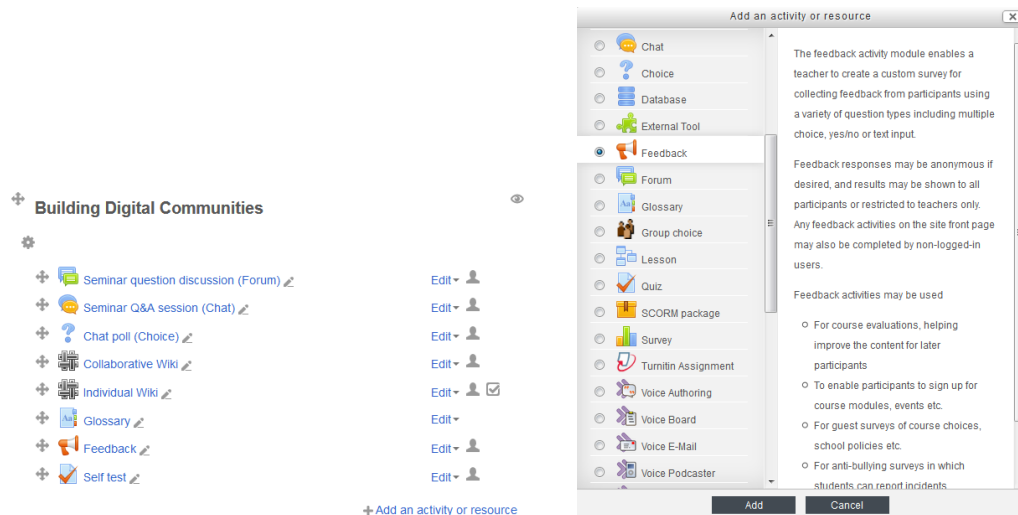


## How to add a feedback activity to a Moodle course

The feedback activity enables you to administer and disseminate questionnaires to gather data in your Moodle course. Unlike the survey activity it allows you to compose your own questions rather than having to choose from a pre-configured list. In addition you can create ungraded questions for revision which sit outside of the quiz activity and gradebook.

Firstly turn editing on and then scroll down to the section you want to add your feedback activity to. Click on the **Add an activity or resource** link and then choose **Feedback** from the activity or resource picker menu. Click on the **Add** button to complete the process.



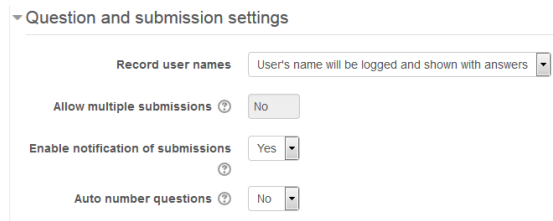
Give your feedback activity a **Name** and a **Description** (such as the purpose of the feedback and what the results will be used for).

This is a screenshot of the 'Add an activity or resource' dialog for the Feedback activity. The 'General' section is expanded. The 'Name' field contains the text 'Feedback'. The 'Description' field contains a rich text editor with the following text: 'The Feedback module allows you to create and conduct surveys to collect feedback. Unlike the Survey tool it allows you to write your own questions, rather than choose from a list of pre-written questions and unlike the Quiz tool, you can create non-graded questions.' Below the description field is a checkbox labeled 'Display description on course page' which is currently checked. The 'Availability' section is also expanded, showing two rows for 'Allow answers from' and 'Allow answers to'. Each row has dropdown menus for day (1), month (June), year (2016), and time (10:20), followed by an 'Enable' checkbox.

Choose whether you want to display the description on the course page under the link to the feedback by ticking the **Display description on course page** checkbox.

Set the dates and times that you want to start and stop collecting the data in the **Availability** section. You will need to put ticks in the appropriate checkboxes to activate the date and

time options. If you leave these blank your feedback activity will be available immediately and have no end date.



Question and submission settings

Record user names

Allow multiple submissions

Enable notification of submissions

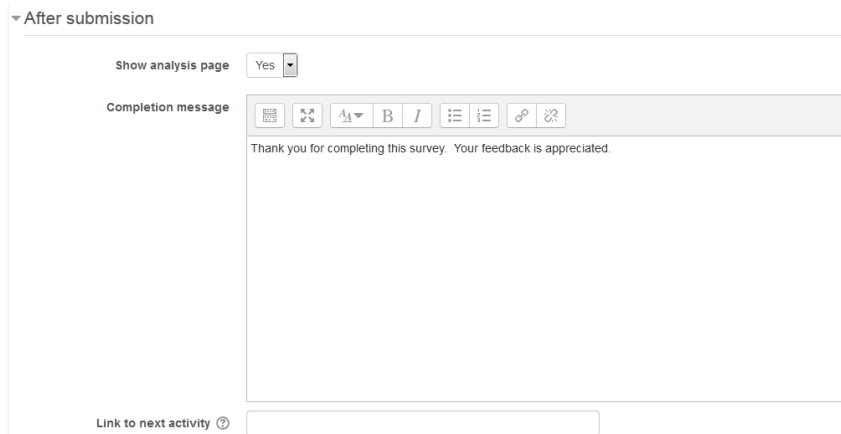
Auto number questions

The **Record user names** field allows you to collect your responses anonymously or to display student names and answers. The type of data you are asking for will dictate which option you choose. If you are not going to anonymise the results you need to let the students know before they submit their responses.

Setting the **Allow multiple submissions** field to **Yes** will allow students to submit the feedback on more than one occasion providing you have chosen to record the results anonymously. If you have chosen to use named responses, the students can resubmit their answers as many times as they like until the feedback close date but only the latest responses will be used.

If the **Enable notification of submissions** field is set to **Yes**, module leaders will receive an email each time a student submits some feedback. If it is set to **No**, they will not (I recommend the latter!)

The **Auto number questions** field allocates an automatically generated number to each question.



After submission

Show analysis page

Completion message

Thank you for completing this survey. Your feedback is appreciated.

Link to next activity

Selecting **Yes** for the **Show analysis page** field will display the results to the students. If you select **No** for this option, only module leaders will see the results.

The **Completion message** allows you to add a message to your students. It can be a thank you message (as in this example) or instructions on what you want them to do next after completing the feedback.

In most cases you will want the students to return to your Moodle course once they have completed the feedback. If you want them to look at another website or Moodle space instead, paste the URL into the **Link to next activity** text box. If you leave this blank they will automatically return to the Moodle course page.

The **Common Module Settings**, **Restrict Access** and **Activity Completion** (if you have chosen to enable this) sections can be completed in the usual way or you can ignore them and just click on either of the **Save** buttons.

To access the feedback activity, staff and students just click on the link from their Moodle course page.