Choice Tool

A **Choice** activity allows you to present a single question to students with multiple responses as possible answers. Each student can then pick one or more of the given choices. Choice activities are intended for gathering information only and *are not gradable*.

This activity can be useful as a quick survey of your class, for example to poll students on which readings they want to discuss further in class. Or preferred pizza toppings. It can also be used as a "sign up sheet" by limiting the number of students who are allowed to select each option.

Note: To survey your students with multiple questions, or to create a single question survey that can be graded, use the Questionnaire activity.

Step-by-step guide

1. From the course page, **Enable edit mode** (top right).
2. In the topic where you wish to add the Choice activity click **+Add an activity or resource.**
3. In the **All** or **Activity** tab of the Activity chooser, select **Choice** and click **Add.**
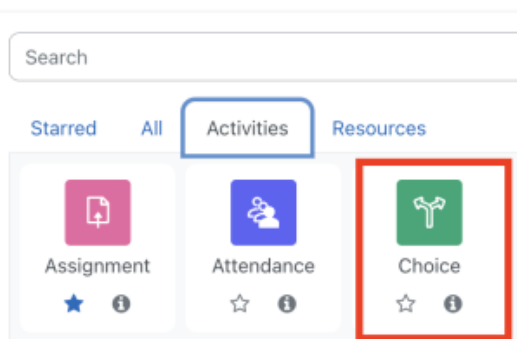
4. Enter a name for the activity.
5. In the *Description* field, enter the **question** that you want students to answer. Choose horizontal or vertical **display mode** for your choices.
   Note: You will specify responses for them to choose from below.

6. Under the **Options** heading, choose how the activity will behave:

⌄ **Options**

Allow choice to be updated   [No ⇕]

Allow more than one choice to be selected   [No ⇕]

Limit the number of ❓ responses allowed   [Yes ⇕]

Show available ❓ spaces   [Yes ⇕]

Option 1   ❗ ❓   [Mon, June 5]

Limit 1   [2]

Option 2   ❓   [Weds, June 7]

Limit 2   [2]

Option 3   ❓   [Fri, June 9]

- **Allow choice to be updated**: Allows students to change their choice after they submit a response. (The default is No, meaning that once a student saves their response they cannot change it.)
- **Allow more than one choice to be selected**: Allows students to select more than one answer
- **Limit the number of responses allowed**: Limit the number of students who can pick a particular choice. (Use this setting to setup a "sign up sheet" e.g., for group projects, presentation topics or lab sessions.)
  Note: When this option is selected, the *Limit* field becomes editable under each response option, allowing you to enter the **number** of students who can choose each response. When that limit is reached, that choice is greys-out and is listed as "full."
- In the **Options** fields (*Option 1, Option 2,* etc.), enter the **text for each choice**. To add additional choice options, click **Add 3 field(s) to form**.
- If you enabled a *Limit* (above), specify how many users may choose each response option in the *Limit* field below each *Option*.

7. Click **Save and return to course** to return to the main course page*,* or **Save and display** to view the activity.

Configure Additional Settings (optional)

There are several additional settings you may choose to configure:

- To set **start and end dates** for when students can submit to the activity, under the **Availability** heading, set **Allow responses from/until.** This is helpful for enforcing a deadline, say when groups are signing up to present in class.

⌄ **Availability**

Allow responses from   [30 ⇕] [May ⇕] [2023 ⇕] [08 ⇕] [00 ⇕] 📅 ☑ Enable

Allow responses until   [5 ⇕] [June ⇕] [2023 ⇕] [08 ⇕] [00 ⇕] 📅 ☑ Enable

☑ Show preview ❓

Note: These dates are not automatically added to the course *Calendar*. You may wish to add a *Calendar event* manually: See Add Events to the Calendar.

- To show results to students, under the **Results** heading, from the *Publish results* drop-down menu, choose between:
  - **Do not publish results to students:** (default)
  - **Show results to students after they answer:** Allows a student to see results only after they answer the question first.

- ○ **Show results to students only after the choice is closed:** Allows students to see results only after the closing date/time specified under *Restrict answering to this time period.*
  - ○ **Always show results to students:** Allows students to see results even if they have not answered the question yet.
    Note: Instructors see student names even if *Privacy of results* is set to anonymous.
- To limit which results students see when results are published (above), from the *Privacy of results* drop-down menu, choose between:
  - ○ **Publish anonymous results, do not show student names**
  - ○ **Publish full results, showing names and their choices**
- To display a column in the results view showing who has not yet submitted, for *Show column for unanswered*, select **Yes.**
- To include responses from students who are no longer enrolled in your course, for *Include responses from inactive/suspended users*, select **Yes.**

˅ Results

Publish results	Always show results to students ⇕
Privacy of results	Publish full results, showing names and their choices ⇕
Show column for unanswered	No ⇕
Include responses from inactive/suspended users	No ⇕

Click **Save** and return to course or **Save and display**.

View Choice Responses

1. On your course page, click the **Choice activity name** to open it. The *Choice* page will open showing the question you provided when you set up the activity, the list of the specified allowed choices, and a **Responses** table.
2. To see more details/options, click the **Responses** tab in the options along the top. The **Responses** page shows the answer choices, the number of students who picked each one, and, under each answer, a list of names of the students who picked that answer.

🕸 Presentation Day

Choice   Settings   **Responses**   More ˅

Responses

Choice options	Mon, June 5 ☐	Weds, June 7 (Full) ☐	Fri, June 9 ☐
Number of responses	0 Limit: 2	2 Limit: 2	1 Limit: 2
Users who chose this option		☐ WB Woodhugh Bugoff ☐ TP Trivial Persist	☐ Success Kid

Select all   With selected   Choose an action ... ⇕

Download in ODS format   Download in Excel format   Download in text format

3. On the **Responses** page, you may also:
   - **Delete a course member's response**
     Select the **checkbox** to the left of a *course member's name*. Then, under *With selected,* from the *Choose an action...* drop-down menu, select **Delete**.
   - **Download submitted responses**
     Click one of the **Download in ... format** buttons. You can download the responses in ODS (OpenDocument Spreadsheet) Excel, or text formats.

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