
Using Feedback in the VLE

GUIDE
v2.0

User Services
IT Services



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A. Introduction

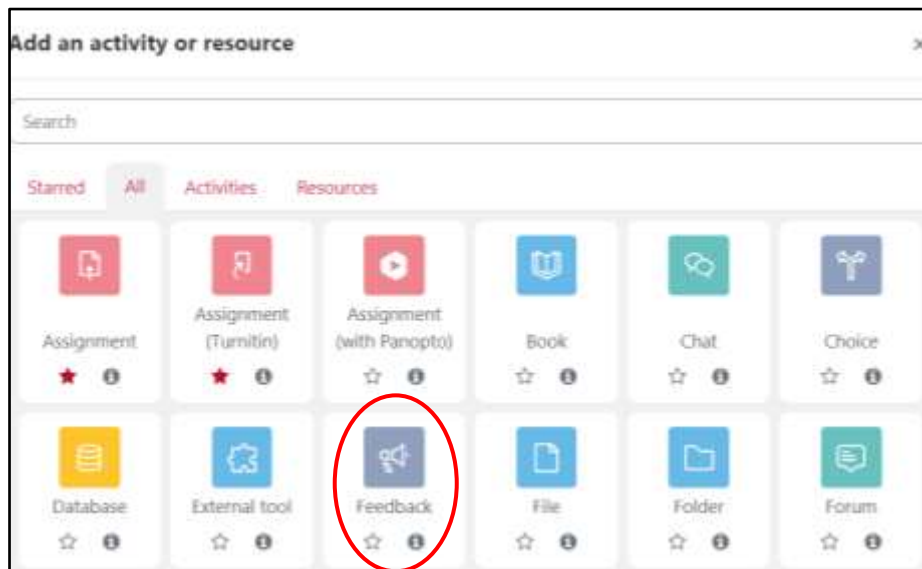
The **Feedback** activity allows you to create questions and analyse feedback gathered from students. The Feedback activity is ideal for tutors' evaluations regarding their study-unit such as delivery of lectures, material preparation and organised activities.

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 the **Start editing** toggle button.
2. In the desired topic/week section, click the **Add an activity or resource** button.
3. From the **Activities** tab, choose **Feedback**.



The *Adding a new Feedback* window is displayed.

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

General

Name !

Description

Edit View Insert Format Tools Table Help

↶ ↷ B I [Image] [Video] [Audio] [Link] [Text] [List] [Table] [Table]

Please take 5 minutes to provide me with feedback about this study unit so far.

Looking forward to hearing from you all. Thank you!

24 words

Display description on course page

5. 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.

6. 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.**

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

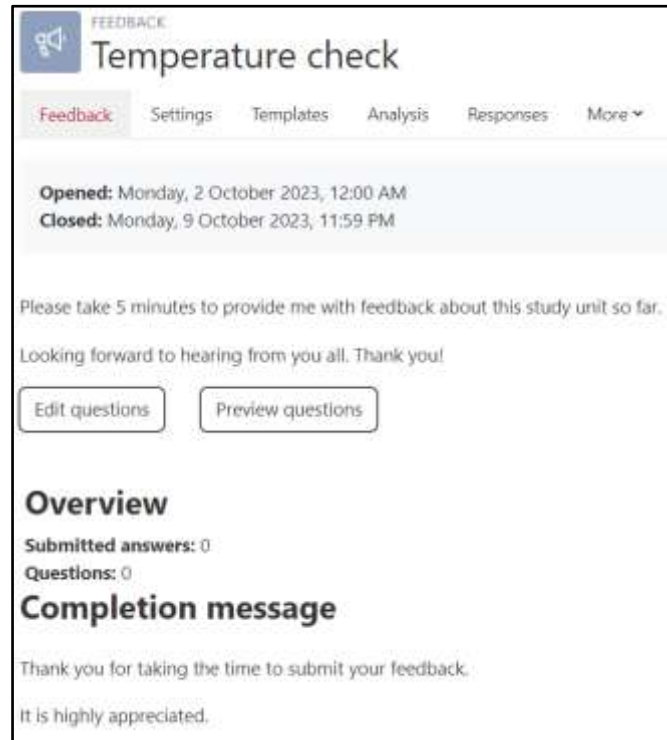
Next step is developing the Feedback activity.

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.



i) Feedback tab



The Feedback tab contains the following:

- **Opened/Closed** – displays the availability date range, if enabled.
- **Description** – displays the description text you have added in the *Description* field when you were setting up the activity.
- **Edit questions** – click this button to add / modify questions on your Feedback activity.
- **Preview questions** – click this button to check what your activity looks like as you add questions to it.
- **Submitted answers** – displays the number of responses you have received.
- **Questions** – shows the number of questions in your Feedback activity.
- **Completion message** – displays the message you have added in the *Completion message* field when you were setting up the activity.

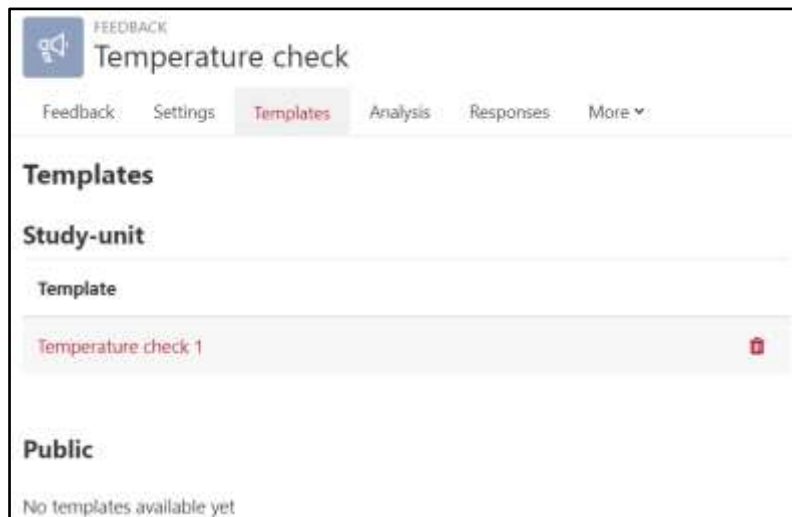
ii) Settings tab

The **Settings** tab displays the Feedback settings created in [Section B](#).

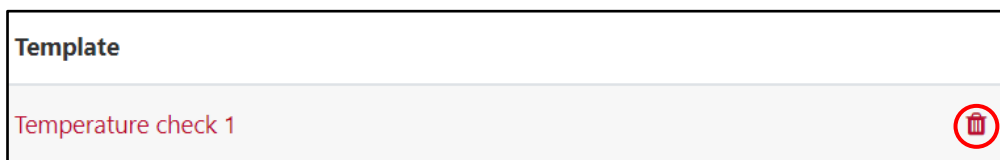
iii) Templates tab

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.



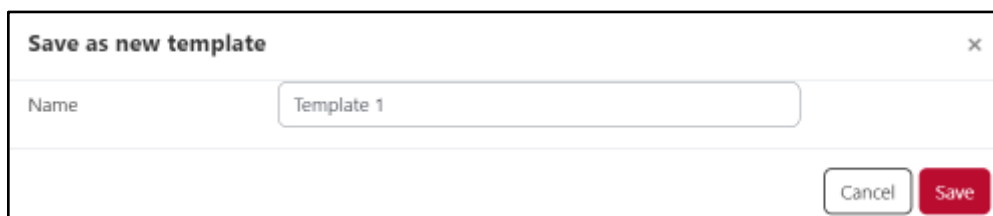
- Delete an existing template.



Create a new template

To create a new template, you must first add your questions by [clicking the Edit questions button available in the Feedback tab](#). Once you have included all required questions:

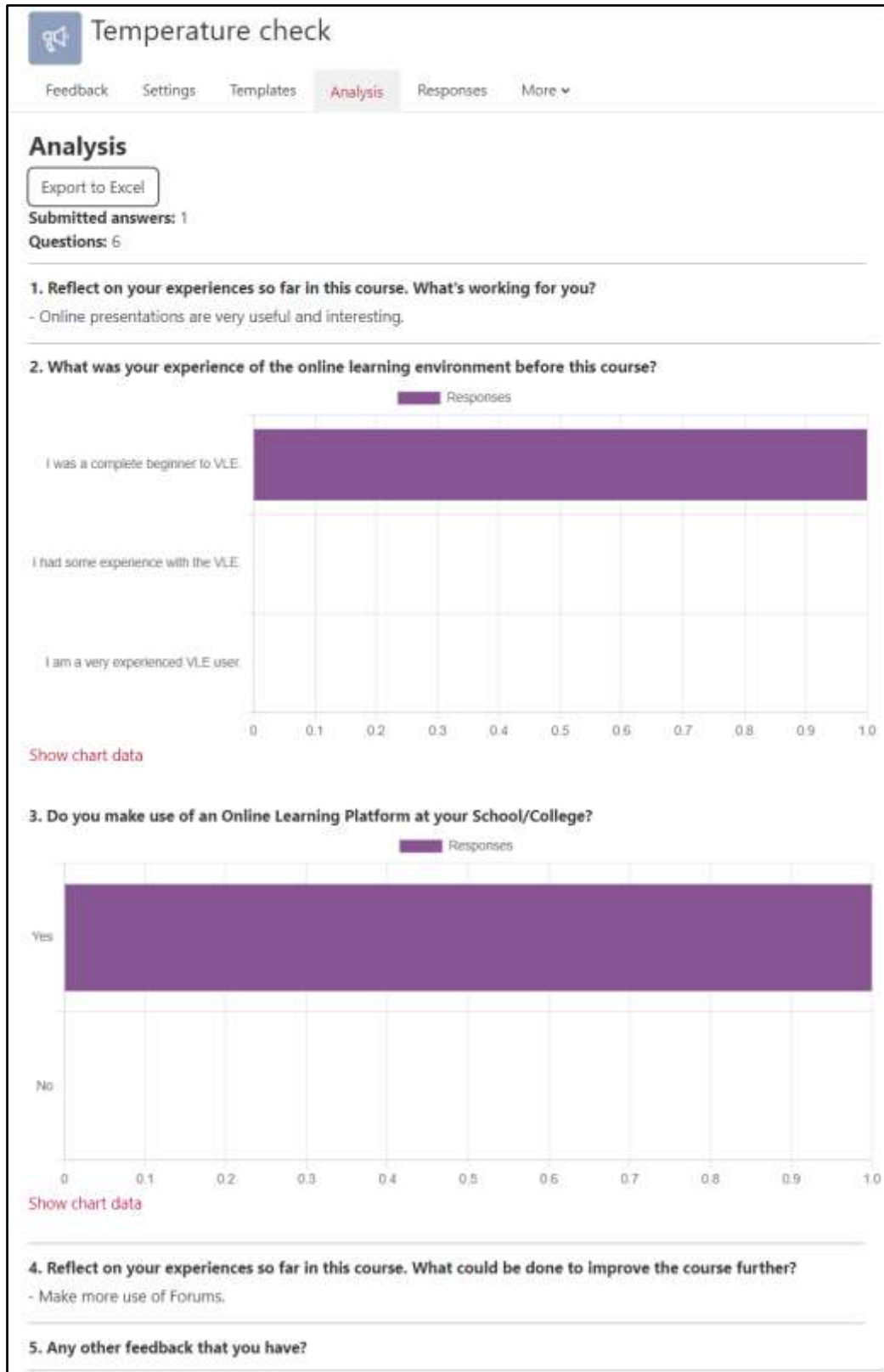
1. Click on the **Save as new template** button. The *Save as new template* dialog box is displayed.
2. In the **Name** field write down the name you want to give to your template.



3. Click the **Save** button. If the template is saved successfully, the message **Template saved**, will be displayed on your screen.

iv) Analysis tab


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

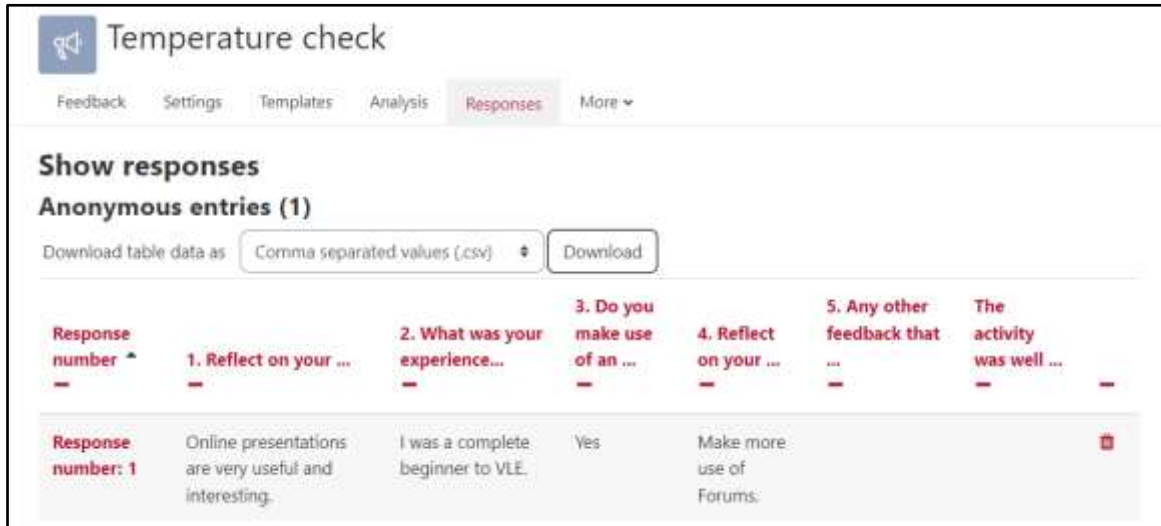


v) Show responses tab


Under the **Show responses** tab, you can view all the submitted responses. You can also 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** icon .

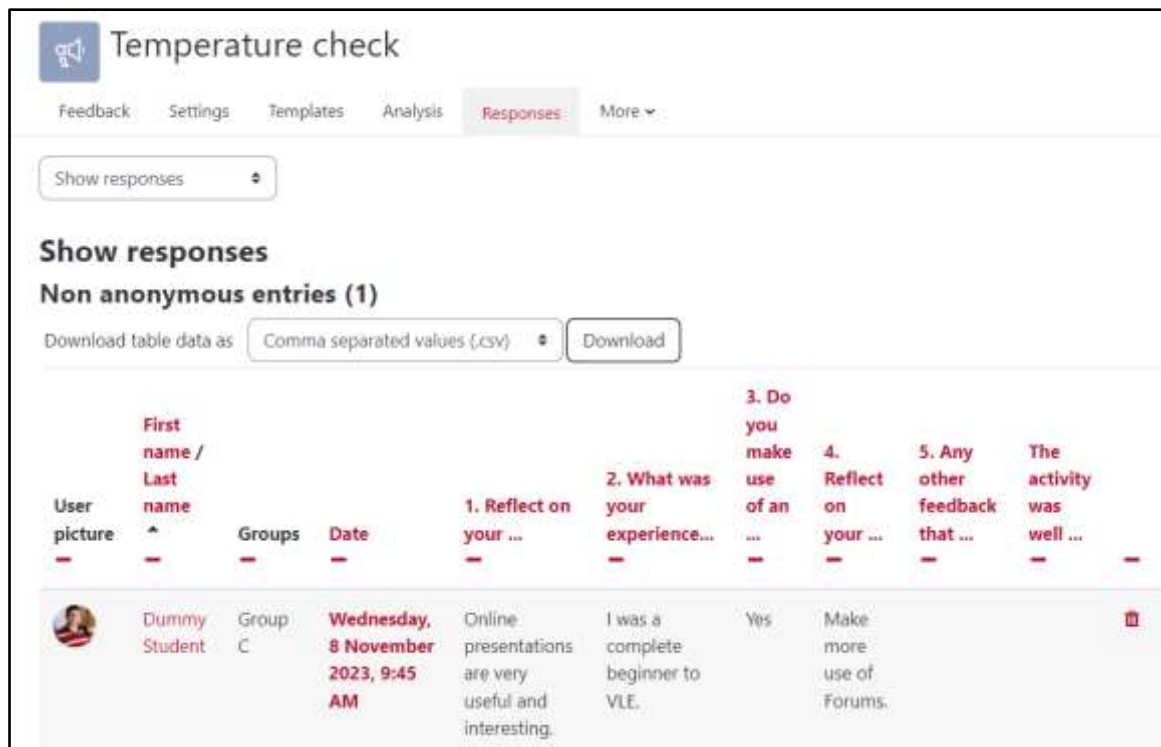


The screenshot shows the 'Temperature check' activity page with the 'Responses' tab selected. The page displays 'Anonymous entries (1)'. A dropdown menu for 'Download table data as' is set to 'Comma separated values (.csv)' with a 'Download' button. Below this is a table of responses.



Response number	1. Reflect on your ...	2. What was your experience...	3. Do you make use of an ...	4. Reflect on your ...	5. Any other feedback that ...	The activity was well ...
Response number: 1	Online presentations are very useful and interesting.	I was a complete beginner to VLE.	Yes	Make more use of Forums.		

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 their submission.



The screenshot shows the 'Temperature check' activity page with the 'Responses' tab selected. The page displays 'Non anonymous entries (1)'. A dropdown menu for 'Show responses' is visible. A 'Download table data as' dropdown is set to 'Comma separated values (.csv)' with a 'Download' button. Below this is a table of responses with student details.

User picture	First name / Last name	Groups	Date	1. Reflect on your ...	2. What was your experience...	3. Do you make use of an ...	4. Reflect on your ...	5. Any other feedback that ...	The activity was well ...
	Dummy Student	Group C	Wednesday, 8 November 2023, 9:45 AM	Online presentations are very useful and interesting.	I was a complete beginner to VLE.	Yes	Make more use of Forums.		

Moreover, you will also have an option to view the non-respondents. The option is available from the drop-down menu present available in the top-left corner of the activity.

Consequently, you can choose to send them a reminder message.

The screenshot displays the 'Temperature check' activity interface. At the top, there are navigation tabs: Feedback, Settings, Templates, Analysis, Responses (selected), and More. A dropdown menu labeled 'Show non-respondents' is highlighted with a red circle. Below this, a section titled 'Non-respondent students (3)' contains a table with the following data:

User picture	First name / Last name	Status	Select
	Dummy Student 9	Not started	<input type="checkbox"/>
	Dummy Student 5	Not started	<input type="checkbox"/>
	Dummy Student 2	Not started	<input type="checkbox"/>

Below the table is a 'Send notification' section with a 'Subject' input field and a rich text editor. The rich text editor contains the following text:


Dear Student,
 Kindly note that you have not submitted your feedback via the Temperature Check activity yet.
 Please do this at your earliest convenience. The activity will close very soon.
 Your co-operation is appreciated.
 Thanks
 Dummy Tutor
 P

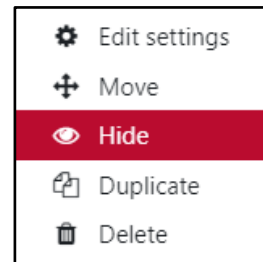
The rich text editor also shows a word count of 37 words. At the bottom left, there is a 'Send' button and a checkbox for 'HTML format'.

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 to students. Otherwise, your students will have access to it and can even start answering questions before you have set up the whole activity.

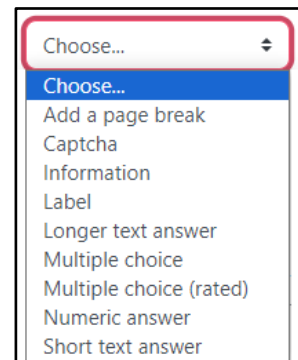
To hide the Feedback activity:

1. Click the **Start editing** toggle button.
2. Click the **Edit** (3-dot)  icon 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 / Text and media area* 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** button within the *Feedback* tab.
3. Select the type of question you would like to include. As an example, the **Multiple choice (rated)** question type is being considered.

Required

Question

Label

Multiple choice type:

Adjustment:

Hide the "Not selected" option:

Omit empty submits in analysis:

Multiple choice values:

Use one line for each answer!

Position:


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. 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.
8. Choose whether to display your multiple choice values vertically or horizontally from the **Adjustment** setting.
9. Choose whether to analyse empty submissions from the **Omit empty submits in analysis** 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


- 5/ Strongly Agree
- 4/ Agree
- 3/ Neutral
- 2/ Disagree
- 1/ Strongly Disagree




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:** The setting **Dependence item** is only available if you make use of the *Label* setting when adding questions. Also 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 changes** button. Once you have saved your question, a preview will be available to see how it will be displayed to your students.
15. Repeat steps 3 to 14 above to add more questions to your feedback activity.

Note that in the **Edit questions** page, every question can easily be edited by accessing the adjacent **Edit** drop-down menu. You can also easily re-arrange the order of your questions by clicking the **Move this question**  icon and dragging the question to the desired position.

The activity was well organised **Edit** ▾


- Not selected
- (5) Strongly Agree
- (4) Agree
- (3) Neutral
- (2) Disagree
- (1) Strongly Disagree



-  Edit question
-  Set as 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 the **Start editing** button.
2. Click the **Edit** (3-dot)  icon adjacent to the Feedback activity.
3. Click **Show**.

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

Feedback
Settings
Templates
Analysis
Responses
More ▾

Back
Add question ▾
Choose... ▾
Export questions

Edit ▾

Overall Impressions

+

1. Reflect on your experiences so far in this course. What's working for you? Edit ▾

+

Edit ▾

VLE Experience

+

2. What was your experience of the online learning environment before this course? Edit ▾

I was a complete beginner to VLE.

I had some experience with the VLE.

I am a very experienced VLE user.

+

Edit ▾

+

3. Do you make use of an Online Learning Platform at your School/College? Edit ▾

Yes

No

+

4. Reflect on your experiences so far in this course. What could be done to improve the course further? Edit ▾

+

Edit ▾

Any Comments?

+

5. Any other feedback that you have? Edit ▾

+

The activity was well organised Edit ▾

Not selected

(5) Strongly Agree

(4) Agree

(3) Neutral

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