

# 19: MOODLE FEEDBACK

## WELCOME TO THE MOODLE FEEDBACK TUTORIAL!

In this tutorial, you will learn:

- What the Feedback activity is
- Some ways to use the Feedback activity with students
- How to set up the Feedback activity in Moodle

If you have not used one of CareerTech’s Moodle Training tutorials before, view the [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 FEEDBACK ACTIVITY

A Feedback activity is a set of questions designed and written by the instructor. It is used to collect information from participants rather than as a graded activity.

A Feedback activity is set up in two stages:

1. First, set up the parameters that determine how the Feedback activity is used, such as when it is available and if respondents will be anonymous.
2. The second stage is where you will define your questions, including question type, the order that they appear, any conditional branching, and response options.

There are multiple types of questions and administrative items that can be added to a Feedback activity. These include:

- **Page break** – This selection allows you to format your Feedback into separate pages.
- **Captcha** – This field is used to verify that an actual person is completing the Feedback form.
- **Information** – This field can display the time of the response, the course where the Feedback is located, and/or the category where the Feedback is located.
- **Label** – This field allows you to add text between sections and can be used to help guide the respondent.
- **Longer text** – Text box for longer text answers
- **Multiple choice** – Multiple choice answer; can be single answer or multiple selection answer.
- **Multiple choice (rated)** – Assigns a numeric value to dropdown list options
- **Numeric** – Numeric answer field
- **Short text** – Single line text answer field

Aggregated Feedback activity results can be displayed within Moodle and also exported to Excel. Individual responses can be viewed with the option to delete.

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

<b>Questionnaire</b>	Use the Questionnaire activity 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.
<b>Feedback</b>	Use the Feedback activity 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.
<b>Survey</b>	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.
<b>Choice</b>	Use the Choice activity when you want to poll students on a single question.

The general process for using a Feedback activity in your classroom is:

1. The instructor designs the purpose of the Feedback activity and writes the questions to be used.
2. The instructor sets up the Feedback activity in Moodle. This is a two-stage process.
3. Users access the Feedback activity and respond to it according to the parameters determined during set up, such as when the Feedback activity is available and the frequency that a user can access and respond to it.
4. The instructor views the report of responses. There are no grades assigned for the activity.

## WAYS TO USE THE FEEDBACK ACTIVITY

### Why use the Moodle Feedback activity with your class?

The Feedback activity allows you to create multiple questions to gather information about behaviors, attitudes, or opinions. Because it is not a knowledge assessment, it is not graded.

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

- Gather opinions about a course or policy.
- Determine the level of interest in specific topics.
- Learn about student behaviors, such as homework completion, use of social media, or bullying.

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

### What is the teacher's role in the Feedback activity?

The teacher should plan the questions in the Feedback activity carefully before setting up the activity in Moodle. Feedback responses can be a jumping off point for a classroom or forum discussion about the responses collected, or can be useful as a tool for the instructor to tailor future activities.

## SETTING UP THE MOODLE FEEDBACK ACTIVITY

### VIDEO DEMONSTRATION:

Watch this 10-minute video to see a demonstration of completing this task.

<http://youtu.be/cJeMUCJ1M4Q>

**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 the **Add an activity** link under that topic or week. This displays the list of available activities.

Now follow these steps to create a Feedback activity:

Step	Action	Notes
1.	Choose <b>Feedback</b> from the <b>Add an Activity</b> dropdown menu.	The Feedback settings page will display.
2.	<p><b>Section:</b> General</p> <p><b>Field:</b> Name</p> <p>Enter a name for your Feedback.</p>	<p>The Feedback 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 Feedback activity.</p> <p>For training purposes, type the name: The Windfarm Visit.</p>
3.	<p><b>Section:</b> General</p> <p><b>Field:</b> Description</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>Give your students an idea of how many questions they will answer.</p> <p>For training purposes, type the following description:</p> <p>Please give your opinion about your recent visit to the wind farm. There are only 5 questions. Your responses will be anonymous. Thanks!</p>
4.	<p><b>Section:</b> General</p> <p><b>Field:</b> Display Description on course page</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 Feedback name.</p> <p>If you do not check this box, only the Feedback name will appear on the course page.</p> <p>For training purposes, choose to display the description on the course page.</p>

Step	Action	Notes
5.	<p><b>Section:</b> Availability</p> <p><b>Field:</b> Allow answers from</p> <p>To make the Feedback activity open to responses on a specific date, click to mark the Enable checkbox and enter the date when the Feedback will be available for responses.</p>	<p>If you leave the Enable checkbox blank, the date fields will be inactive. The Feedback activity will be available for responses immediately.</p> <p>If you mark the check box, users will not be able to fill out the Feedback activity before the date you enter here.</p> <p>For training purposes, leave this field in the default state.</p>
6.	<p><b>Section:</b> Availability</p> <p><b>Field:</b> Allow answers to</p> <p>To close the activity to responses on a specific date, click to mark the <b>Enable</b> checkbox and enter the date when the Feedback will no longer be available for responses.</p>	<p>If you leave the <b>Enable</b> checkbox blank, the date fields will be inactive. The Feedback will be continuously available for responses.</p> <p>If you mark the check box, users will not be able to fill out the Feedback after the date you enter here.</p> <p>For training purposes, leave this field in the default state.</p>
7.	<p><b>Section:</b> Question and submission settings</p> <p><b>Field:</b> Record user names</p> <p>Click to choose if respondents' name is used.</p>	<p>This field determines if Feedback responses are recorded with the user's name or are submitted anonymously.</p> <p>For training purposes, leave this field in the default state.</p>
8.	<p><b>Section:</b> Question and submission settings</p> <p><b>Field:</b> Allow multiple submissions.</p> <p>Click to choose if a single respondent can make multiple submissions.</p>	<p>If you are collecting anonymous Feedback, users can submit Feedback an unlimited number of times.</p> <p>For training purposes, leave this field in the default state.</p>
9.	<p><b>Section:</b> Question and submission settings</p> <p><b>Field:</b> Enable notification of submissions</p> <p>Click Yes or No.</p>	<p>Choose Yes if you would like to be notified when submissions to this Feedback activity are made.</p> <p>For training purposes, leave this field in the default state.</p>

Step	Action	Notes
10.	<p><b>Section:</b> Question and submission settings</p> <p><b>Field:</b> Auto number questions</p> <p>Click to choose Yes or No.</p>	<p>Select Yes to enable automatic numbering for each question.</p> <p>Select No if you do not want questions to be numbered. Questions will appear in the order that you design during the next stage of setup, regardless of your selection in this field.</p> <p>For training purposes, leave this field in the default state.</p>
11.	<p><b>Section:</b> After submission</p> <p><b>Field:</b> Show analysis page</p> <p>Click to choose Yes or No.</p>	<p>If you select Yes, students will be allowed to view all responses to the Feedback activity.</p> <p>Select No if you want only the instructor to view Feedback responses.</p> <p>For training purposes, leave this field in the default state.</p>
12.	<p><b>Section:</b> After submission</p> <p><b>Field:</b> Completion message</p> <p>Enter a message that will be displayed when students complete the Feedback activity and click <b>Submit</b>.</p>	<p>You can use this text box to thank respondents or to give additional instructions.</p> <p>For training purposes, type the message: Thank you for your response.</p>
13.	<p><b>Section:</b> After submission</p> <p><b>Field:</b> Link to next activity</p> <p>Enter a URL for a page that students should navigate to after completing the Feedback activity.</p>	<p>If you enter a URL here, students will be sent to that page when they complete the Feedback activity and click <b>Continue</b>.</p> <p>If you do not enter a URL here, students will be returned to the course page when they complete the Feedback activity and click <b>Continue</b>.</p> <p>For training purposes, leave this field and all remaining set up fields in the default state.</p>
14.	<p><b>Section:</b> Common module settings</p> <p><b>Field:</b> Availability</p> <p>Choose to show or hide the assignment on the course page.</p>	<p>Use the <b>Hide</b> or <b>Make available but not shown on course page</b> setting to prevent the activity from appearing on the course page. You may change the setting at any time.</p>

Step	Action	Notes
15.	<p><b>Section:</b> Common module settings</p> <p><b>Field:</b> ID number</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>
16.	<p><b>Section:</b> Common module settings</p> <p><b>Field:</b> Group mode</p> <p>Choose the group mode desired for this Feedback.</p>	<p>This allows you to have students access the Feedback as groups rather than as individuals.</p> <p>There are 3 options:</p> <ul style="list-style-type: none"> <li>• <b>No groups</b>—There are no subgroups, everyone is part of one big community</li> <li>• <b>Separate groups</b>—Each group member can only see activity from their own group, others are invisible</li> <li>• <b>Visible groups</b>—Each group member works in their own group’s Feedback, but can also see other groups</li> </ul> <p>If the group mode is forced at course level, you will not be able to change the group mode at the activity level.</p>
17.	<p><b>Section:</b> Common module settings</p> <p><b>Field:</b> Grouping</p> <p>Choose the grouping mode desired for this Feedback.</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>
18.	<p><b>Section:</b> Restrict access &gt; Access restrictions &gt; Add restriction</p> <p><b>Field:</b> Group</p>	<p>This field appears if “Add groups/grouping access restriction” was selected under Common module settings &gt; Grouping.</p> <p>Clicking the eye icon hides the link. Otherwise, the link appears grayed-out to participants not in that group.</p>
19.	<p><b>Section:</b> Restrict access &gt; Access restrictions &gt; Add restriction</p> <p><b>Field:</b> Activity completion</p> <p>If desired, select an activity from the dropdown list and the condition that must be met to allow access to the feedback.</p>	<p>This type of restriction may be used in place of the grade condition fields.</p>

Step	Action	Notes
20.	<p><b>Section:</b> Restrict access &gt; Access restrictions &gt; Add restriction</p> <p><b>Field:</b> Date</p> <p>If enabled, you must also enter the appropriate dates that will restrict access to the feedback.</p>	<p>This set of fields allows students to view and access the feedback only during the specified time period.</p>
21.	<p><b>Section:</b> Restrict access &gt; Access restrictions &gt; Add restriction</p> <p><b>Field:</b> Grade</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 feedback.</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 feedback.</p> <p>You may set multiple grade conditions. If you do, access to the feedback will only be allowed when ALL grade conditions that you specify here are met.</p>
22.	<p><b>Section:</b> Restrict access &gt; Access restrictions &gt; Add restriction</p> <p><b>Field:</b> User profile</p> <p>Select a field and a logical condition that must be met for the user to access the feedback.</p>	<p>You can restrict access based on any field from a user's profile.</p>
23.	<p><b>Section:</b> Restrict access &gt; Access restrictions &gt; Add restriction</p> <p><b>Field:</b> Restriction set</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>
24.	<p><b>Section:</b> Activity completion</p> <p><b>Field:</b> Completion tracking</p> <p>Select the desired completion tracking status from the dropdown menu.</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
25.	<p><b>Section:</b> Activity completion</p> <p><b>Field:</b> Require view</p> <p>Click this box to enable if you are tracking completion with the system and would like students simply to view the Feedback 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 Feedback for the system to mark the activity as complete on the course page.</p>
26.	<p><b>Section:</b> Activity completion</p> <p><b>Field:</b> Expect completed on</p> <p>Click the <b>Enable</b> box if you would like activity in the Feedback 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>
27.	<p>Click the <b>Save and display</b> button at the bottom of the Feedback setup screen.</p>	<p>This will move you to the next stage of the Feedback setup, where you will create questions.</p>

## CREATING QUESTIONS

After the initial setup is complete, you will create the questions for your Feedback activity. When you click **Save and display** at the bottom of the setup screen, Moodle displays a series of tabs with the Overview tab active. You will also see the **Edit questions** tab.

To create your new questions:

1. Select the desired question type (or administrative item).
2. Complete the required setup fields. These will vary depending on the question type.
3. Click the **Save changes** button. You will be returned to the **Edit question** screen so you can add more questions and format the questions you already have.
4. Repeat this process for all the questions that you have planned.

As you add questions, they will appear under the **Preview** section, seen below the question selection drop-down. Use this section to edit your questions, change their order, and create other formatting.

For training purposes, type the following questions:

	Question Type	Question Setup
1.	Label	<ul style="list-style-type: none"> <li>• <b>In the text box, enter:</b> Please respond honestly to each of the following statements.</li> <li>• Leave the remaining fields in their default state.</li> </ul>
2.	Multiple choice (rated)	<ul style="list-style-type: none"> <li>• <b>Required:</b> Click to check this box.</li> <li>• <b>Question:</b> I learned a lot about wind energy from our visit to the wind farm.</li> <li>• <b>Multiple choice values:</b> <ul style="list-style-type: none"> <li>✓ 0/Strongly disagree</li> <li>✓ 1/Disagree</li> <li>✓ 2/Agree</li> <li>✓ 3/Strongly agree</li> </ul> </li> <li>• Leave the remaining fields in their default state.</li> </ul>
3.	Multiple choice (rated)	<ul style="list-style-type: none"> <li>• <b>Required:</b> Click to check this box.</li> <li>• <b>Question:</b> I enjoyed our visit to the wind farm.</li> <li>• <b>Multiple choice values:</b> <ul style="list-style-type: none"> <li>✓ 0/Strongly disagree</li> <li>✓ 1/Disagree</li> <li>✓ 2/Agree</li> <li>✓ 3/Strongly agree</li> </ul> </li> <li>• Leave the remaining fields in their default state.</li> </ul>
4.	Multiple Choice (rated)	<ul style="list-style-type: none"> <li>• <b>Required:</b> Click to check this box.</li> <li>• <b>Question:</b> I would like to visit other energy generation centers.</li> <li>• <b>Multiple choice values:</b> <ul style="list-style-type: none"> <li>✓ 0/Strongly disagree</li> <li>✓ 1/Disagree</li> <li>✓ 2/Agree</li> <li>✓ 3/Strongly agree</li> </ul> </li> <li>• Leave the remaining fields in their default state.</li> </ul>
5.	Longer text answer	<ul style="list-style-type: none"> <li>• <b>Required:</b> Leave checkbox blank.</li> <li>• <b>Question:</b> If you have additional comments or suggestions about your experience at the wind farm, please enter them here.</li> <li>• Leave the remaining fields in their default state.</li> </ul>

You can save your Feedback activity as a template at this point, if you choose. Use the **Templates** tab.

When you have completed these stages of setup to your satisfaction, your Feedback activity is ready for respondents.

From this screen, you can also:

- View aggregated results from respondents on the **Analysis** tab.
- View single responses and delete if desired from the **Show responses** tab.

When you have completed adding questions:

- Return to the course page.
- Change your role to **Student** by clicking the link next to your name in the upper right corner.
- Open the Feedback you just created. Click **Answer the questions**.
- Respond to the questions. Submit your response.
- Click **Continue**.
- Change back to your normal role.
- Open the Feedback activity.
- Click the **Analysis** and **Show responses** tabs to review how Moodle reports results.

**Note:** If you are using this tutorial in class training, have each participant set up the practice exercise as described. Then use one Feedback 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 Feedback 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 Feedback: [https://docs.moodle.org/34/en/Feedback\\_settings](https://docs.moodle.org/34/en/Feedback_settings)
- Adding questions: [https://docs.moodle.org/34/en/Building\\_Feedback](https://docs.moodle.org/34/en/Building_Feedback)
- Student view and results view: [https://docs.moodle.org/34/en/Using\\_Feedback](https://docs.moodle.org/34/en/Using_Feedback)

### 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.

Return to the tutorial [main menu](#).

We would appreciate feedback on this tutorial! Please contact the ctYOU.org General Support Staff listed under contacts on ctYOU.org.