

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.

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 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)
 - TPGCareerWeek2023
 - CDS-504-1.202209 (CRN: 8345)
 - CDS-508-1.202209 (CRN: 8441)
 - CDS-501-1.202209 (CRN: 8343)
 - CDS-505-2.202209 (CRN: 8347)
 - More...

Course overview

In progress ▾ Search Sort by course name ▾

- Online Crisis Awareness Training
Crisis awareness eLearning
Training
- Staff Development
HRO
Training
- Teaching and Learning Centre (Mid-Term CTLE)
Teaching and Learning Centre (Mid-Term CTLE)
Training

Show All ▾

Timeline

Next 7 days ▾ Sort by dates ▾ Search by activity type or name

No activities require action

Calendar

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 / My courses / Teaching and Learning Centre (Mid-Term CTLE)

Turn editing on

Navigation

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 - ▼ My courses
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 - CDS-501-1.202209 (CRN: 8343)
 - CDS-505-2.202209 (CRN: 8347)
 - ▼ Teaching and Learning Centre (Mid-Term CTLE)
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - 14 March - 20 March
 - 21 March - 27 March

General

Announcements

Mid-Semester Questionnaire (6 Questions)

Mid-term CTLE testing

14 March - 20 March

21 March - 27 March

28 March - 3 April

4 April - 10 April

11 April - 17 April

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...](#)
(No announcements have been posted yet.)

Upcoming events

There are no upcoming events
[Go to calendar...](#)

Recent activity

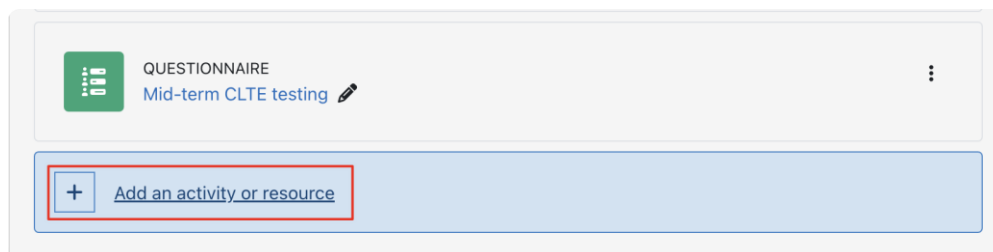
Activity since Wednesday, 23 October 2024, 1:57 PM
[Full report of recent activity...](#)

No recent activity

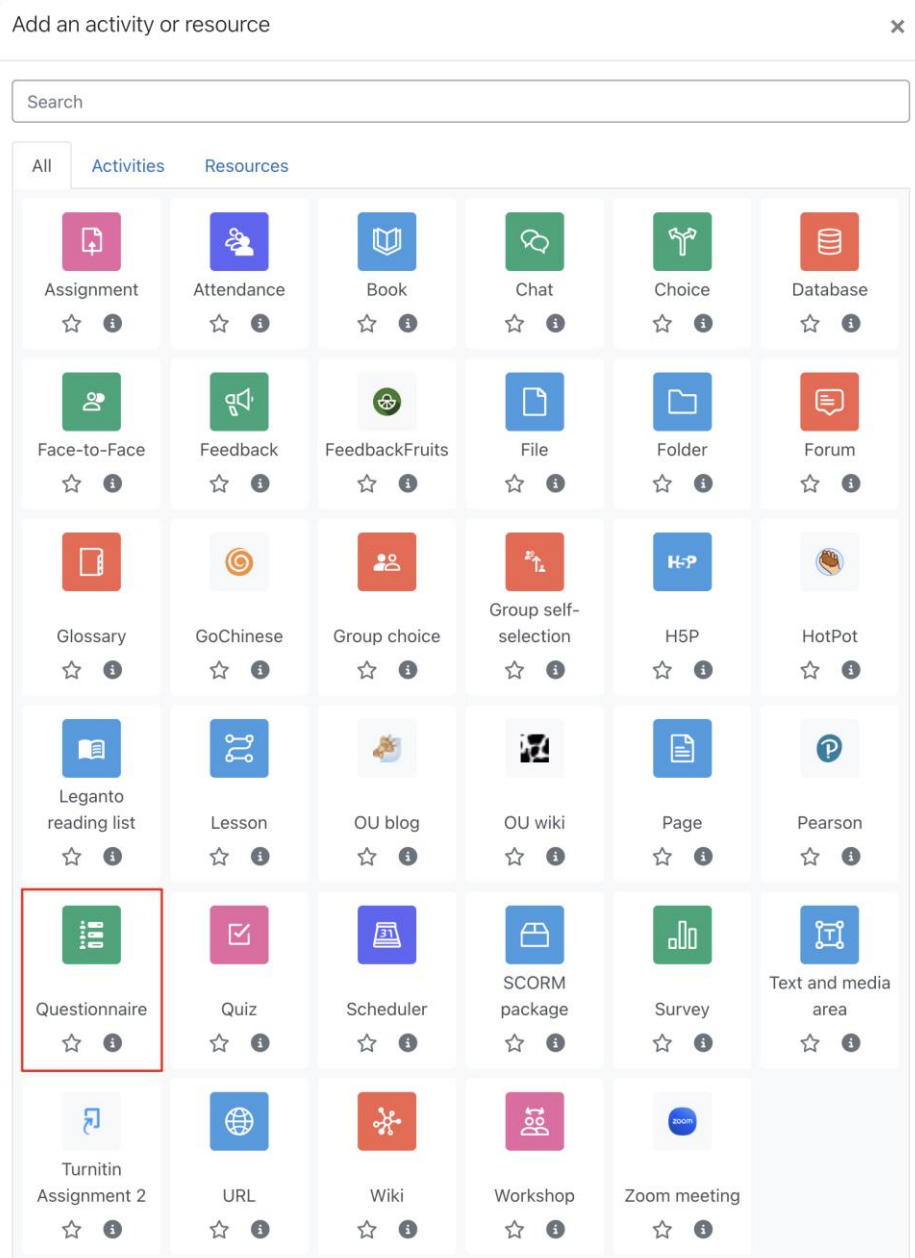
Step 2: Add a (Blank) Questionnaire

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:

Adding a new Questionnaire [Expand all](#)

General

Name !

Description

☐ Display description on course page [?](#)

- > Availability
- > Response options
- > Content options [?](#)
- > Common module settings
- > Restrict access
- > Tags
- > Competencies

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

General

Name

Description

☐ 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.

✓ Availability

Allow responses from

☐ Enable

24 ▾

October ▾

2024 ▾

14 ▾

56 ▾



Allow responses until

☐ Enable

24 ▾

October ▾

2024 ▾

14 ▾

56 ▾



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 ?

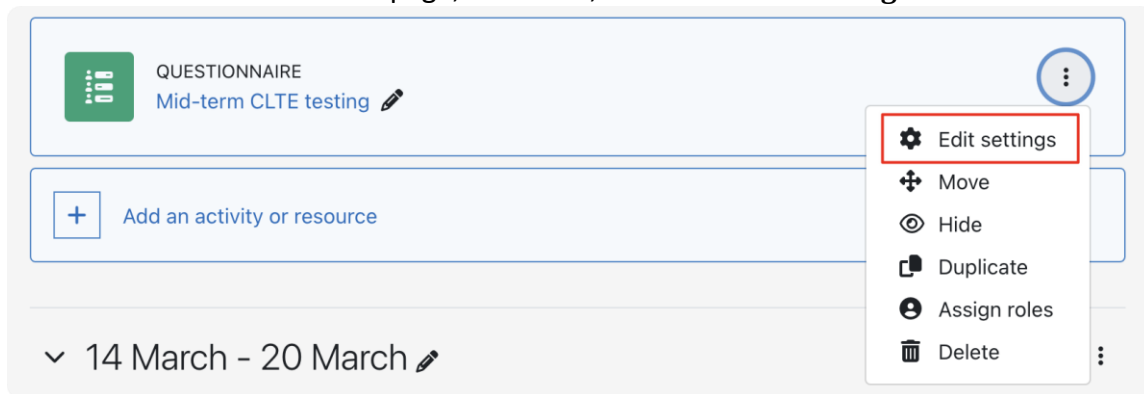
Create new	☐
Copy existing	☐
Use template	☐
	☐ test [TLC Testing Course 2]
	☐ TOTALTeacher Program Question Bank [24 Questions] [Teaching and Learning Centre]
	☐ Mid-Term Online Survey for ENG2020 [Varieties of English]
	☐ Mid-Term Online CTLE [Improving Eng Pronunciation]
	☐ Paper-based CTLE Questionnaire [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.

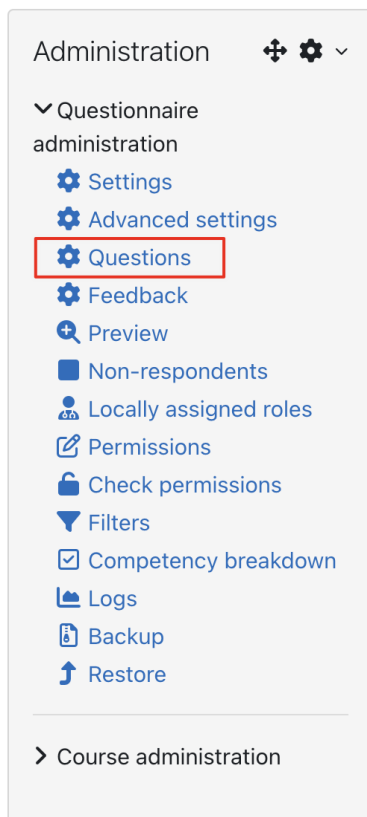
Step 8: Retrieve the stored Questions

- 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.

test

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

[Collapse all](#)

▼ Add questions ?

----- Page Break ----- [Add selected question type](#)

▼ Manage questions ?

position 1	🔍 ✎ ✕ 🟢 [Essay Box]
1	STOP (Describe to the instructor what you would like them to stop doing.)
position 2	🔍 ✎ ✕ 🟢 [Essay Box]
2	START (Explain to the instructor what you would like them to start doing.)
position 3	🔍 ✎ ✕ 🟢 [Essay Box]
3	CONTINUE (Outline to the instructor something you would like him/her to continue doing)
position 4	🔍 ✎ ✕ 🟢 [Essay Box]
4	STOP (Outline something you think you could stop doing)
position 5	🔍 ✎ ✕ 🟢 [Essay Box]
5	START (Outline something you think you could start doing)
position 6	🔍 ✎ ✕ 🟢 [Essay Box]
6	CONTINUE (Outline something you think you could continue doing)

Step 9: [Optional] Add your own questions

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

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

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

▼ Add questions ?

----- Page Break ----- [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 !

A ▼ B I ! H-P x_1 x^1

Ff ▼ T: ▼

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.

position 1     [Essay Box]

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

position 2     [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.

test

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

[Collapse all](#)

▼ Add questions 

----- Page Break ----- ▾

Add selected question type

Step 12: Access the responses

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

The screenshot shows the Lingnan University system interface. The left sidebar contains a 'Navigation' section and an 'Administration' section. Under 'Administration', the 'Questionnaire administration' menu is expanded, and 'View All Responses' is highlighted with a red box. A red arrow points from this box to the 'View All Responses' link in the main content area. The main content area displays the title 'Mid-Semester Online CTLE (Using Paper-base)' and a message: 'You are not eligible to take this questionnaire. View All Responses'.

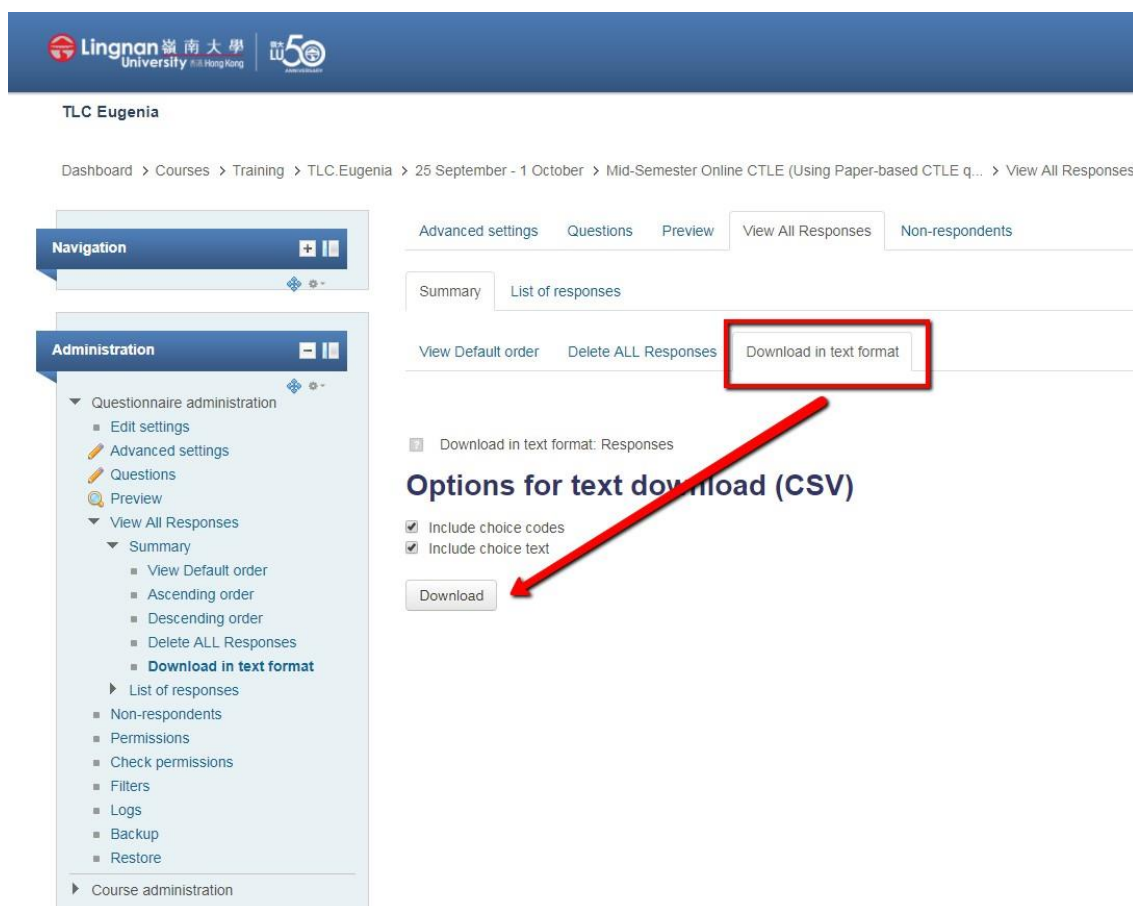
An on-screen report will be displayed.

The screenshot shows the 'View All Responses' report for the 'Online Course Enhancement System'. The left sidebar is the same as in the previous screenshot. The main content area displays the title 'Online Course Enhancement System' and a message: 'Please don't be afraid to write your true opinion. Your answers will be anonymous and confidential. You may write as little or as much as you need to, but try to write at least 20 words for each question'. Below this, the report is organized into two parts: 'Part (A) The Course' and 'Part (B) The workload was reasonable'. Each part contains a table with columns for 'Response', 'Average', and 'Total'.

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

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.



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.