Questionnaire

The **Questionnaire** activity allows you to survey your students using a wide range of question types. For example, you can collect informal/ungraded student feedback on your course or on a particular topic. You can view all responses or individual student's responses (and control whether or not students see only their own response), and you can download the data collected in a .csv file. Here's a video tutorial on creating a Questionnaire activity, followed by details and step-by-step documentation.

Note:

- Unlike the Quiz activity, the Questionnaire activity is designed primarily to gather information from students, not to assess or test their knowledge. You can, however, set up the questionnaire so that students receive a grade if they complete the activity.
- AsULearn also offers the Choice activity, for single question polls.
- The questions used in a Questionnaire activity are not saved in the AsULearn Quiz Question Bank, nor can questions from the Quiz Question Bank be used in a questionnaire.

ⓘ **Workflow**

1. Create a Questionnaire activity.
2. Add (or Edit) Questions in a Questionnaire
3. View Responses
4. Download responses to a separate file if desired.

Step-by-step guide

Create Questionnaire

1. From the course page, **Enable Edit mode** (top right).
2. Locate the topic where you will add the questionnaire activity. At the bottom-right of the Section, click, **+Add an activity or resource**. The Add an activity or resource chooser will open.
3. In the window, from the chooser's **All** or **Activities** tab, select **Questionnaire** and then click **Add**. The **Adding a new Questionnaire** page will open.
4. In the **Name** field, enter **a name** for the questionnaire (Required).
5. In the **Description** field, enter the text you want students to see at the top of the questionnaire. This text precedes the actual questions, which you will specify in a separate step after you finish adding the activity.
6. Click the **Availability** heading to set start and end dates/times limiting when students may take the questionnaire. **Note**: The *Timing* settings allow students to view results even after the end date, whereas the *Restrict Access* setting (see below) completely hides all parts of the activity from view.
   - **Allow responses from:** Allows you to set a date and time when students can start responding to the questionnaire. If disabled, the questionnaire becomes available for students to take immediately upon its creation.
   - **Allow responses until:** Lets you select the date and time after which students cannot take the questionnaire. If disabled, the activity is available indefinitely.
7. Click the **Response options** heading to customize the way student responses are handled:
   Type determines the frequency with which students may respond:
   - *respond many* (default): Allows unlimited responses.
   - *respond once, daily, weekly,* or *monthly:* Restricts how **often** a student may respond.
   Respondent Type sets whether results will show students' names:
   - *fullname*: Displays the full names of your students with each response.
   - *anonymous*: Removes the student names from responses.
     Note: When set to *anonymous*, instructors will not see names listed in the survey results, but CAN see whether a student has submitted a questionnaire by checking the *Reports* for the activity. The report will not identify a particular attempt except by a timestamp.
   Students can view ALL responses determines whether and when students can view a summary of submitted responses (in addition to their own individual response, which they can view at any time):
   - *After answering the questionnaire*: Students may view all submitted responses only after submitting their own response.
   - *After the questionnaire is closed*: Students may view all submitted responses after the questionnaire's closing date/time (if set using the options in the *Availability* section above).
   - *Always*: Students can view submitted responses at any time, even if they have not answered the questionnaire first.
   - *Never*: students cannot view the submitted responses.
   Save/Resume answers
   - *No* (default): Requires students to complete the questionnaire in one sitting.
   - *Yes:* Allows students to save answers, and return later to finish the questionnaire.
   Allow branching questions enables Yes/No and Radio Buttons questions to have child questions dependent on their choices in your questionnaire.
   - *No* (default): Will not allow branching questions.
   - *Yes:* Will allow your questionnaire to have branching questions.
   Automatic numbering of questions and pages determines whether questions and/or pages will be automatically numbered. You might want to disable automatic numbering for questionnaires with conditional branching**.**
   - *Auto number pages and questions* (default): Both pages and questions will be automatically numbered.
   - *Auto number pages*: Only pages (not questions) will be automatically numbered.
   - *Auto number questions*: Only questions (not pages) will be automatically numbered.
   - *Do not number questions or pages*: Neither pages nor questions will be automatically numbered.

Submission grade gives you the option to assign a grade to the questionnaire. Select a point value from the *Submission grade* drop-down menu. **Note**: Unlike with a Quiz activity, with a questionnaire you cannot grade each question; you can only specify one completion grade for submitting the questionnaire activity.

8. Click the **Content options** heading to view and adjust the settings:
   - Select **Create New** to set up your questionnaire starting from a blank form and add questions one by one.
   - If you previously created a questionnaire in this course that you wish to reuse, or use as a starting point, select it from the list under **Copy existing**.
   - Select **Use template** if you have access to a questionnaire template and would like to use that template.
9. Click **Save and Return to Course.** You will be returned to the main course page. The next step is to add questions to your questionnaire.

Add (or Edit) Questions in a Questionnaire

1. On your main course page, click the **Name of the questionnaire** you want to modify. The *Questionnaire* page will open.
2. If your questionnaire does not yet contain any questions, click the **Add questions** button.
   If you have already added questions, click the **Questions** tab in the options along the top.
3. On the **Questions** tab. The list of questions will appear.
4. Select one of the 11 different question types from the drop-down menu (set by default to *Check Boxes*) and click **Add selected question type**.

   Note: To edit an existing question, click the **Edit** icon (⚙) in the list above the question's name. See [documentation](#) about the available questionnaire question types.
5. Configure each question. For all question types:
   - Provide a name for the question in the *Question Name* text box.
   - Specify whether the question must be answered in order to complete the questionnaire by selecting **Yes** or **No** for *Response is required*.
   - Any other required options that vary by question type.
6. Click **Save changes** to finish adding a new question.
   Note: If you are editing an existing question, you can optionally click **Save as New Question** to create a new question instead of replacing the existing question. You can use this option to create a series of questions that are similar to each other. Saves time!
7. To preview your questions, click the **Preview** tab in the Questionnaire options along the top.

Questionnaire Usage

Here's a video tutorial on using the Questionnaire activity, followed by details and step-by-step documentation.

View Responses

1. On your course page, click the questionnaire activity to open.
2. If students have submitted responses, you will see a button labeled *View All Responses*. Click **View All Responses**. The *View All Responses* page will open.
3. By default, all responses will display grouped by question on the **Summary** tab, with all the responses submitted for that question.

| Advanced settings | Questions | Feedback | Preview | View all responses | Non-respondents |

| Summary | List of responses |

| View Default order | Ascending order | Descending order | Delete ALL Responses | Download |

📄 🖨 View all responses. **All participants**. View Default order ❓ Responses: **3**

Vote

| **1** | **Motion:** To approve the previous meeting's minutes. |

Response	Average	Total
Yes	67%	2
No	33%	1
Total responses to question	100%	3/3

To view responses grouped by student, click the **View All Responses** tab on the top rank, then click **List of responses** on the 2nd rank. Each student's name will be displayed on a single page, and you will be able to click on a students' name to view all responses by that individual.

Download Responses as a file

This feature enables you to save all the responses of a questionnaire to a text file (CSV). This file can then be imported into a spreadsheet or a statistical package for further processing of the data.

1. On your course page, click the **link** to the questionnaire activity.
2. If students have submitted responses, you will see a button labeled *View all responses.* Click **View All responses**. The *View All Responses* page will open, and all responses will be displayed for each question.
3. While in the *Summary* view, in the third rank of tabs, click **Download**. The *Options for CSV download* page opens.
4. On the *Options for CSV download* page, choose one or both options:
   - **Include choice codes:** Applies only to certain question types (e.g., radio buttons or dropdown boxes) that require the student to pick from one of a few limited choices. Moodle uses a 'choice code' to denote the selected choice. For example, if a question had three radio button choices "Red", "Blue", or "Green", the corresponding choice codes would be the numbers 1, 2, and 3, to indicate the first, second, and third choices respectively.
   - **Include choice text:** Downloads the text for the choice.
     Select one checkbox to download just the code or just the text. Select both checkboxes to include both the codes and the text for the choices in the downloaded text file.
   - **Report Type**: Select the desired file type from the dropdown menu (CSV; Excel, HTML Table, JSON, Open Document, or PDF):

5. Click **Download**. The text file will be saved to a location on your computer/device based on your browser's download settings.

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