Poll Functions

Choice / Live Poll

Contents

Comparison of Questionnaire/Poll Functions

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

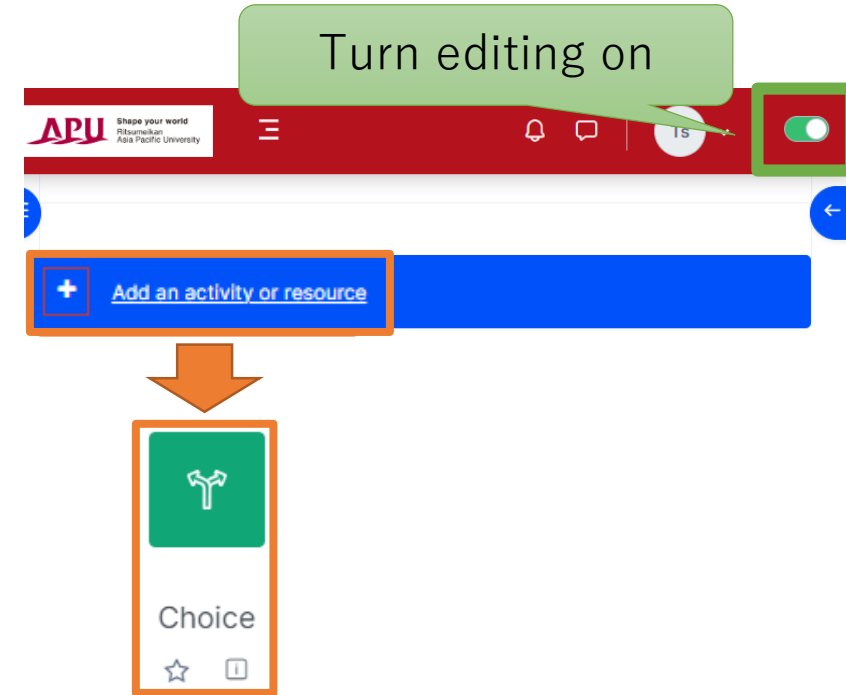| Function	Choice	Live Poll	Questionnaire	Feedback
			Refer to the manual for questionnaire functions	
Features	Create simple questionnaires with only one question	Set questions and display responses in real time	Create advanced questionnaires combining various question formats	Set simple questions and create questionnaires
Estimated Time to Answer	Approx. 1 to 5 minutes	Immediately	Approx. 5 to 30 minutes	Approx. 5 to 30 minutes
Example of Use	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	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
Question Type	Multiple choice only	Multiple choice only	Multiple choice / Essay	Multiple choice / Essay
Response Results	• 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	• 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

Choice Overview

- What you can do with Choice (examples)
  - Simple questionnaires with only one question
  - Multiple-choice questions only (no essay option)
  - Anonymous responses, sharing results, etc.

- Select "Choice" from

  "+Add an activity or resource"

- Overview of Using Choice

(Professor, TA) Create and set up the Choice	→	(Professor, TA) Set a question and share the Choice with students	→	(Students) Respond to the Choice	→	(Professor, TA) Check the results for the Choice

Turn editing on

Add an activity or resource
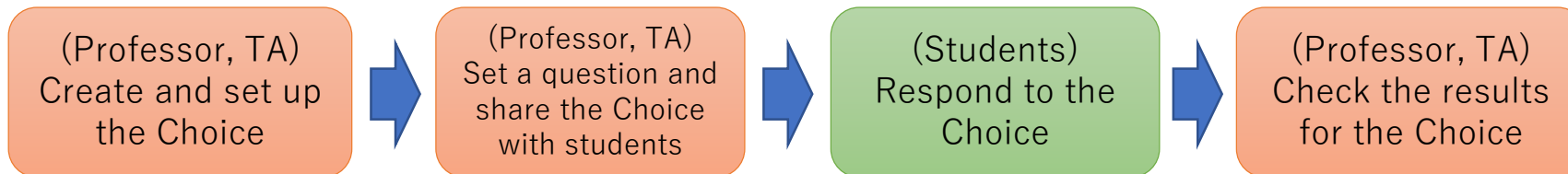
Choice

Setting Up Choice

Adding a new Choice to 1st wee...

- General
- Options
- Availability
- Results
- Common module settings
- Restrict access
- Activity completion
- Tags
- Competencies

☐ Send content change notification

Save and retur...

General

Choice name ❗ 投票/Poll — **Title of the Choice**

Description

Explanation of the Choice

☐ Display description on course page ❓

Display mode for the options | Display horizontally ⌄

Options

Allow choice to be updated | No ⌄

Allow more than one choice to be selected | No ⌄

Limit the number of responses allowed ❓ | No ⌄

Option 1 ❗ | あ/A
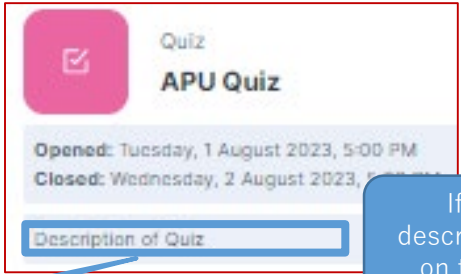
Option 2 ❓ | い/B

Option 3 ❓ | う/C

Option 4 ❓

Option 5 ❓

Add 3 field(s) to form

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

Display mode for the options set up below Horizontal/Vertical

Do you want to permit students to change their choice after submission?

Do you want to permit students to respond with multiple options?

Do you want to limit the number of people who can select each option and show this limit?

Response options and maximum number of people who can select each option*
*Only if "Yes" is selected for the above setting

Click here to add more options for responses

Setting Up Choice

(Common Functions) Common module settings

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

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 Choice 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 Choice
	Separate groups	Students can only use the Choice within their own groups. Students cannot see the work of other groups.
	Visible groups	Students can only use the Choice 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	
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 Choice to 1st week

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 — Not used for APU Moodle

Competencies — Not used for APU Moodle

☐ Send content change notification

Save and return to course   Save and display

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

Quiz **APU Quiz** — Mark as done

Activity will be marked as complete when conditions met

Quiz **APU Quiz** — View, Receive a grade

→ ✔ Done — After completion

Make sure to save after you finish setting up the activity

Check & Preview the Choice's Settings

You cannot check the preview unless you have selected "Show preview" under the "Availability" settings

"Hide" the activity first if you would like to preview the Choice while keeping it hidden from students

Check & Publish the Results

CHOICE
投票/Poll

Choice | Settings | **Responses** | ...

Display the results from the "Responses" tab

Responses

Choice options	あ/A	い/B	う/C
	☐	☐	☐
Number of responses	1	0	0
Users who chose this option	☐		

Select all | With selected | Choose an action ... ▾

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

Change or delete the selected response option or a user's individual response from the results

Specify the format and download the results

Students' Screens

Anonymous results will be published after you answer. ✕

○ あ/A ○ い/B ○ う/C

Save my choice

Students can submit their response by selecting an option and clicking on "Save my choice"

If you have made the results available to students in the settings, they will be displayed as follows

Your selection: い/B

	Responses
あ/A	0 (0.0%)
い/B	1 (100.0%)
う/C	0 (0.0%)

Hide chart data
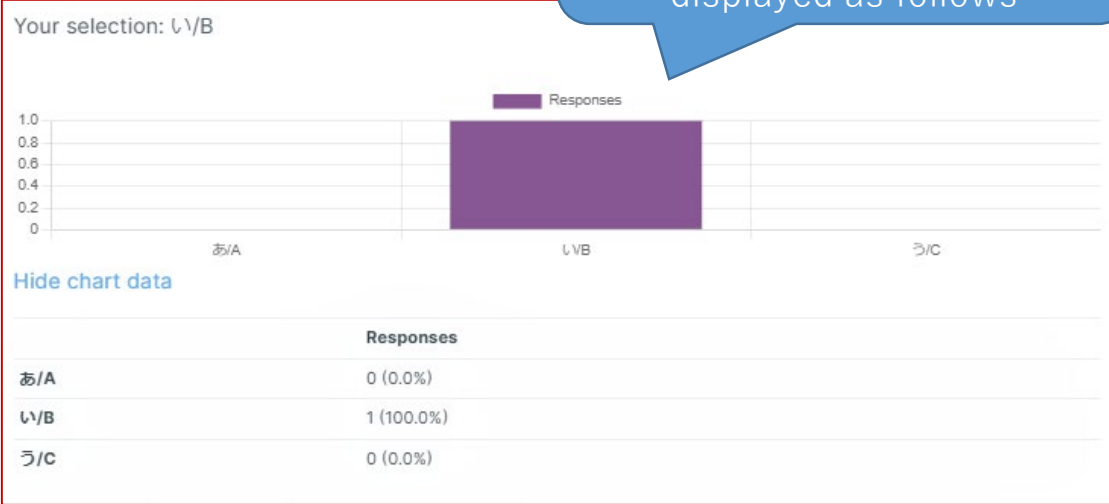
Live Poll Overview

- What you can do with Live Poll (example)
  - Simple questionnaires with only one question
  - Anonymous, multiple-choice questions only (no essay option)
  - Share results in real time, etc.

- Select "Live Poll"
  from "+Add an activity or resource"
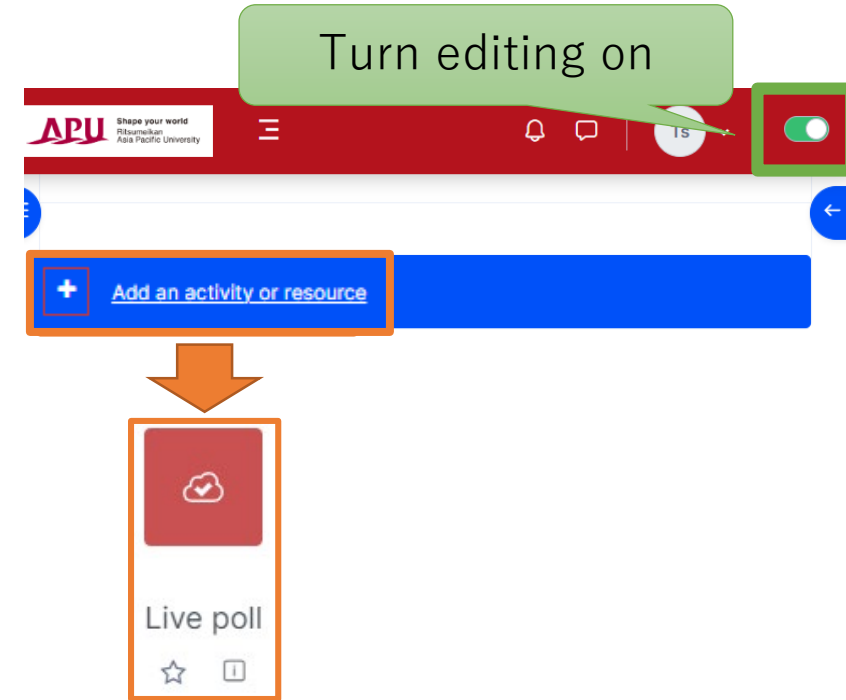
- Overview of Using Live Poll

Turn editing on

Add an activity or resource

Live poll

| (Professor, TA) Create and set up the Live Poll | → | (Professor, TA) Set a question and share the Live Poll with students | → | (Students) Respond to the Live Poll | → | (Professor, TA) Check the results for the Live Poll |
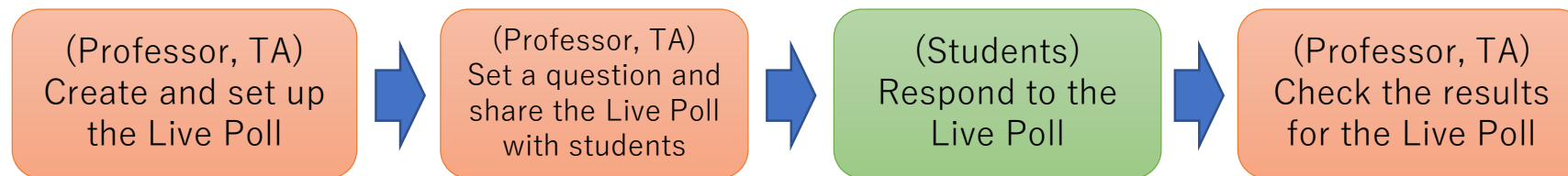
Setting Up Live Poll

APU moodle

⚙ **Adding a new Live poll**

General

一般

ライブ投票名 ⓘ ? **Title of the Live Poll**

説明

↵ A▾ B I 🔗 ≔ ≔ ≔ ≔ 🔗 🔗

☺ 🖼 📄 🎤 🎥 🔗 H·P ⓘ ▦

Explanation of the Live Poll

Live poll settings ?

ライブ投票の設定 ?

オプション A ⓘ

オプション B ⓘ

オプション C

オプション D

Common module settings

Restrict access

Activity completion

正しい選択肢 ⓘ   オプション A ˅

結果のレンダリング ⓘ   棒グラフとテキスト ˅

Tags

Save and return to course   Save and display   Cancel

Input the response options (min. 2 options)

Select the correct option (Selection is required even if there is no correct answer (surveys, etc.))
If the instructor does not display the correct answer, then the students will not be notified of the correct answer as selected here
(Refer to P17 of the manual)

Select how the results will be displayed

Options for Displaying Results:
- Bar chart (upper left)
- Pie chart (upper right)
- Doughnut chart (center left)
- Polar area chart (center)
- Radar chart (center right)
- Text (bottom)

There is an unlimited response period for Live Polls, and students can respond at any time after the Live Poll is set up.
If you would like to limit the response period, set up a "Date" restriction under "Restrict access"

(Common Functions) Common module settings

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]

⟳ **Adding a new Li**

General

Live poll settings ⓘ

Common module settings ›

Restrict access ›

Activity completion ›

Tags ›

Competencies ›

☐ Send content change notification ⓘ

[Save and return to course] [Save and display] [Cancel]

WHITEBOARD
Miroボード

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

[Hidden from students]

Common module settings

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 Live Poll 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	
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(Common Functions) Restrict access

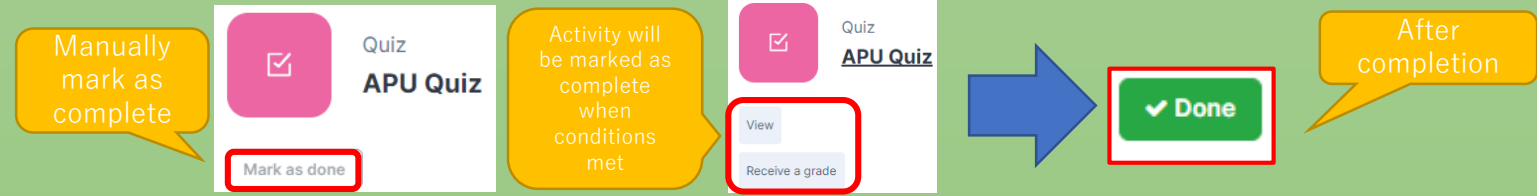| Restrict access	
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(Common Functions) Activity Completion, Tags, Competencies

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.

Activity completion (form)

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

Activity completion

Tags — Not used for APU Moodle

Competencies — Not used for APU Moodle

☐ Send content change notification

Save and return to course   Save and display   Cancel

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Manually mark as complete

Quiz — APU Quiz — Mark as done

Activity will be marked as complete when conditions met

Quiz — APU Quiz — View / Receive a grade

After completion — ✔ Done

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

Collect Responses from Students & Publish the Results

LIVE POLL
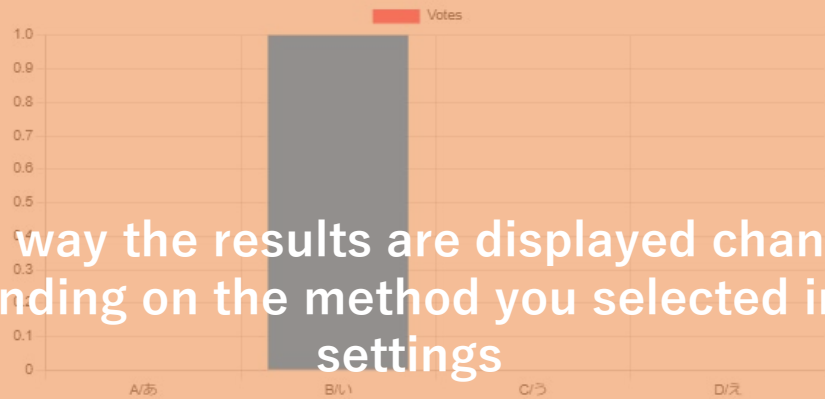**Live Poll**

Live poll   Settings   ...

Mark as done

After you finish setting up the Live Poll, students can start responding immediately, and the results are updated in real time

The way the results are displayed changes depending on the method you selected in the settings

Option A	Option B	Option C	Option D
A/あ	B/い	C/う	D/え
0	1	0	0

Total number of votes: 1

Vote control
- Close voting
- Highlight answer

Close voting and stop students from responding to the Live Poll

Highlight the correct answer you selected in the settings

（Tips)
If you set the response options as numbers (1-4) or symbols (A-D) only and explain what each option is in class either orally, on the board, or on slides, then you can use a single Live Poll for asking multiple questions.
E.g.) ① How many AP Houses are there?   A. 5   B. 3
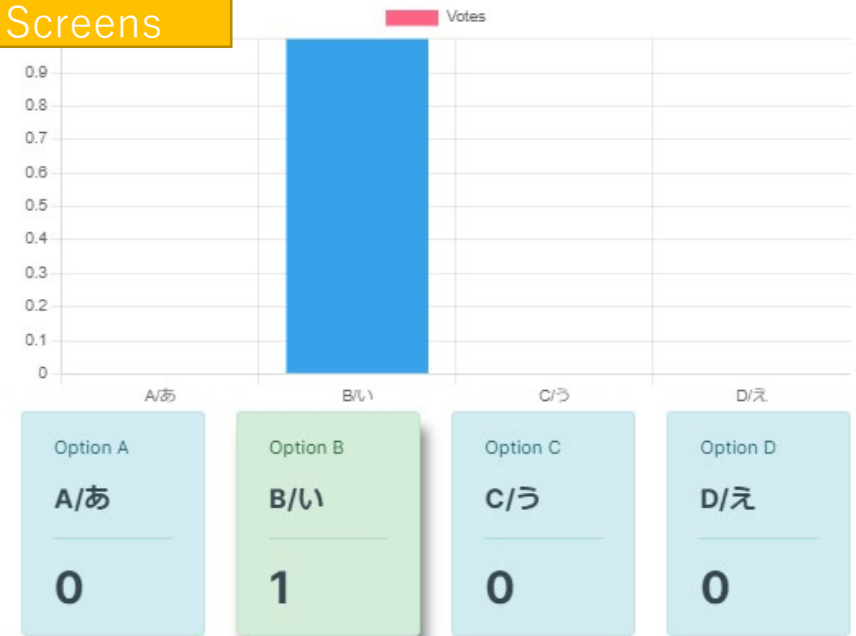　　②What year was APU founded?   A. 2000   B.2023   etc.

Students' Screens

Option A	Option B	Option C	Option D
A/あ	B/い	C/う	D/え
0	1	0	0

Total number of votes: 1

Your vote
Option A   Option B   Option C   Option D

The results are updated in real time as students send their votes