

Using the OBU Module Evaluation form

Use these instructions if you want to add the pre-formatted module evaluation feedback activity to your Moodle course and a version has not been added automatically by OBIS.

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).

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

Name* Module evaluation

Description*
Module evaluation form

Display description on course page

▼ Availability

Allow answers from 6 June 2016 11 30 Enable

Allow answers to 6 June 2016 11 30 Enable

▼ Question and submission settings

Record user names Anonymous

Allow multiple submissions No

Enable notification of submissions No

Auto number questions No

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.

The **Record user names** field should be set to *Anonymous*.

Students should only be able to submit feedback once for each module so set the **Allow multiple submissions** field to *No*. Set the **Enable notification of submissions** field to *No* (unless you particularly want to receive an email for each submission) and likewise set the **Auto number questions** field to *No*.

▼ After submission

Show analysis page No

Completion message

Link to next activity

The **Show analysis page** field should also be set to *No*.

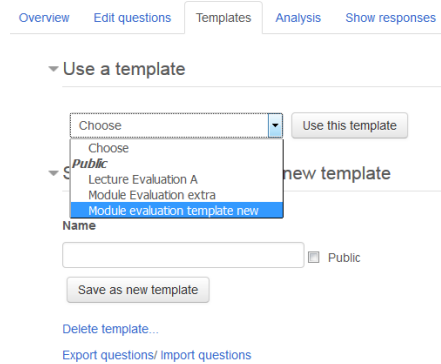
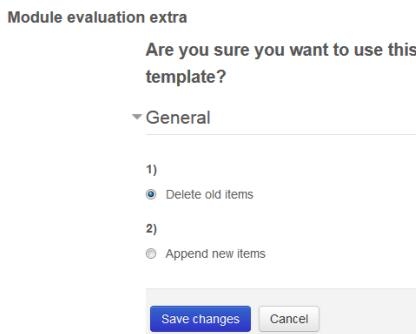
The **Completion message** section allows you to display a message to your students once they have submitted the feedback. It can be a thank you message or instructions on what you want them to do next.

The **Link to next activity** text box will display a continue button that either links to the Moodle course page or to the next activity if the URL of the activity is entered here.

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.

Click on the link to the feedback activity (not the Edit link) and then click on the **Templates** tab.

In the **Use a template** section click on the down arrow next to **Choose** and click on the **Module evaluation template new** under the **Public** section of the dropdown menu. Then click on the **Use this template** button.

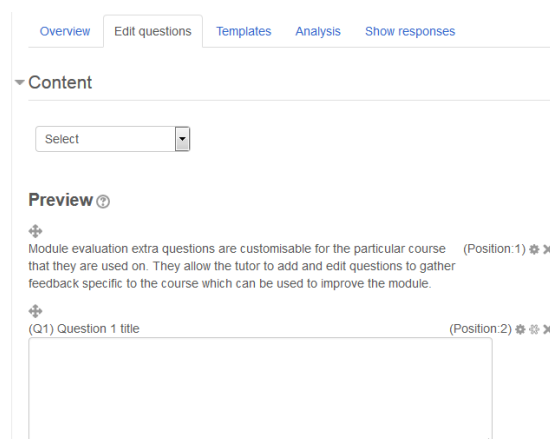


You will then be asked if you want to **Delete old items** or **Append new items**. If you are creating a completely new feedback activity it doesn't matter which option you choose.

If you are adding the questions from the module evaluation to a pre-existing form, choose the *append* option otherwise you will lose all of the pre-existing questions and any student responses.

Click on the **Save changes** button to complete the process.

If you need to edit any of the questions or to change the layout this can be done in the normal way from the **Edit questions** tab.



The **Analysis** and **Show responses** tabs can be used to view the students' responses as normal.