

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>

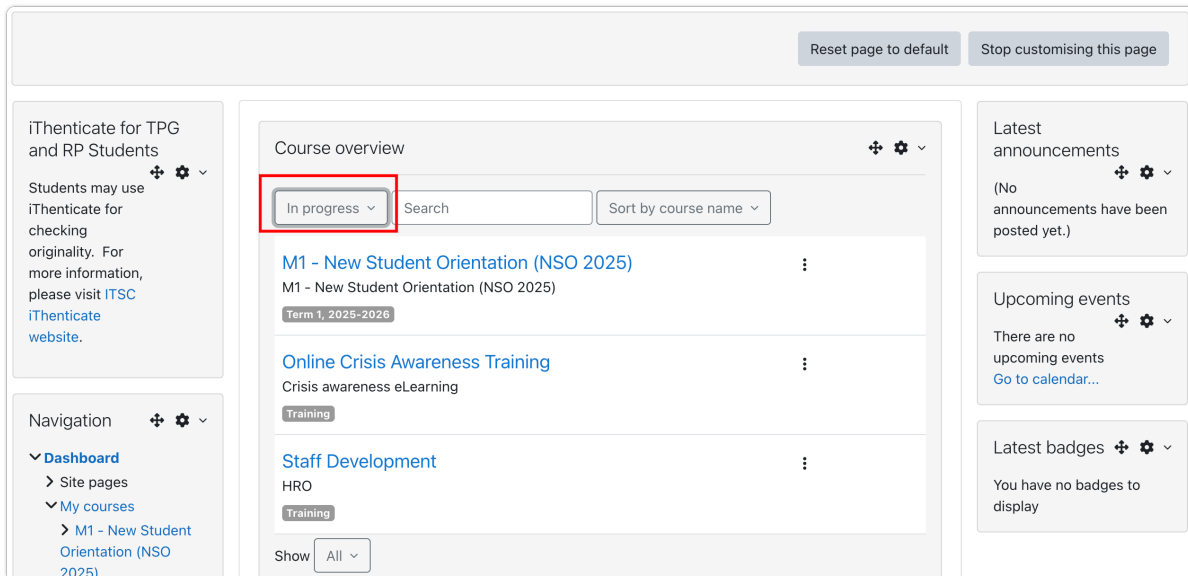
or contact the TLC at: tlc@ln.edu.hk (Ph x 7117)

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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.



Reset page to default Stop customising this page

iThenticate for TPG and RP Students

Students may use iThenticate for checking originality. For more information, please visit [ITSC iThenticate website](#).

Navigation

- Dashboard
- Site pages
- My courses
 - M1 - New Student Orientation (NSO 2025)

Course overview

In progress Search Sort by course name

M1 - New Student Orientation (NSO 2025)

M1 - New Student Orientation (NSO 2025)

Term 1, 2025-2026

Online Crisis Awareness Training

Crisis awareness eLearning

Training

Staff Development

HRO

Training

Show All

Latest announcements

(No announcements have been posted yet.)

Upcoming events

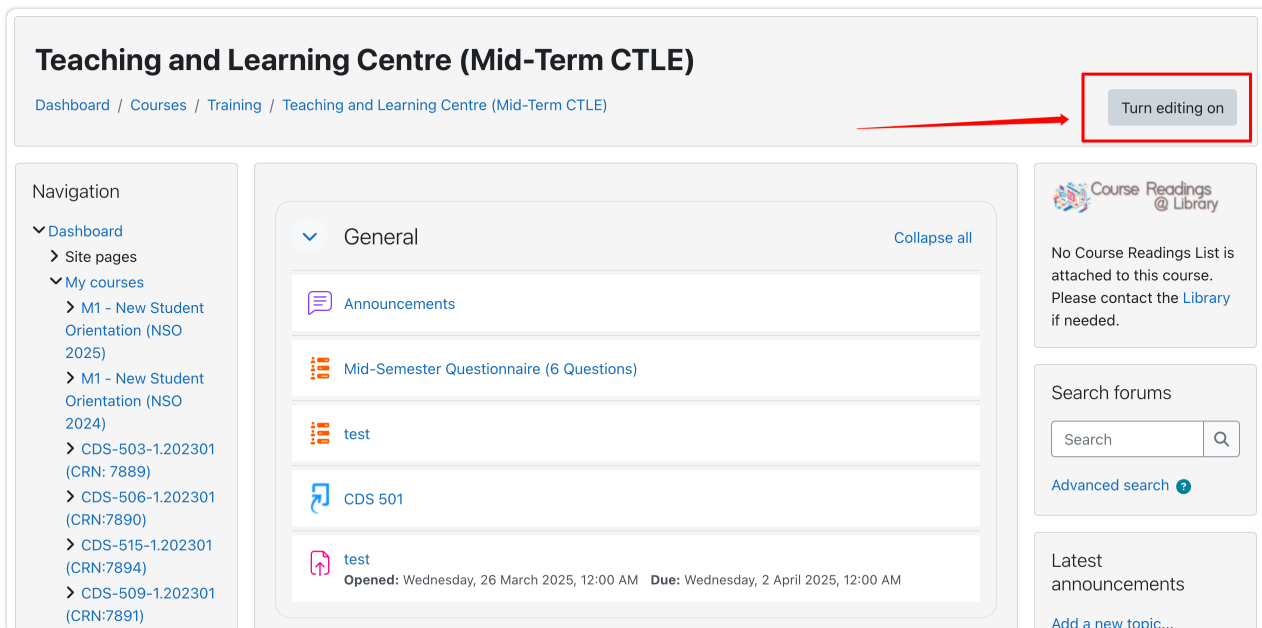
There are no upcoming events

[Go to calendar...](#)

Latest badges

You have no badges to display

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



Teaching and Learning Centre (Mid-Term CTLE)

[Dashboard](#) / [Courses](#) / [Training](#) / [Teaching and Learning Centre \(Mid-Term CTLE\)](#)

Turn editing on

Navigation

- Dashboard
- Site pages
- My courses
 - M1 - New Student Orientation (NSO 2025)
 - M1 - New Student Orientation (NSO 2024)
 - CDS-503-1.202301 (CRN: 7889)
 - CDS-506-1.202301 (CRN: 7890)
 - CDS-515-1.202301 (CRN: 7894)
 - CDS-509-1.202301 (CRN: 7891)

General Collapse all

Announcements

Mid-Semester Questionnaire (6 Questions)

test

CDS 501

test

Opened: Wednesday, 26 March 2025, 12:00 AM Due: Wednesday, 2 April 2025, 12:00 AM

Course Readings @ Library

No Course Readings List is attached to this course. Please contact the [Library](#) if needed.

Search forums

Search

Advanced search

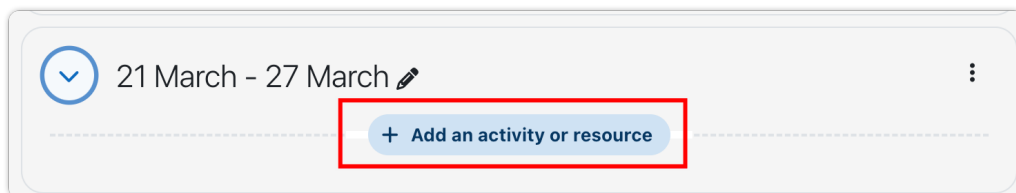
Latest announcements

[Add a new topic...](#)

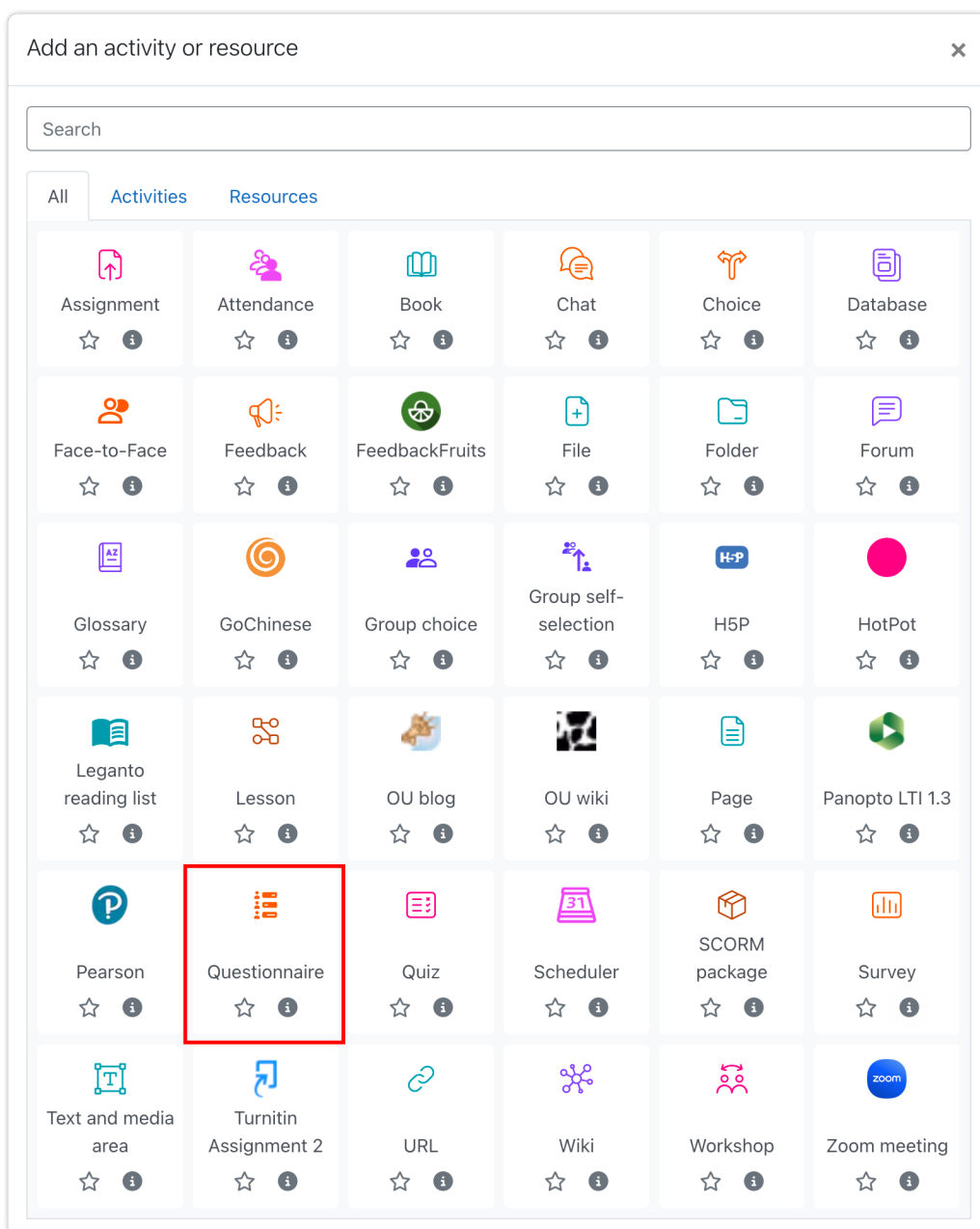
Step 2: Add a (Blank) Questionnaire

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:

New Questionnaire

Expand all

General

Name

Description

☐ Display description on course page

Availability

Response options

Content options

Common module settings

Restrict access

Tags

Competencies

☐ Send content change notification

Save and return to course Save and display Cancel

- 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 ?

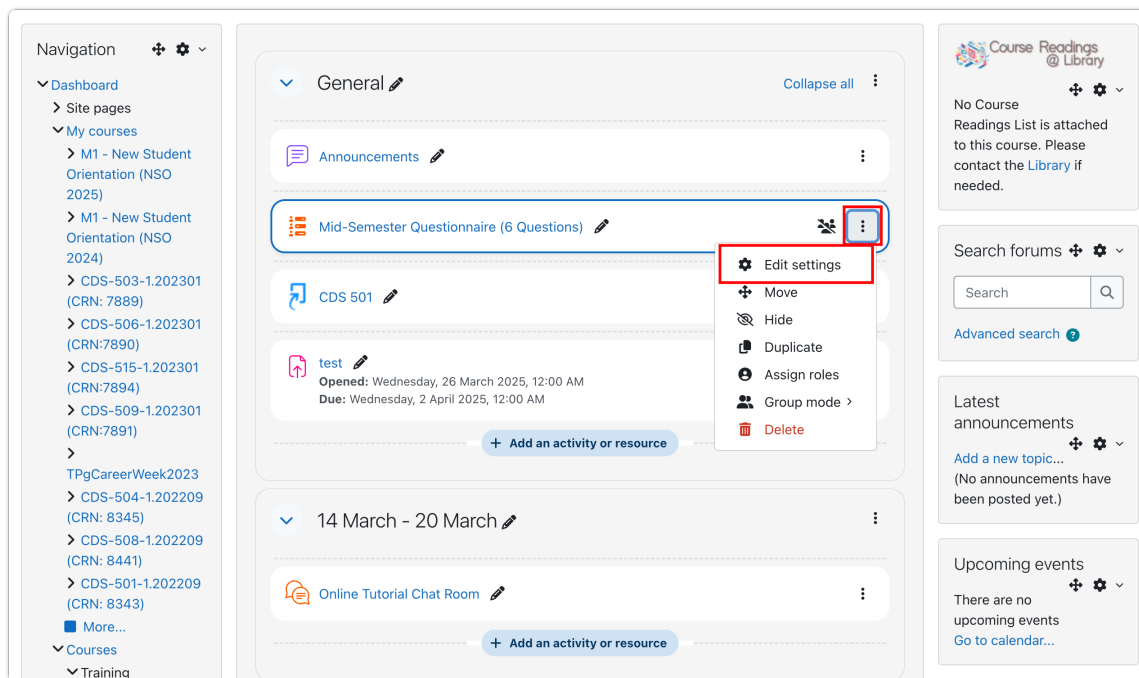
	☐ Create new
Copy existing	☐ test [TLC Testing Course 2]
Use template	☐ TOTALTeacher Program Question Bank [24 Questions] [Teaching and Learning Centre]
	☐ Mid-Term Online Survey for ENG2020 [Varieties of English]
	☐ Mid-Term Online CTLE [Improving Eng Pronunciation]
	☐ Paper-based CTLE Questionnaire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

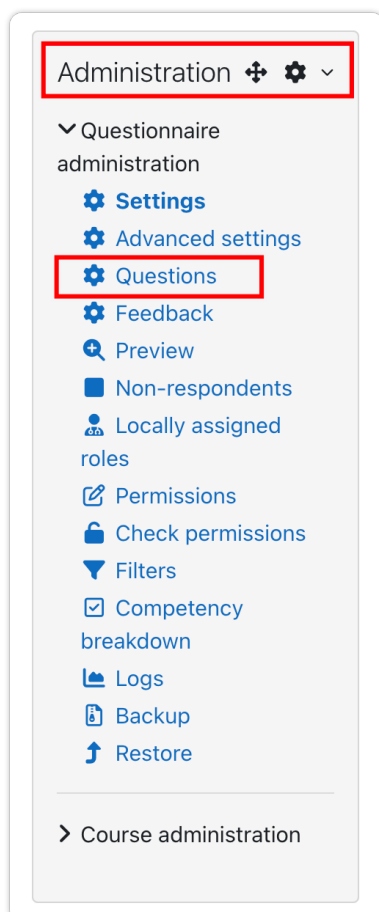
Step 8: Retrieve the stored Questions

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



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

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



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

Navigation

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 - CDS-506-1.202301 (CRN: 7890)
 - CDS-515-1.202301 (CRN: 7894)
 - CDS-509-1.202301 (CRN: 7891)
 - TPgCareerWeek2023
 - CDS-504-1.202209 (CRN: 8345)
 - CDS-508-1.202209 (CRN: 8441)
 - CDS-501-1.202209 (CRN: 8343)
 - More...
- Courses
- Training
 - msupport-01
 - Cybersecurity Awareness Training

Mid-Semester Questionnaire (6 Questions)

Advanced settings Questions Feedback Preview Non-respondents

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

Add questions

Manage questions

Position	Question Text	Type
position -1	1 STOP (Describe to the instructor what you would like them to stop doing.)	[Essay Box]
position 0	2 START (Explain to the instructor what you would like them to start doing.)	[Essay Box]
position 1	3 CONTINUE (Outline to the instructor something you would like him/her to continue doing)	[Essay Box]
position 2	4 STOP (Outline something you think you could stop doing)	[Essay Box]

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.

✓ ----- Page Break -----

- Check Boxes
- Date
- Dropdown Box
- Essay Box
- Label
- Numeric
- Radio Buttons
- Rate (scale 1..5)
- Slider
- 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     [Essay Box]

1 STOP (Describe to the instructor what you would like them to stop doing.)

position 0     [Essay Box]

2 START (Explain to the instructor what you would like them to start doing.)

	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.

Lingnan University 嶺南大學

TLC Eugenia

Dashboard > Courses > Training > TLC.Eugenia > 25 September - 1 October > Mid-Semester Online CTLE (Using Paper-based CTLE q...

Mid-Semester Online CTLE (Using Paper-base

You are not eligible to take this questionnaire.
[View All Responses](#)

Navigation

Administration

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

Add a block

Add...

An on-screen report will be displayed.

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TLC Eugenia

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

Navigation

Administration

- Questionnaire administration
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- Course administration

Advanced settings Questions Preview **View All Responses** Non-respondents

Summary List of responses

View Default order Ascending order Descending order Delete ALL Responses Download in text format

View All Responses. **All participants.** View Default order Responses: 1

Online Course Enhancement System

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

Part (A) The Course

1 The course was well organized.

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

2 The workload was reasonable.

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 Lingnan University TLC Eugenia interface. On the left is a navigation menu with sections for 'Navigation' and 'Administration'. The 'Administration' section is expanded, showing options like 'Questionnaire administration', 'Edit settings', 'Advanced settings', 'Questions', 'Preview', 'View All Responses', 'Summary', 'List of responses', 'Non-respondents', 'Permissions', 'Check permissions', 'Filters', 'Logs', 'Backup', 'Restore', and 'Course administration'. The 'Download in text format' option is highlighted in the 'Summary' section. On the right, the 'View All Responses' tab is selected, and the 'Download in text format' button is highlighted with a red box. A red arrow points from this button to the 'Download' button in the 'Options for text download (CSV)' section. Below the button, there are checkboxes for 'Include choice codes' and 'Include choice text', both of which are checked.

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.