Using Feedback in the VLE

GUIDE
v1.0
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A. Introduction

The Feedback activity allows you to create and analyse reviews to collect feedback from students. Unlike the Survey activity, it allows you to write your own questions, rather than choose from a list of pre-written questions, and unlike the Quiz activity, you can create non-graded questions. The Feedback activity is ideal for teacher evaluations regarding the study-unit such as delivery of lectures, material preparation and organised activities.

Moreover, the ability to set anonymity implies that sensitive issues can be surveyed without students worrying who might see their responses.

B. Creating a Feedback activity

To create a Feedback activity:

1. In the VLE area, click **Turn editing on**.
2. In the desired topic/week section, click the **Add an activity…** menu, and choose **Feedback**.

3. In the **Name** field, write down the name of the Feedback activity, and include a brief description in the **Description** field.

4. By default, the Feedback activity is available indefinitely. To amend the dates, expand the **Availability** section, check the **Enable** boxes and set the required dates. It is recommended that you enter a closing date to make result analysis easier.
5. Expand the **Question and submission settings** section. Within this section you can:
   - Allow submissions to be anonymous. This is recommended to receive more accurate feedback.
   - Allow multiple submissions. Note that this is only enabled for anonymous feedback, as otherwise the new submission will override the original one.
   - Enable notification of submissions. If notifications are enabled, tutors will receive notification of feedback submissions.
   - Allow automated numbering for each question.

![Question and submission settings](image)

6. Expand the **After submission** section. In this section you can:
   - Allow to display the analysis page of results to your students.
   - Write a completion message, which will be displayed to the student after the submission.
   - Provide a link to the next activity. By default, once a student submits his/her feedback, s/he is returned back to the VLE area. However, you can enter the link of another activity of your choice in the **Link to next activity** field to redirect the students there.

![After submission](image)

7. Once you have applied all necessary settings, click **Save and return to course**. This will create your Feedback activity and return to the VLE area.

Next step is developing the Feedback activity.
C. The Feedback Activity Layout

In the VLE area, access the Feedback activity you have just created. At the top of the page you will see the following menu.

```
Overview  Edit questions  Templates  Analysis  Show responses
```

i) Overview tab

The **Overview** tab displays the title of the Feedback activity with a magnifying glass icon next to it. This is the **Preview** button where you can check what your activity looks like as you add questions to it.

The Overview tab also contains:

- **Description** – displays the description text you have added in the *Description* field when you were setting up the activity.
- **Submitted answers** – displays the number of responses you have received.
- **Questions** – shows the number of questions in your feedback activity.
- **Allow answers from / to** – displays the date range.
- **Completion message** – displays the message you have added in the *Completion message* field when you were setting up the activity.

ii) Edit questions tab

The **Edit questions** tab allows you to add questions to your feedback activity. All questions which you include in the feedback activity, will be available in the Edit questions tab, where you can also further modify each question.

More information about the different type of questions and instructions regarding the addition of new questions is provided in **Section D** below.

iii) Templates tab

Under the **Templates** tab you can:

- Save your current questions as a new template for future use.
- Use a template that has already been created within the particular VLE area.

- Delete an existing template.

- Export and import questions.

**Create a New Template**

To create a new template you must first add your questions in the **Edit questions** tab. Once you have included all required questions:

1. Click on the **Templates** tab, and consider the **Save these questions as a new template** section.
2. In the **Name** field write down the name you want to give to your template.
3. Click the **Save as new template** button. If the template is saved successfully, the message **Template saved**, will be displayed on your screen. Otherwise you will get the error message, **Saving failed**.
iv) Analysis tab

Under the Analysis tab you can see a graphical summary of the results of each question.

![Graphical summary of results](image)

**Analysis tab**

Under the **Analysis** tab you can see a graphical summary of the results of each question. The results are presented in a tabular format showing the number of responses and percentages for each answer.

#### Example:

**Question 1:** Have you attended the live sessions via BBB for the second and third week of this course?
- Yes: 1 (100.00 %)
- No: 0
- I watched the recordings afterwards: 0

**Question 2:** What has been your overall impression so far?
- Outstanding: 1 (100.00 %)
- Good: 0
- Satisfactory: 0
- Unsatisfactory: 0

**Question 3:** How did you find the tasks you were asked to do?
- Too challenging: 0
- Just the right level: 1 (100.00 %)
- Not challenging enough: 0

**Question 4:** If you have any comments you would like to make or further remarks about the above questions, please type them in the box below.

- This is really interesting so far!

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v) Show responses tab

Under the **Show responses** tab you can view all the responses and also delete individual responses. Moreover, you can download the responses in various file formats, such as Excel or CSV.

**Anonymous submissions**

If you have set the responses to be anonymous, the screen below will be displayed. You can view the responses, and if necessary delete a response by clicking the **Delete entry** button.

![Anonymous responses](image)
Non-Anonymous submissions
On the other hand if the responses were not set to be anonymous you will be able to view the student’s name and his/her submission.

Moreover, you will also have an additional tab, **Show non-respondents**, where you can view all those students who have not yet made their submission.

Consequently you can choose to send them a reminder message.
D. Adding Questions to your Feedback Activity

It is recommended that before you start building your Feedback activity, you hide the activity to make it unavailable by students. Otherwise your students will have access to it and can even start answering questions before you have set up the whole activity.

To hide the Feedback activity:

1. Click **Turn editing on**.
2. Click the **Edit** link adjacent to the Feedback activity.
3. Click **Hide**.

Note that there are several question types which you can include in your activity. However, the question types which are suitable to receive feedback are the following:

- **Longer text answer** – allows your students to give long unrestricted replies.
- **Multiple choice** – allows you to create a single or multiple answer questions using either checkboxes or a dropdown menu.
- **Multiple choice (rated)** – similar to the multiple choice question except that each option has a numerical value associated with it, providing an average for the students' replies.
- **Numeric answer** – allows you to ask a question that requires a numerical value, where you will also need to specify an acceptable range of numerical values.
- **Short text answer** – allows your students to give short unrestricted replies.

Alternatively, you can also include other type of content which can assist you to better organise your feedback activity:

- **Add a page break** – lets you organise your questions into sections by inserting page breaks.
- **Label** – is similar to the standard VLE label resource used in a VLE area. This allows you to add arbitrary text between questions allowing for additional description.
Add a New Question

To add a question in your Feedback activity:

1. Click on the Feedback activity link within your VLE area.
2. Click the Edit questions tab.
3. From the Add question drop-down menu, select the type of question you would like to include. As an example, the Multiple choice (rated) question type is being considered.

![Multiple choice (rated) form]

4. Tick the Required option if you wish to make the question compulsory.
5. Write down your question in the Question field.
6. In the Label field, add a label to your question if you desire. This is mostly useful if you have dependent questions.
7. Choose whether to display your multiple choice values vertically or horizontally from the Adjustment setting.
8. From the Multiple choice type setting choose whether you want the multiple choice values to be displayed in a drop-down menu or as single answers with radio buttons.
9. Choose whether to analyse empty submissions from the Do not analyse empty submits setting. Note that empty submissions are not allowed if the question has been marked as compulsory.
10. If you wish to hide the "Not selected" option from the available list of values, set Hide the "Not selected" option to Yes. Note that, if this is set to No and the question is compulsory the students will still not be able to choose it as an option.
11. In the Multiple choice values field, list down all your options. It is important to use one line for every different option. In this case, since we have chosen to do a rated Multiple choice, we should also associate a numeric value with each option.

![Multiple choice values options]

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12. It is possible to direct the students to a specific question depending on a previous answer. This can be done through the Dependence item and Dependence value settings. From the Dependence item select the dependent question, with respect to the appointed Label. In the Dependence value field provide the expected value required. Note that, question types Longer text answer and Short text answer cannot be dependent questions.

13. If required, you can change the ranking of your question using the Position setting.

14. Click the Save question button. Once you have saved your question, a preview will be available to see how it will be displayed to your students.

15. Repeat the steps above to add more questions to your feedback activity.

Note that in the preview area, adjacent to every question you have the edit settings icon, which will easily help you to edit and/or re-arrange the order of your questions.

- Move this question
- Edit settings
- Switch to: answer not required (question is currently set as Required)
- Switch to: answer required (question is currently set as Not Required)
- Delete question

When you have finished setting up your Feedback activity remember to make the activity visible again so that it can be accessed by your students.

To show the Feedback activity:

1. Click Turn editing on.
2. Click the Edit link adjacent to the Feedback activity.
3. Click Show.
Example

This is an example of how a Feedback activity can be organised, using different question types including *Labels* and *Page breaks*.

![Feedback activity interface](image)