Questionnaire Functions

Questionnaire / Feedback

Academic Office
Ver.20231101

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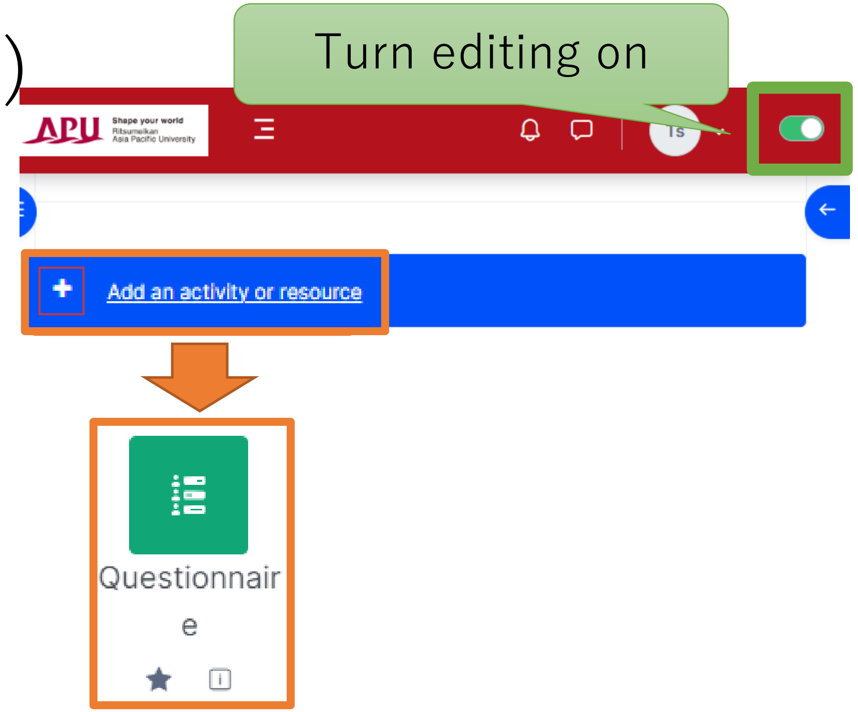
Comparison of Questionnaire/Poll Functions

APU Moodle is equipped with four types of questionnaire/poll functions.
Please choose the function that suits your needs.

Function	Questionnaire	Feedback	Poll	Live Poll
			Refer to the manual for poll functions	
Features	Create advanced questionnaires combining various question formats	Set simple questions and create questionnaires	Create simple questionnaires with only one question	Set questions and display responses in real time
Estimated Time to Answer	Approx. 5 to 30 minutes	Approx. 5 to 30 minutes	Approx. 1 to 5 minutes	Immediately
Example of Use	Conduct a questionnaire about students' academic history and overseas experience before the start of English courses to gauge their English proficiency	Conduct questionnaires to survey students on various topics, including comprehension of class or course content and professor evaluations	Ask students how well they understood the content after each lecture on a 5-point scale from "understood well" to "did not understand at all"	Encourage students' participation in class by setting simple multiple-choice quizzes and questionnaires during class
Question Type	Multiple choice / Essay	Multiple choice / Essay	Multiple choice only	Multiple choice only
Response Results	• Disclosing results to students • Public / Private • Disclosing names of respondents • Public / Private • Downloading results • Permitted	• Disclosing results to students • Public / Private • Disclosing names of respondents • Private only • Downloading results • Permitted	• Disclosing results to students • Public / Private • Disclosing names of respondents • Public / Private • Downloading results • Permitted	• Disclosing results to students • Public only • Disclosing names of respondents • Private only • Downloading results • Not Permitted

Questionnaire Overview

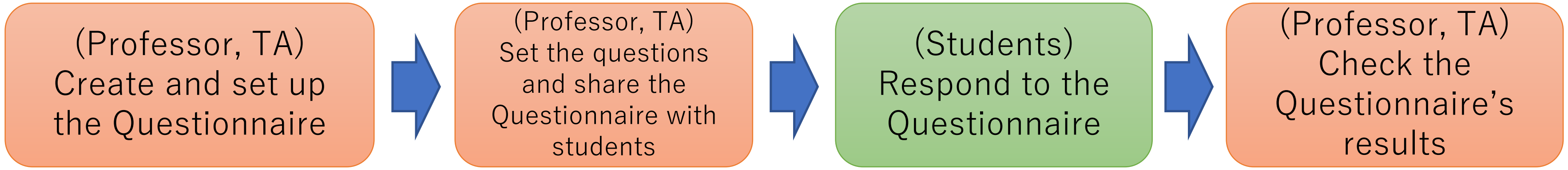
- What you can do with Questionnaire (example)
  - Questionnaires with multiple questions
  - Questionnaires with both multiple-choice and essay-style questions
  - Anonymous responses, sharing results, etc.


Shape your world
Ritsumeikan
Asia Pacific University
TS
Add an activity or resource
Questionnaire

Turn editing on

- Select "Questionnaire" from "+Add an activity or resource"

- Overview of Using Questionnaire



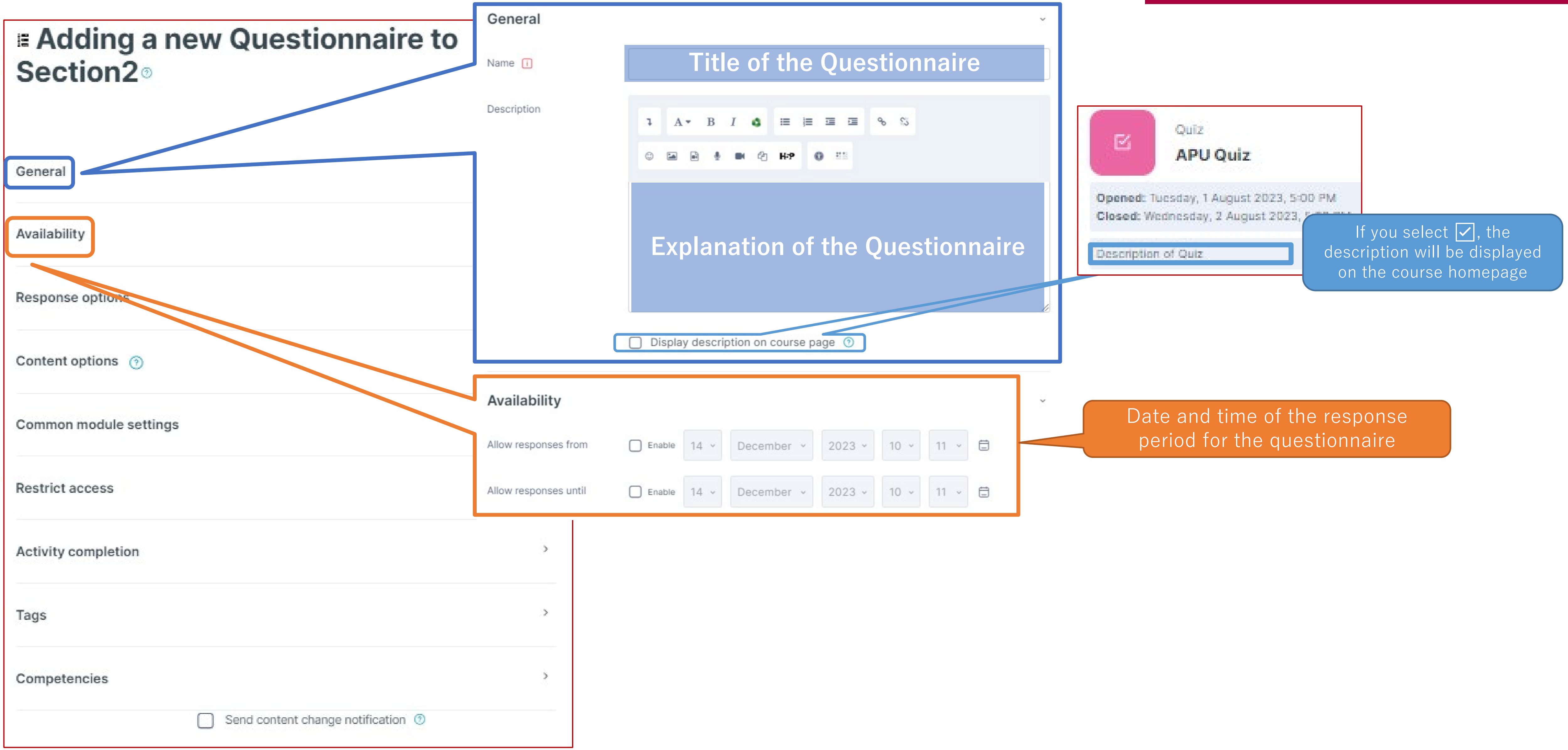
(Professor, TA) Create and set up the Questionnaire

(Professor, TA) Set the questions and share the Questionnaire with students

(Students) Respond to the Questionnaire

(Professor, TA) Check the Questionnaire's results

Setting Up Questionnaire



Adding a new Questionnaire to Section2

General

Availability

Response options

Content options

Common module settings

Restrict access

Activity completion

Tags

Competencies

☐ Send content change notification

General

Name: **Title of the Questionnaire**

Description: **Explanation of the Questionnaire**

☐ Display description on course page

Availability

Allow responses from ☐ Enable 14 December 2023 10 11

Allow responses until ☐ Enable 14 December 2023 10 11

Quiz

APU Quiz

Opened: Tuesday, 1 August 2023, 5:00 PM

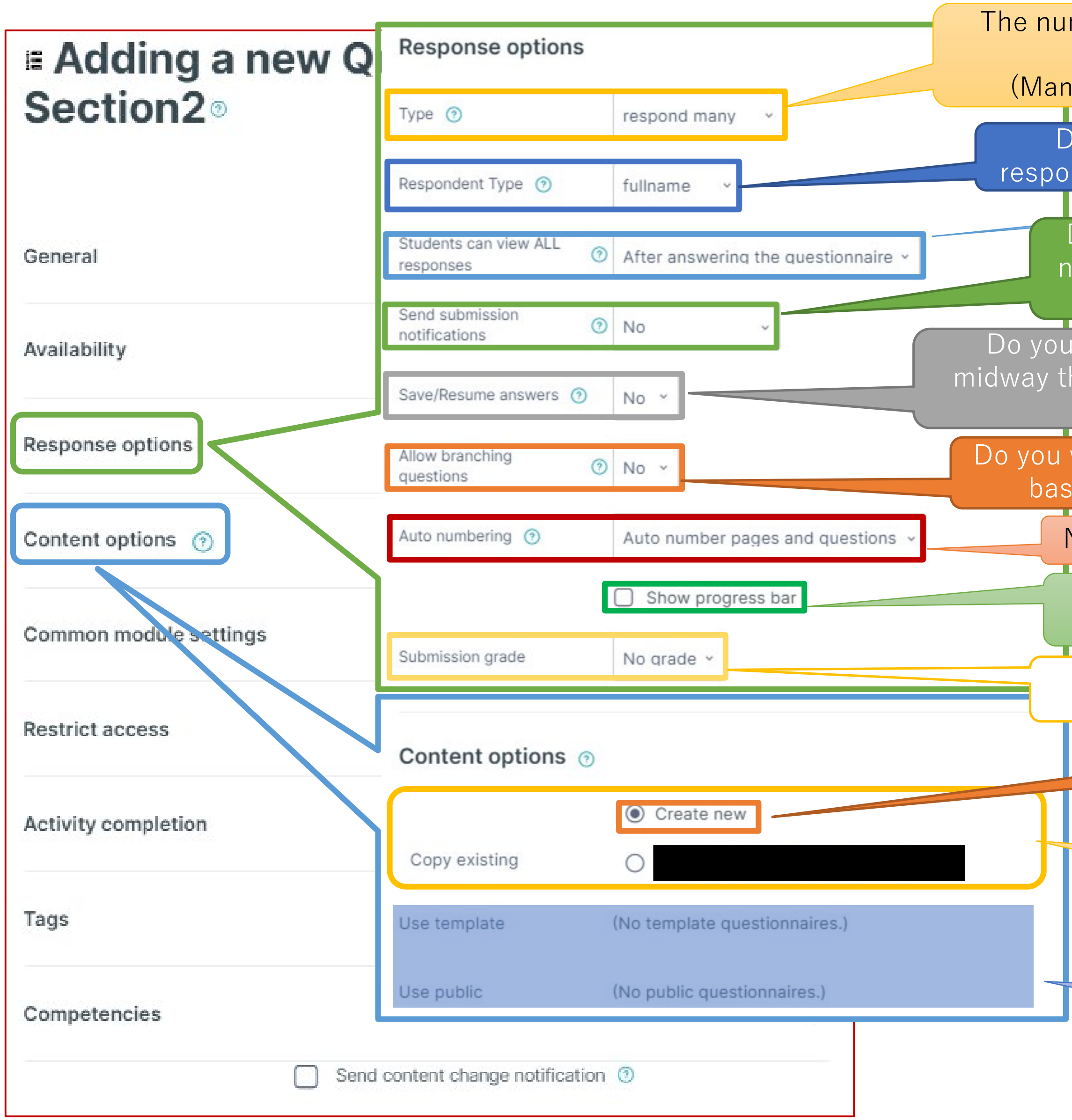
Closed: Wednesday, 2 August 2023,

Description of Quiz

If you select ☑, the description will be displayed on the course homepage

Date and time of the response period for the questionnaire

Setting Up Questionnaire



Adding a new Q
Section2

General

Availability

Response options

Content options

Common module settings

Restrict access

Activity completion

Tags

Competencies

☐ Send content change notification

Response options

Type	respond many
Respondent Type	fullname
Students can view ALL responses	After answering the questionnaire
Send submission notifications	No
Save/Resume answers	No
Allow branching questions	No
Auto numbering	Auto number pages and questions
	☐ Show progress bar
Submission grade	No grade

Content options

	● Create new
Copy existing	○ [redacted]
Use template	(No template questionnaires.)
Use public	(No public questionnaires.)

The number of times that students can respond to the survey (Many/once/daily/weekly/monthly)

Do you want to make responses anonymous or not?

Do you want to share the questionnaire responses with students?

Do you want to receive an email notification after students submit their responses?

Do you want to allow students to stop midway through answering and temporarily save their answers?

Do you want to set up branching questions based on responses to questions?

Number each question and page

Do you want to display a progress bar for question completion?

Set the grading scale (points) for questionnaire responses

Create a new questionnaire

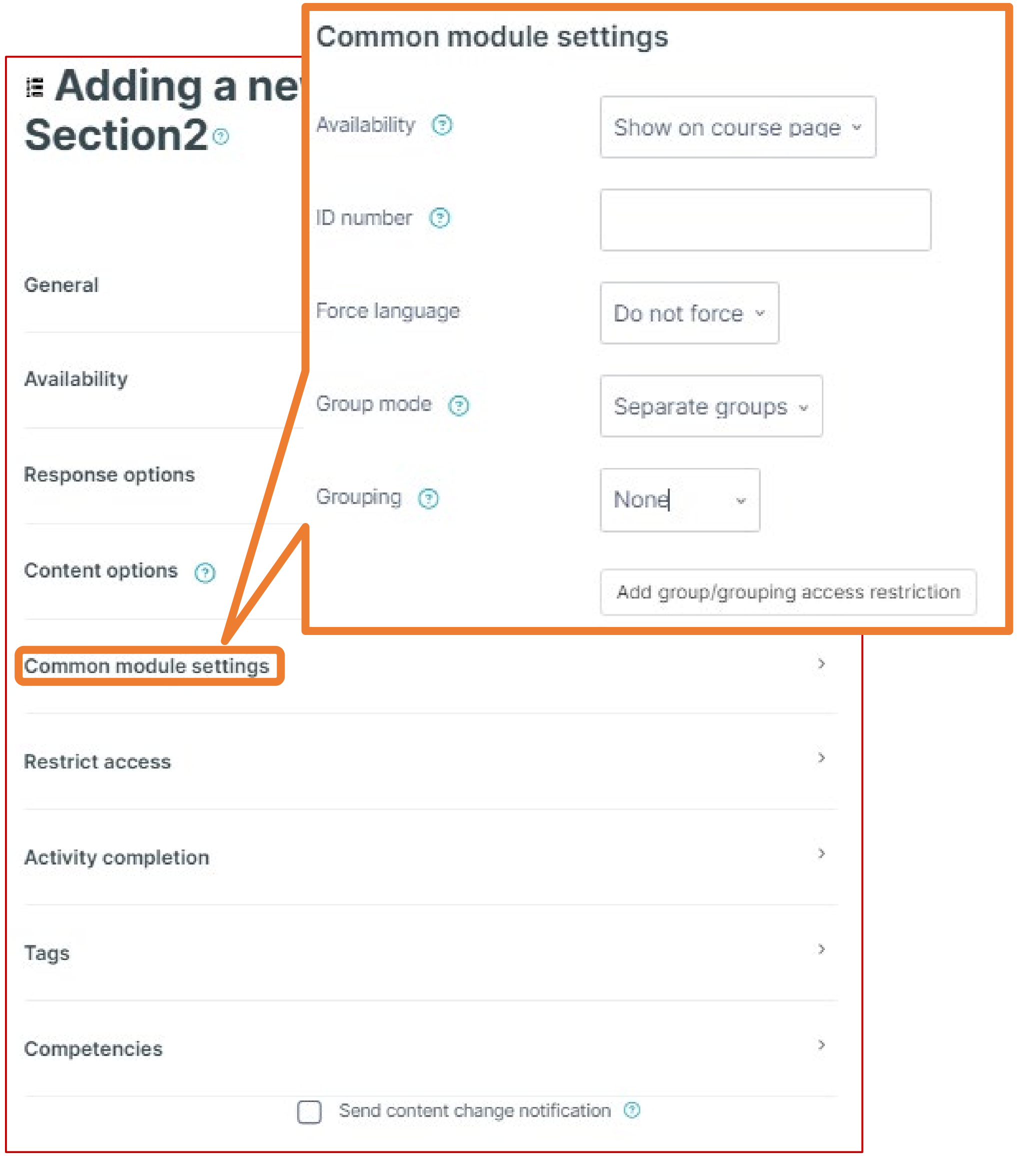
If you want to reuse an existing questionnaire within the same course, you can select it here

If you want to use a registered APU template or a public questionnaire, you can select it here

See P22 of the manual for information about branching

View the responses	Students can also see other students' responses
After answering the questionnaire	Students can see the responses after responding to the questionnaire
After the questionnaire is closed	Students can see the responses after the set response period ends
Always	Students can always see the responses
Never	The responses are not shared with students

(Common Functions) Common module settings



Adding a ne
Section2

- General
- Availability
- Response options
- Content options
- Common module settings
- Restrict access
- Activity completion
- Tags
- Competencies

☐ Send content change notification

Common module settings

Availability: Show on course page

ID number:

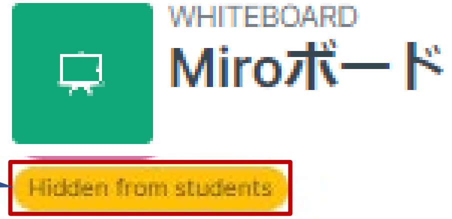
Force language: Do not force

Group mode: Separate groups

Grouping: None

Add group/grouping access restriction

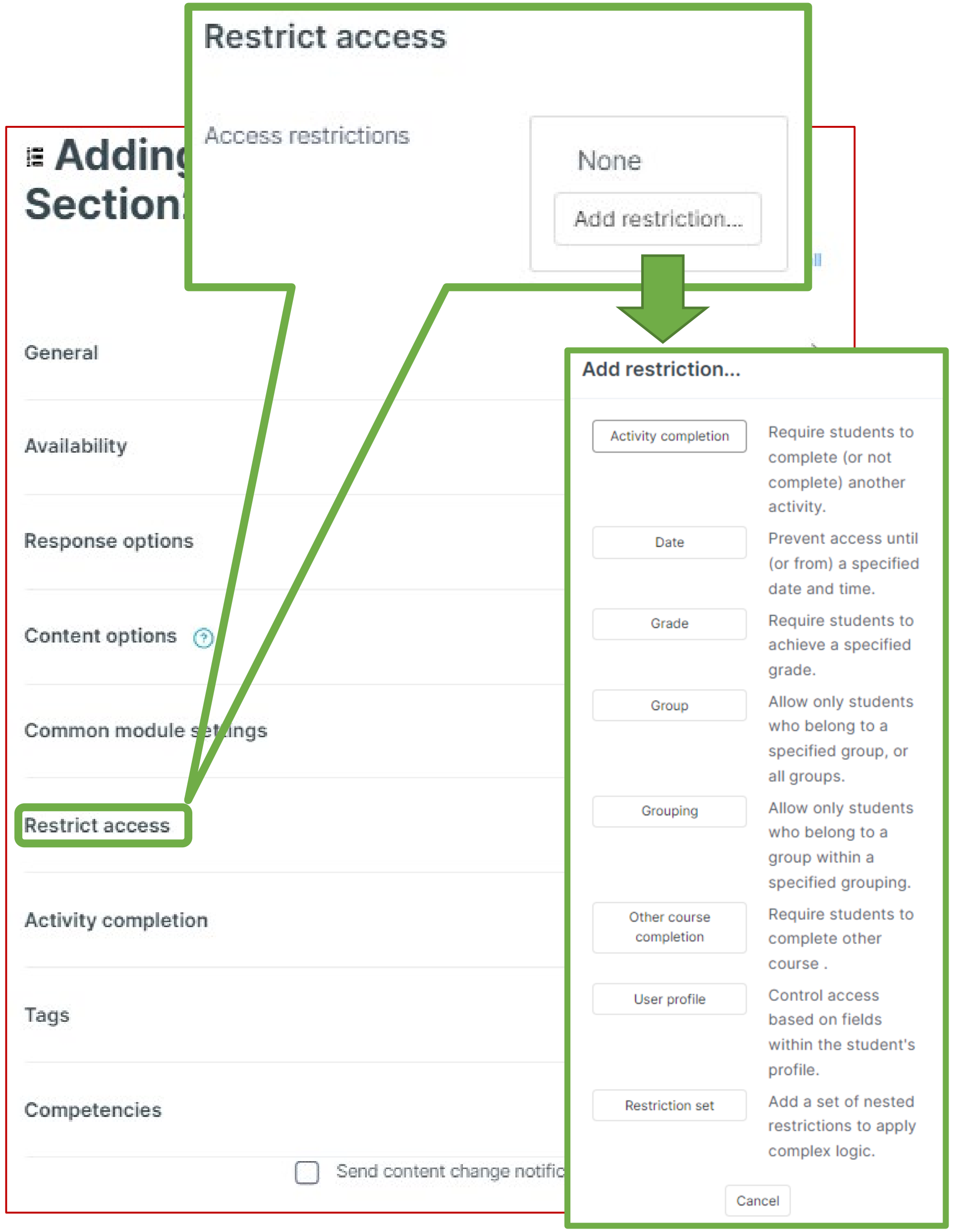
If the Questionnaire is hidden, this message will be displayed on the course’s top page.



WHITEBOARD
Miroボード
Hidden from students

Common module settings		
Availability	You can select either “Show on course page” or ”Hide on course page”. If “Hide” is selected, then students will not be able to view the Questionnaire until you change the setting to “Show”	
ID number	You can set an ID number for the activity (to help identify different teaching materials) This setting is generally left blank and not used	
Force language	This setting allows you to force all students to view the activity in a set language	
Group mode	No groups	Everyone registered for the course can access the Questionnaire
	Separate groups	Students can only use the Questionnaire within their own groups. Students cannot see the work of other groups
	Visible groups	Students can only use the Questionnaire within their own group, but they can also see the work of other groups
Grouping	You can enable this setting if you have set up groupings (collections of groups) in the course	
Add group/grouping access restriction	You can add access restrictions by group from the “Restrict access” section below *You can only set up group access restrictions if you select one of the group settings under “Group mode” above	

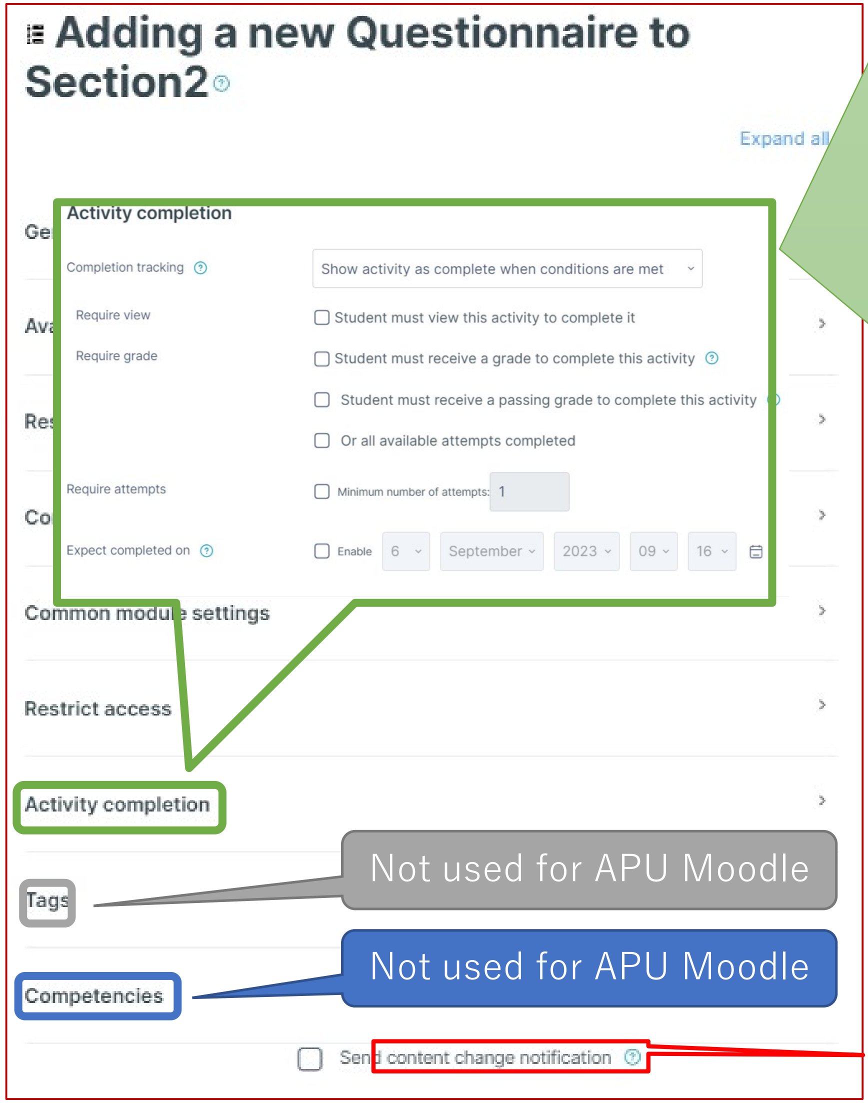
(Common Functions) Restrict access


Adding
Section
General
Availability
Response options
Content options
Common module settings
Restrict access
Activity completion
Tags
Competencies
☐ Send content change notific
Restrict access
Access restrictions
None
Add restriction...
Add restriction...
Cancel

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
Other course completion	Require students to complete other course .
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Restrict access	
Activity completion	Require students to complete a separate activity in the course to be able to access this activity E.g. 1: Students cannot access the activity unless they have completed a specified Survey E.g. 2: Students cannot access the activity unless they have completed a specified Assignment
Date	Set when students can start accessing the activity (the date and time it will appear in the course) and when they will lose access (the date and time it will be hidden from the course)
Grade	Use this setting if you want to require students to achieve a set grade in a separate Assignment or Quiz within the course in order to access this activity
Group	Only allow students who belong to a specified group or students who don’t belong to that group to access the activity
Grouping	Only allow students who belong to the groups included in a specified grouping (collection of groups) to access the activity.
Other course completion	Use this setting if you want to require students to complete another course in order to access the activity (This setting is not recommended)
User profile	This setting allows you to limit access to specified students E.g. Only allow students with specified student ID numbers to access the activity
Restriction set	Use this setting if you want to use several of the above settings to set complex access restrictions for the activity

(Common Functions) Activity Completion, Tags, Competencies



Adding a new Questionnaire to Section2

Expand all

Activity completion

Completion tracking: Show activity as complete when conditions are met

Require view: ☐ Student must view this activity to complete it

Require grade: ☐ Student must receive a grade to complete this activity

☐ Student must receive a passing grade to complete this activity

☐ Or all available attempts completed

Require attempts: ☐ Minimum number of attempts: 1

Expect completed on: ☐ Enable 6 September 2023 09 16

☐ Send content change notification

Not used for APU Moodle

Not used for APU Moodle

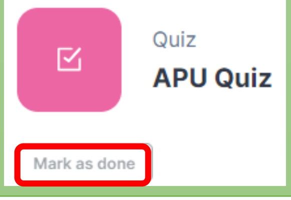
Activity completion

This setting allows you to check if students have accessed an activity. When enabled, a checkbox will appear underneath the activity on the course page. The checkbox will be marked complete when the student meets various customizable conditions, for example, when the student views the class materials. Furthermore, with this setting, instructors can check which students have viewed which teaching materials and keep track of students' progress for the entire course.

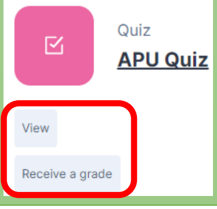
Completion tracking	
Do not indicate activity completion	Students will not see a checkbox to indicate activity completion on the course page
Students can manually mark the activity as completed	Students can mark the activity as complete manually by themselves. Please use this setting if you want students to manage their own learning progress
Show activity as complete when conditions are met	The activity will automatically be marked as complete if the student meets one of the set requirements from the list below. Please use this setting if you want to track students' progress as the course instructor

Require	
Student must view this activity to complete it	If selected, the activity will be automatically marked as complete when the student views the assignment (after submission or after grading is complete)
Student must receive a grade to complete this activity	The activity will be considered complete and automatically be marked as so after the instructor finishes grading
Student must receive a passing grade to complete this activity	The activity will be automatically marked as complete after grading only if the student receives a passing grade
Or all available attempts completed	The activity will be automatically marked as complete when the student submits the assignment, etc.

Manually mark as complete



Activity will be marked as complete when conditions met

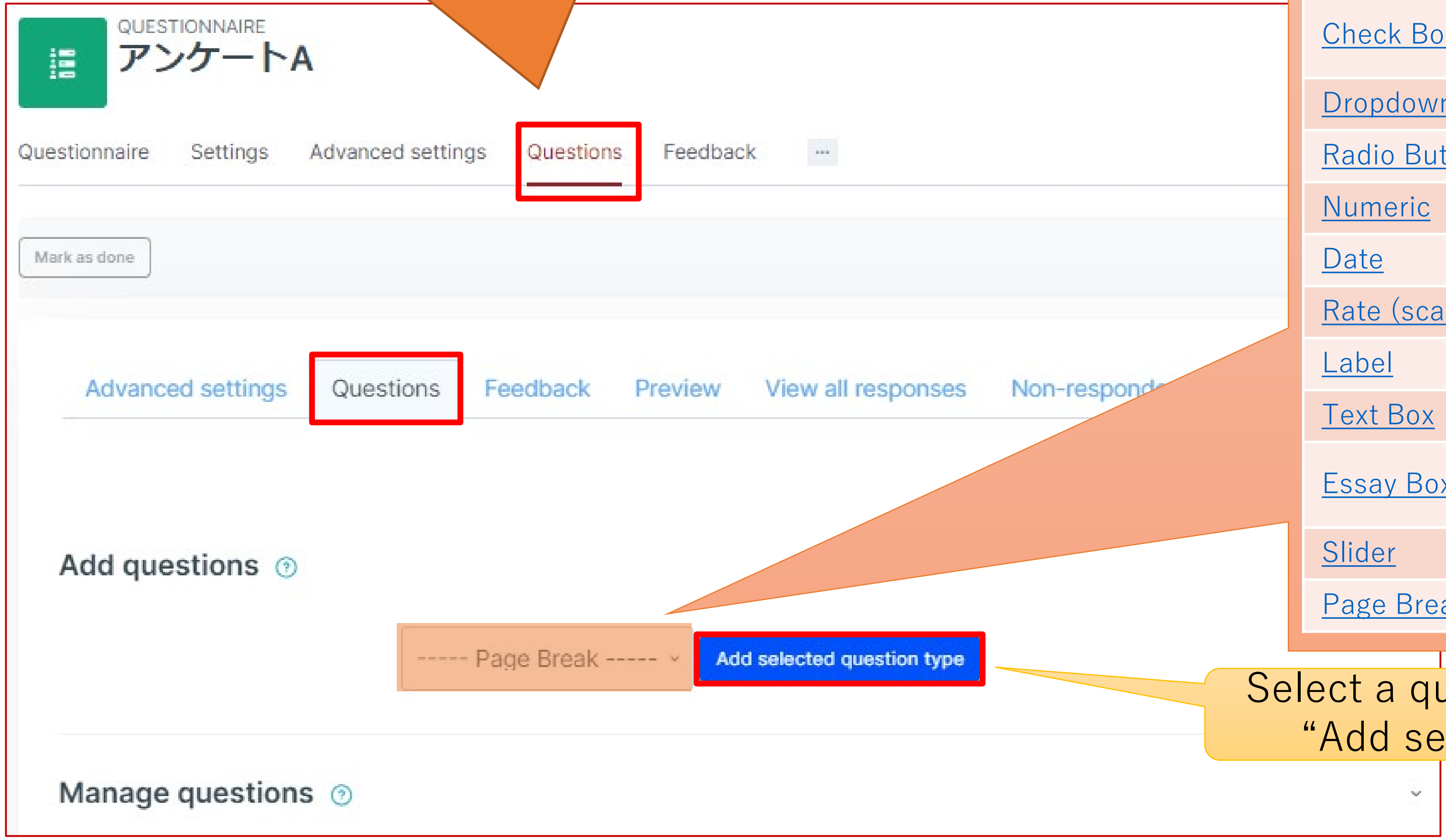


After completion

Make sure to **save** after you finish setting up the activity

Add Questions to Questionnaire

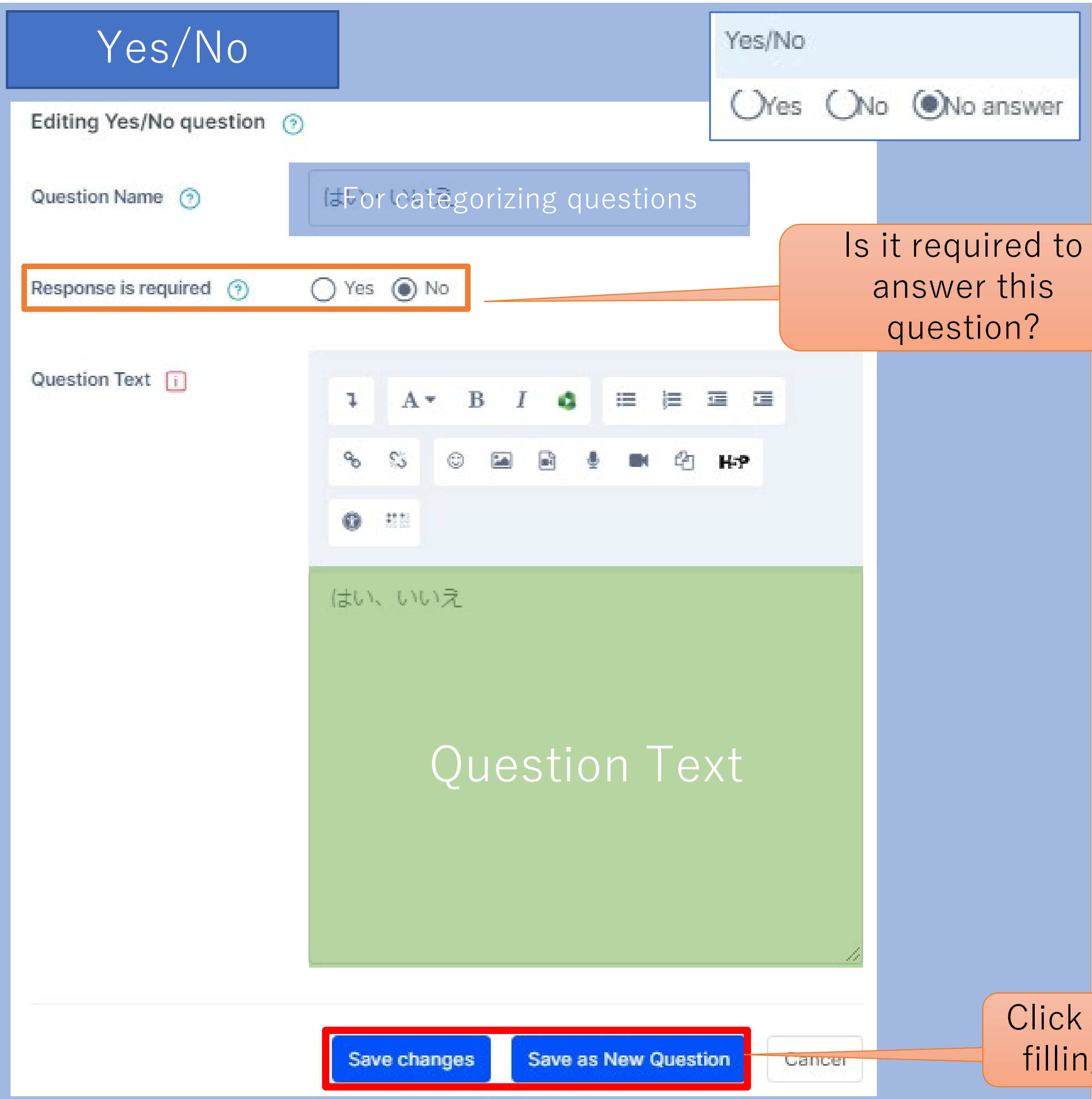
After setting up the Questionnaire, you can add questions from the "Questions" tab


QUESTIONNAIRE
アンケートA
Questionnaire
Settings
Advanced settings
Questions
Feedback
...
Mark as done
Advanced settings
Questions
Feedback
Preview
View all responses
Non-respond
Add questions
----- Page Break -----
Add selected question type
Manage questions

Question Types	Manual	Description
Yes/No	P11	Answer with Yes/No
Check Boxes	P11	Can select multiple answers from a list of checkboxes with different options
Dropdown Box	P12	Choose an option from a dropdown list
Radio Buttons	P12	Choose one of the radio button options
Numeric	P13	Answer by inputting a numerical value
Date	P13	Enter "year/month/day"
Rate (scale 1..5)	P14	Assign numbers to the items being rated
Label	P14	Add descriptive text or images as labels
Text Box	P15	Single-line free text answer
Essay Box	P15	Multiple-line free text answer. HTML editor can be used to answer depending on settings
Slider	P16	Select a value using the slider
Page Break	P16	Insert a page break to separate multiple questions

Select a question type and click on "Add selected question type"

Add Questions to Questionnaire



Yes/No

Yes/No

○Yes ○No ●No answer

Editing Yes/No question

Question Name: For categorizing questions

Response is required ○ Yes ● No

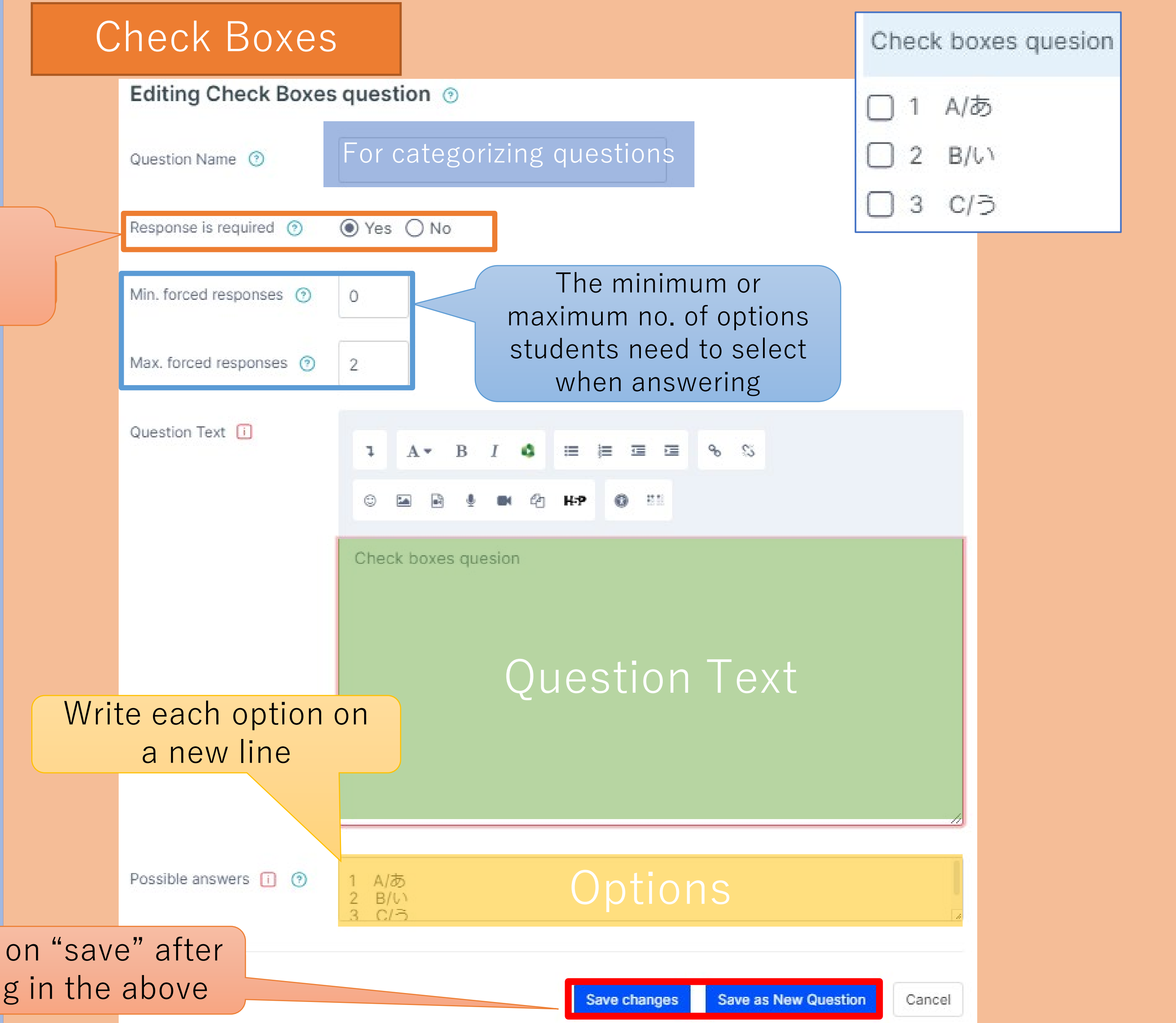
Is it required to answer this question?

Question Text: はい、いいえ

Question Text

Save changes
Save as New Question
Cancel

Click on “save” after filling in the above



Check Boxes

Check boxes quesion

☐ 1 A/あ
☐ 2 B/い
☐ 3 C/う

Editing Check Boxes question

Question Name: For categorizing questions

Response is required ● Yes ○ No

Min. forced responses: 0

Max. forced responses: 2

The minimum or maximum no. of options students need to select when answering

Question Text: Check boxes quesion

Question Text

Write each option on a new line

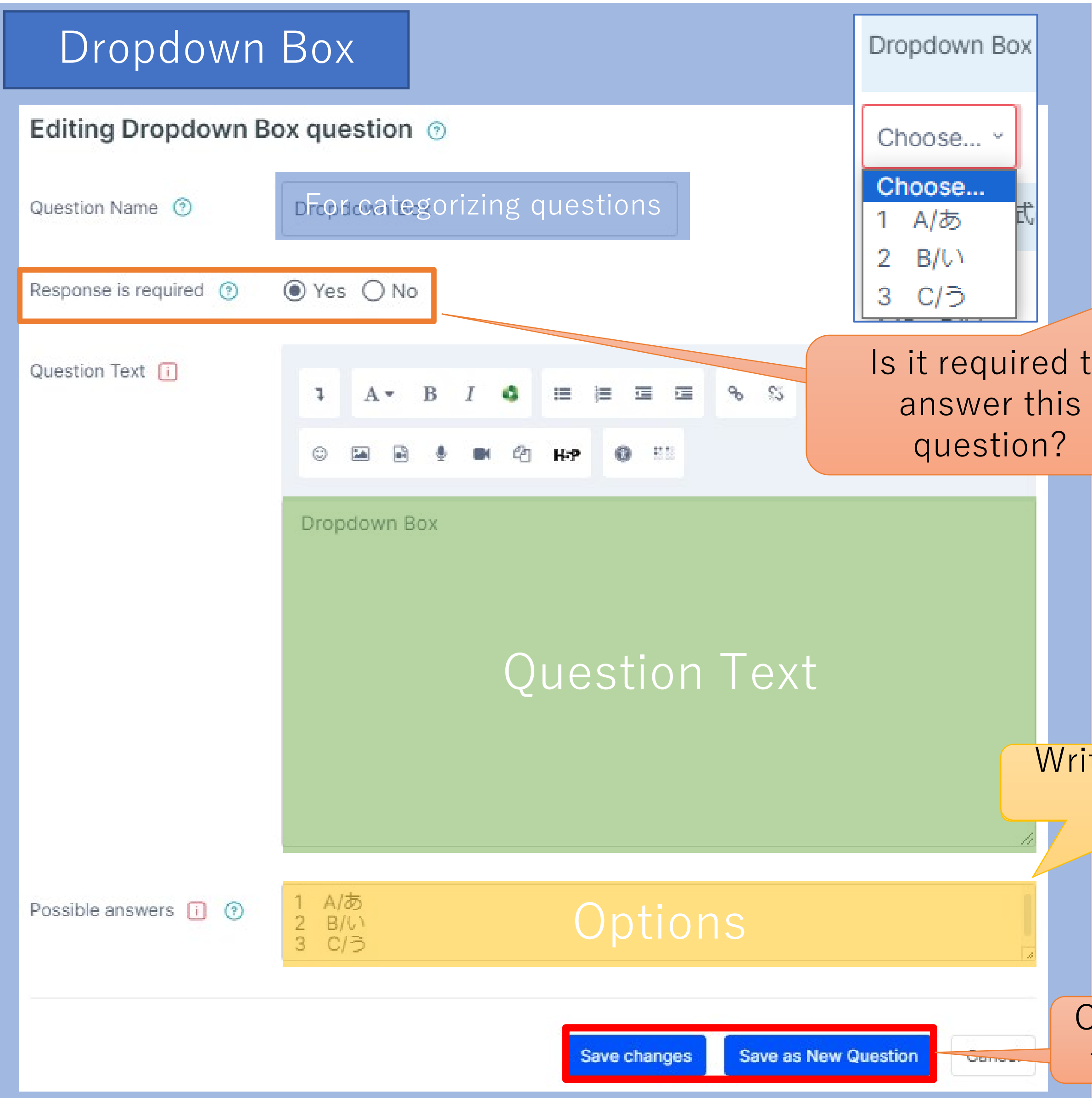
Possible answers:
1 A/あ
2 B/い
3 C/う

Options

Save changes
Save as New Question
Cancel

Add Questions to Questionnaire

Dropdown Box



Dropdown Box

Choose... ⌄

- Choose...
- 1 A/あ
- 2 B/い
- 3 C/う

Editing Dropdown Box question

Question Name: For categorizing questions

Response is required: ● Yes ○ No

Question Text: Dropdown Box

Question Text

Possible answers:
1 A/あ
2 B/い
3 C/う

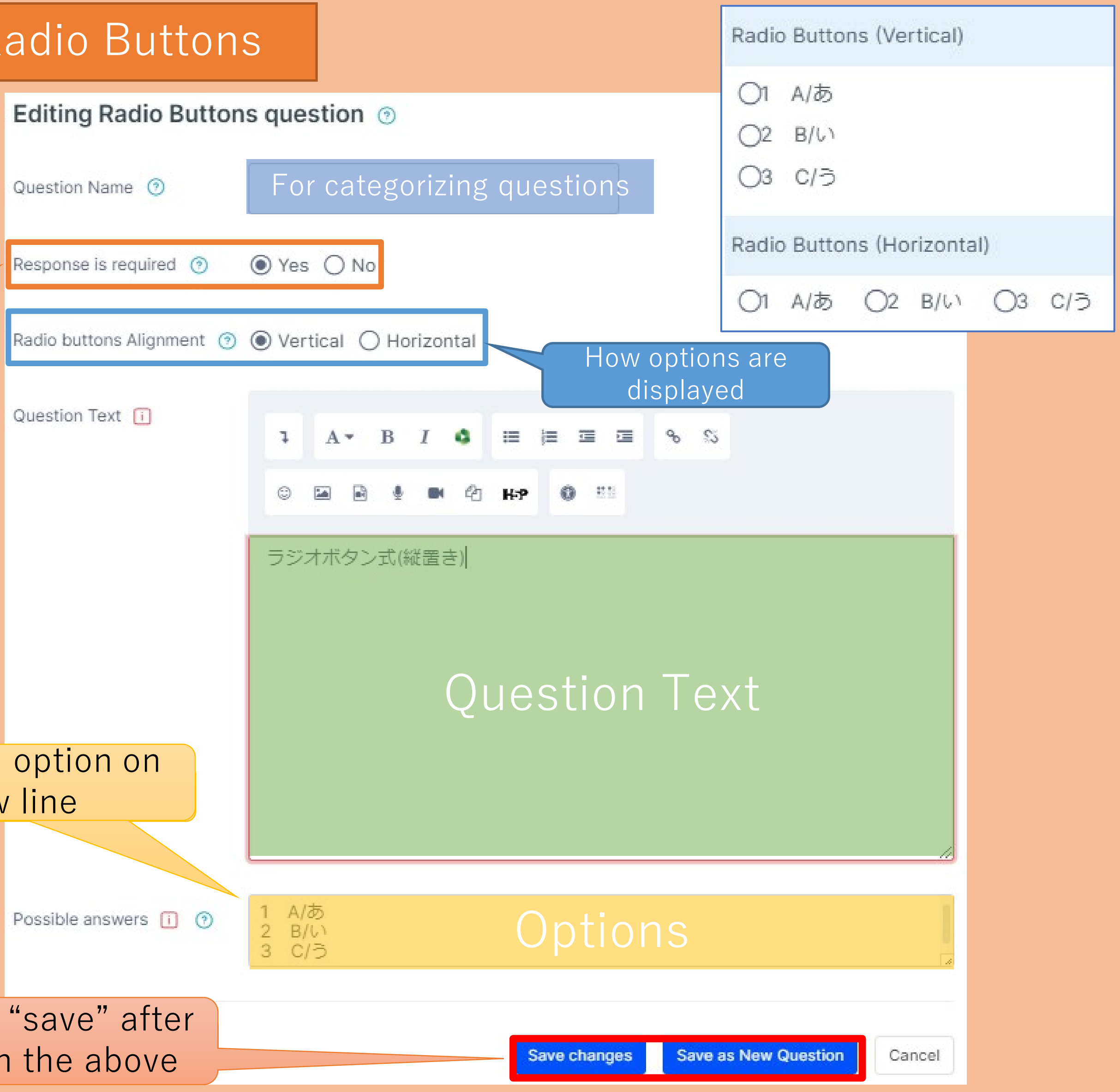
Options

Is it required to answer this question?

Write each option on a new line

Click on “save” after filling in the above

Radio Buttons



Radio Buttons (Vertical)

○1 A/あ
○2 B/い
○3 C/う

Radio Buttons (Horizontal)

○1 A/あ ○2 B/い ○3 C/う

Editing Radio Buttons question

Question Name: For categorizing questions

Response is required: ● Yes ○ No

Radio buttons Alignment: ● Vertical ○ Horizontal

How options are displayed

Question Text: ラジオボタン式(縦置き)

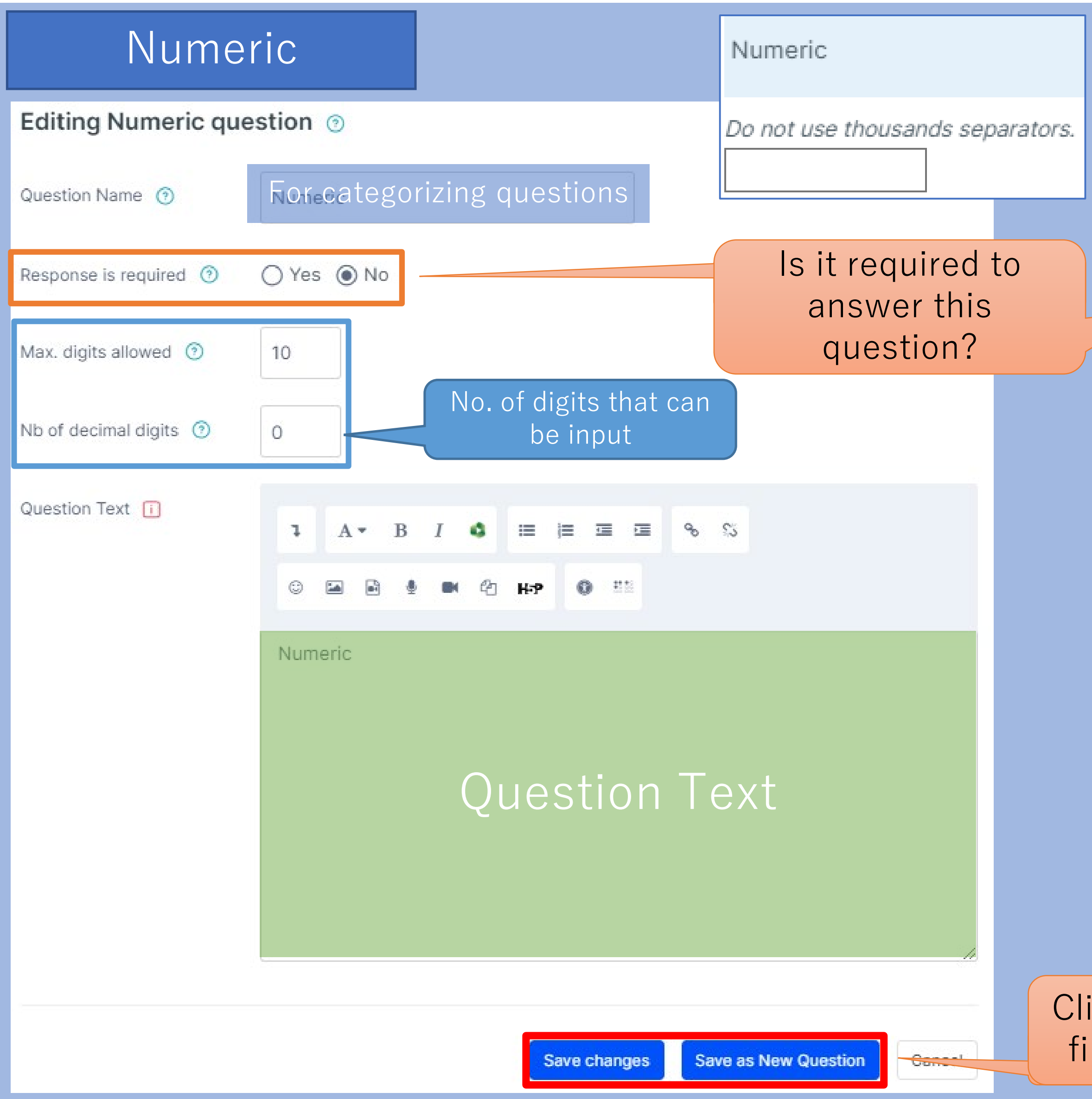
Question Text

Possible answers:
1 A/あ
2 B/い
3 C/う

Options

Add Questions to Questionnaire

Numeric



Numeric

Do not use thousands separators.

Editing Numeric question

Question Name: Numeric

For categorizing questions

Response is required ○ Yes ● No

Max. digits allowed: 10

Nb of decimal digits: 0

Question Text

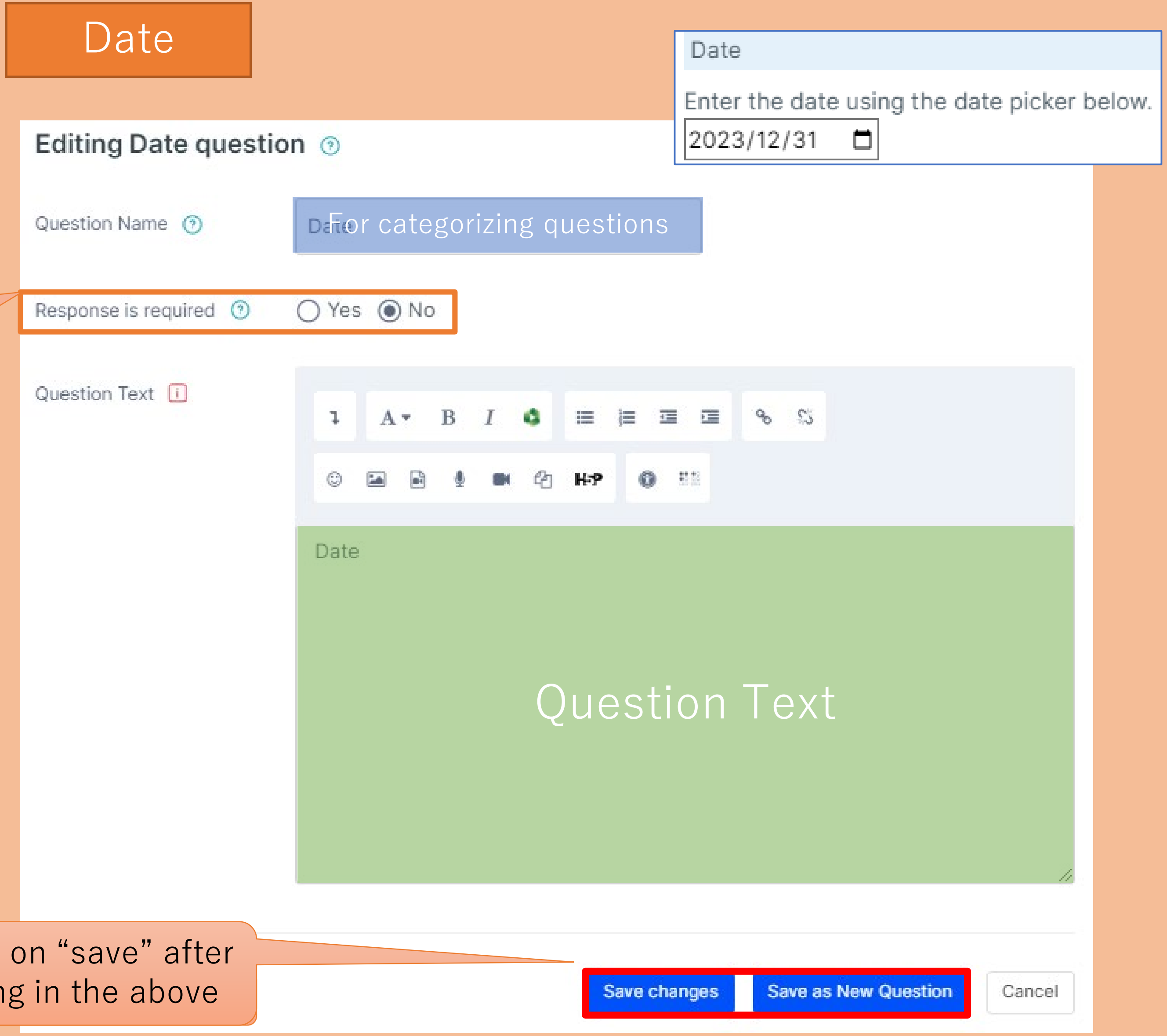
Numeric

Question Text
Save changes
Save as New Question
Cancel

Is it required to answer this question?

No. of digits that can be input

Date



Date

Enter the date using the date picker below.

2023/12/31

Editing Date question

Question Name: Date

For categorizing questions

Response is required ○ Yes ● No

Question Text

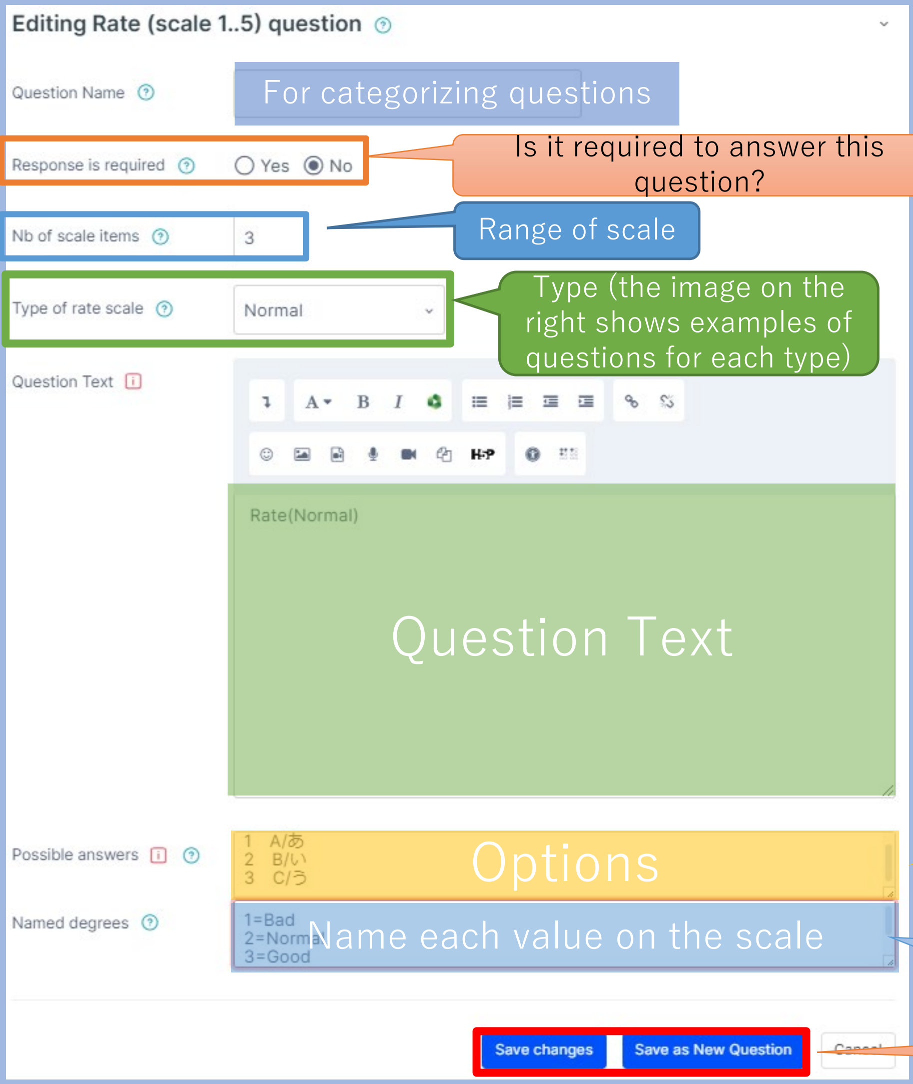
Date

Question Text
Save changes
Save as New Question
Cancel

Click on "save" after filling in the above

Add Questions to Questionnaire

Rate



Editing Rate (scale 1..5) question

Question Name: For categorizing questions

Response is required ○ Yes ● No

Is it required to answer this question?

Nb of scale items: 3

Range of scale

Type of rate scale: Normal

Type (the image on the right shows examples of questions for each type)

Question Text:

Rate(Normal)

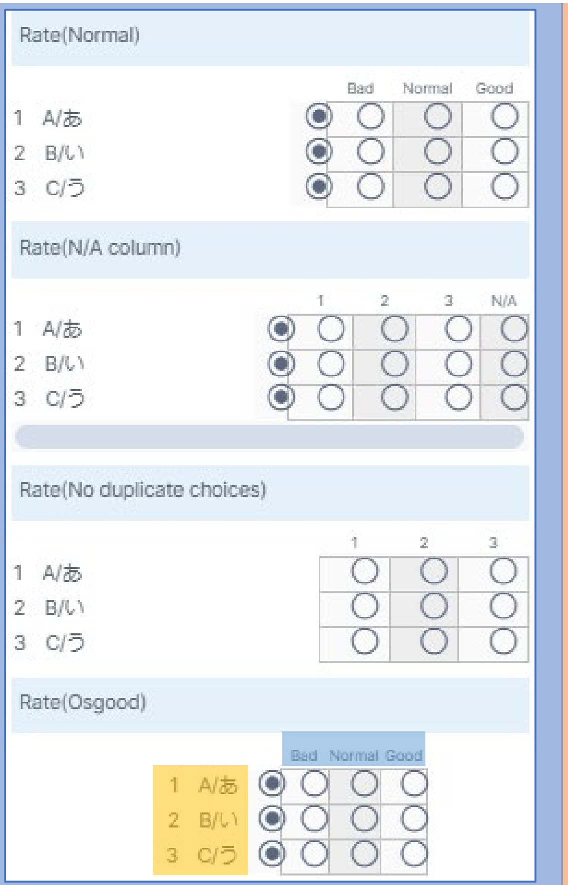
Question Text

Possible answers:
1 A/あ
2 B/い
3 C/う

Options

Named degrees:
1=Bad
2=Normal
3=Good

Name each value on the scale



Rate(Normal)

			Bad	Normal	Good
1	A/あ	●	○	○	○
2	B/い	●	○	○	○
3	C/う	●	○	○	○

Rate(N/A column)

			1	2	3	N/A
1	A/あ	●	○	○	○	○
2	B/い	●	○	○	○	○
3	C/う	●	○	○	○	○

Rate(No duplicate choices)

		1	2	3
1	A/あ	○	○	○
2	B/い	○	○	○
3	C/う	○	○	○

Rate(Osgood)

			Bad	Normal	Good
1	A/あ	●	○	○	○
2	B/い	●	○	○	○
3	C/う	●	○	○	○

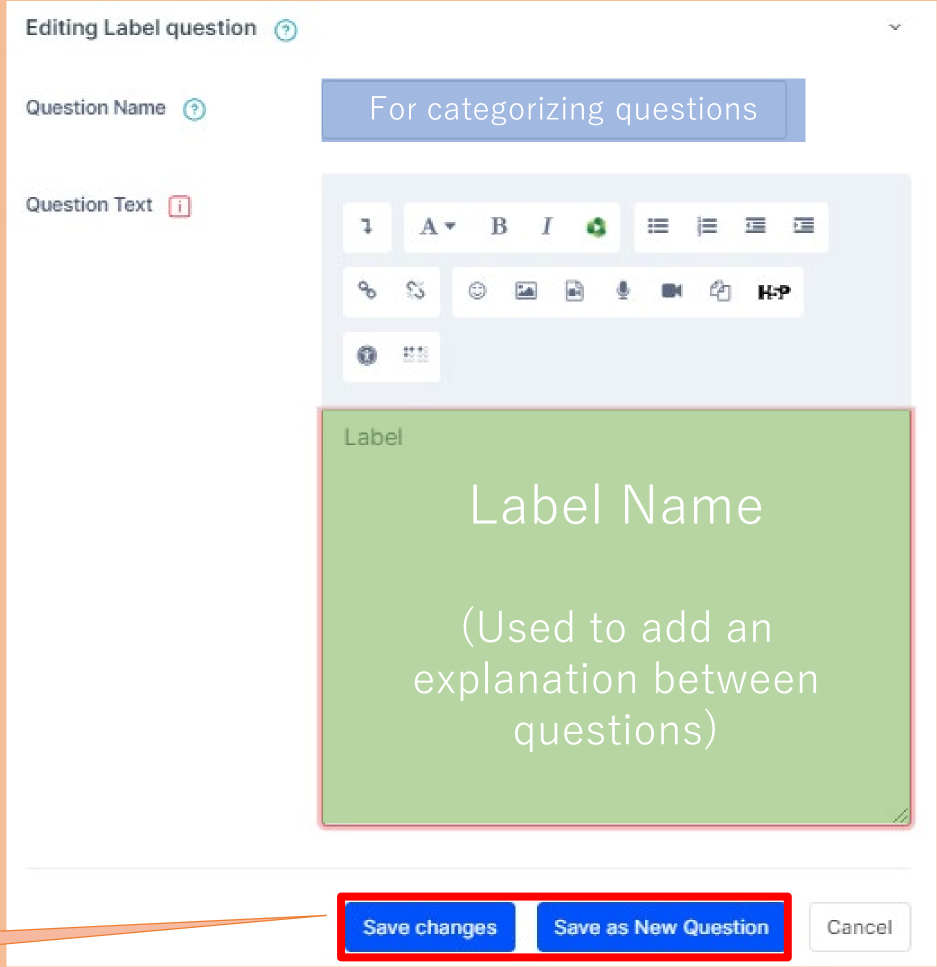
Write each option on a new line

Assign a descriptor for each value on the scale
(E.g.) 1=Bad, 2=Normal, 3=Good, etc.

Click on “save” after filling in the above

Label

Label



Editing Label question

Question Name: For categorizing questions

Question Text:

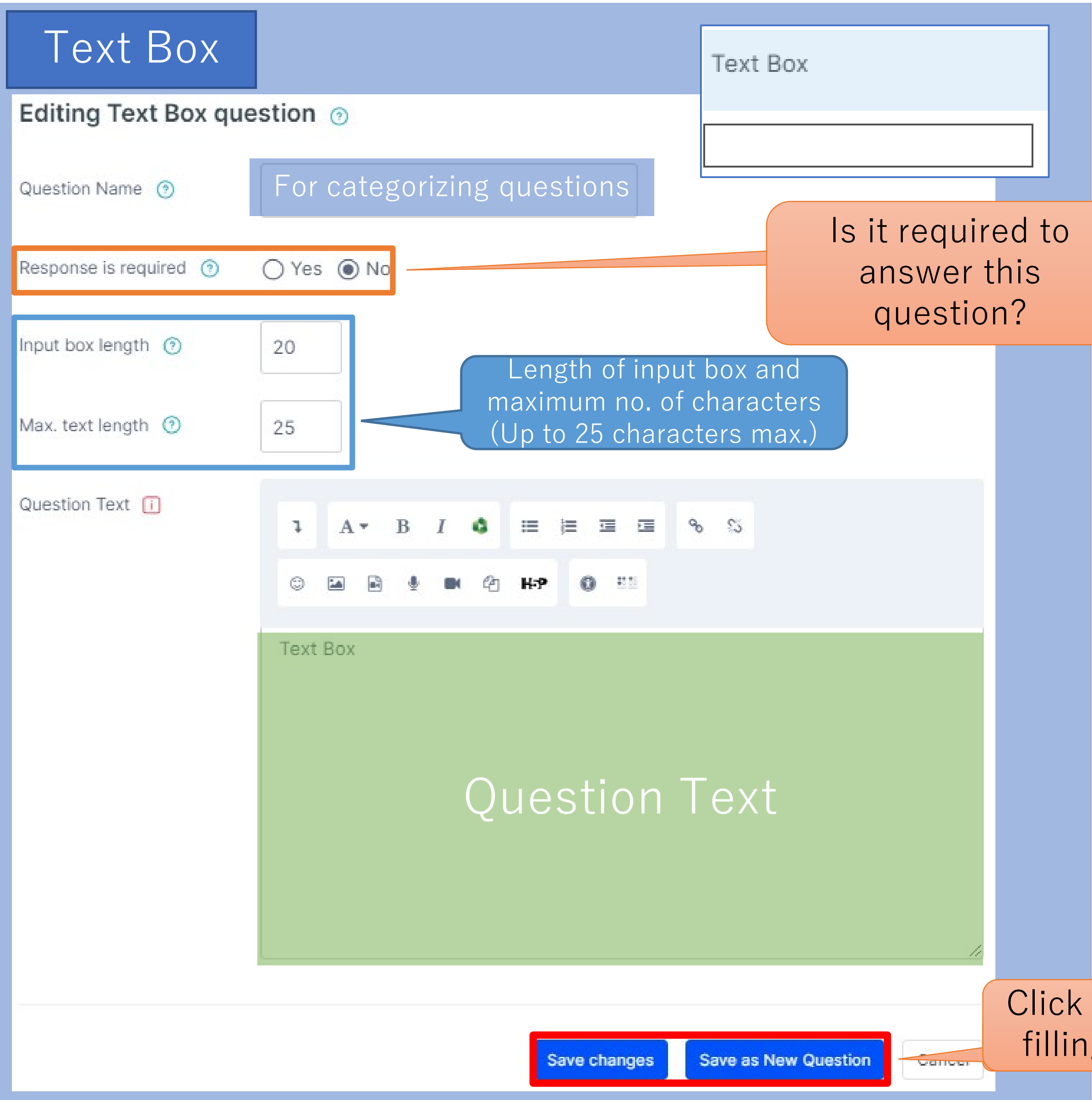
Label

Label Name

(Used to add an explanation between questions)

Add Questions to Questionnaire

Text Box



Text Box

Editing Text Box question

Question Name: For categorizing questions

Response is required: ○ Yes ● No

Input box length: 20

Max. text length: 25

Question Text: Text Box

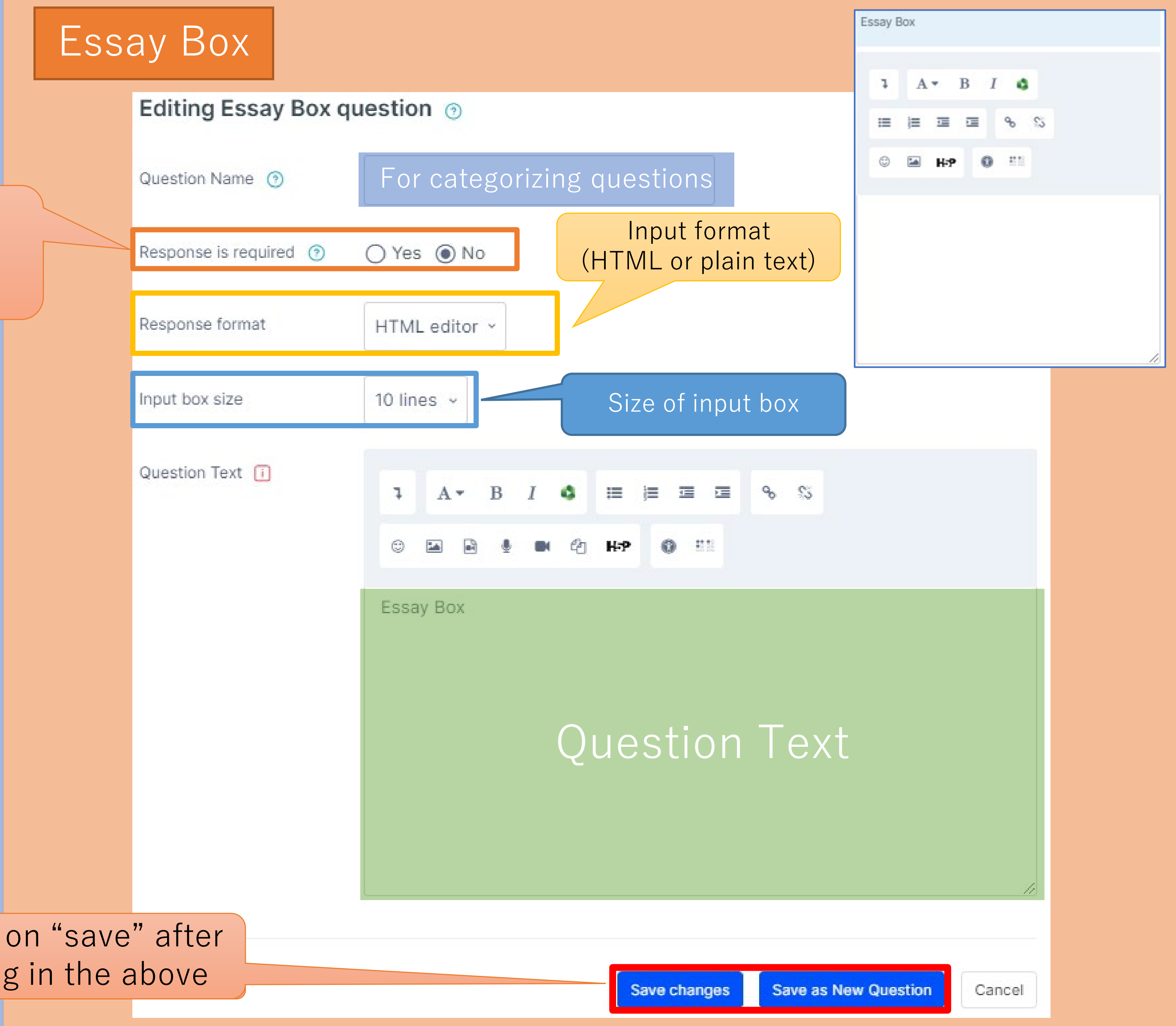
Question Text

Length of input box and maximum no. of characters (Up to 25 characters max.)

Is it required to answer this question?

Save changes
Save as New Question
Cancel

Essay Box



Essay Box

Editing Essay Box question

Question Name: For categorizing questions

Response is required: ○ Yes ● No

Response format: HTML editor

Input box size: 10 lines

Question Text: Essay Box

Question Text

Input format (HTML or plain text)

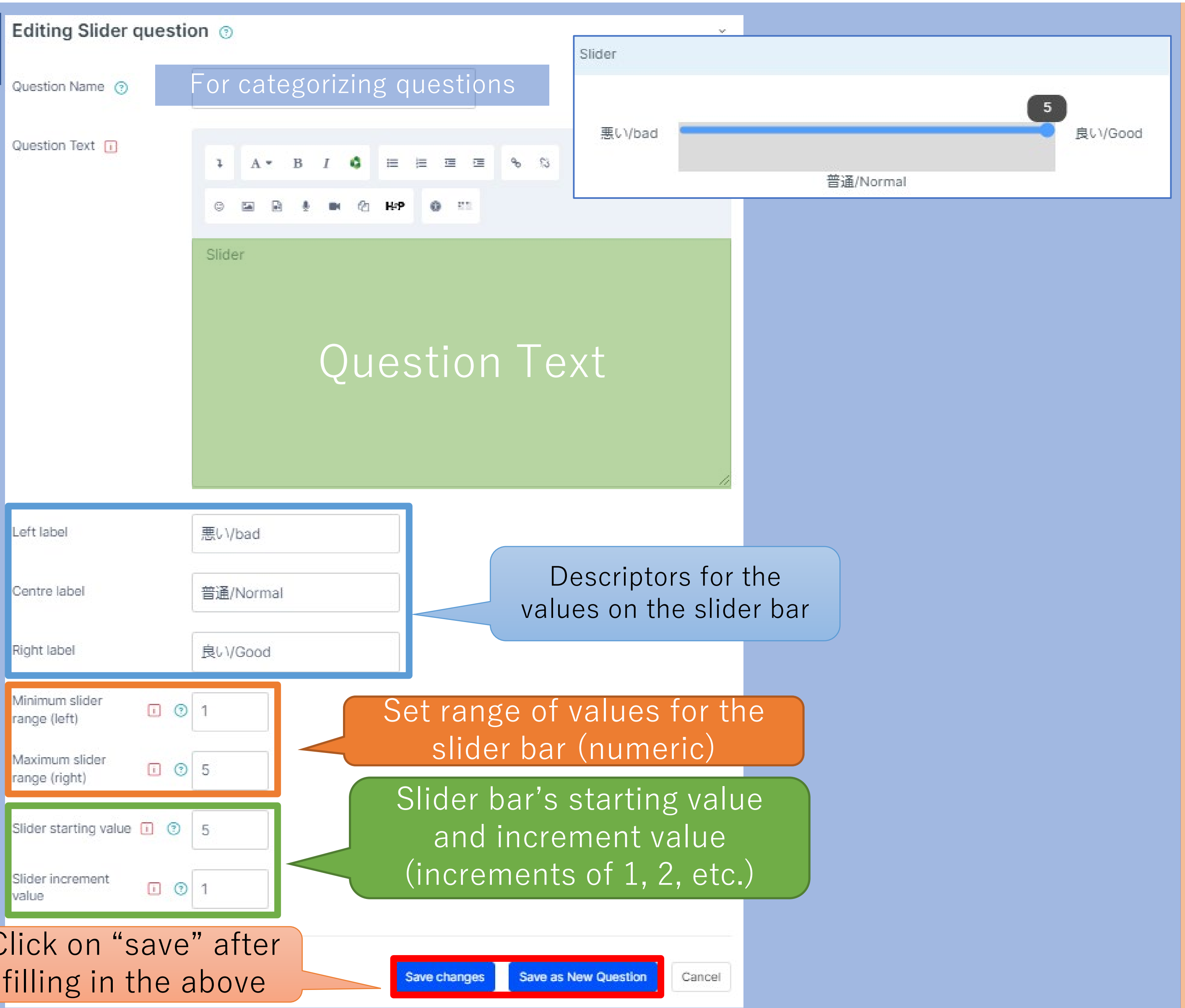
Size of input box

Save changes
Save as New Question
Cancel

Click on “save” after filling in the above

Add Questions to Questionnaire

Slider



Editing Slider question

Question Name: For categorizing questions

Question Text:

Slider

Question Text

Left label: 悪い/bad

Centre label: 普通/Normal

Right label: 良い/Good

Minimum slider range (left): 1

Maximum slider range (right): 5

Slider starting value: 5

Slider increment value: 1

Slider
悪い/bad
5
良い/Good
普通/Normal
Save changes
Save as New Question
Cancel

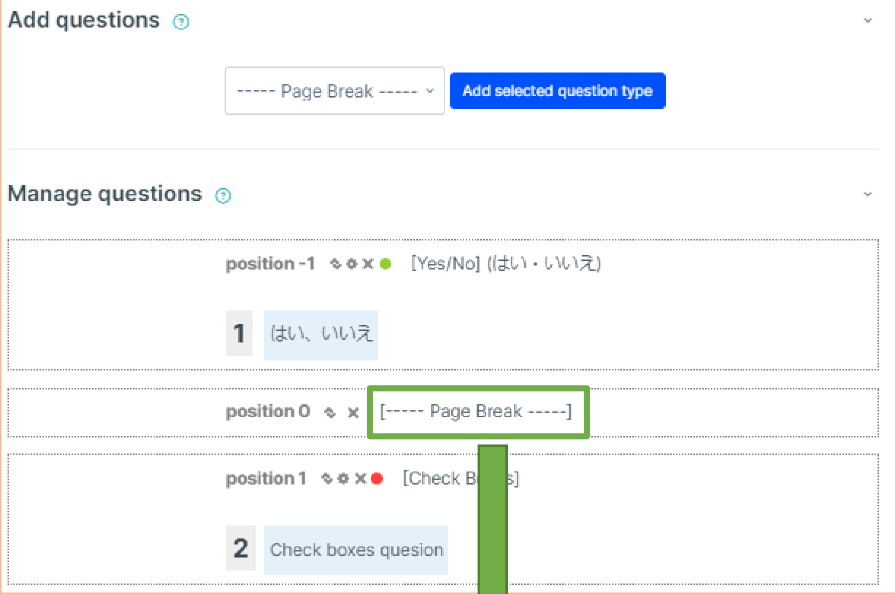
Descriptors for the values on the slider bar

Set range of values for the slider bar (numeric)

Slider bar's starting value and increment value (increments of 1, 2, etc.)

Click on "save" after filling in the above

Page Break



Add questions

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

Manage questions

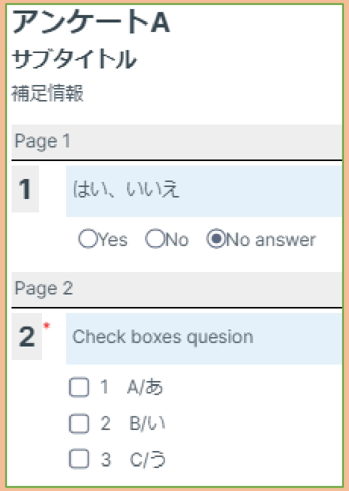
position -1 [Yes/No] (はい・いいえ)

1 はい、いいえ

position 0 [----- Page Break -----]

position 1 [Check B s]

2 Check boxes quesion



アンケートA

サブタイトル

補足情報

Page 1

1 はい、いいえ

○Yes ○No ●No answer

Page 2

2 * Check boxes quesion

☐ 1 A/あ

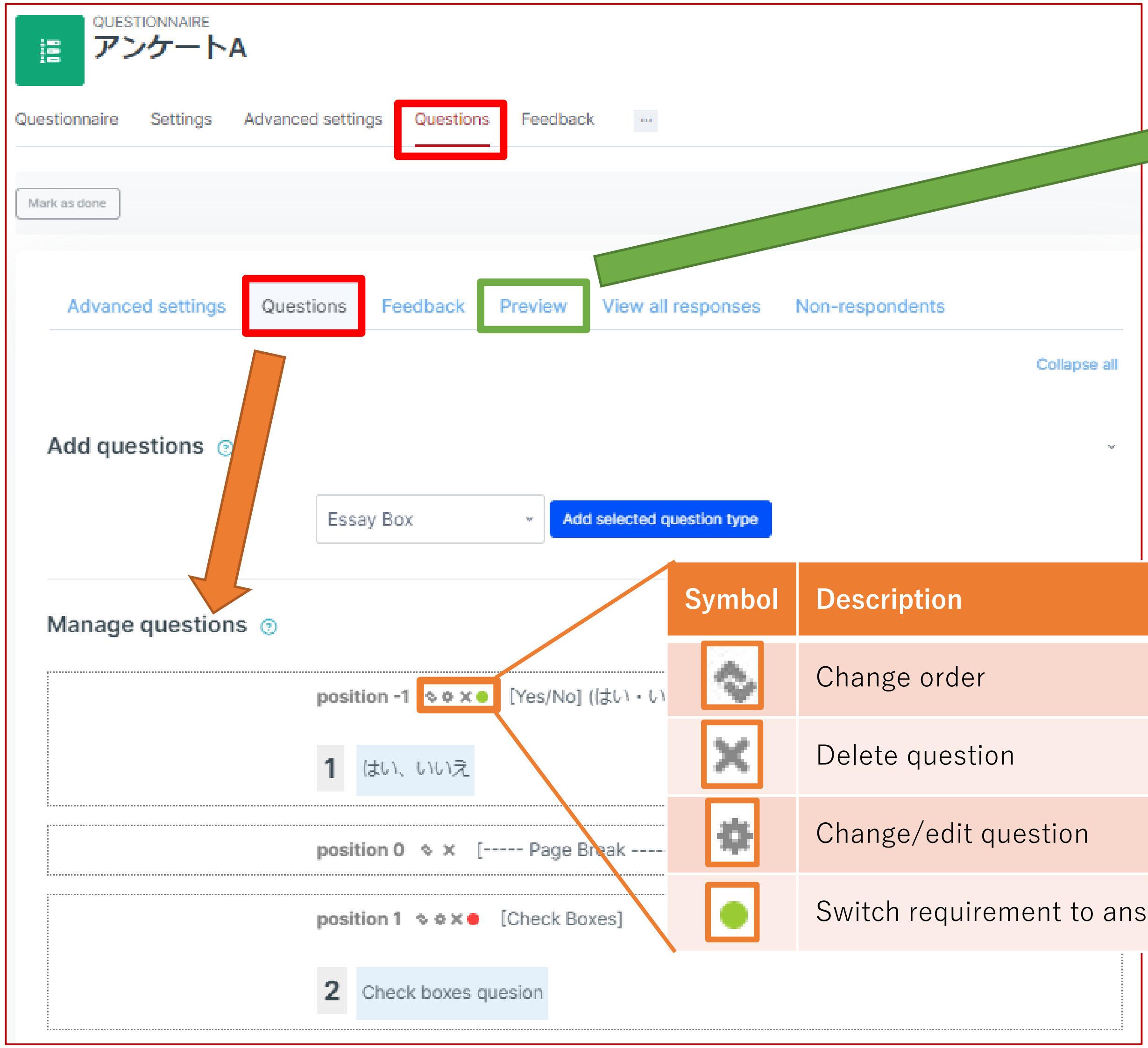
☐ 2 B/い

☐ 3 C/う

If you input a page break, the questions will be split onto separate pages

Edit & Preview Set Questions

After adding questions, you can edit them under "Manage questions"


QUESTIONNAIRE
Questionnaire
Settings
Advanced settings
Questions
Feedback
Mark as done
Advanced settings
Questions
Feedback
Preview
View all responses
Non-respondents
Collapse all
Add selected question type

アンケートA

Add questions

Essay Box

Manage questions

position -1 [Yes/No] (はい・い

1 はい、いいえ

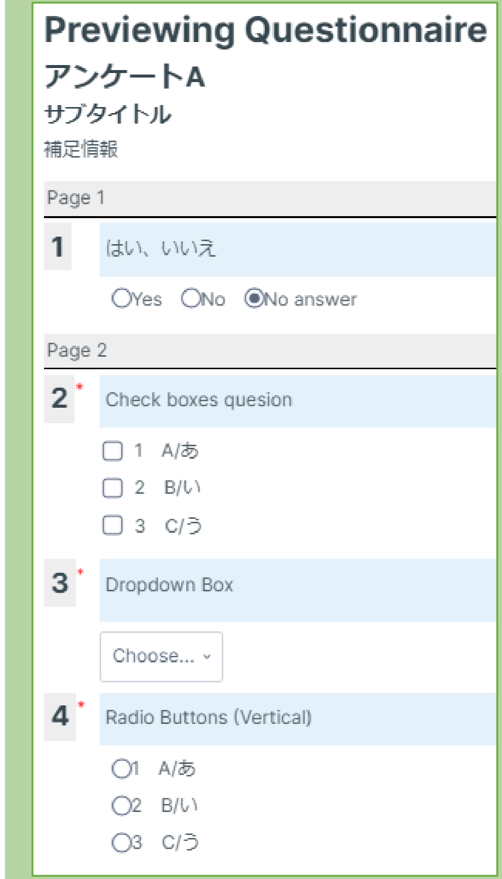
position 0 [----- Page Break ----

position 1 [Check Boxes]

2 Check boxes quesion

Symbol	Description
⇕	Change order
✕	Delete question
⚙	Change/edit question
●	Switch requirement to answer on/off

You can check the preview of the questions you added



Previewing Questionnaire

アンケートA

サブタイトル

補足情報

Page 1

1 はい、いいえ

○Yes ○No ●No answer

Page 2

2 * Check boxes quesion

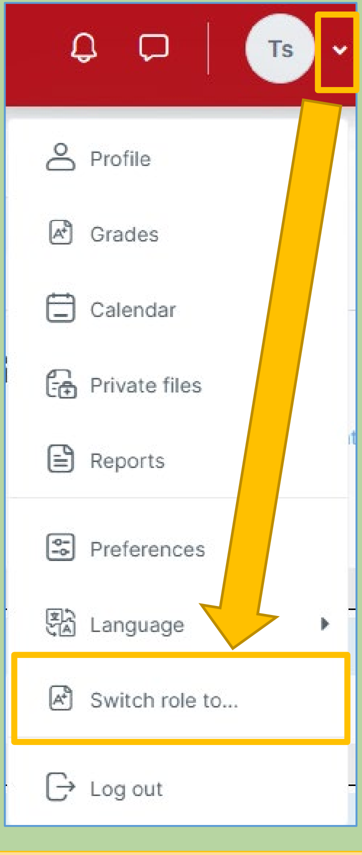
☐ 1 A/あ
☐ 2 B/い
☐ 3 C/う

3 * Dropdown Box

Choose...

4 * Radio Buttons (Vertical)

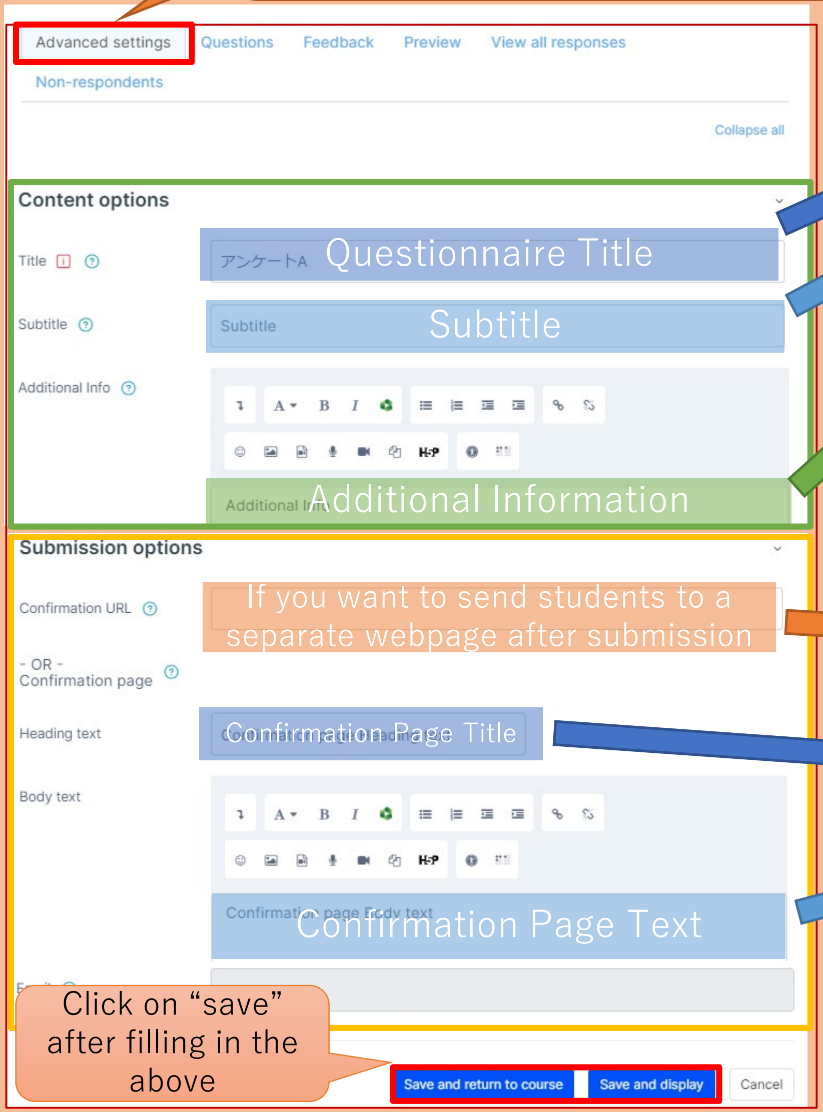
○1 A/あ
○2 B/い
○3 C/う


Ts
Profile
Grades
Calendar
Private files
Reports
Preferences
Language
Switch role to...
Log out

Please use "Switch role to…" to check how the answer page appears to students

Detailed Settings for Questionnaire (Only if Required)

From "Advanced settings", you can add a subtitle, additional information, and a post-submission confirmation page to the questionnaire
(Only set these up if required)


Advanced settings
Questions
Feedback
Preview
View all responses
Non-respondents
Collapse all
Content options
Submission options
Save and return to course
Save and display
Cancel

Title: アンケートA — Questionnaire Title

Subtitle: Subtitle — Subtitle

Additional Info: Additional Info — Additional Information

Confirmation URL — If you want to send students to a separate webpage after submission

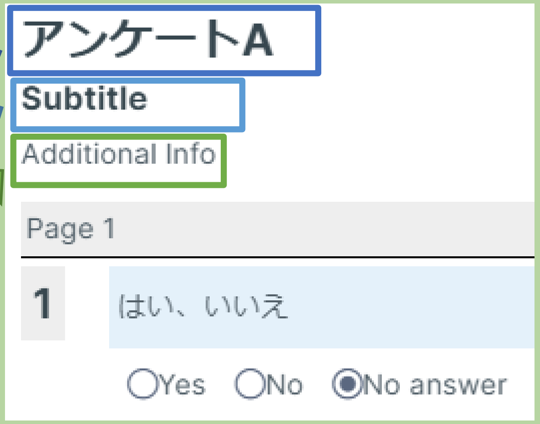
- OR -
Confirmation page

Heading text: Confirmation page Heading text — Confirmation Page Title

Body text: Confirmation page Body text — Confirmation Page Text

Click on "save" after filling in the above

After Starting Questionnaire



アンケートA

Subtitle

Additional Info

Page 1

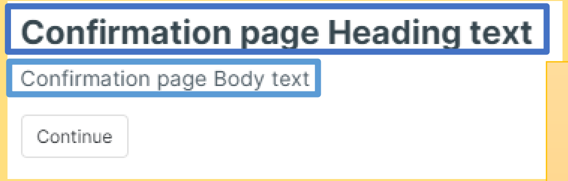
1 はい、いいえ

○Yes ○No ●No answer

Under "Content options", you can add a subtitle and additional information, which will be displayed at the top of the page after students start the questionnaire

After Responding to Questionnaire

If you input a URL here, students will be taken to that webpage after submitting the questionnaire

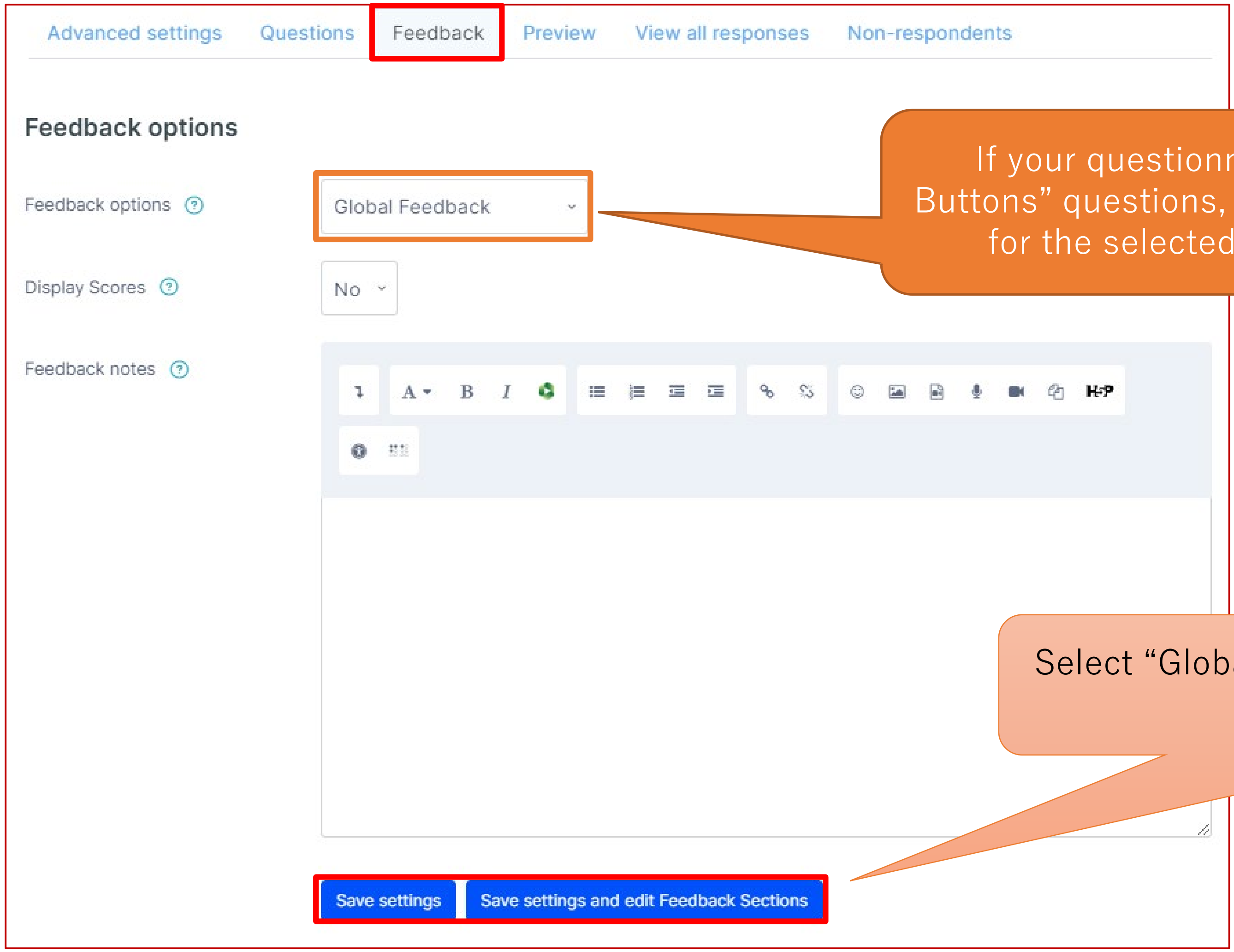


Confirmation page Heading text

Confirmation page Body text

You can set up a confirmation page that appears after students submit the questionnaire under "Submission options."
You can either input a link so students are taken to a separate webpage or input a heading and description for the confirmation page directly.

Detailed Settings for Questionnaire (Only if Required)


Advanced settings
Questions
Feedback
Preview
View all responses
Non-respondents

Feedback options

Feedback options: Global Feedback

Display Scores: No

Feedback notes

Save settings
Save settings and edit Feedback Sections

If your questionnaire includes “Radio Buttons” questions, you can set up feedback for the selected value or total value

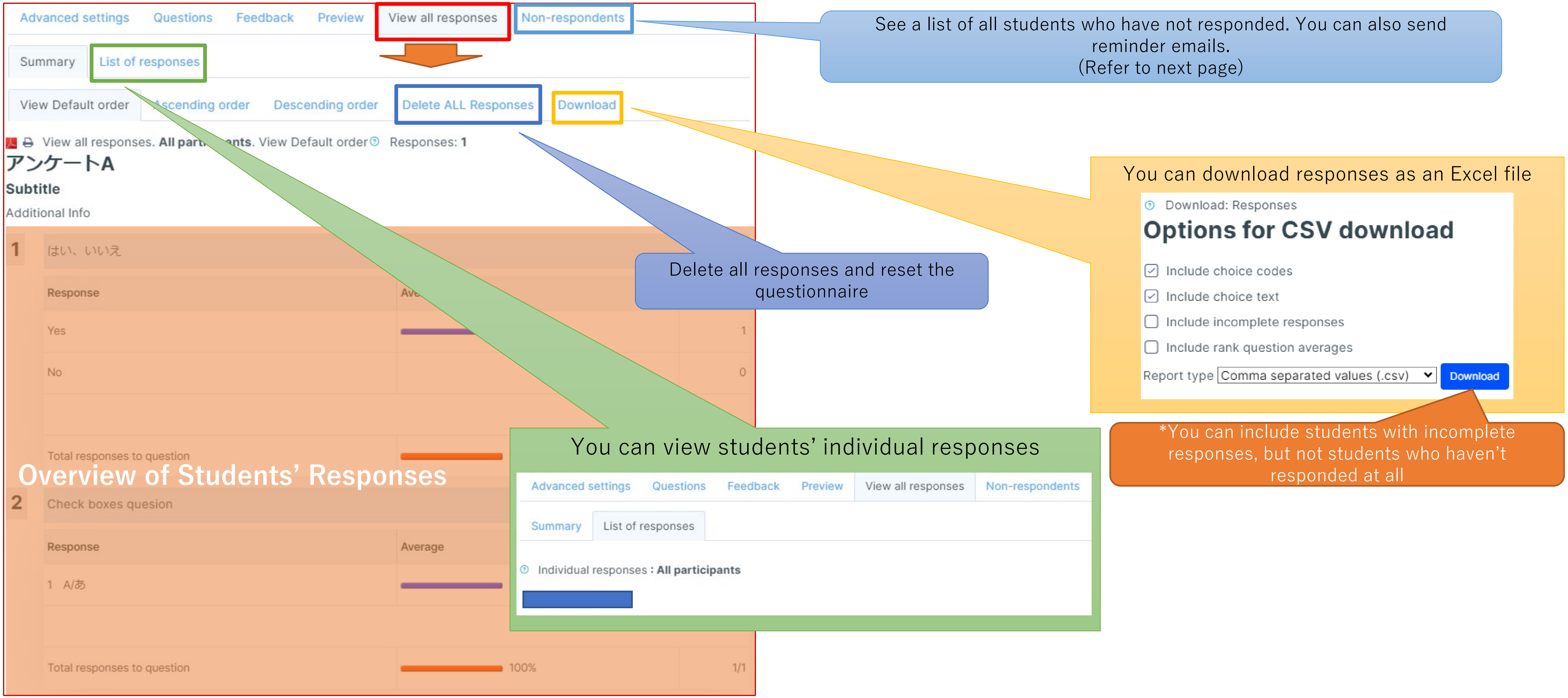
Select “Global Feedback” or “Feedback sections” from the options, then click on “edit”

Refer to [Moodle Docs]() for a detailed explanation of how to set up the feedback

The settings needed to use this function are quite complicated. If you will not use this function, leave the feedback settings as the default “No Feedback messages”.

Check Questionnaire Responses

You can check the questionnaire responses once there is at least one response from students.



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: **1**

アンケートA

Subtitle

Additional Info

1 はい、いいえ

Response	Average	
Yes		1
No		0
Total responses to question		

Overview of Students' Responses

2 Check boxes quesion

Response	Average	
1 A/あ		
Total responses to question	100%	1/1

See a list of all students who have not responded. You can also send reminder emails.
(Refer to next page)

Delete all responses and reset the questionnaire

You can download responses as an Excel file

Download: Responses

Options for CSV download

☑ Include choice codes
☑ Include choice text
☐ Include incomplete responses
☐ Include rank question averages

Report type: Comma separated values (.csv) | Download

*You can include students with incomplete responses, but not students who haven't responded at all

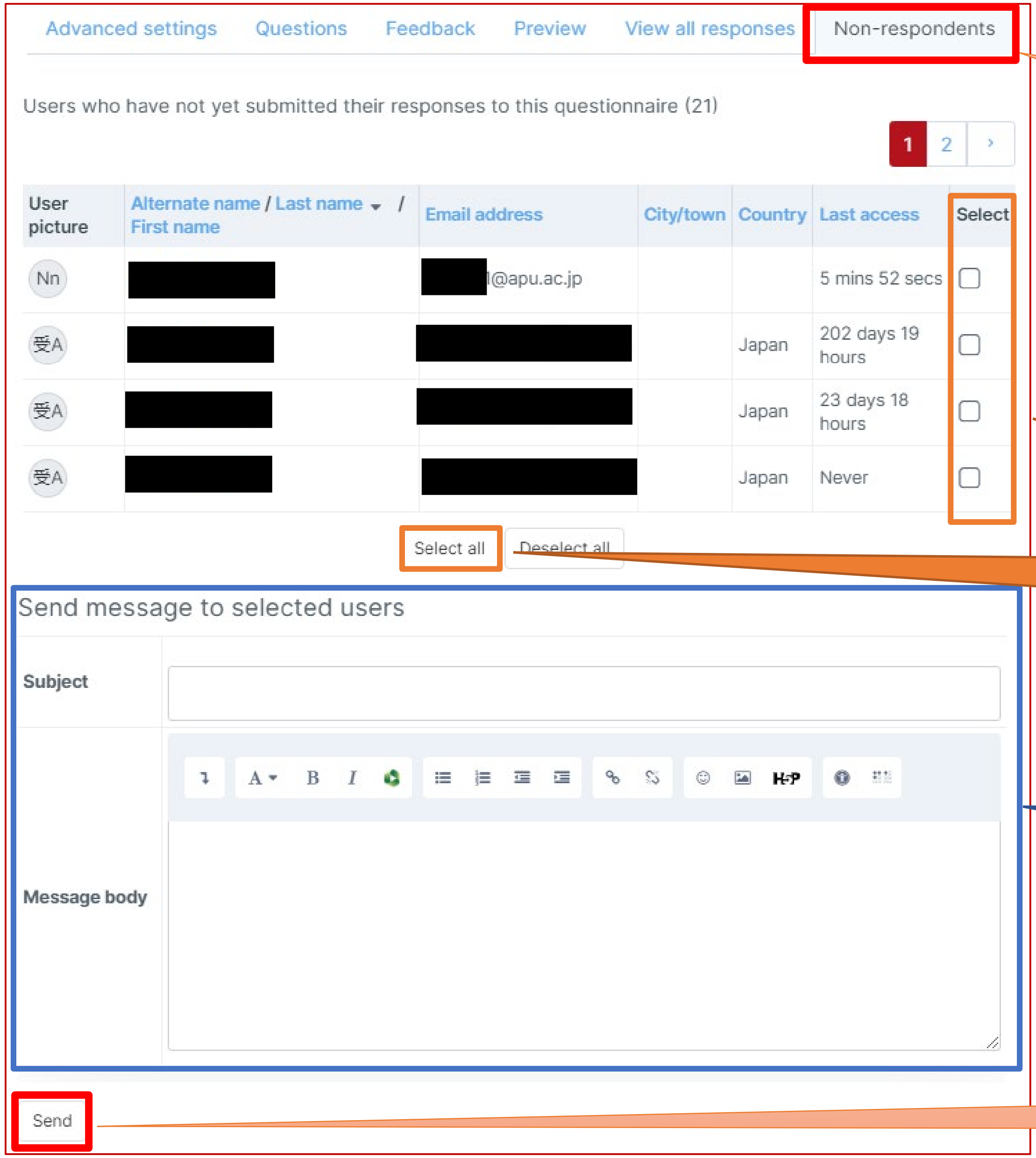
You can view students' individual responses

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

Summary | List of responses

Individual responses : **All participants**

Check Questionnaire Responses


Advanced settings
Questions
Feedback
Preview
View all responses
Non-respondents

Users who have not yet submitted their responses to this questionnaire (21)

1
2
›

User picture	Alternate name / Last name / First name	Email address	City/town	Country	Last access	Select
Nn	[redacted]	[redacted]@apu.ac.jp			5 mins 52 secs	☐
受A	[redacted]	[redacted]		Japan	202 days 19 hours	☐
受A	[redacted]	[redacted]		Japan	23 days 18 hours	☐
受A	[redacted]	[redacted]		Japan	Never	☐

Select all
Deselect all

Send message to selected users

Subject

Message body

View a list of students who haven't responded

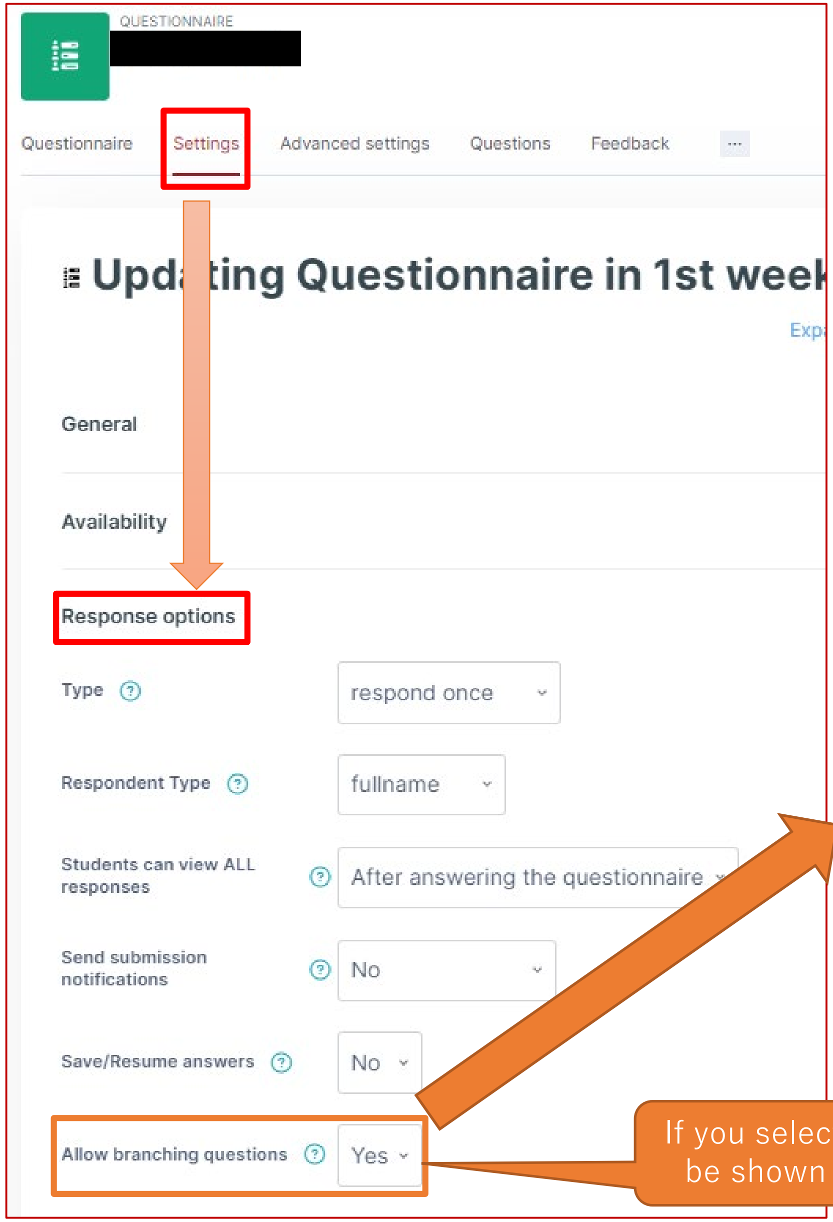
Select the students you want to send a reminder email to

Input the title and contents of the reminder email

Check the selected students and email content, then click on send

(Reference) Setting Up Branching Questions

You can set up branching questions based on students' responses to other questions (multiple-choice), e.g. adding extra questions, etc.



QUESTIONNAIRE
[redacted]

Questionnaire
Settings
Advanced settings
Questions
Feedback
...

Updating Questionnaire in 1st week

Exp
General
Availability

Response options

Type: respond once

Respondent Type: fullname

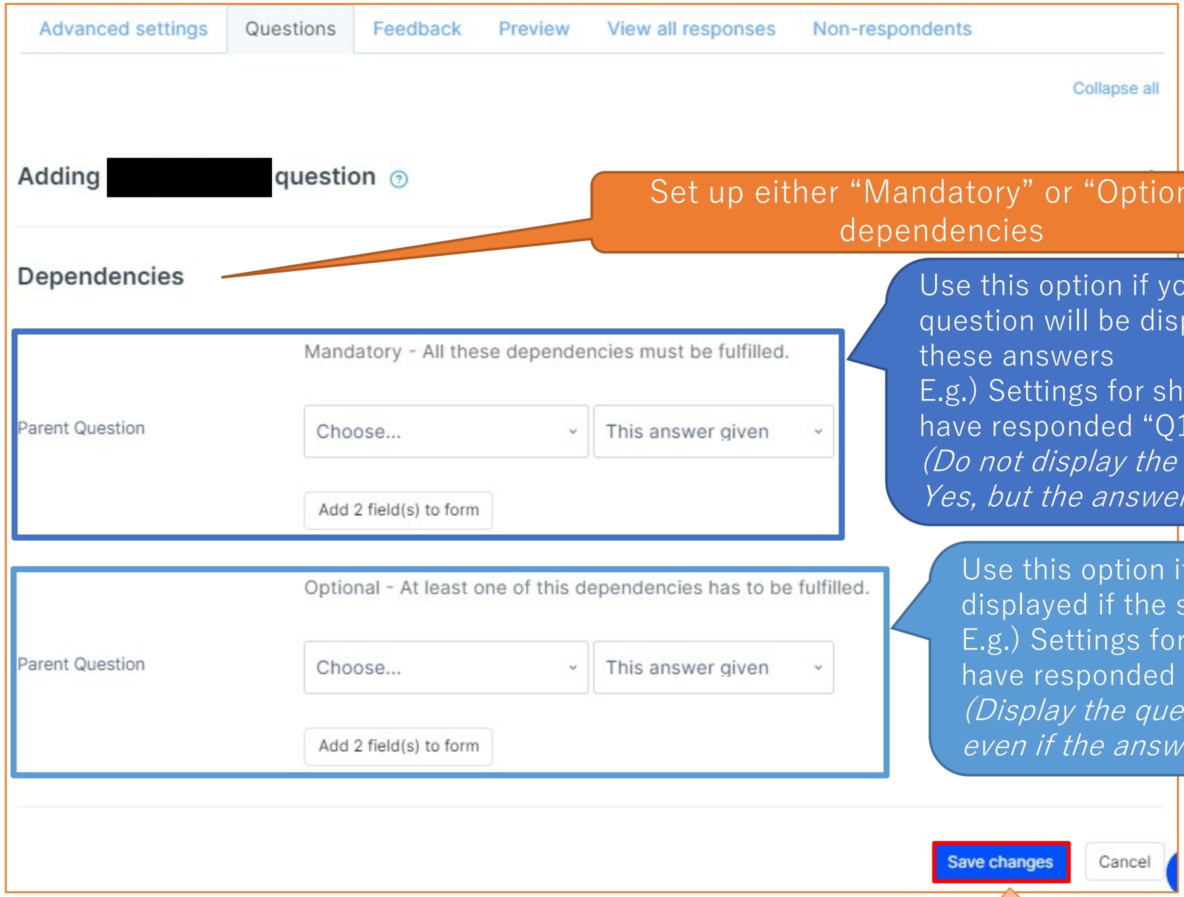
Students can view ALL responses: After answering the questionnaire

Send submission notifications: No

Save/Resume answers: No

Allow branching questions: Yes

If you select "Yes," the "Dependencies" options will be shown on the settings page for each question



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

Adding [redacted] question

Dependencies

Mandatory - All these dependencies must be fulfilled.

Parent Question: Choose... | This answer given

Add 2 field(s) to form

Optional - At least one of this dependencies has to be fulfilled.

Parent Question: Choose... | This answer given

Add 2 field(s) to form
Save changes
Cancel

Set up either "Mandatory" or "Optional" dependencies

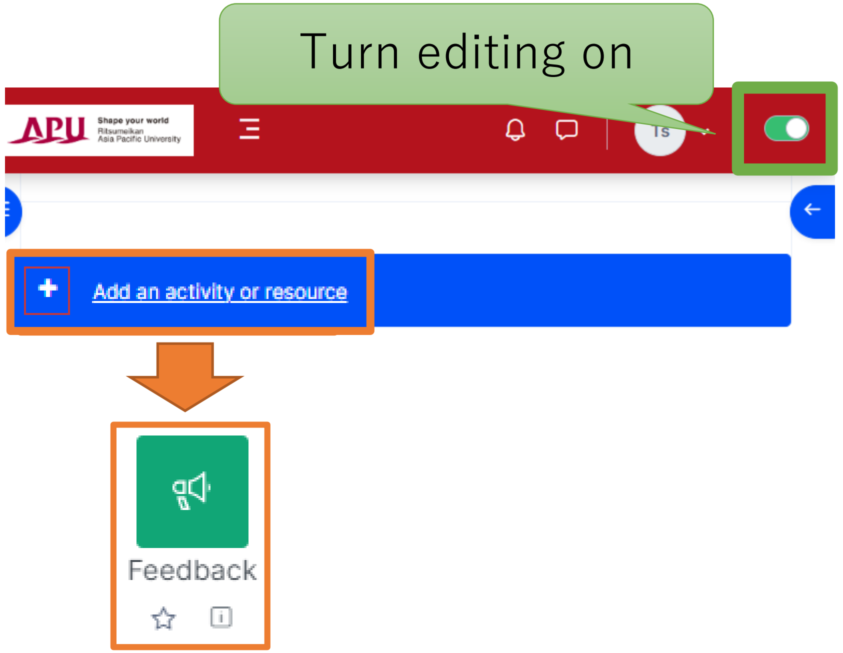
Use this option if you want to make sure that the question will be displayed if the student has chosen these answers
E.g.) Settings for showing the question if students have responded "Q1: Yes, Q2: No":
(Do not display the question if the answer to Q1 was Yes, but the answer to Q2 was also Yes)

Use this option if you want the question to be displayed if the student has chosen either answer
E.g.) Settings for showing the question if students have responded "Q1: Yes, Q2: No":
(Display the question if the answer to Q1 was Yes, even if the answer to Q2 was also yes)

Make sure to "Save changes" after inputting the settings

Feedback Overview

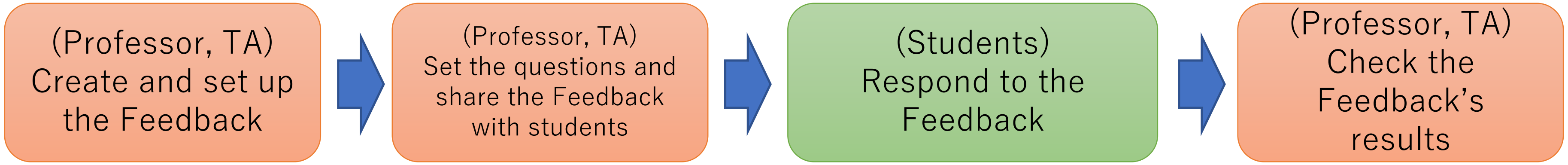
- What you can do with Feedback (example)
  - Simple questionnaire for asking multiple questions
  - Questionnaires with both multiple-choice and essay-style questions
  - Anonymous responses, sharing results, etc.


APU
Shape your world
Ritsumeikan Asia Pacific University
+ Add an activity or resource
Feedback

Turn editing on

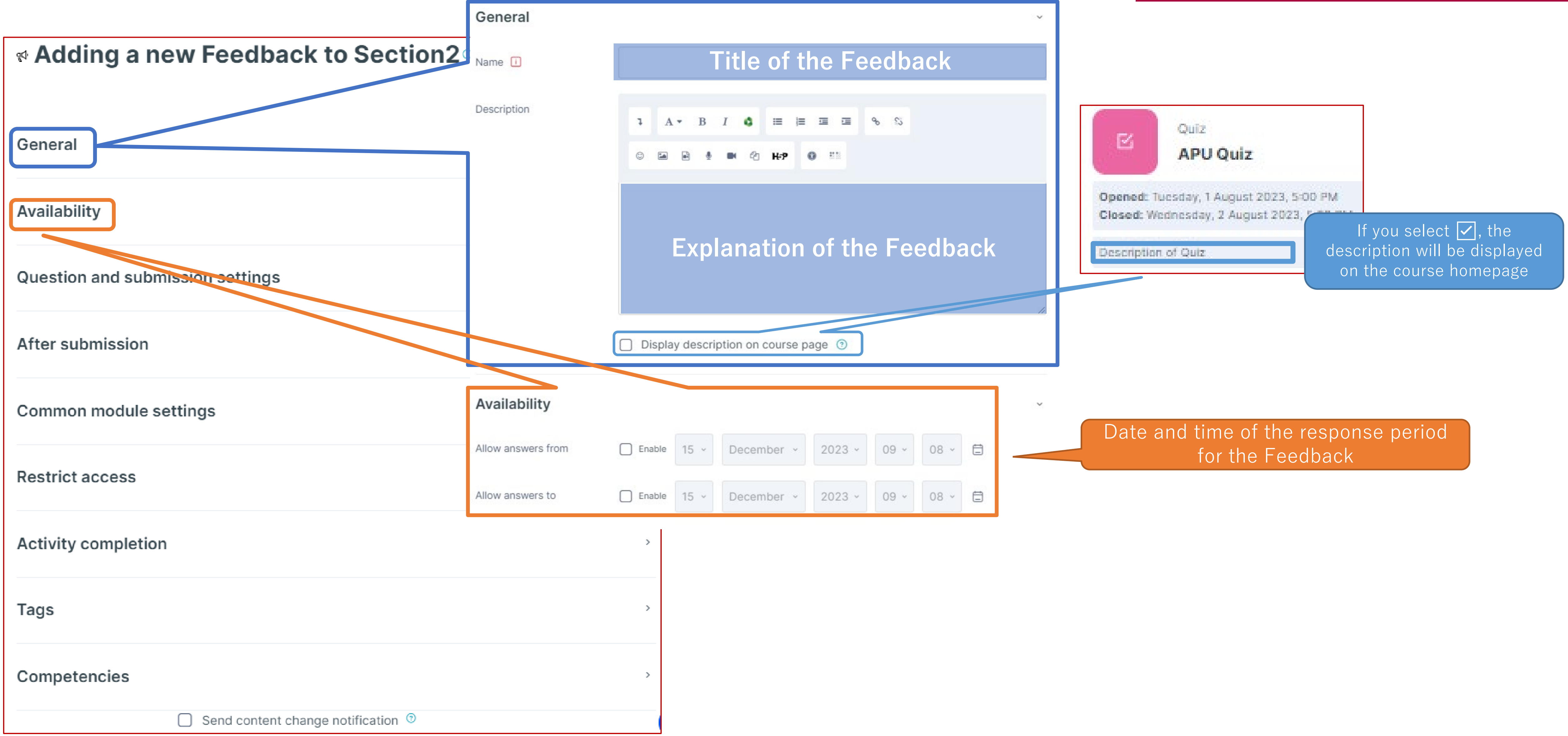
- Select “Feedback” from “+Add an activity or resource”

- Overview of Using Feedback



(Professor, TA) Create and set up the Feedback → (Professor, TA) Set the questions and share the Feedback with students → (Students) Respond to the Feedback → (Professor, TA) Check the Feedback’s results

Setting Up Feedback



Adding a new Feedback to Section2

- General
- Availability
- Question and submission settings
- After submission
- Common module settings
- Restrict access
- Activity completion
- Tags
- Competencies

☐ Send content change notification

General

Name: Title of the Feedback

Description: Explanation of the Feedback

☐ Display description on course page

Quiz

APU Quiz

Opened: Tuesday, 1 August 2023, 5:00 PM

Closed: Wednesday, 2 August 2023,

Description of Quiz

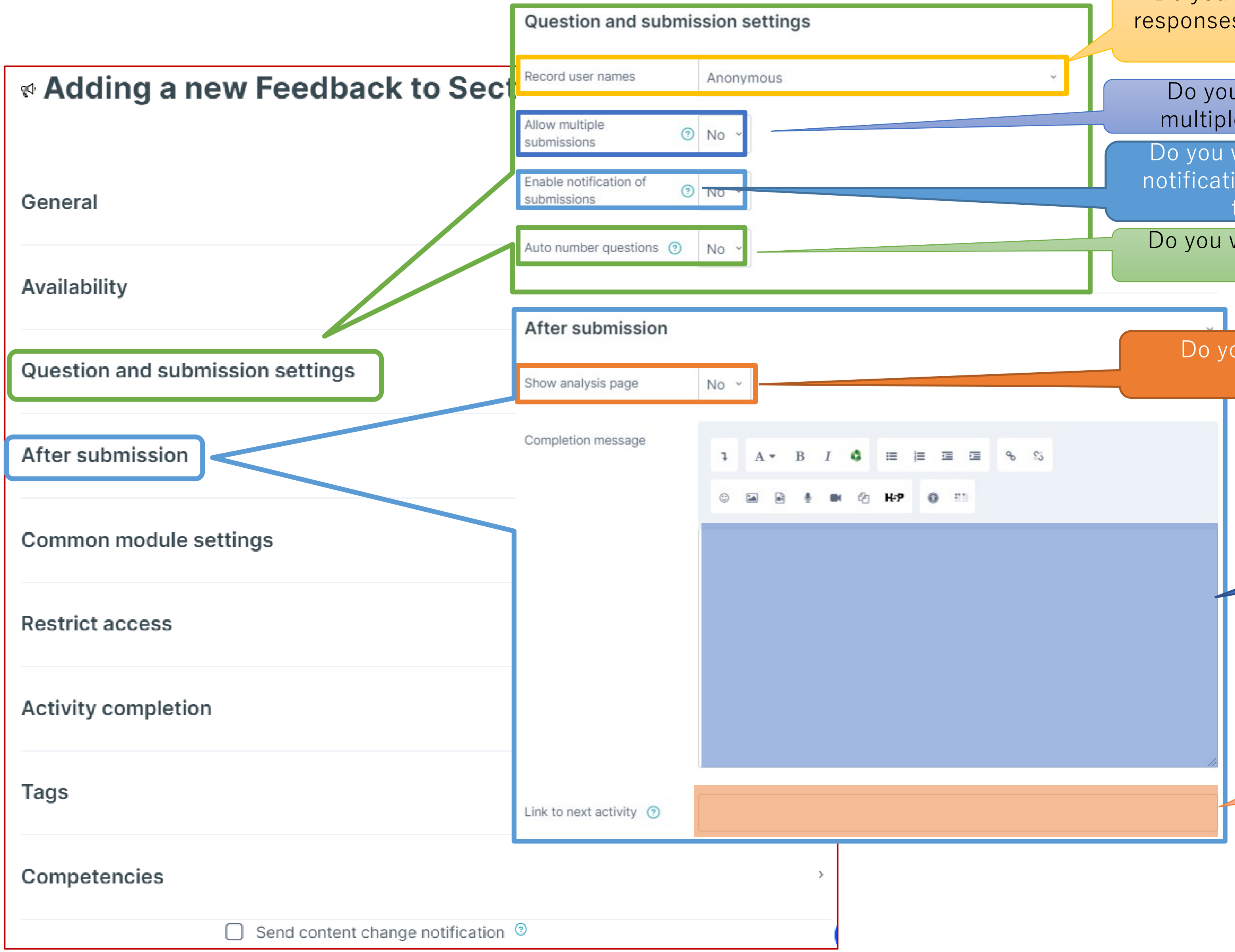
If you select ☑, the description will be displayed on the course homepage

Availability

Allow answers from	☐ Enable	15	December	2023	09	08
Allow answers to	☐ Enable	15	December	2023	09	08

Date and time of the response period for the Feedback

Setting Up Feedback



Adding a new Feedback to Sect

General

Availability

Question and submission settings

After submission

Common module settings

Restrict access

Activity completion

Tags

Competencies

☐ Send content change notification

Question and submission settings

Record user names: Anonymous

Allow multiple submissions: No

Enable notification of submissions: No

Auto number questions: No

After submission

Show analysis page: No

Completion message

Link to next activity

Do you want to make responses anonymous or not?

Do you want to allow multiple submissions?

Do you want to receive an email notification after students submit their responses?

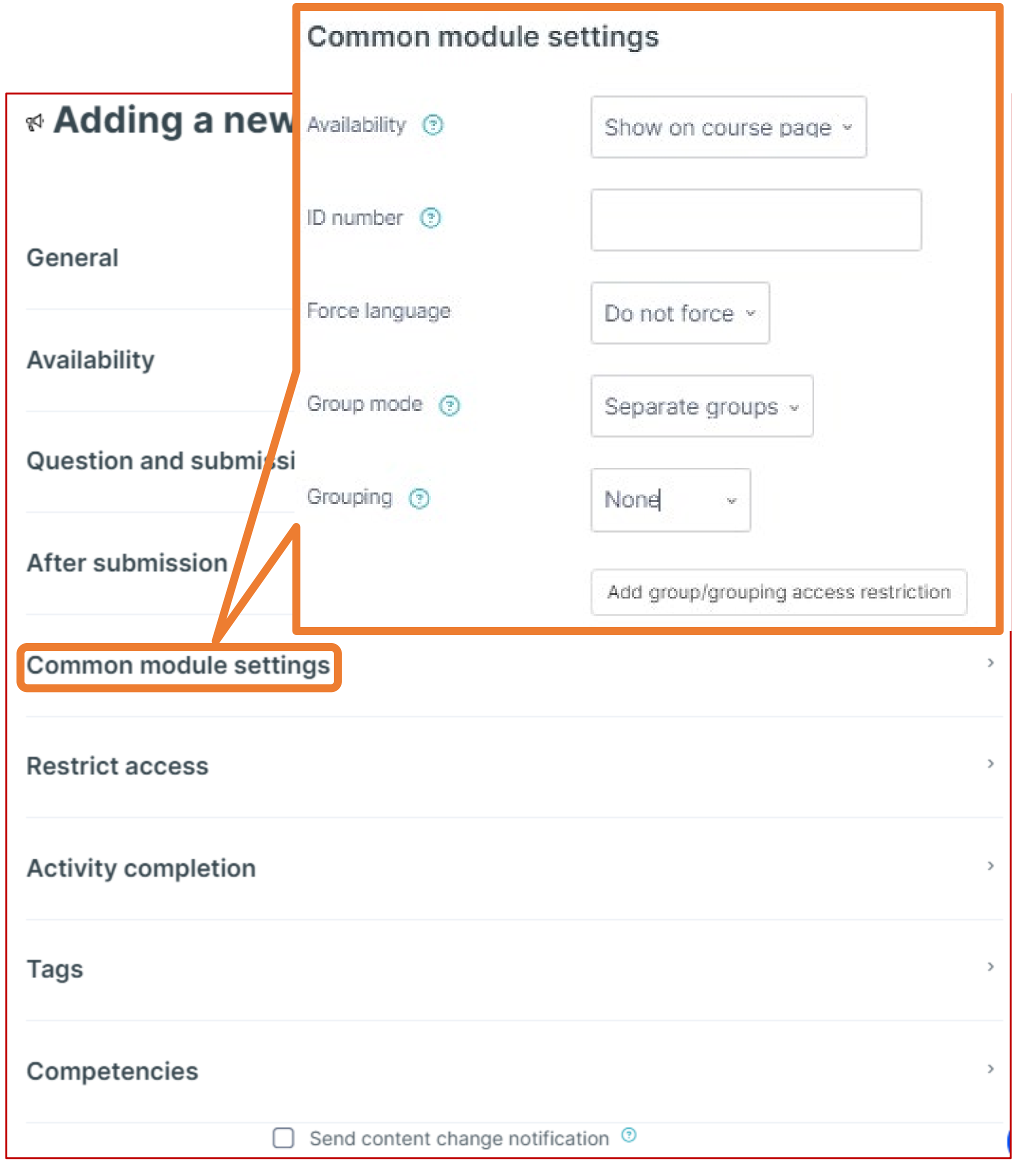
Do you want to number the questions?

Do you want to share all responses with students after they respond?

Message or text that will be shown on the completion page after students submit a response

If you want to send students to a separate URL after submission, input the URL here

(Common Functions) Common module settings


Adding a new
General
Availability
Question and submissi
After submission
Common module settings
Restrict access
Activity completion
Tags
Competencies

Common module settings

Availability: Show on course page

ID number:

Force language: Do not force

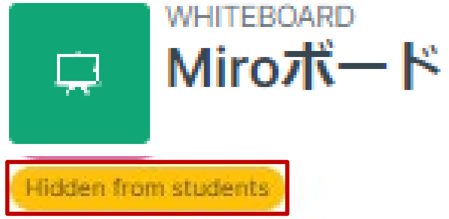
Group mode: Separate groups

Grouping: None

Add group/grouping access restriction

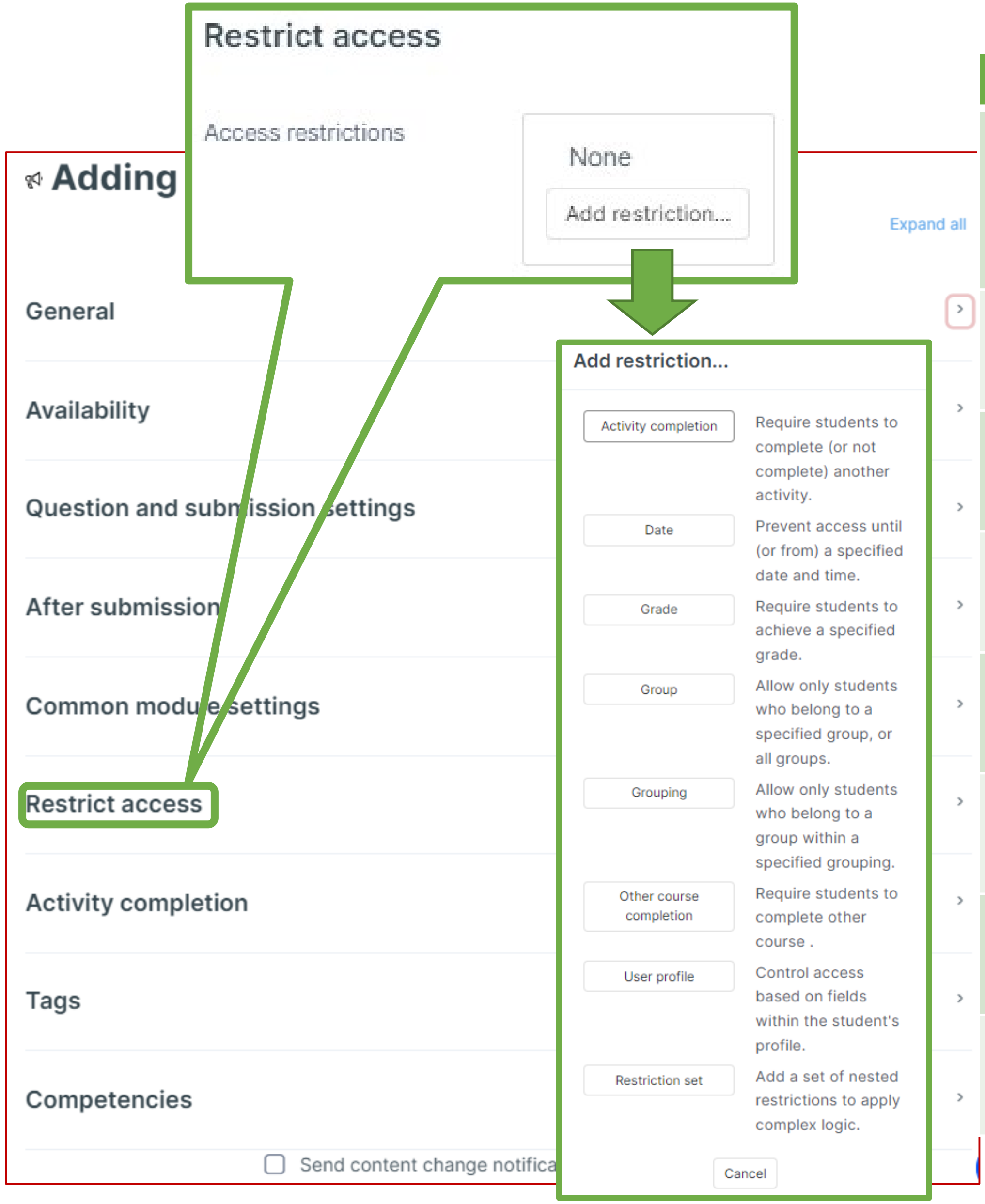
☐ Send content change notification

If the Feedback is hidden, this message will be displayed on the course's top page


WHITEBOARD
Miroボード
Hidden from students

Common module settings		
Availability	You can select either "Show on course page" or "Hide on course page". If "Hide" is selected, then students will not be able to view the Feedback until you change the setting to "Show"	
ID number	You can set an ID number for the activity (to help identify different teaching materials) This setting is generally left blank and not used	
Force language	This setting allows you to force all students to view the activity in a set language	
Group mode	No groups	Everyone registered for the course can access the Feedback
	Separate groups	Students can only use the Feedback within their own groups. Students cannot see the work of other groups.
	Visible groups	Students can only use the Feedback within their own group, but they can also see the work of other groups
Grouping	You can enable this setting if you have set up groupings (collections of groups) in the course	
Add group/grouping access restriction	You can add access restrictions by group from the "Restrict access" section below *You can only set up group access restrictions if you select one of the group settings under "Group mode" above	

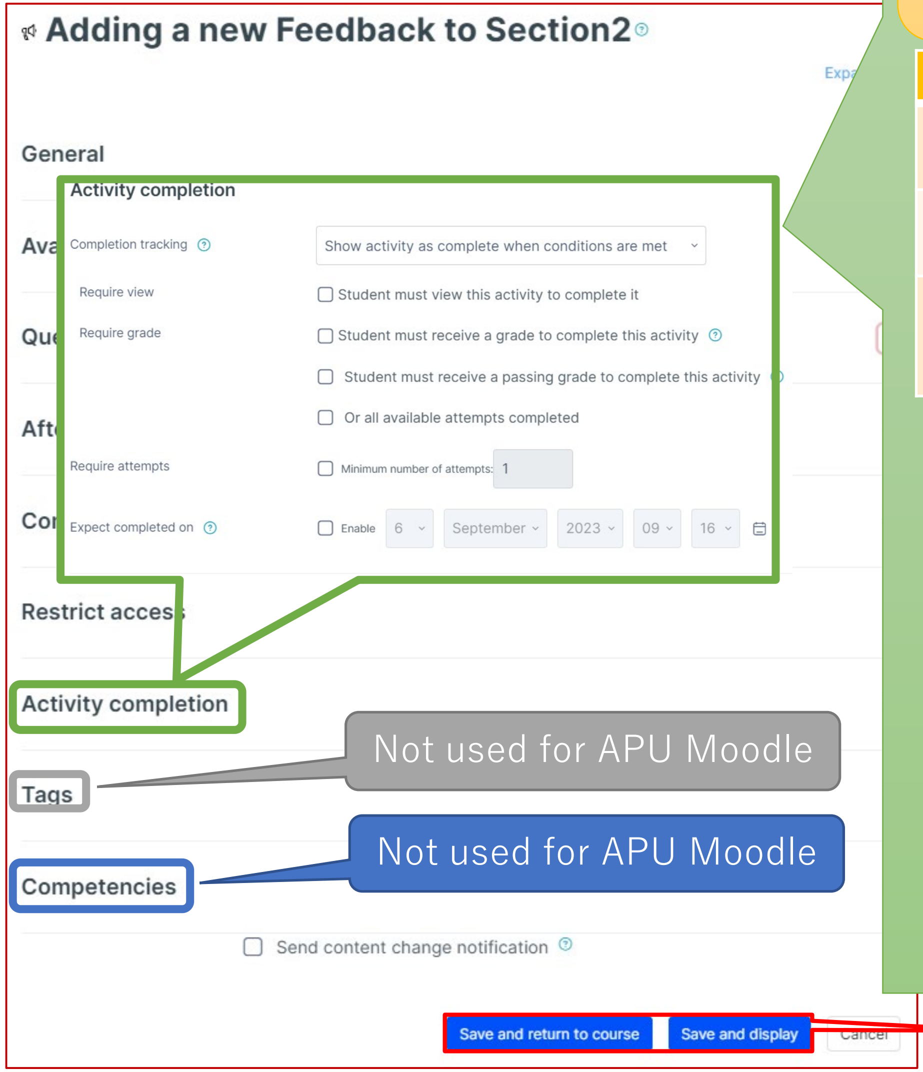
(Common Functions) Restrict access


Restrict access
Access restrictions
None
Add restriction...
Adding
Expand all
General
Availability
Question and submission settings
After submission
Common module settings
Restrict access
Activity completion
Tags
Competencies
☐ Send content change notifica
Add restriction...
Cancel

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
Other course completion	Require students to complete other course .
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Restrict access	
Activity completion	Require students to complete a separate activity in the course to be able to access this activity E.g. 1: Students cannot access the activity unless they have completed a specified Survey E.g. 2: Students cannot access the activity unless they have completed a specified Assignment
Date	Set when students can start accessing the activity (the date and time it will appear in the course) and when they will lose access (the date and time it will be hidden from the course)
Grade	Use this setting if you want to require students to achieve a set grade in a separate Assignment or Quiz within the course in order to access this activity
Group	Only allow students who belong to a specified group or students who don’t belong to that group to access the activity
Grouping	Only allow students who belong to the groups included in a specified grouping (collection of groups) to access the activity
Other course completion	Use this setting if you want to require students to complete another course in order to access the activity (This setting is not recommended)
User profile	This setting allows you to limit access to specified students E.g. Only allow students with specified student ID numbers to access the activity
Restriction set	Use this setting if you want to use several of the above settings to set complex access restrictions for the activity

(Common Functions) Activity Completion, Tags, Competencies



Adding a new Feedback to Section2

Expa

General

Ava

Que

Aft

Cor

Activity completion

Completion tracking	Show activity as complete when conditions are met
Require view	☐ Student must view this activity to complete it
Require grade	☐ Student must receive a grade to complete this activity
	☐ Student must receive a passing grade to complete this activity
	☐ Or all available attempts completed
Require attempts	☐ Minimum number of attempts: 1
Expect completed on	☐ Enable 6 September 2023 09 16

Restrict access

Activity completion

Tags

Competencies

☐ Send content change notification

Tags: Not used for APU Moodle

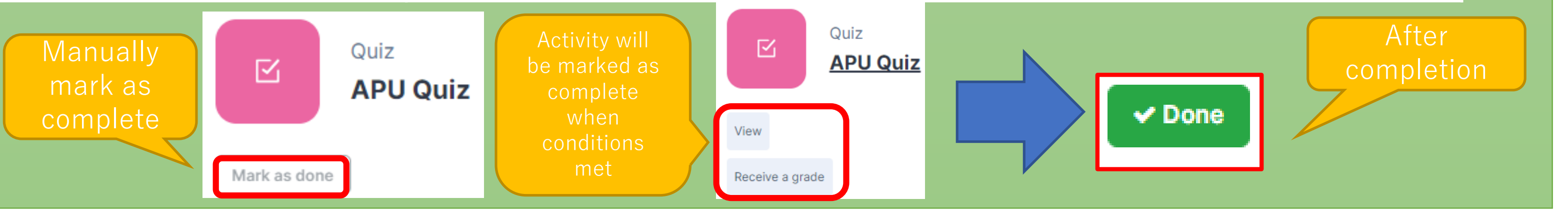
Competencies: Not used for APU Moodle

Activity completion

This setting allows you to check if students have accessed an activity. When enabled, a checkbox will appear underneath the activity on the course page. The checkbox will be marked complete when the student meets various customizable conditions, for example, when the student views the class materials. Furthermore, with this setting, instructors can check which students have viewed which teaching materials and keep track of students' progress for the entire course.

Completion tracking	
Do not indicate activity completion	Students will not see a checkbox to indicate activity completion on the course page
Students can manually mark the activity as completed	Students can mark the activity as complete manually by themselves. Please use this setting if you want students to manage their own learning progress
Show activity as complete when conditions are met	The activity will automatically be marked as complete if the student meets one of the set requirements from the list below. Please use this setting if you want to track students' progress as the course instructor

Require	
Student must view this activity to complete it	If selected, the activity will be automatically marked as complete when the student views the assignment (after submission or after grading is complete)
Student must receive a grade to complete this activity	The activity will be considered complete and automatically be marked as so after the instructor finishes grading
Student must receive a passing grade to complete this activity	The activity will be automatically marked as complete after grading only if the student receives a passing grade
Or all available attempts completed	The activity will be automatically marked as complete when the student submits the assignment, etc.



Manually mark as complete

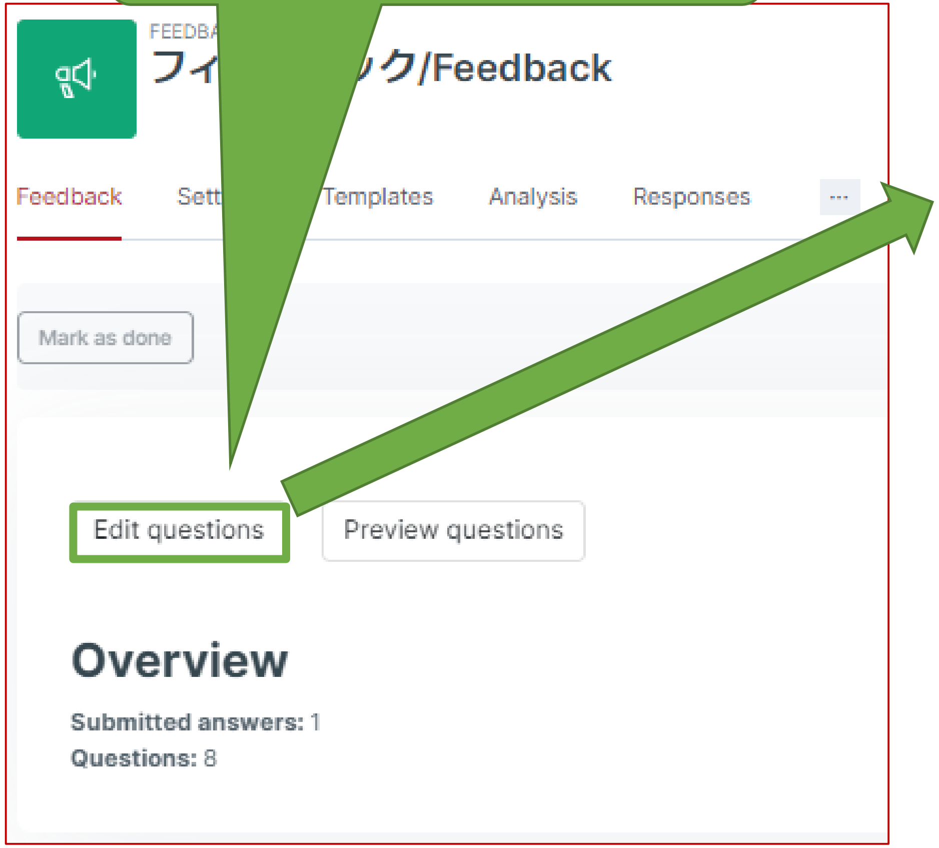
Activity will be marked as complete when conditions met

After completion

Make sure to **save** after you finish setting up the activity

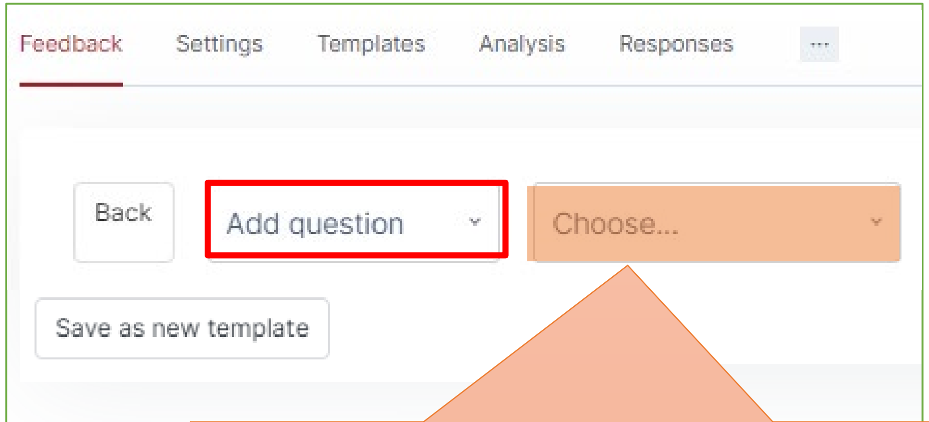
Add Questions to Feedback

After setting up the Feedback, click on “Edit questions” to add questions


FEEDBA
フィ ク/Feedback
Feedback
Sett
Templates
Analysis
Responses
···
Mark as done
Edit questions
Preview questions

Overview

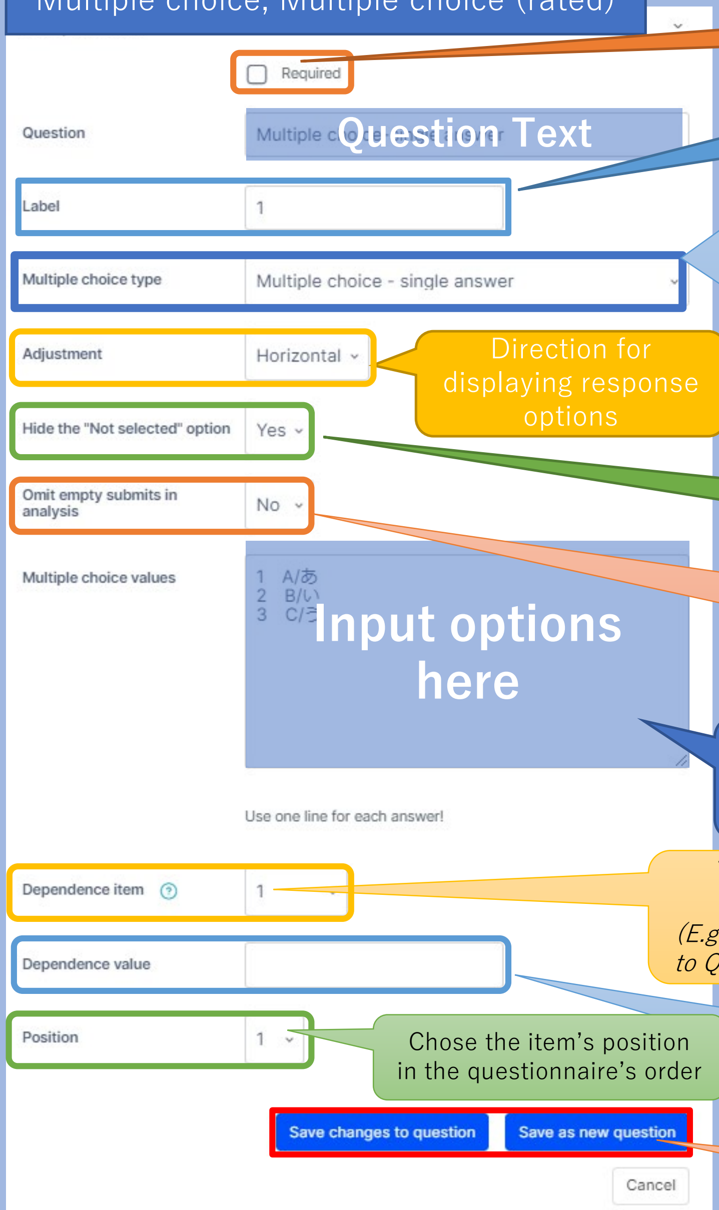
Submitted answers: 1
Questions: 8


Feedback
Settings
Templates
Analysis
Responses
···
Back
Add question
Choose...
Save as new template

Question Type	Manual	Description
Multiple choice	P29	Select an answer from multiple options. Can also enable selecting multiple answers in settings
Multiple choice (rated)	P29	Similar to above, but you can show the average mark for the results. Cannot select multiple answers
Numeric answer	P30	Input a numerical value within a set range
Label	P30	Display explanation (text), etc.
Information	P30	Display the course name or course category
Add a page break	P30	Insert a page break to separate multiple questions
Short text answer	P31	Single-line free text answer
Longer text answer	P31	Multiple-line free text answer. HTML editor can be used to answer depending on settings
Captcha	-	**Not available on APU Moodle**

Add Questions to Feedback

Multiple choice, Multiple choice (rated)



☐ Required

Question: Multiple choice single answer

Question Text

Label: 1

Multiple choice type: Multiple choice - single answer

Adjustment: Horizontal

Hide the "Not selected" option: Yes

Omit empty submits in analysis: No

Multiple choice values:
1 A/あ
2 B/い
3 C/う

Input options here

Use one line for each answer!

Dependence item: 1

Dependence value:

Position: 1

Is it required to answer this question?

Use this setting if you want to itemize questions or if a different question will be shown next depending on the answer to this one. The character you input here will be shown before the question in brackets.

Direction for displaying response options

Select "Yes" if you don't want to include "Not selected" as a possible answer

Do you want to exclude "not selected" responses (if this option is enabled) and responses without any answer selected from counting towards the no. of responses?

Write each option on a new line
If you are asking students to evaluate something, write the score and option on the same line using /
(E.g.) "1/1 A/あ","0/2 B/い", etc.

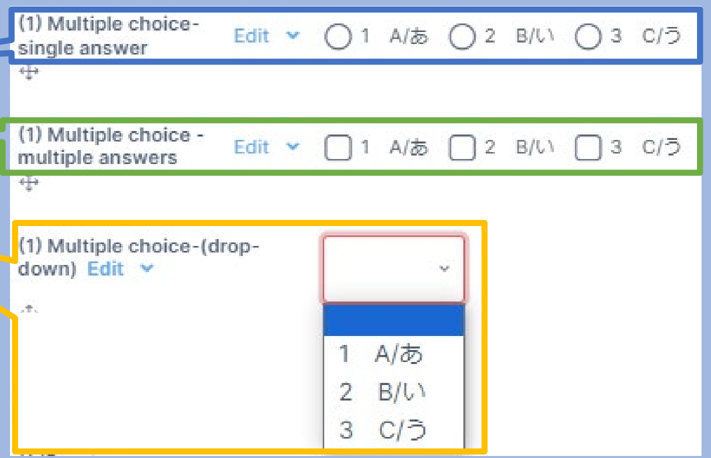
This option is displayed if you have set up labels for other questions. Select the label for the question this one depends on and input the response to the original question that determines students are shown this question.
(E.g.) You are creating branching questions that depend on students' response (Yes/No) to Question (A) and you want students who answer (Yes) to be taken to Question (B), which is the question you are currently creating. In this case, you should select the label you assigned to Question (A) from the drop-down list.

This option is only shown if you have selected a label above. Input the response option that this question depends on.
(E.g.) Input the response option from Question (A) that branches to this question. Students who select the answer input here for Question (A) will be shown Question (B) (the question you are currently creating) next.

Chose the item's position in the questionnaire's order

Click on "save" after filling in the above

Multiple Choice Type	
Single answer	Can only select one answer
Multiple answers	Can select multiple answers
Single answer allowed (Drop-down menu)	Can only select one answer



(1) Multiple choice-single answer ○ 1 A/あ ○ 2 B/い ○ 3 C/う

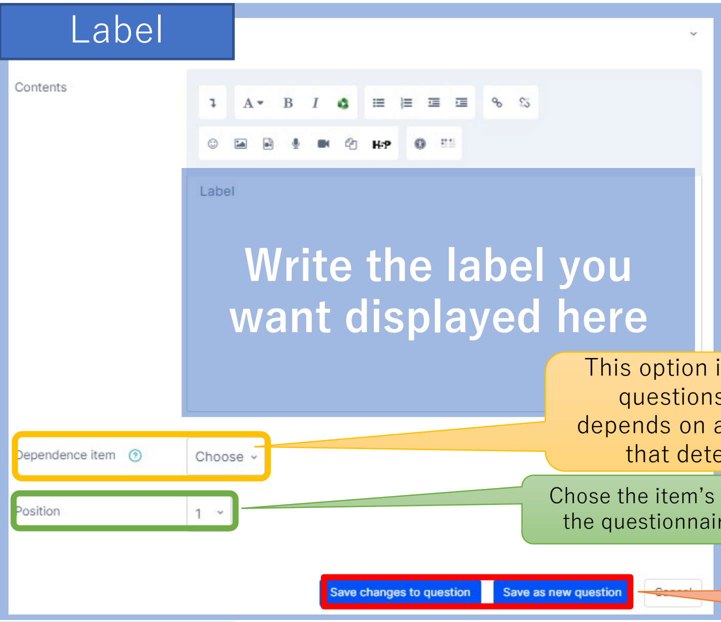
(1) Multiple choice - multiple answers ☐ 1 A/あ ☐ 2 B/い ☐ 3 C/う

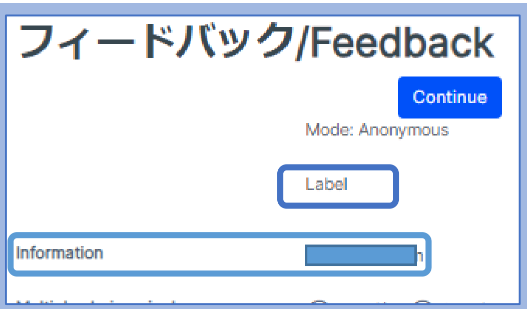
(1) Multiple choice-(drop-down)
1 A/あ
2 B/い
3 C/う

【Note】 Please use the "Add a page break" option explained in the table on the previous page to input a page break between Question (A) and Question (B). After answering the first question, the page will change, and students won't be shown questions they do not need to answer (e.g. Question (C) aimed at students who answered (No)). Without a page break, students will be shown all the questions (both (B) and (C) in this scenario), and if they are required questions, students will not be able to submit the questionnaire unless they answer all questions (both (B) and (C)).

Add Questions to Feedback

Label


Contents
Label
Write the label you want displayed here
Dependence item
Choose
Position
1
Save changes to question
Save as new question

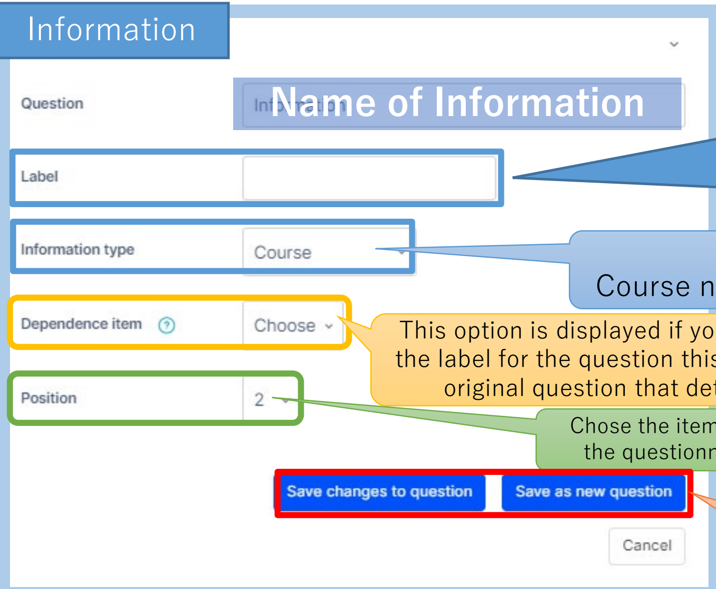

フィードバック/Feedback
Continue
Mode: Anonymous
Label
Information

This option is displayed if you have set up labels for other questions. Select the label for the question this one depends on and input the response to the original question that determines students are shown this question.

Chose the item's position in the questionnaire's order

Click on "save" after filling in the above

Information


Question
Name of Information
Label
Information type
Course
Dependence item
Choose
Position
2
Save changes to question
Save as new question
Cancel

Use this setting if you want to itemize questions or if a different question will be shown next depending on the answer to this one. The character you input here will be shown before the question in brackets.

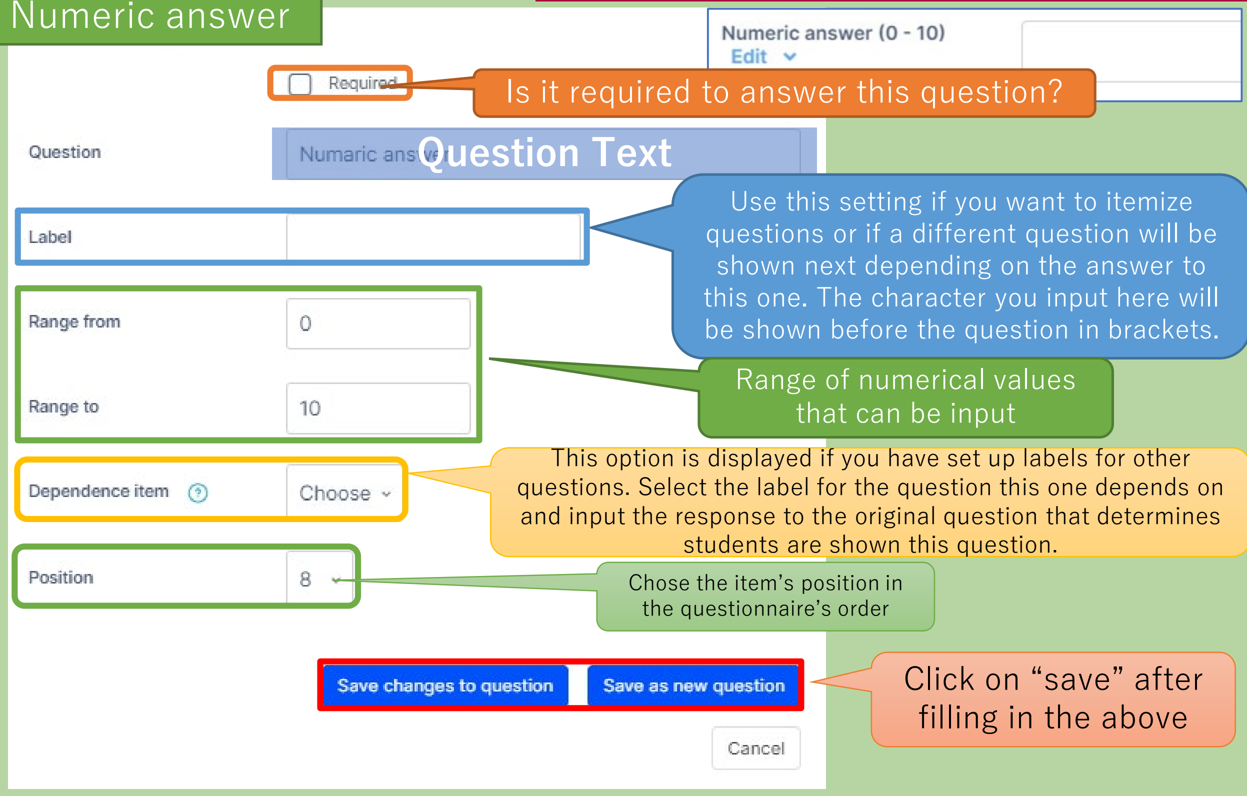
Information to be displayed
Course name (short name) or course category

This option is displayed if you have set up labels for other questions. Select the label for the question this one depends on and input the response to the original question that determines students are shown this question.

Chose the item's position in the questionnaire's order

Click on "save" after filling in the above

Numeric answer


Numeric answer (0 - 10)
Edit
☐ Required
Question
Numaric ans
Question Text
Label
Range from
0
Range to
10
Dependence item
Choose
Position
8
Save changes to question
Save as new question
Cancel

Is it required to answer this question?

Use this setting if you want to itemize questions or if a different question will be shown next depending on the answer to this one. The character you input here will be shown before the question in brackets.

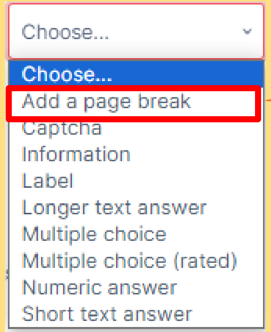
Range of numerical values that can be input

This option is displayed if you have set up labels for other questions. Select the label for the question this one depends on and input the response to the original question that determines students are shown this question.

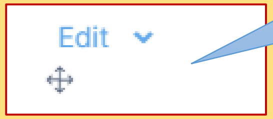
Chose the item's position in the questionnaire's order

Click on "save" after filling in the above

Add a page break


Choose...
Choose...
Add a page break
Captcha
Information
Label
Longer text answer
Multiple choice
Multiple choice (rated)
Numeric answer
Short text answer

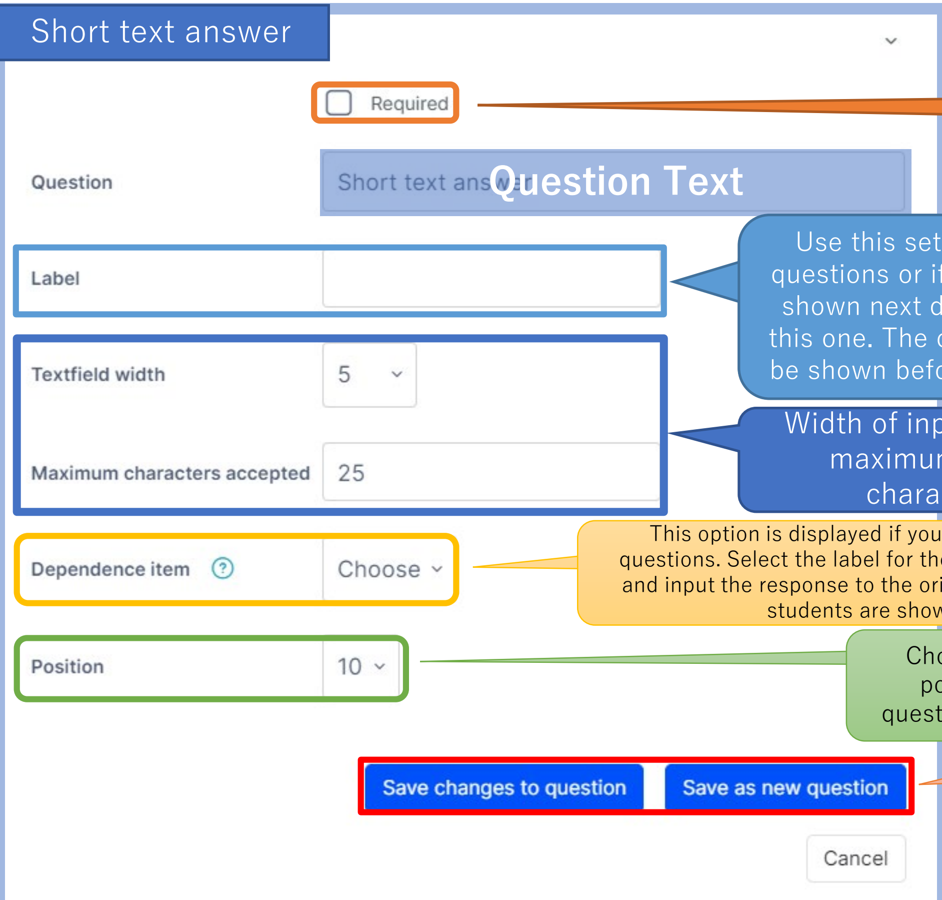
The page break will be automatically inserted at the bottom after selecting "Add a page break"



Please note that page breaks are only indicated by "Edit▽" on the page for editing questions

Add Questions to Feedback

Short text answer



☐ Required

Question: Short text ans

Question Text

Label:

Textfield width: 5

Maximum characters accepted: 25

Dependence item ⓘ: Choose

Position: 10

Save changes to question
Save as new question
Cancel

Is it required to answer this question?

Use this setting if you want to itemize questions or if a different question will be shown next depending on the answer to this one. The character you input here will be shown before the question in brackets.

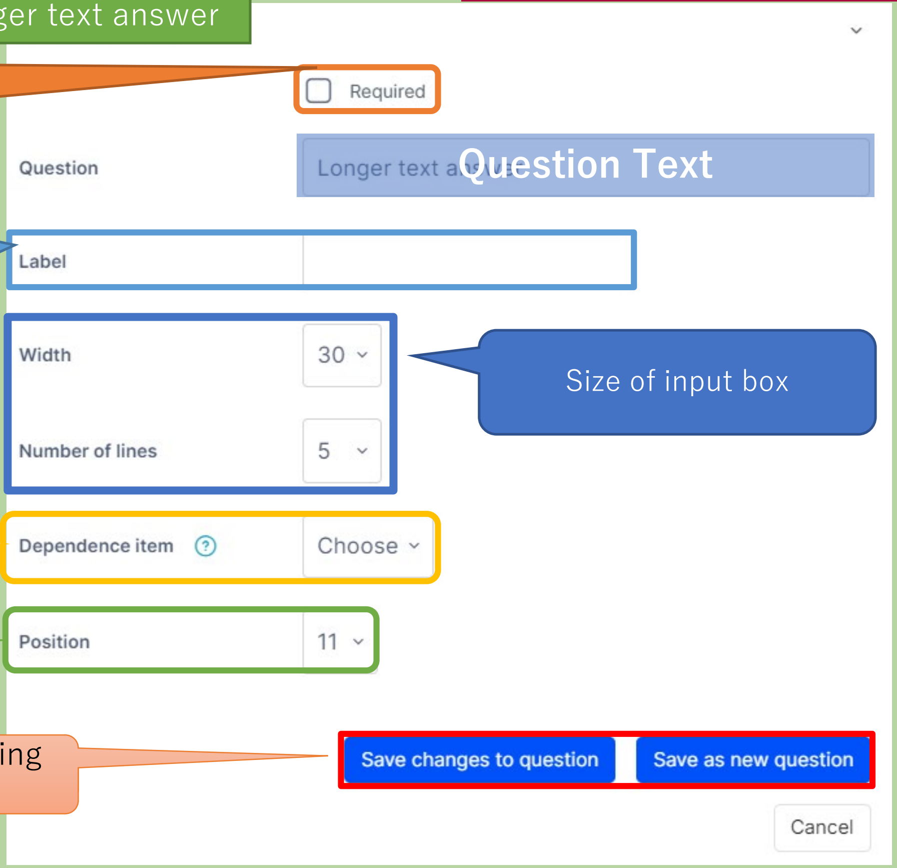
Width of input box and maximum no. of characters

This option is displayed if you have set up labels for other questions. Select the label for the question this one depends on and input the response to the original question that determines students are shown this question.

Chose the item's position in the questionnaire's order

Click on "save" after filling in the above

Longer text answer



☐ Required

Question: Longer text a

Question Text

Label:

Width: 30

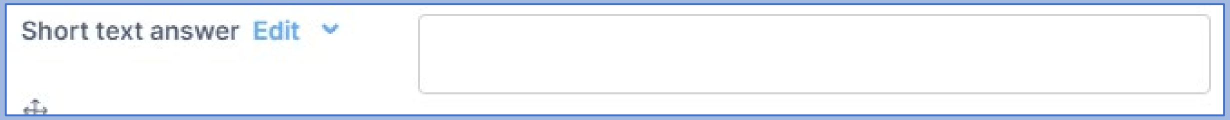
Number of lines: 5

Dependence item ⓘ: Choose

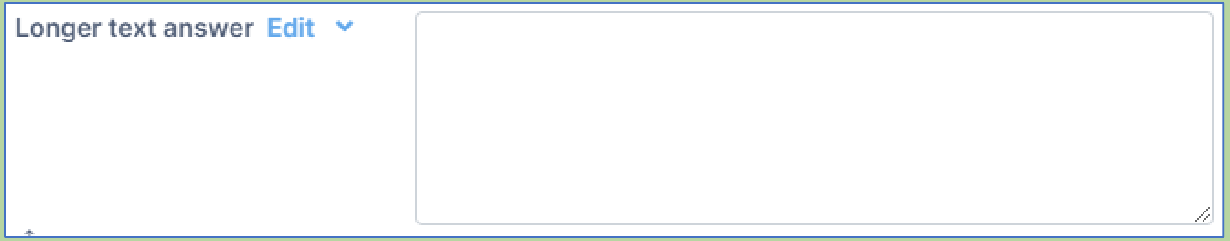
Position: 11

Save changes to question
Save as new question
Cancel

Size of input box

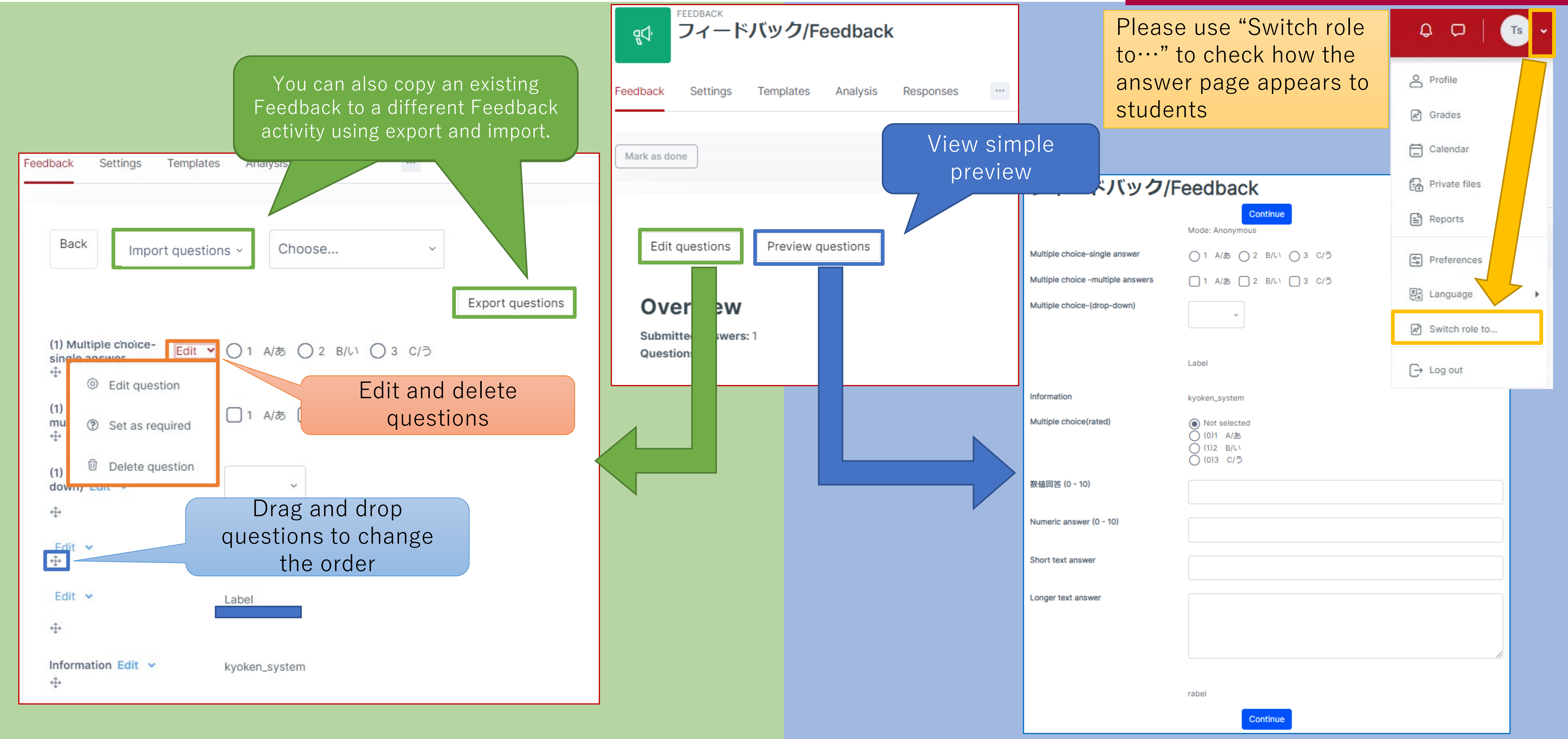


Short text answer Edit



Longer text answer Edit

Edit & Preview Set Questions



You can also copy an existing Feedback to a different Feedback activity using export and import.

Edit and delete questions

Drag and drop questions to change the order

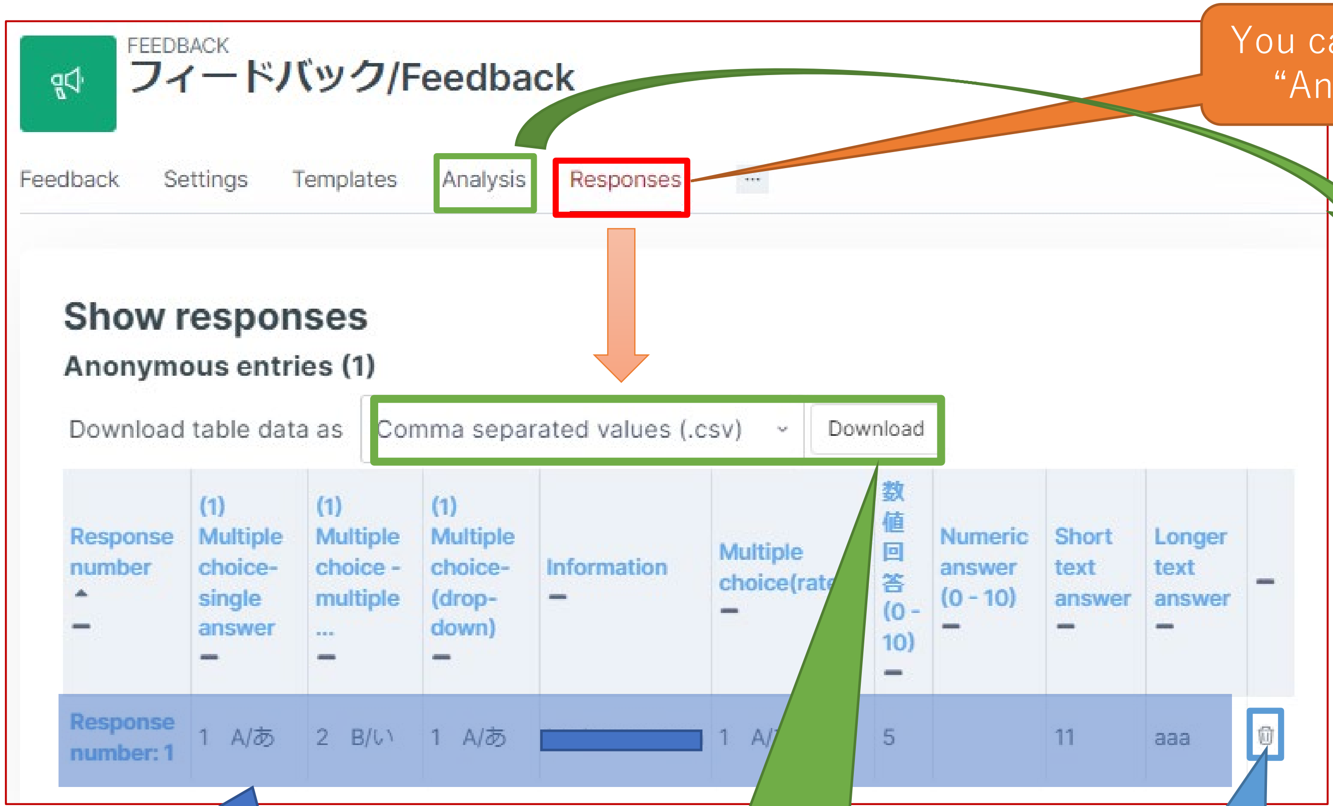
View simple preview

Please use “Switch role to…” to check how the answer page appears to students

Feedback
Settings
Templates
Analysis
Back
Import questions
Choose...
Export questions
(1) Multiple choice-single answer
Edit
○ 1 A/あ ○ 2 B/い ○ 3 C/う
Edit question
Set as required
Delete question
☐ 1 A/あ
Edit
Label
Information Edit
kyoken_system
FEEDBACK
フィードバック/Feedback
Feedback
Settings
Templates
Analysis
Responses
Mark as done
Edit questions
Preview questions
Overview
Submitted answers: 1
Questions
フィードバック/Feedback
Continue
Mode: Anonymous
Multiple choice-single answer
○ 1 A/あ ○ 2 B/い ○ 3 C/う
Multiple choice -multiple answers
☐ 1 A/あ ☐ 2 B/い ☐ 3 C/う
Multiple choice-(drop-down)
Label
Information
kyoken_system
Multiple choice(rated)
● Not selected
○ (0)1 A/あ
○ (1)2 B/い
○ (0)3 C/う
数値回答 (0 - 10)
Numeric answer (0 - 10)
Short text answer
Longer text answer
rabel
Continue
Ts
Profile
Grades
Calendar
Private files
Reports
Preferences
Language
Switch role to...
Log out

Check Feedback Results

You can check the results from “Analysis” or “Responses”



FEEDBACK
フィードバック/Feedback
Feedback
Settings
Templates
Analysis
Responses
...

Show responses

Anonymous entries (1)

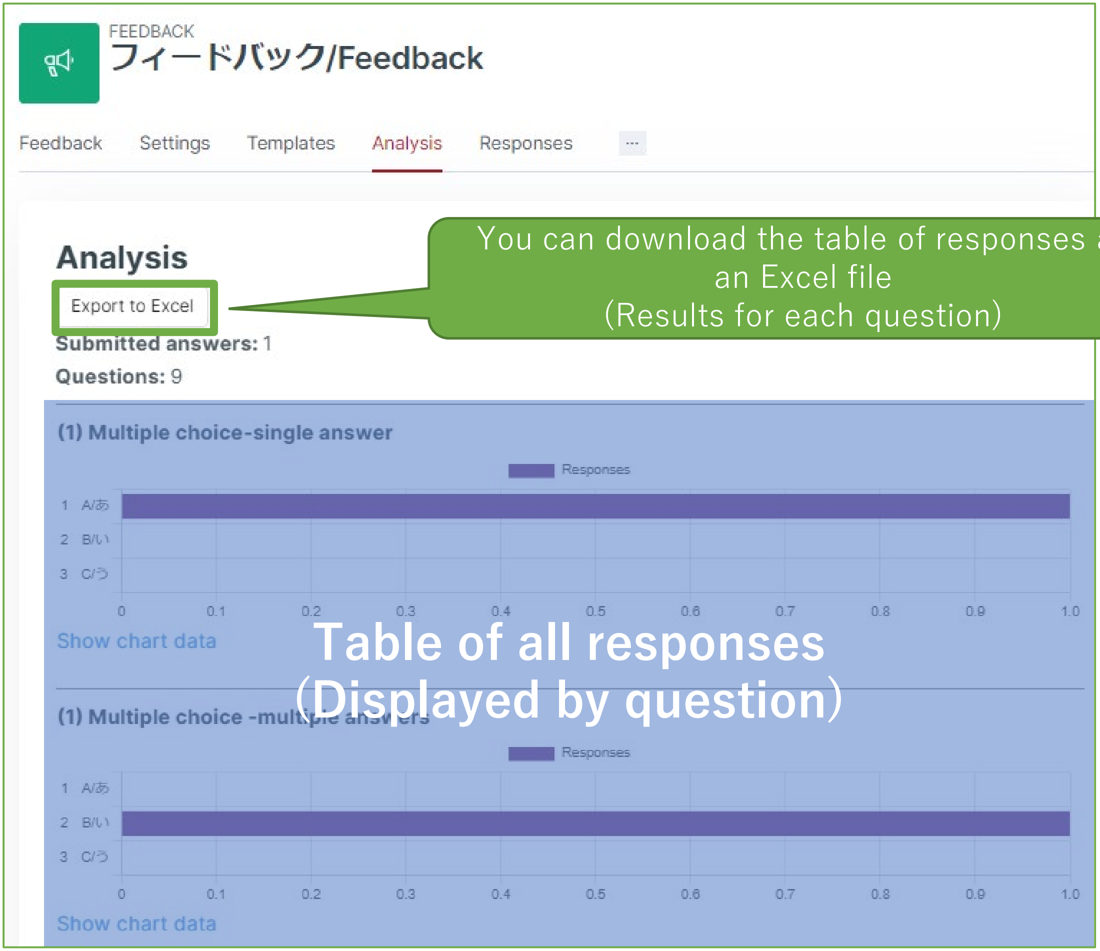
Download table data as: Comma separated values (.csv) | Download

Response number	(1) Multiple choice-single answer	(1) Multiple choice - multiple ...	(1) Multiple choice-(drop-down)	Information	Multiple choice(rate	数値回答 (0 - 10)	Numeric answer (0 - 10)	Short text answer	Longer text answer	
Response number: 1	1 A/あ	2 B/い	1 A/あ		1 A/	5		11	aaa	🗑

Table of all responses
(Displayed by respondent)

Delete an individual response

You can download the table of responses as an Excel file
(Results for each respondent)



FEEDBACK
フィードバック/Feedback
Feedback
Settings
Templates
Analysis
Responses
...
Responses
1 A/あ
2 B/い
3 C/う
0
0.1
0.2
0.3
0.4
0.5
0.6
0.7
0.8
0.9
1.0
Show chart data
Responses
1 A/あ
2 B/い
3 C/う
0
0.1
0.2
0.3
0.4
0.5
0.6
0.7
0.8
0.9
1.0
Show chart data

Analysis

Export to Excel

Submitted answers: 1

Questions: 9

(1) Multiple choice-single answer

(1) Multiple choice -multiple answers

You can download the table of responses as an Excel file
(Results for each question)

Table of all responses
(Displayed by question)