can only choose one from the list
 - **Rate** – allows you to have a more complicated rating grid
 - **Text box** – allows a short response
 - **Essay box** – allows a longer response
 - **Label** – allows you to add text between questions to add structure to your questionnaire.
8. Once you have added your questions you can change the order, edit them again or save them as a new question. To view your questionnaire click the **PREVIEW** tab.
 9. To edit a questionnaire, click on the link to open the questionnaire then in the **ADMINISTRATION** box choose one of the options, for example **Questions** to be able to edit the questions. The ADMINISTRATION options are the key to your questionnaire after you have created it.
 10. Once students have started to answer the questionnaire you can “**View All Responses**” this gives a summary of the responses so far. For a more detailed analysis choose “**View All Responses**” then “**Download in text format**”. If you copy the text output you can paste it into an Excel spreadsheet.

Notes on Response options:

- **Type:** choose “respond once” if you only want each student to submit one questionnaire.
- **Respondent Type:** you have the option to set this to anonymous however if you do you cannot find out who made a particular entry. Often safest to set to “fullname” and then don’t publish the names just responses.
- **Students can view ALL responses:** The questionnaire activity is set up on GoL so that a student can only ever see their own response and not that of anyone else, regardless of what option is chosen. Liz can change this for you if required.
- **Branching questions:** allows you to have different questions depending on the response to a previous question.



▼ Response options

Type ? respond once

Respondent Type ? fullname

Students can view ALL responses ? After the questionnaire is closed

Save/Resume answers ? No

Allow branching questions ? No

Auto numbering ? Auto number pages and questions

Submission grade ? No grade