

Questionnaire

The questionnaire module allows you to construct surveys using a variety of question types, for the purpose of gathering data from users.

Phase 1: Settings

Click on the following:

- **Step 1:** Turn editing on
- **Step 2:** + Add an activity or resource
- **Step 3:** Select Questionnaire
- **Step 4:** Add name and description

The screenshot shows the 'Adding a new Questionnaire' form in the 'General' tab. It includes a 'Name*' text input field, a 'Description' text area with a rich text editor toolbar (bold, italic, underline, list, link, unlink, image, video, help), and a 'Display description on course page' checkbox.

- **Step 5:** Select the dates when your questionnaire should open and close

The screenshot shows the 'Timing' section with two rows of date pickers. The first row is 'Use Open Date' with a calendar icon, and the second row is 'Use Close Date' with a calendar icon. Both rows have dropdown menus for day, month, and year.

- **Step 6:** Response options need to be selected – each option under this section has a , which explains what your selection could be.



- Respondents viewing all responses refers to **ONLY** their own responses
- Branching options = you can create sub-questions, e.g. if a student responds “yes” to a particular question, they can be directed to a question used to clarify their answer, answering “no” takes them on to the next default question in the questionnaire.

The screenshot shows the 'Response options' section with several dropdown menus: 'Type' (respond many), 'Respondent Type' (fullname), 'Students can view ALL responses' (After answering the questionnaire), 'Save/Resume answers' (No), 'Allow branching questions' (No), 'Auto numbering' (Auto number pages and questions), and 'Submission grade' (No grade).

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- **Step 7:** For “Content Options” select  for your questionnaire.

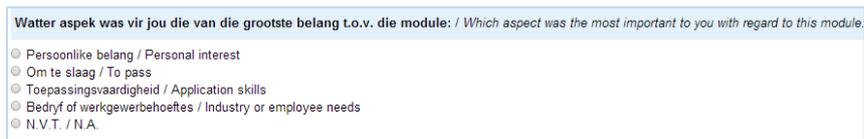
Do not make your questionnaire public, as this is then accessible to all SU staff members, registered on the system

- **Step 8:** If you have groups in your module, you can allocate your questionnaire to a specific group under common module settings.
- **Step 9:** Restrict access as needed.
- **Step 10:** 

Phase 2: Adding questions

- **Step 1:** **Add questions**
- **Step 2:** Most question types are self-explanatory:

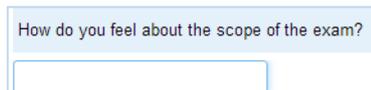
a. Radio buttons



Watter aspek was vir jou die van die grootste belang t.o.v. die module: / Which aspect was the most important to you with regard to this module.

- Persoonlike belang / Personal interest
- Om te slaag / To pass
- Toepassingsvaardigheid / Application skills
- Bedryf of werkgewerbehoeftes / Industry or employee needs
- N.V.T. / N.A.

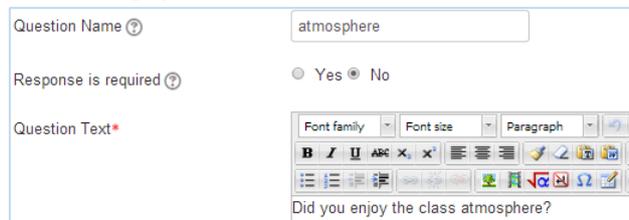
b. Text boxes



How do you feel about the scope of the exam?

(Important setting for Text boxes is to have enough space for the answer, do this by entering the number in the “Text length” box in the setting.)

c. Branching questions:



Question Name

Response is required Yes No

Question Text* 
Did you enjoy the class atmosphere?

- Create a multiple choice question (Radio buttons / Check boxes / Dropdown box / Yes-No)
- Create your next question
- Parent question must be selected



Parent Question

Question Text*

- Choose...
- atmosphere
- atmosphere->Yes
- atmosphere->No

- In this example, a selection of No in the first question will lead the respondent to the next question. A selection of Yes, will mean the respondent will NOT see the second question.

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d. Rating scale can be set up in two ways.

Option 1: (Settings below)

5

Normal

Choose...

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On a scale of 1-5 (1 = not confident, 5=very confident), how confident are you that you understand the topics discussed in class?

Path: p

Cognitive theory
Approaches to learning
Behaviourism
Self-determination

Option 2: (settings below)

How confident are you that you understand the topics discussed in class?

	Not confident	Slightly confident	Confident	Slightly more than confident	Very confident
Cognitive theory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approaches to learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Behaviourism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-determination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Font family Font size Paragraph

How confident are you that you understand the topics discussed in class?

Path: p

1=Not confident
2=Slightly confident
3=Confident
4=Slightly more than confident
5=Very confident
Cognitive theory
Approaches to learning
Behaviourism
Self-determination



The number, (=) sign and column title in Option 2 have NO spaces between them.

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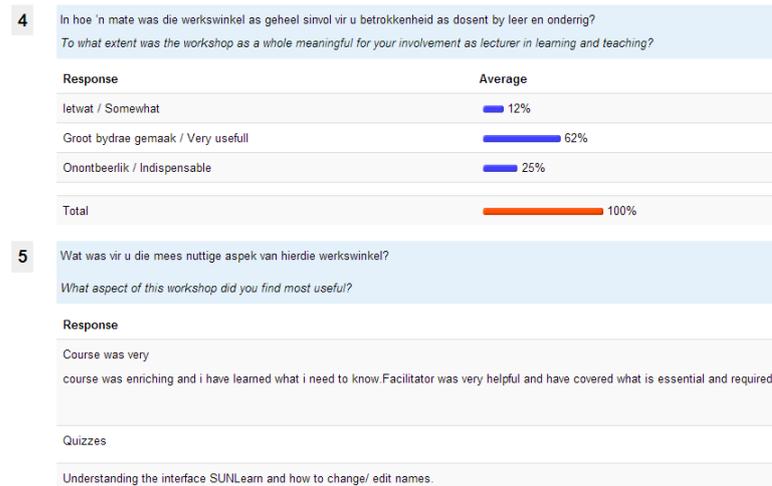


Step 3: Retrieving responses

Once a questionnaire has been completed by your target audience, you can retrieve the responses.

- Click on the questionnaire, then click on: [All responses \(8\)](#)
- Responses will by default be viewed graphically first
- You can download responses [Download in text format](#)

(Copy and paste from the downloaded document into excel if this is your preference)



- Select: [Show nonrespondents](#)
- Send a reminder message to complete the questionnaire
- Even if the questionnaire responses are anonymous, non-respondents are ALL those enrolled in the module who did not yet completed the questionnaire.

Response	Submitted on:	Institution	Department	Course	Group	ID
2360	26/03/2014 15:30:55		Institute Plant	Biotechnology	Facilitator	
2362	26/03/2014 15:34:32	UNIVERSITY OF STELLENBOSCH		THERMODYNAMICS	Facilitator	
2806	02/04/2014 16:03:17		Facilitator	Training Course		
2807	02/04/2014 16:03:00		Facilitator	Training Course		
2808	02/04/2014 16:03:05		Facilitator	Training Course		
2809	02/04/2014 16:04:42		Facilitator	Training Course		
2810	02/04/2014 16:06:12	Stellenbosch university	Visual Arts	Facilitator		
3597	23/04/2014 15:13:22		Facilitator	Training Course		

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