

18: MOODLE CHOICE

WELCOME TO THE MOODLE CHOICE TUTORIAL!

In this tutorial, you will learn:

- What the Choice activity is
- Some ways to use the Choice activity
- How to set up the Choice activity in Moodle

If you have not used one of our “How to Moodle” tutorials before, view [instructions](#) for using it as a self-paced tutorial or as a resource for classroom instruction.

Before taking this tutorial, you should be familiar with:

- Setting up a course in Moodle
- Adding an activity to a topic in your course

To begin, select from the menu below or simply turn to the next page.

MENU OF TUTORIAL TOPICS

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INTRODUCTION TO MOODLE CHOICE ACTIVITY

The Choice activity allows you to ask students a single multiple-choice question. You can choose to allow students to view results, or allow only the instructor to view results. Results can be displayed anonymously or with the respondents' names attached to their submission.

How is Choice different from Feedback, Survey, or Questionnaire?

Questionnaire	Use the Questionnaire when the data you want to collect requires you write your own questions, and you want to use the types of question formats that are available with Questionnaire. The questionnaire can be set to collect respondent names, or to allow anonymous responses.
Feedback	Use Feedback when the data you want to collect requires you write your own questions, and you want to use the types of question formats that are available with Feedback. Feedback allows you to link from the end of the response section to a specific URL. It also allows you to record certain types of information about the response, such as a timestamp. The Feedback form can be set to collect respondent names, or to allow anonymous responses.
Survey	Use the Survey activity when you want to collect information about how students learn in online environments, and you want to use a validated, pre-designed survey tool. Survey does not allow you to create your own questions. Respondents' names are collected; responses cannot be anonymous.
Choice	Use the Choice activity when you want to poll students on a single question.

The general process for using the Choice activity in your classroom is:

1. The instructor determines the purpose of the poll or question and writes both the question and the response set.
2. The instructor sets up the Choice activity in Moodle.
3. Users access the Choice activity and respond to it.
4. The instructor views the report of responses. There are no grades assigned for the activity.

WAYS TO USE THE CHOICE ACTIVITY

Why use the Moodle Choice activity with your class?

The Choice activity is quick to set up and use, so it is ideal when you want to get quick, specific information.

Here are some ways to make the Choice activity an effective tool.

- Find out how many students will be attending an event.
- Poll students for their level of experience or understanding of a topic you will be teaching.
- Develop student understanding of different perceptions by asking for anonymous opinions about a controversial situation.

These are just a few suggestions. Experiment with your own ideas.

What is the teacher's role in the Choice activity?

The teacher should use Choice with a purpose in mind in order to appropriately plan the question and the response set. The Choice activity can be a jumping off point for a classroom or forum discussion, or can be useful as a way to quickly test knowledge, grab attention, or garner opinion.

SETTING UP THE MOODLE CHOICE ACTIVITY

VIDEO DEMONSTRATION:

Watch this 5-minute video to see a demonstration of completing this task.

http://youtu.be/OBPaEbM_fj8

NOTE: Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are the same as the ones that you will use.

To set up any activity in Moodle, you must first:

1. Go to your course page.
2. Turn editing on.
3. Choose the topic or week where you will add the activity.
4. Click “Add an activity” under that topic or week. This displays the list of available activities.

Now follow these steps to create a Choice:

Step	Action	Notes
1.	Choose “Choice” from the Add an Activity dropdown list.	The Choice settings page will display.
2.	<p><i>Section: General</i></p> <p><i>Field: Name</i></p> <p>Enter a name for your Choice.</p>	<p>The Choice name should be concise but descriptive. This name will appear on the course page. The name is hyperlinked so users can click to open the Choice activity.</p> <p>For training purposes, use the name “Who’s Who in TKAM?”</p>
3.	<p><i>Section: General</i></p> <p><i>Field: Description</i></p> <p>Enter instructions for the student describing how you want them to use this activity.</p>	<p>Notice that you can use formatting tools for this text.</p> <p>For training purposes, use the description “Who is your favorite character in <i>To Kill a Mockingbird?</i>”</p>
4.	<p><i>Section: General</i></p> <p><i>Field: Display Description on course page</i></p> <p>Click to have description display on course page.</p>	<p>If you check the box, the course page will display the description below the Choice name.</p> <p>If you do not check this box, only the Choice name will appear on the course page.</p> <p>For training purposes, display the description on the course page.</p>
5.	<p><i>Section: General</i></p> <p><i>Field: Display mode for the options</i></p> <p>Choose the display format from the drop-down list.</p>	<p>The response set that you build can display horizontally or vertically.</p> <p>If you have a lot of choices or long choices, the display will work best vertically.</p> <p>For training purposes, choose to display vertically.</p>

Step	Action	Notes
6.	<p><i>Section: Options</i></p> <p><i>Field: Allow choice to be updated</i></p> <p>Choose Yes or No from the drop-down list.</p>	<p>Select “Yes” if you want to allow students to change their response after submitting.</p> <p>Choose “No” to prevent any changes to a student’s response after submitting.</p> <p>For training purposes, choose “No.”</p>
7.	<p><i>Section: Options</i></p> <p><i>Field: Allow more than one choice to be selected</i></p> <p>Choose Yes or No from the drop-down list.</p>	<p>Select “Yes” if you want to allow students to select more than one option.</p> <p>Choose “No” if you do not want to allow students to select more than one option.</p> <p>For training purposes, choose “No.”</p>
8.	<p><i>Section: Options</i></p> <p><i>Field: Limit the number of responses allowed</i></p> <p>Choose Yes or No from the drop-down list.</p>	<p>This option allows you to limit the number of students that can select a particular response option. When the limit is reached then no one else can select that response.</p> <p>Select “No” for this field to allow all options to be selected by an unlimited number of students.</p> <p>For training purposes, select “No.”</p>
9.	<p><i>Section: Options</i></p> <p><i>Field: Option X</i></p> <p>Enter a response option.</p>	<p>The numbered Option fields are where you specify the responses that participants have to choose from.</p> <p>You can create as few or as many possible responses as you need. Blank Option fields will not be displayed. If you need more than 8 response options, click the “Add 3 field(s) to form” button.</p> <p>For training purposes, use the following options:</p> <ul style="list-style-type: none"> • Option 1: Scout • Option 2: Jem • Option 3: Atticus • Option 4: Dill • Option 5: Boo Radley • Option 6: Tom Robinson • Option 7: Miss Maudie • Option 8: Calpurnia • Option 9: Walter Cunningham

Step	Action	Notes
10.	<p><i>Section: Options</i></p> <p><i>Field: Limit X</i></p> <p>If active, enter a number of allowed selections for this response.</p>	<p>If “Limit the number of responses allowed” is set to “No,” these fields will be inactive.</p> <p>If the Limit X field for each Option is active, you can set any number of allowed selections here. The default is 0, which would prevent anyone from selecting that option.</p>
11.	<p><i>Section: Availability</i></p> <p><i>Field: Allow responses From/Until</i></p> <p>If desired, click to check the box. Enter appropriate dates.</p>	<p>These fields make the Choice activity available only during a specific time period. Users will see the activity but will not be able to access it until the Open date is reached. When the Until date is reached, the activity will no longer be accessible for responses.</p> <p>If the box is marked, the date fields will become active. If the box is not marked, the date fields are inactive and the Choice activity can be accessed at any time.</p> <p>For training purposes, leave this field in the default state.</p>
12.	<p><i>Section: Results</i></p> <p><i>Field: Publish Results</i></p> <p>Select how you want students to view results of the Choice activity.</p>	<p>You can prevent or allow students to view the results of the Choice activity. The options are:</p> <ul style="list-style-type: none"> • Do not publish results to students—Students never see the results of the Choice activity • Show results to students after they answer—Students can view the results only after they have submitted their own response • Show results to students only after the choice is closed—Students can view the results only after the closing date of the Choice. You must enable the Availability dates to use this option, or students will never see results. • Always show results to students—Students will always see the results, even if they do not submit a response. <p>For training purposes, select “Show results to students after they answer.”</p>

Step	Action	Notes
13.	<p><i>Section: Results</i> <i>Field: Privacy of Results</i></p> <p>Select how you want results to display to students.</p>	<p>This field is inactive if you chose not to publish results to students in the previous field.</p> <p>If this field is active, the options are:</p> <ul style="list-style-type: none"> • Publish anonymous results, do not show student names. • Publish full results, showing names and their choices. <p>For training purposes, select “Publish anonymous results, do not show student names.”</p>
14.	<p><i>Section: Results</i> <i>Field: Show column for unanswered</i></p> <p>Select Yes or No.</p>	<p>If set to “Yes,” the Choice results will include a column showing how many participants have not answered the Choice activity yet.</p> <p>If set to “No,” the results will only include the participants who have already voted.</p> <p>For training purposes, leave this field and all other fields in the default state.</p>
15.	<p><i>Section: Common Module Settings</i> <i>Field: Visible</i></p> <p>Choose to show or hide the assignment on the course page.</p>	<p>Use the Hide setting to prevent the activity from appearing on the course page. You may change the setting at any time.</p>
16.	<p><i>Section: Common Module Settings</i> <i>Field: ID Number</i></p> <p>Enter an ID number if desired.</p>	<p>Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank.</p>

Step	Action	Notes
17.	<p><i>Section: Common Module Settings</i> <i>Field: Group Mode</i></p> <p>Choose the group mode desired for this Choice.</p>	<p>This allows you to have students access the Choice as groups rather than as individuals.</p> <p>There are 3 options:</p> <ul style="list-style-type: none"> • No groups—There are no sub groups, everyone is part of one big community • Separate groups—Each group member can only see activity from their own group, others are invisible • Visible groups—Each group member works in their own group’s Choice, but can also see other groups <p>Note: If the group mode is forced at course level, you will not be able to change the group mode at the activity level.</p>
18.	<p><i>Section: Common Module Settings</i> <i>Field: Grouping</i></p> <p>Choose the grouping mode desired for this Choice.</p>	<p>The default is none. For other options to appear in this field, you must first set up groups in the course administration area.</p> <p>A single grouping can include just one group or several groups.</p>
19.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i> <i>Fields: Activity Completion</i></p> <p>If desired, select an activity from the dropdown list and the condition that must be met to allow access to the choice.</p>	<p>This type of restriction may be used in place of the grade condition fields.</p>
20.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i> <i>Field: Date</i></p> <p>If enabled, you must also enter the appropriate dates that will restrict access to the choice.</p>	<p>This set of fields allows students to view and access the choice only during the specified time period.</p>

Step	Action	Notes
21.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i> <i>Field: Grade</i></p> <p>If desired, select an activity from the dropdown list and an acceptable grade range which must be met to allow access to the choice.</p>	<p>These fields allow you to specify any grade conditions from other parts of the course that must be met prior to accessing the choice.</p> <p>You may set multiple grade conditions. If you do, access to the choice will only be allowed when ALL grade conditions that you specify here are met.</p>
22.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i> <i>Field: Group</i></p> <p>Select a field a group criteria from the dropdown menu that must be met for the user to access the choice.</p>	<p>You can select a single group or any group.</p>
23.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i> <i>Field: User Profile</i></p> <p>Select a field and a logical condition that must be met for the user to access the choice.</p>	<p>You can restrict access based on any field from a user's profile.</p>
24.	<p><i>Section: Restrict Access > Access Restrictions > Add Restriction</i> <i>Field: Restriction set</i></p> <p>This setting allows nested restrictions.</p>	<p>This is an advanced setting that allows for restrictions to be placed within a restriction.</p>
25.	<p><i>Section: Activity Completion</i> <i>Field: Completion tracking</i></p> <p>Select the desired completion tracking status from the drop-down list.</p>	<p>The user will see a checkmark next to the activity name on the course page when the activity is complete, if tracked.</p> <p>Activity completion can be tracked manually by the student, automatically based on certain conditions, or not at all.</p> <p>Multiple conditions may be set if desired. If so, the activity will only be considered complete when ALL conditions are met.</p>

Step	Action	Notes
26.	<p><i>Section: Activity Completion</i> <i>Field: Require View</i></p> <p>Click this box to enable if you are tracking completion with the system and would like students simply to view the Choice to complete the activity.</p>	<p>This is a condition that can be used if Completion Tracking is set as “Show activity completion when conditions are met.”</p> <p>If checked, the student must open the Choice for the system to mark the activity as complete on the course page.</p>
27.	<p><i>Section: Activity Completion</i> <i>Field: Expect Completed On</i></p> <p>Click the “enable” box if you would like activity in the Choice to be completed by a set date. Enter the appropriate date in the date fields.</p>	<p>The date is not shown to students and is only displayed in the activity completion report.</p>
26.	<p>Click the Save and Display button at the bottom of the Choice setup screen.</p>	<p>This will display the Choice. You will also see a link for viewing Choice responses.</p>

From here, you may enter your responses to the Choice question.

To view results, open the Choice activity from the course page. Results are displayed in a graph. From here, you can also select certain responses for deletion or can download the results into ODS, text, or Excel formats.

NOTE: If you are using this tutorial in class training, have each participant set up the practice exercise as described. Then use one Choice activity for everyone to practice submitting responses and viewing results.

SUMMARY AND RESOURCES

This tutorial gave you the steps you will use to set up a Choice Activity in Moodle, including the decisions you will be making when you create this type of activity.

To learn more about this topic, visit:

- Setting up a Choice: https://docs.moodle.org/33/en/Choice_settings
- Viewing results and ideas for using Choice: https://docs.moodle.org/33/en/Using_Choice

HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a classroom setting.

- ***As a self-paced lesson.***

If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some prior experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

Most topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information that you need is listed in the tutorial text and step instructions.

Use the exercises at the end of the tutorial to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- ***As a lesson-plan for a classroom.***

When teaching this skill in a classroom, use the tutorial for:

- ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
- ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
- ✓ **Practice**—Use the tutorial example as a basis for student practice. Assist as necessary.
- ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

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We would appreciate feedback on this tutorial! Please send comments or suggestions to:

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