Gathering Data in Moodle

A Guide for Staff

Version 2.0 (September 2014)

Written by Stephen Owens
Gathering Data in Moodle

Moodle has a number of activities that can be used to gather data from students. The simplest of these is the choice activity which can be used to ask a quick multiple choice question. There are feedback and questionnaire activities which allow you to ask multiple questions and gather multiple data types from your students, the feedback activity allows you to hide the results from students but the questionnaire activity does not. There is also a database activity that can be used to collect more advanced data, unlike the previously mentioned activities, the purpose of the database is not just about asking questions. It can be used to collect any number of data points including collecting files from students.

Please refer to the table below for a summary of the differences between the activities:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Choice Activity</th>
<th>Feedback Activity</th>
<th>Questionnaire Activity</th>
<th>Database Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allows Multiple Questions</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Allows Anonymous Answers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Allows results to be hidden from Students</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Partially (increase the number of entries required before viewing to maximum)</td>
</tr>
<tr>
<td>Allows Grading of Responses</td>
<td>No</td>
<td>No</td>
<td>Yes (Percentage grading only)</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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The following table details the different types of fields and question types that you can use within each activity. The appendices in this document cover each question and field type in detail.

<table>
<thead>
<tr>
<th>Data/Question Type</th>
<th>Choice Activity</th>
<th>Feedback Activity</th>
<th>Questionnaire Activity</th>
<th>Database Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Choice Questions</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (via radio buttons)</td>
</tr>
<tr>
<td>Rated Multiple Choice Questions</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Text Questions</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Numeric Questions</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Yes/No Questions</td>
<td>Yes (via multiple choice)</td>
<td>Yes (via multiple choice)</td>
<td>Yes</td>
<td>Yes (via radio button)</td>
</tr>
<tr>
<td>Captcha Input</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Checkboxes Input</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Dropdown Box Input</td>
<td>No</td>
<td>Yes (via multiple choice)</td>
<td>Yes</td>
<td>Yes (via menu)</td>
</tr>
<tr>
<td>Radio Button Input</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Date Input</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>File Input</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Picture Input</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>URL Input</td>
<td>No</td>
<td>Yes (via text box)</td>
<td>Yes (via text box)</td>
<td>Yes</td>
</tr>
</tbody>
</table>
THE CHOICE ACTIVITY

The choice activity module enables a teacher to ask a single question and offer a selection of possible responses. Choice results may be published after students have answered, after a certain date, or not at all. Results may be published with student names or anonymously.

A choice activity may be used

- As a quick poll to stimulate thinking about a topic
- To quickly test students' understanding
- To facilitate student decision-making, for example allowing students to vote on a direction for the course

CONFIGURING A CHOICE ACTIVITY

1. Navigate to your Moodle page
2. Click the ‘Add an Activity or Resource’ button in the appropriate section
3. Select the choice activity and then click the ‘Add’ button
4. Give the choice activity a ‘Choice Name’ and a ‘Description’

Note: use the ‘Description’ textbox to outline what the students are making a choice about. If you impose any limits when setting up the choice activity you should describe them here e.g. only 5 people can choose each option.

5. Choose whether to display the options horizontally or vertically across the page. Change the ‘Display mode for the options’ as appropriate
Options Settings

6. Choose whether to ‘Allow choice to be updated’

Note: you may want to consider the options in the ‘Results’ settings when making this decision. If you allow students to see the results as soon as they have answered and allow them to update their choice, there may be a skew in the results if people change their response to match the most popular answer.

7. Choose whether to ‘Limit the number of responses allowed’ for each option
8. Input the options that students can choose from ‘Option 1’, ‘Option 2’...
9. (If required) set the limits on the number of people who can choose each option ‘Limit 1’, ‘Limit 2’...

Availability Settings

10. Choose whether to ‘Restrict answering to this time period’
11. (If required) set the ‘Open’ date i.e. the date that students can start to make a choice
12. (if required) set the ‘Until’ date i.e. the date that students must make a choice by

Results Settings

13. Choose how to ‘Publish Result’ from the choice activity
   a. ‘Do not publish results to students’ – students will not be able to see the results of the choice at any point, staff members can still see them.
   b. ‘Show results to students after they answer’ – results will be hidden from students until they have made a choice themselves. Staff members can always see results.
   c. ‘Show results to students only after the choice is closed’ – none of the students can see the results before the ‘Until’ date. Staff members can see the results at any point.
   d. ‘Always show results to students’ – the results are always shown to the students, regardless of whether they have made a choice themselves.

14. (If required) Choose the ‘Privacy of results’ i.e. whether students names are shown with the choices they made.
15. Choose whether to ‘Show column for unanswered.’ This column will display the names of all students who have not yet made a choice.
16. Choose whether to ‘include responses from inactive/suspended users’
17. When you have finished configuring the choice activity click the ‘Save and return to course’ button.

**VIEWING RESULTS FROM A CHOICE ACTIVITY**

As a staff member you can access the choice activity at any point to see the results. From the results screen you will be able to remove a choice if a student wants to make it again and download the results to your computer in a number of different formats.

1. Navigate to your Moodle course
2. Access the appropriate choice activity
3. Click the ‘View n responses’ link (n represents the number of responses that have been made)

Note: results are displayed horizontally regardless of whether you chose to display the choices horizontally or vertically when setting up the choice activity.
THE FEEDBACK ACTIVITY

The feedback activity enables a teacher to create a custom survey for collecting feedback from students using a variety of question types including multiple choice, yes/no or text input. Feedback responses may be anonymous if desired, and results may be shown to all participants or restricted to teachers only.

Feedback 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

CONFIGURING A FEEDBACK ACTIVITY

1. Navigate to your Moodle page
2. Click the ‘Add an Activity or Resource’ button in the appropriate section
3. Select the feedback activity and then click the ‘Add’ button
4. Give the feedback activity a ‘Name’ and a ‘Description’

Note: use the ‘Description’ textbox to outline what the students are giving feedback about. Add details about how the feedback activity is configured here. If you have chosen to make it anonymous and/or if you have chosen to allow multiple submissions tell the students this.

Availability Settings

5. (If required) choose a date to ‘Allow answers from’
6. (If required) choose a date to ‘Allow answers to’

Note: before you can choose a date you need to tick the appropriate ‘Enable’ button
Question and Submission Settings

7. Choose whether to ‘Record user names’ i.e. whether feedback should be anonymous or not
8. Choose whether to ‘Allow multiple submissions’ from students
9. Choose whether to ‘Enable notification of submissions’ email messages

Note: if you ‘Enable notification of submissions’ every staff member enrolled on the course (teaching staff, admin staff, etc) will receive an email each time a student gives feedback.

10. Choose whether to ‘Auto number questions’

After Submission Settings

11. Choose whether to ‘Show analysis page’ to students after the have submitted their feedback
12. Add a ‘Completion message’ e.g. a message thanking the students for their feedback
13. (If required) add a ‘Link to next activity.’ When a student has finished submitting their feedback they will see a ‘Continue’ button. By default when this is clicked they will be returned to your Moodle course page. You can add a weblink here to take the students to a different location.
14. When you have finished configuring the feedback activity click the ‘Save and display’ button

Adding Questions to the Feedback Activity

Now that you have configured the feedback activity you are in the position to add questions to it. There are a number of different question types you can setup including multiple choice questions, numeric answers and text answers.

1. Ensure you have accessed the feedback activity
2. Click the ‘Edit questions’ tab
3. Expand the drop down menu in the ‘Content’ section
4. Select a question type
5. Fill in the form for the question type you selected
6. Click the ‘Save question’ button

Note: for information about how to configure each different type of question please see ‘Appendix 1’
**SAVING AND USING FEEDBACK TEMPLATES**

Once you have configured your feedback questions you can save them so they can be reused in the future – either in the same Moodle course or a different one. If you have a template saved you can import it into the feedback activity and it will configure the questions for you.

1. Ensure you have accessed your feedback activity
2. Click the ‘Templates’ tab

**Saving your questions as a template**

1. Give your new template a ‘Name’
2. Choose whether to make your template publically available on Moodle
3. Click the ‘Save as new template’ button

**Use an existing template to configure your questions**

1. Expand the drop-down menu in the ‘Use a template’ section
2. Select the appropriate template from the list
3. Choose whether to ‘Delete old items’ from your feedback activity or to ‘Append new items’ to the end of your feedback activity
4. Click the ‘Save changes’ button

VIEWING ANALYSIS FROM A FEEDBACK ACTIVITY

As a staff member you can access the feedback activity at any point to see the analysis. From the analysis screen you will see a summary of all responses including graphs where appropriate i.e. multiple choice questions have bar charts.

1. Navigate to your Moodle course
2. Access the appropriate feedback activity
3. Click the ‘Analysis’ tab

Note: your analysis may look different to the one shown below, it is dependent on what types of questions you have used.
**THE QUESTIONNAIRE ACTIVITY**

The questionnaire activity is a survey-like type of activity. It allows teachers to create a wide range of questions to get student feedback. The goals of the Questionnaire module are quite different from those of the Moodle Lesson or Quiz modules. With Questionnaire you do not test or assess the student, you gather data from them.

**CONFIGURING A QUESTIONNAIRE ACTIVITY**

1. Navigate to your Moodle page
2. Click the ‘Add an Activity or Resource’ button in the appropriate section
3. Select the questionnaire activity and then click the ‘Add’ button
4. Give the questionnaire activity a ‘Name’ and a ‘Description’

Note: use the ‘Description’ textbox to outline the purpose of the questionnaire. Add details about how the questionnaire activity is configured. If you want the students to respond weekly or if responses are anonymous then let them know here.

**Timing Settings**

5. (If required) choose a ‘Use Open Date’ i.e. the date that users can start to respond to the questionnaire.
6. (If required) choose a ‘Use Close Date’ i.e. the last date that users can respond to the questionnaire

Note: if you are setting up a recurring questionnaire these dates refer to the first date that users can complete the questionnaire and the very last date they can complete it. These dates should not be changed week by week.

**Response Options**

7. Choose the ‘Type’ of questionnaire i.e. how many times the user can respond
a. ‘Respond many’ – the student can respond as many times as they like up until the close date
b. ‘Respond once’ – the student can respond once at any point up to the close date
c. ‘Respond daily’ – the student can respond once per day up to the close date
d. ‘Respond weekly’ – the student can respond once per week up to the close date
e. ‘Respond Monthly’ – the student can respond once per month up to the close date

8. Choose the ‘Respondent type’ i.e. whether to make responses anonymous or not
9. Choose when ‘Students can view ALL responses’
10. Choose whether to allow ‘Save/Resume answers’ i.e. can a student start the questionnaire, save their progress and return at a later point to complete the questionnaire.
11. Choose whether to ‘Allow branching questions.’ If you have a ‘Yes/No’ or ‘Radio Button’ question you can have child questions that change depending on what choices students have made so far in the questionnaire.
12. Choose whether to allow ‘Auto numbering’ of pages and questions
13. Choose a ‘Submission grade.’ By default this is set to ‘No grade’ but you can change this if you want to assign a grade to a student’s response.

Note: you can only use percentage grading for a questionnaire. It does not support LU letter grades or Pass/Fail

14. Click the ‘Save and display’ button

**Adding Questions to the Questionnaire**

Now that you have configured the questionnaire activity you can start to add questions to it. There are a number of question types that can be configured. Please see ‘Appendix 2’ for instructions on how to configure each question type.

1. Ensure you have accessed your questionnaire activity
2. Click the ‘Add questions’ link
3. Expand the drop-down menu in the ‘Add questions’ section
4. Select a question type
5. Click the ‘Add selected question type’ button
6. Fill in the form for your question type
7. Click the ‘Save changes’ button

**PREVIEWING THE QUESTIONNAIRE**

After you have added all of your questions to the questionnaire it is highly recommended that you preview it to make sure everything is behaving as expected.

1. Click the ‘Preview’ tab
2. Complete the questionnaire
3. Check all questions look correct and are behaving as you expect i.e. do all checkbox questions have all options displayed, do rate (scale 1…5) questions have the correct number of scale options, are all questions labelled correctly, etc.
4. Click the ‘Submit preview’ button
5. If everything has been accepted you will see a confirmation message at the top of the page
6. If there are any errors with the questionnaire go back to the ‘Questions’ tab and correct them

**VIEWING RESPONSES TO THE QUESTIONNAIRE**

As a staff member you can access the questionnaire at any time and view the responses that the students have made.

1. Click the ‘All responses (n)’ tab (n represents the number of responses that have been submitted)

**Summary of Responses**

1. Click the ‘Summary’ tab so see a collation of all responses to the questionnaire

*Note:* your page may look different to the one listed above, it is dependent on what types of questions you have used.
Individual Responses

1. Click the ‘List of responses’ tab to see the responses from individual students
2. Choose a participant from the list

Note: your page may look different to the one listed above, it is dependent on what types of questions you have used.

Note: if you would like to see a list of users who have not yet responded to the questionnaire click the ‘Show nonrespondents’ tab
THE DATABASE ACTIVITY

The database activity enables participants to create, maintain and search a collection of entries (i.e. records). The structure of the entries is defined by the teacher as a collection of fields. Field types include checkbox, radio buttons, dropdown menu, text area, URL, picture and uploaded file.

Database activities have many uses, such as

- A collaborative collection of web links, books, book reviews, journal references etc
- For displaying student-created photos, posters, websites or poems for peer comment and review

CONFIGURING A DATABASE ACTIVITY

1. Navigate to your Moodle page
2. Click the ‘Add an Activity or Resource’ button in the appropriate section
3. Select the database activity and then click the ‘Add’ button
4. Give the database activity a ‘Name’ and a ‘Description’

Note: use the ‘Description’ textbox to outline the purpose of the database. Tell your students what they need to submit, what the availability of the database is and how the data will be used.

Entries Settings

5. Choose whether ‘Approval [is] required’ by a staff member after a record has been submitted by a student
6. Choose whether to ‘Allow comments on entries’ to be made by staff and students
7. (If you are using activity completion) Choose how many ‘Entries required for completion’ i.e. how many entries must a student make into the database before the activity is considered to be complete.
8. Choose how many ‘Entries required before viewing’ i.e. how many entries must a student make before they can see the entries made by other students
9. Choose the ‘**Maximum number of entries**’ that each student is allowed to make to the database

**Availability Settings**

10. (If required) choose the date that the database is ‘**Available from**’ and ‘**Available to**’
11. (If required) choose the date that the database is ‘**Read only from**’ and ‘**Read only to**’
i.e. students can view entries that have been made to the database but cannot add any more

**Note:** the ‘**Read only from**’ and ‘**Read only to**’ dates should be occur before the ‘**Available to**’ date

12. When you have finished configuring the database, click the ‘**Save and display**’ button

### Adding Fields to the Database

Now that you have a database activity configured you need to add some fields to it so that people can submit data. You can import existing fields into the database should they already exist. Otherwise you can create the fields from scratch.

1. Ensure you have accessed the database activity you have created
2. Click the ‘**Fields**’ tab
3. Expand the drop down menu in the ‘**Create a new field**’ section
4. Select one of the field types
5. Fill out the form for your field type
6. Click the ‘**Add**’ button
7. Repeat steps 3 – 6 for each field you need to add
8. The fields you add to the database will be displayed above the ‘**Create a new field**’ section

**Note:** please see ‘**Appendix 3**’ for a list of all of the field types and their configuration options.
USING DATABASE PRESETS

Once you have created your database you can save it as a ‘Preset.’ This allows you to reuse it on other Moodle courses. If you already have a preset you can use it to populate your database with fields.

Saving your database as a preset

1. Ensure you have accessed your database
2. Click the ‘Presets’ tab
3. You can save your preset as a Zip file to your computer or directly into Moodle
   a. To save to your computer click the ‘Export’ button in the ‘Export as zip’ section
   b. To save the preset to Moodle give the preset a ‘Name’ and click the ‘Continue’ button
Using a preset to add fields to your database

1. Ensure you have accessed your database
2. Click the ‘Presets’ tab
3. You can import a preset from a Zip file on your computer
   a. To use one from your computer click the ‘Choose a file’ button
   b. Click the ‘Choose File’ button
   c. Locate the Zip file on your computer
   d. Click the ‘Upload this file’ button
   e. Click the ‘Import’ button
   f. If you have any fields in your database you will be given options that will allow you to merge fields together or create new fields
   g. When ready click the ‘Continue’ button

4. You can use a preset already stored in Moodle
   a. Select a preset from the ‘Use a preset’ section
   b. Click the ‘Choose’ button
   c. If you have any fields in your database you will be given options that will allow you to merge fields together or create new fields
   d. Click the ‘Continue’ button
VIEWING ENTRIES MADE TO THE DATABASE

As a staff member you can access the database and view all of the entries at any time. Student’s access to the database entries depends on the settings you configured when setting up the database i.e. you may have set it so students can only see entries after they have made their own entry.

Viewing Single Entries

1. Ensure you have accessed your database activity
2. Click the ‘View single’ tab

Viewing a List of Entries

1. Ensure you have accessed your database activity
2. Click the ‘View list’ tab
The entries are shown here in a list, the layout of this will vary based on what fields you have used and what templates you have set up.

Use these settings to configure how the list of entries is displayed. How many entries do you want per page, how should they be ordered and should they include search criteria.
THE MOODLE QUIZ AND REALTIME QUIZ

You can also gather data using the Moodle ‘Quiz’ and ‘Realtime Quiz’ activities, there is a separate guide called ‘Quizzes in Moodle’ that covers how to do this. A summary of these activities is provided below.

THE QUIZ ACTIVITY

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical. The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set. Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook. The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used:

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

THE REALTIME QUIZ ACTIVITY

The realtime quiz activity allows you to collect feedback from students in lectures or seminars. It’s functionality replicates what you can do with hardware ‘clickers’ but without requiring you to collect the clickers, hand them out to students and register them. The realtime quiz can be used on any device that has a web browser i.e. laptops, tablets and mobile phones. All the student needs to do is use their device to access your Moodle course. The realtime quiz supports multiple choice questions only.
APPENDIX 1 – CONFIGURING FEEDBACK QUESTIONS

To configure these questions you will need to have completed the section ‘Configuring a Feedback Activity’ and ‘Adding Questions to the Feedback Activity’.

CAPTCHA

A test to make sure a real person is filling in the form and not an automatic spamming program of some sort. Asks a person to write out some distorted text which is displayed on screen. You normally won't need this unless you find that you are getting spammed a lot.

Note: there are no configuration settings for this type of question

INFORMATION

This allows you to choose to display one of three types of information: the time of responding; the course and/or the category where the feedback is located. This type of question does not allow the user to make a choice, it just records some information about them.

1. Enter the ‘Question’
2. (If required) enter a ‘Label’ i.e. a name for the question. This will show in brackets before the question text
3. Choose an ‘Information type’
   a. ‘Response time’ – the time and date that the user responded to the feedback activity
   b. ‘Course’ – the name of the course
   c. ‘Course category’ – the category the course belongs to
4. (If required) choose a ‘Dependence item’
5. (If required) input a ‘Dependence value’
6. Choose a ‘Position’ for the label i.e. how far down the page it will be displayed
**LABEL**

Like a standard Moodle label, this allows you to add arbitrary text, images and videos between questions allowing for extra explanation or to divide the Feedback into sections.

1. Add contents into the Label
2. (If required) choose a ‘Dependence item’
3. (If required) input a ‘Dependence value’
4. Choose a ‘Position’ for the label i.e. how far down the page it will be displayed

**LONGER TEXT ANSWER**

This option is for creating a text box (you specify how big it will appear in rows and columns) which people can write a long answer into.

1. Choose whether the question is ‘Required’ (tick the box if so)
2. Enter the ‘Question’
3. (If required) enter a ‘Label’ i.e. a name for the question. This will show in brackets before the question text
4. Choose a ‘Width’ for the answer box
5. Choose the ‘Number of lines’ for the answer box i.e. how many lines of text may be entered
6. (If required) choose a ‘Dependence item’
7. (If required) input a ‘Dependence value’
8. Choose a ‘Position’ for the longer text answer i.e. how far down the page it will be displayed
**Multiple Choice**

This will give you a series of options that you can choose. There are a few types of multiple choice question: multiple choice single answer; multiple choice multiple answers; and multiple choice single answer allowed (dropdownlist).

1. Choose whether the question is ‘Required’ (tick the box if so)
2. Enter the ‘Question’
3. (If required) enter a ‘Label’ i.e. a name for the question. This will show in brackets before the question text
4. Choose the ‘Adjustment’ of the question, i.e. whether the options are displayed horizontally across the page or vertically down the page
5. Choose the ‘Multiple choice type’
   a. ‘Multiple choice – single answer’ – the answer options are displayed with a radio button allowing only one answer to be chosen
   b. ‘Multiple choice – multiple answers’ – the answers are displayed with tick boxes allowing multiple answers to be chosen
   c. ‘Multiple choice’ – single answer allowed (dropdownlist)’ – the answers are displayed in a drop down list, only one of them may be selected
6. Choose whether to ‘Analyse Empty Submits’ i.e. should the analysis include this question when the user did not answer it
7. Choose whether to ‘Hide the Not Selected Option’ i.e. should an extra answer option called ‘Not Selected’ be displayed
8. Enter the ‘Multiple choice values’ – you must enter one answer per line in the text box
9. (If required) choose a ‘Dependence item’
10. (If required) input a ‘Dependence value’
11. Choose a ‘Position’ for the multiple choice question i.e. how far down the page it will be displayed
**Multiple Choice Rated**

This is the same as the multiple choice one above, but only single answers are allowed and you can allocate a numerical value to each of the answers as well, this makes things a little more quantitative if you intend to analyse the results statistically.

1. Choose whether the question is ‘Required’ (tick the box if so)
2. Enter the ‘Question’
3. (If required) enter a ‘Label’ i.e. a name for the question. This will show in brackets before the question text
4. Choose the ‘Adjustment’ of the question, i.e. whether the options are displayed horizontally across the page or vertically down the page
5. Choose the ‘Multiple choice type’
   a. ‘Multiple choice – single answer’ – the answer options are displayed with a radio button allowing only one answer to be chosen
   b. ‘Multiple choice – single answer allowed (dropdownlist)’ – the answers are displayed in a drop down list, only one of them may be selected
6. Choose whether to ‘Analyse Empty Submits’ i.e. should the analysis include this question when the user did not answer it
7. Choose whether to ‘Hide the Not Selected Option’ i.e. should an extra answer option called ‘Not Selected’ be displayed
8. Enter the ‘Multiple choice values’ – you must enter one answer per line in the text box using the format [value]/[answer] e.g.
   
   0/No Answer Selected
   1/Unlikely
   2/No preference
   3/Likely
9. (If required) choose a ‘Dependence item’
10. (If required) input a ‘Dependence value’
11. Choose a ‘Position’ for the multiple choice question i.e. how far down the page it will be displayed

**NUMERIC ANSWER**

You ask a question which must have a number as an answer and specify the acceptable range e.g. "How many arms would you like, if more than 2 were possible? (Please specify 0–10)” with a range of 0–10 set in the options. It helps if you specify the acceptable range in the question text.

What year was the C programming language created? (1969 - 1973)

1. Choose whether the question is ‘Required’ (tick the box if so)
2. Enter the ‘Question’
3. (If required) enter a ‘Label’ i.e. a name for the question. This will show in brackets before the question text
4. Choose a ‘Range from’ i.e. what is the lowest answer that is accepted
5. Choose a ‘Range to’ i.e. what is the highest answer that is accepted
6. (If required) choose a ‘Dependence item’
7. (If required) input a ‘Dependence value’
8. Choose a ‘Position’ for the numeric answer i.e. how far down the page it will be displayed

**SHORT TEXT ANSWER**

This option lets you specify a single line answer, with an input box which is a set number of characters long (you choose). You also specify the maximum number of characters you will accept, so that the answer is not too long and/or does not run over the length of the box on screen.

What IDE are you using for C programming?

1. Choose whether the question is ‘Required’ (tick the box if so)
2. Enter the ‘Question’
3. (If required) enter a ‘Label’ i.e. a name for the question. This will show in brackets before the question text

4. Choose a ‘Textfield width’ i.e. how wide the answer box is

5. Choose a ‘Maximum characters accepted’ value i.e. how many characters long can an answer be

6. (If required) choose a ‘Dependence item’

7. (If required) input a ‘Dependence value’

8. Choose a ‘Position’ for the short text answer i.e. how far down the page it will be displayed
APPENDIX 2 – CONFIGURING QUESTIONNAIRE QUESTIONS

To configure these questions you will need to have completed the section ‘Configuring a Questionnaire Activity’ and ‘Adding Questions to the Questionnaire Activity’.

PAGE BREAK

Use this to insert page breaks in long questionnaires. If a page contains questions with required response the respondent will not be allowed to navigate to the next page unless those required responses have been given.

Note: there are no configuration options for a page break

CHECK BOXES

Check boxes allow the user to select multiple answers from a list of options i.e. a multiple choice question where multiple answers are allowed

1. Enter a ‘Question Name’ i.e. a name that can be used to identify the question. This is not necessarily the question text
2. Choose whether a ‘Response is required’ from the user
3. Enter the number of ‘Min forced responses’ required i.e. what it the minimum number of options the user must select
4. Enter the number of ‘Max forced responses’ required i.e. what is the maximum number of options the user may choose
5. Enter the ‘Question Text’
6. Enter the ‘Possible answers’ i.e. what answers can the user choose from. You must enter one answer per line in the text box
DATE

Use this question type if you expect the response to be a correctly formatted date. The format will depend upon the language currently being used by the questionnaire respondent. An example will be displayed in the questionnaire. If an impossible or wrongly formatted date is entered, it will either be re-written or reformatted correctly (if possible) or an error message will be displayed to the respondent.

<table>
<thead>
<tr>
<th>When did you first learn to program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the day/month/year format, e.g. for March 14th, 1945: 14/3/1945</td>
</tr>
</tbody>
</table>

1. Enter a ‘Question Name’ i.e. a name that can be used to identify the question. This is not necessarily the question text
2. Choose whether a ‘Response is required’ from the user
3. Enter the ‘Question Text’

DROPDOWN BOX

A dropdown box allows the user to select one option from a list of possible options i.e. multiple choice. There is no real advantage to using the Dropdown Box over using the Radio Buttons except perhaps for long lists of options, to save screen space.

<table>
<thead>
<tr>
<th>What programming language would you like to learn next?</th>
</tr>
</thead>
<tbody>
<tr>
<td>C#</td>
</tr>
</tbody>
</table>

1. Enter a ‘Question Name’ i.e. a name that can be used to identify the question. This is not necessarily the question text
2. Choose whether a ‘Response is required’ from the user
3. Enter the ‘Question Text’
4. Enter the ‘Possible answers’ i.e. what answers can the user choose from. You must enter one answer per line in the text box
**ESSAY BOX**

This question will display a plain text box with a defined width and number of lines (height). The answer expected is freeform and does not have a predefined format.

1. Enter a ‘**Question Name**’ i.e. a name that can be used to identify the question. This is not necessarily the question text
2. Choose whether a ‘**Response is required**’ from the user
3. Choose how many ‘**Textarea columns**’ the essay box should have i.e. it’s width
4. Choose how many ‘**Textarea rows**’ the essay box should have i.e. how many lines of text are allowed
5. Enter the ‘**Question Text**’

**LABEL**

This is not a question but a (short) area of text which will be displayed to introduce a series of questions.

**Note:** there are no configuration options for a label, you just need to enter some text into the label
**NUMERIC**

Use this question type if you expect the response to be a correctly formatted number. By using the maximum digits allowed and number of decimal digits parameters you can specify the length and number of decimal places required.

1. Enter a ‘**Question Name**’ i.e. a name that can be used to identify the question. This is not necessarily the question text
2. Choose whether a ‘**Response is required**’ from the user
3. Input the ‘**Max digits allowed**’ for the answer i.e. how many digits can the answer contain, including decimal places
4. Input the ‘**Nb of decimal digits**’ for the answer i.e. how many digits of the answer should be after the decimal point
5. Enter the ‘**Question Text**’

---

**RADIO BUTTONS**

Radio buttons allow the user to select a single option from a number of multiple options i.e. multiple choice.

1. Enter a ‘**Question Name**’ i.e. a name that can be used to identify the question. This is not necessarily the question text
2. Choose whether a ‘**Response is required**’ from the user
3. Choose the ‘**Radio buttons Alignment**’ i.e. whether the answer options should be displayed horizontally across the page or vertically down the page
4. Enter the ‘**Question Text**’
5. Enter the ‘**Possible answers**’ i.e. what answers can the user choose from. You must enter one answer per line in the text box
**Rate**

Rate allows you to setup a multiple choice question using radio buttons and also allows you to rate each answer with a value. This can be useful when you want to perform a statistical analysis on the response data. There are a number of different outputs for this type of question dependent on the setting you choose for it. See the examples below:

---

**A Single-Line Scale:**

<table>
<thead>
<tr>
<th>How useful have you found this module?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale:</td>
</tr>
<tr>
<td>Scale:</td>
</tr>
</tbody>
</table>

**Type of Rate Scale:** Normal

**Number of Scale Items:** 5

**Possible Answers:** Scale:

---

**A Multi-Line Scale:**

<table>
<thead>
<tr>
<th>Rate out of 5 how much you like each of the listed language (5 = Really like)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Java</td>
</tr>
<tr>
<td>Ruby</td>
</tr>
<tr>
<td>Python</td>
</tr>
</tbody>
</table>

**Type of Rate Scale:** N/A Column (includes the N/A column)

**Number of Scale Items:** 5

**Possible Answers:** Java Ruby Python (these should be written one per line in the text box)

---

**A Multi-Line ‘Ordering’ Scale**

<table>
<thead>
<tr>
<th>Rate the languages in order of ‘ease of learning’ (1 = easiest, 5 = hardest)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Java</td>
</tr>
<tr>
<td>Visual Basic</td>
</tr>
<tr>
<td>Objective-C</td>
</tr>
</tbody>
</table>

---

10/09/2014
Type of Rate Scale: No Duplicates (i.e. if you choose 1 for answer 1 you can’t choose 1 again for answers 2 or 3)

Number of Scale Items: 3

Possible Answers: Java Visual Basic Objective-C (these should be written one per line in the text box)

A Multi-Line Named Scale

<table>
<thead>
<tr>
<th>How would you rate the ease of use for each of the following development environments?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Studio</td>
</tr>
<tr>
<td>Very Hard to Use ☐  Hard to Use ☐  Indifferent ☐  Easy to Use ☐  Very Easy to Use ☐</td>
</tr>
<tr>
<td>Eclipse</td>
</tr>
<tr>
<td>Very Hard to Use ☐  Hard to Use ☐  Indifferent ☐  Easy to Use ☐  Very Easy to Use ☐</td>
</tr>
<tr>
<td>NetBeans</td>
</tr>
<tr>
<td>Very Hard to Use ☐  Hard to Use ☐  Indifferent ☐  Easy to Use ☐  Very Easy to Use ☐</td>
</tr>
<tr>
<td>Notepad</td>
</tr>
<tr>
<td>Very Hard to Use ☐  Hard to Use ☐  Indifferent ☐  Easy to Use ☐  Very Easy to Use ☐</td>
</tr>
</tbody>
</table>

Type of Rate Scale: Normal

Number of Scale Items: 5

Possible Answers:

1=Very Hard to Use  
2=Hard to Use  
3=Indifferent  
4=Easy to Use  
5=Very Easy to Use

Visual Studio Eclipse NetBeans Notepad (these should be written one per line in the text box)

1. Enter a ‘Question Name’ i.e. a name that can be used to identify the question. This is not necessarily the question text
2. Choose whether a ‘Response is required’ from the user
3. Choose the ‘Nb of Scale items’ required i.e. how many items are in your scale
4. Choose the ‘Type of rate scale’ required
   a. ‘Normal’ – a numerical scale from 1 – ‘Nb of scale items’
   b. ‘N/A Column’ – a numerical scale from 1 – ‘Nb of scale items’ and an extra column for N/A (not applicable)
   c. ‘No duplicate choices’ – a numerical scale from 1 – ‘Nb of scale items’ with the added restriction that each number in the scale can only be used one
5. Enter the ‘Question Text’
6. Enter the ‘Possible answers’ i.e. what the user should rate. You must enter one answer per line in the text box.

**TEXT BOX**

This option lets you specify a single line answer, with an input box which is a set number of characters long (you choose). You also specify the maximum number of characters you will accept, so that the answer is not too long and/or does not run over the length of the box on screen.

![What was the first programming language?](image)

1. Enter a ‘Question Name’ i.e. a name that can be used to identify the question. This is not necessarily the question text
2. Choose whether a ‘Response is required’ from the user
3. Input an ‘Input box length’ for the answer box i.e. how wide the box should be
4. Input a ‘Max text length’ for the answer i.e. how many characters long can the answer be
5. Enter the ‘Question Text’
A simple question with two possible answers either yes or no

1. Enter a ‘**Question Name**’ i.e. a name that can be used to identify the question. This is not necessarily the question text
2. Choose whether a **Response is required** from the user
3. Enter the **Question Text**
APPENDIX 3 – CONFIGURING DATABASE FIELDS

To configure these fields you will need to have completed the section ‘Configuring a Database Activity’ and ‘Adding Fields to the Database’.

All fields in the database will require a ‘Field name’ and a ‘Field Description’ the name should be something that is unique to each field and the description should be something that you can use to help identify a field and its use.

e.g. If collecting the details about a building - What is the building’s location (LAT/LON)?
Field name: Building Coordinates (LAT/LON)
Field description: The latitude and longitude of the building

CHECKBOX

Check boxes allow the user to select multiple answers from a list of options i.e. a multiple choice question where multiple answers are allowed.

1. Enter the possible ‘Options’ i.e. enter each of the options the user could select. You must enter one option per line of the text box

DATE

Use this field type if you expect the response to be a correctly formatted date. The format will depend upon the language currently being used by the questionnaire respondent.

Note: there are no configuration options for the date field type
FILE

Users can upload a file from their computer. If it is an image file then the picture field may be a better choice.

1. (If required) Choose the ‘Maximum size’ of the uploaded file i.e. what is the maximum file size a user can add to the database

LATLONG

Users can enter a geographic location using latitude and longitude. For example, ISS is at latitude 54.006268, longitude -2.784090. When viewing the record, links are automatically generated linking to geographic data services such as Google Earth.

1. Select one or more ‘Link-out services to display’ i.e. select which services can be used to map the Latlong values
2. Choose ‘How to label items in KML files (Google Earth)’ i.e. should records be labelled with a number or with the Latlong values
A menu presents a dropdown box which allows the user to select one option from a list of possible options i.e. multiple choice. There is no real advantage to using a Menu over using the Radio Buttons except perhaps for long lists of options, to save screen space.

1. Enter the possible ‘Options’ i.e. enter each of the options the user could select. You must enter one option per line of the text box

The user is presented with a box containing multiple options. By using the shift or ctrl keys the user may select multiple options from the list. This is similar to the functionality offered by Check Boxes.

1. Enter the possible ‘Options’ i.e. enter each of the options the user could select. You must enter one option per line of the text box

Use this field type when you expect the user to enter a number into the database. This also includes floating point numbers

**Note:** there are no configuration options for the ‘Number’ field
**PICTURE**

This field allows a user to upload and display an image file. A ‘Single view’ is when the image is viewed on its own; a 'list view' is when it is viewed in with other images. Single view images can be larger than list view ones.

1. Choose a ‘Width in single view’ for the image
2. Choose a ‘Height in single view’ for the image
3. Choose a ‘Width in list view’ for the image
4. Choose a ‘Height in list view’ for the image
5. (If required) Choose the ‘Maximum size’ of the uploaded file i.e. what is the maximum file size of the image a user can add to the database

**RADIO BUTTON**

Radio buttons allow the user to select a single answer from a list of options i.e. a multiple choice question where only a single answer is allowed

1. Enter the possible ‘Options’ i.e. enter each of the options the user could select. You must enter one option per line of the text box
**TEXT AREA**

This field will display a plain text box with a defined width and number of lines (height). The data expected is freeform and does not have a predefined format.

1. Choose a ‘**Width**’ for the text area
2. Choose a ‘**Height**’ for the text area

---

**TEXT INPUT**

This field lets the user enter a textual answer that is less than 60 characters in length. The number of allowed characters is not configurable.

1. (If required) tick the ‘**Allow autolink**’ box. If you select this option and the text entered into the field appears on your Moodle page it will be automatically linked to the database record
The user is expected to enter a web address URL

1. (If required) tick the ‘Autolink the URL’ box i.e. make the link clickable
2. (If required) tick the ‘Open link in new window’ box
3. (If required) provide a ‘Forced name for the link’ i.e. no matter what URL is entered by the user, the clickable text has this value but connects to the link they provided.
USEFUL LINKS

Lancaster Answers

Lancaster Answers contains a large number of step-by-step guides, which explain many features of Moodle and more ......

http://lancasteranswers.lancs.ac.uk

ISS Service Desk

For further help and support, please contact the ISS Service Desk on:

Phone: 01524-510987

Email: iss-service-desk@lancaster.ac.uk

In person: Learning Zone in Alexandra Square