



Guide to Setting up an Online CTLE questionnaire in Moodle

The aim of this guide is to provide step-by-step instructions on how to create an online CTLE in Moodle for faculty members.

For any inquiries about the Mid-Semester Online CTLE which are not covered in this Guide, please either see the Hands-on Guide #3: Mid-semester Online CTLE, available at:

<https://www.ln.edu.hk/tlc/tlc-areas-of-focus/learning-analytics/mid-term-course-teaching-and-learning-enhancement>

or contact the TLC at: tlc@ln.edu.hk (Ph x 7117)

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Step 1: Login and choose your course

- Login to Moodle
- In the **Course overview** pane, select your course under the **In progress** tab.

The screenshot shows the Moodle dashboard for Lingnan University. The 'Course overview' pane is active, displaying a list of courses under the 'In progress' tab. A red box highlights the 'In progress' tab, and another red box highlights the 'TLC Eugenia' course. A red arrow points from the 'In progress' tab to the 'TLC Eugenia' course. The 'TLC Eugenia' course is listed with the teacher 'Mee Wah Eugenia NG' and the course code 'TLC Eugenia'. The 'Navigation' pane on the left shows a list of courses, and the 'Calendar' pane shows a calendar for September 2017. The 'Messages', 'ePortfolio', 'Latest announcements', 'Upcoming events', and 'My courses' panes are also visible on the right.

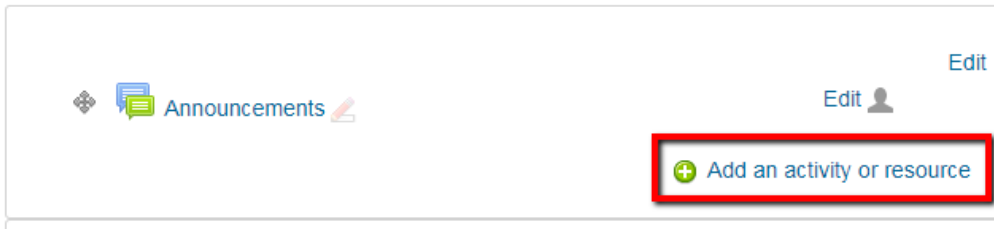
- Click the **Turn editing on** button at the top right.

The screenshot shows the Moodle course overview for TLC Eugenia. The 'Turn editing on' button is highlighted with a red box at the top right. The 'Navigation' pane on the left shows a list of courses, and the 'Calendar' pane shows a calendar for September 2017. The 'Messages', 'ePortfolio', 'Latest announcements', 'Upcoming events', and 'My courses' panes are also visible on the right. The main content area shows a list of dates for the course: 7 July - 13 July, 14 July - 20 July, 21 July - 27 July, 28 July - 3 August, 4 August - 10 August, 11 August - 17 August, and 18 August - 24 August.

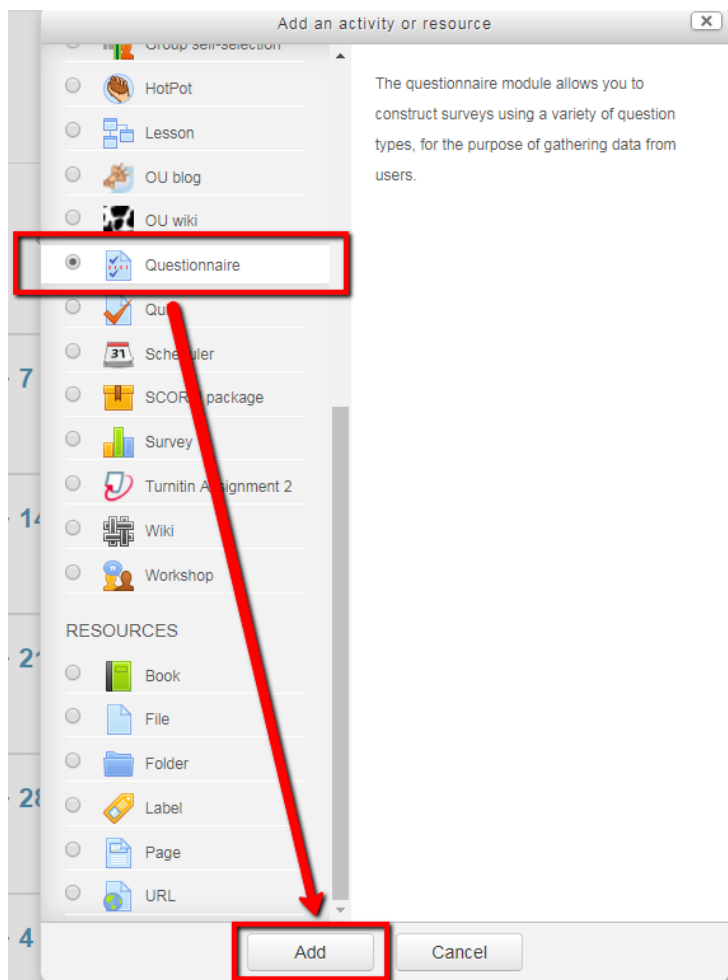
Step 2: Add a (Blank) Questionnaire

After turning on the editing mode, you will see many additional icons, which you can click on for editing your Moodle course.

- Choose a box (either a 'week' or 'topic') that you want to put the questionnaire on and click on **Add an activity or resource** link at the bottom of the box.



- Select **Questionnaire** from the activities list and click **Add**.



Step 3: Name your Questionnaire

You will be directed to the **Adding a new Questionnaire** page:

Dashboard > My courses > TLC.Eugenia > General > Adding a new Questionnaire

Navigation

Dashboard

- Site pages
- My courses
 - TOTAL TP
 - TLC LTDP (2016)
 - VIS-4257-1 (CRN: 852)
 - CHI-3240-1 (CRN: 149)
 - CLC-9002-1 (CRN: 245)
 - VIS-3353-1 (CRN: 846)
 - VIS-3399V-1 (CRN: 14)
 - VIS-399V-1/VIS-3399V-1 (CRN: 13,14)
 - VIS-399T-1/VIS-3399T-1 (CRN: 11,12)
 - VIS-3255-1 (CRN: 854)
- TLC.Eugenia
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - Announcements
 - 7 July - 13 July
 - 14 July - 20 July
 - 21 July - 27 July
 - 28 July - 3 August

Adding a new Questionnaire

Expand all

General

Name *

Description

Display description on course page

Timing

- Enter a **Name** of your choice for your online CTLE and a **Description**.

General

Name *

Section 5 - mid-semester online CTLE

Description

This is to collect your feedback to discover what areas of teaching and learning in our classroom can be improved.


Display description on course page


Note: It is essential to enter some text into the Description box. However, it is optional if you would like this to be displayed. If you wish it to be displayed, select **Display description on Course page** (at bottom of screenshot).


Step 4: Select open and close dates


- [Optional] In the **Timing** section, select the check box beside the **Use Open Date** and **Use Close Date**. Enter the day and time you want the questionnaire to be opened and closed respectively.

▼ Timing

Use Open Date 

13 ▾ September ▾ 2017 ▾ 15 ▾ 30 ▾ 

Use Close Date 

15 ▾ September ▾ 2017 ▾ 23 ▾ 55 ▾ 

If these dates are not set, the questionnaire will be open immediately and will not be closed until the course ends. For more information, please click on the “?” icon.

Step 5: Select other settings

- **[Important]** Set the **Response options** as below.

▼ Response options

Type ?

respond many ▼

Under **Type**: Select **respond many** - so that students can do the Questionnaire again if they accidentally submit it before finishing it.

Respondent Type ?

anonymous ▼

Under **Respondent Type**: Select **fullname** or **anonymous** depending on your own need. **Anonymous** is in general recommended for the mid-semester Online CTLE.

Students can view ALL responses ?

Never ▼

Under **Students can view ALL responses**: Select **Never**.

Send submission notifications ?

No ▼

Save/Resume answers ?

No ▼

Save/Resume answers: Choose **No** as selecting this option will allow students to save their answers.

Allow branching questions ?

No ▼

Leave all other options at their default settings.

Auto numbering ?

Auto number pages and questions ▼

Submission grade

No grade ▼

Step 6: Select a Question Bank template

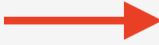
- **[Important]** Click on **Content options**.
- Select from the CTLE templates provided under **Use template**. Clicking one of these still gives you the chance to add one or more of your own questions to your chosen Question Bank.

OR

- Select **Create new** to create your own Questionnaire.

▼ Content options ?

	<input type="radio"/> Create new
Copy existing	<input type="radio"/> test [TLC Testing Course 2]
Use template	<input type="radio"/> TOTALTeacher Program Question Bank [24 Questions] [Teaching and Learning Centre]
	<input type="radio"/> Mid-Term Online Survey for ENG2020 [Varieties of English]
	<input type="radio"/> Mid-Term Online CTLE [Improving Eng Pronunciation]
	<input type="radio"/> Paper-based CTLE Questionnaire [27 Questions] (for Lectures/Tutorials/Seminars) [Teaching and Learning Centre]
	<input type="radio"/> Mid-Semester Online CTLE [HR Planning & Staffing]
	<input type="radio"/> Mid-semester online CTLE [Quantitative Methods for Finan]
	<input type="radio"/> Mid-term CTLE [Man. of Banks & Finl. Inst.]
	<input type="radio"/> CTLE [Taxation I]
	<input type="radio"/> Paper-based CTLE Questionnaire [13 Questions] (for Projects) [Teaching and Learning Centre]
	<input checked="" type="radio"/> Mid-Semester Questionnaire [6 Questions] (Recommended for Mid-Term Online CTLE) [Teaching and Learning Centre]
	<input type="radio"/> Mid-term Online Course Teaching and Learning Enhancement (CTLE) [Reg Pol Study & Visit in GBA]
	<input type="radio"/> Personal Template of Mid-semester online CTLE [Logic and Critical Thinking]
	<input type="radio"/> Survey on Online Teaching and Learning (OTL) [University English II]



Step 7: Go back to the course page

- Click the **Save and return to course** button at the bottom of the page.



Save and return to course Save and display Cancel

Step 8: Retrieve the stored Questions

- Go back to the course page, click **Edit**, then click **Edit Settings**

Dashboard > My courses > TLC.Eugenia

Turn editing off

Navigation

Administration

- Course administration
 - Edit settings**
 - Turn editing off
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Outcomes
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank
 - Recycle bin

Add a block

Add...

Announcements

Example Online CTLE in Moodle

7 July - 13 July

14 July - 20 July

21 July - 27 July

28 July - 3 August

4 August - 10 August

Search forums

Latest announcements

Upcoming events

Recent activity

This will take you to the **Editing setting** page.

- Select **Questions** from the Administration list (which should be displayed in the left hand column).

Administration

- Questionnaire administration
 - Edit settings**
 - Advanced settings
 - Questions**
 - Preview
 - Non-respondents
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
- Course administration

This will take you to the **Manage Questions** page.

Dashboard > My courses > TLC.Eugenia > General > Example Online CTLE in Moodle > Questions > Manage questions

Navigation + | -

Administration - | -

- Questionnaire administration
 - Edit settings
 - Advanced settings
 - Questions**
 - Preview
 - Non-respondents
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
- Course administration

Add a block

Add...

Advanced settings Questions Preview Non-respondents

▼ Collapse all

▼ Add questions ?

----- Page Break ----- Add selected question type

▼ Manage questions ?

position 1 [Check Boxes] (CTLE_01)

1 The assessment standards were clear enough to help me self-assess the quality of my work.

position 2 [Check Boxes] (CTLE_02)

2 I received useful information or feedback on how well I was doing in this course.

position 3 [Check Boxes] (CTLE_03)

3 The course was well organized.

position 4 [Check Boxes] (CTLE_04)

4 The workload was reasonable.

Step 9: [Optional] Add your own questions

Skip this step if you do not wish to add your own questions – go directly to [Step 10](#).

- To add your own questions if you are making up your own Questionnaire or if you are adding to an existing template: Select the type of question you want, and then click the **Add selected question type** button next to the menu. The **‘Essay Box’** question type is a popular type; it allows for an open-ended answer, similar to the questions in the other Question Banks.

Note: If you are adding to a pre-existing Questionnaire, your added question(s) will appear at the end of the Questionnaire.

▼ Add questions ?

▼ Manage questions ?

▼ Add questions ?

Essay Box

Check Boxes

Date

Dropdown Box

Essay Box

Label

Numeric

Radio Buttons

Rate (scale 1..5)

Text Box

Yes/No

Add selected question type

- Type your question into the **Question Text** box then choose **Save Changes**. No other boxes need to be filled in or selected. Repeat for each new question.

▼ Adding Essay Box question ?

Question Name ?

Response is required ? Yes No

Response format

Input box size

Question Text *

Type your question into this box.





Save changes Cancel

Step 10: Select and edit your questions





Note: The Paper-based CTLE Questionnaires cannot be edited. For the other Question Banks or your own Questionnaire you can delete unwanted questions, change question ordering and edit the wording of questions. You can also add your own questions (see the previous Step).

- Use the four icons above each question to manage (edit) questions.






▼ Manage questions ?

position 1     [Check Boxes] (CTLE_01)

1 The assessment standards were clear enough to help me self-assess the quality of my work.

position 2     [Check Boxes] (CTLE_02)

2 I received useful information or feedback on how well I was doing in this course.

	Change the ordering of the question
	Edit the question content
	Delete the question
	Red - it is required to answer this question.
	Green – it is not required to answer this questions. Click on it to change colour. It is set to green by default.

Step 11: [Optional] Preview your Questionnaire




- To view the completed questionnaire from the students' perspective, click on the **Preview** tab.

[Advanced settings](#) | [Questions](#) | **[Preview](#)** | [Non-respondents](#)

▼ Add questions ?

----- Page Break ----- | Add selected question type

▼ Manage questions ?

position 1    [Label]

Please don't be afraid to write your true opinion. Your answers will be an you need to, but try to write at least 20 words for each question

Step 12: Access the responses

- Click on the **View All Responses** menu item on the left, and then click on the **View All Responses** link.

The screenshot shows the Lingnan University LMS interface. The top navigation bar includes the university logo and the text 'Lingnan University 嶺南大學 50th Anniversary'. Below the header, the breadcrumb trail reads: 'Dashboard > Courses > Training > TLC.Eugenia > 25 September - 1 October > Mid-Semester Online CTLE (Using Paper-based CTLE q...'. The main content area is titled 'Mid-Semester Online CTLE (Using Paper-base' and contains a message: 'You are not eligible to take this questionnaire. View All Responses'. On the left, there is a sidebar with three main sections: 'Navigation', 'Administration', and 'Add a block'. The 'Administration' section is expanded, showing a list of options under 'Questionnaire administration'. The 'View All Responses' option is highlighted with a red box, and a red arrow points from this box to the 'View All Responses' link in the main content area.

An on-screen report will be displayed.

The screenshot shows the 'View All Responses' report for the 'Online Course Enhancement System'. The breadcrumb trail is: 'Dashboard > Courses > Training > TLC.Eugenia > 25 September - 1 October > Mid-Semester Online CTLE (Using Paper-based CTLE q... > View All Responses > Summary > View Default order'. The main content area is titled 'Online Course Enhancement System' and contains a message: 'Please don't be afraid to write your true opinion. Your answers will be anonymous and confidential. You may write as little or as much as you need to, but try to write at least 20 words for each question'. Below this, there are two questions listed under 'Part (A) The Course':

- 1 The course was well organized.
- 2 The workload was reasonable.

For each question, there is a table showing the response distribution. The first table for question 1 has the following data:

Response	Average	Total
Strongly disagree	100%	1
Total	100%	1/1

The second table for question 2 has the following data:

Response	Average	Total
Slightly agree	100%	1
Total	100%	1/1

- Click on **Download in text format** then **Download**. The responses collected can also be exported and then used by Excel or other statistical packages.

The screenshot shows the Moodle interface for 'TLC Eugenia'. The breadcrumb trail is: Dashboard > Courses > Training > TLC.Eugenia > 25 September - 1 October > Mid-Semester Online CTLE (Using Paper-based CTLE q... > View All Responses. The 'View All Responses' tab is selected. In the 'Administration' menu, 'View All Responses' is expanded to 'Summary', and 'Download in text format' is highlighted. In the main content area, the 'Download in text format' button is highlighted with a red box. Below it, the 'Options for text download (CSV)' section is visible, with checkboxes for 'Include choice codes' and 'Include choice text' both checked. A red arrow points from the 'Download in text format' button to the 'Download' button.

Step 13: Print the responses

There are two ways to print out the student feedback.

1. If you would prefer a version that cannot be tampered with, you can use the 'Print Screen' button [PrtSc] at the top right of your keyboard, and print out page by page.
2. However, the easiest way is to:
 - a) Select any word on the report.
 - b) Press Ctrl + A (to select everything in the report).
 - c) Copy (Ctrl + C), then open a new document and paste. Everything will be copied over into the new document at once.
 - d) Delete the menu and other unwanted items at the beginning of the document.
 - e) Reformat as necessary:
 - If the document is too long, change it into single line spacing and/or reduce the margin sizes.
 - If it is too wide, switch from portrait to landscape view to capture all the students' comments.

This gives you a Word document from which you can copy and paste specific comments if you need to. You can convert it to a pdf if you have any need to share a soft copy with anyone.