OpenKGUMSB

FEEDBACK ACTIVITY MANUAL FOR TEACHERS

OpenKGUMSB Teacher Feedback Activity Manual

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Department:	**KGUMSB**
Date:	**31-05-2024**
For:	**OpenKGUMSB Teachers**

Feedback

The feedback activity module enables a teacher to create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input.

Feedback responses may be anonymous if desired, and results may be shown to all participants or restricted to teachers only. Any feedback activities on the site front page may also be completed by non-logged-in users. Feedback activities may be used
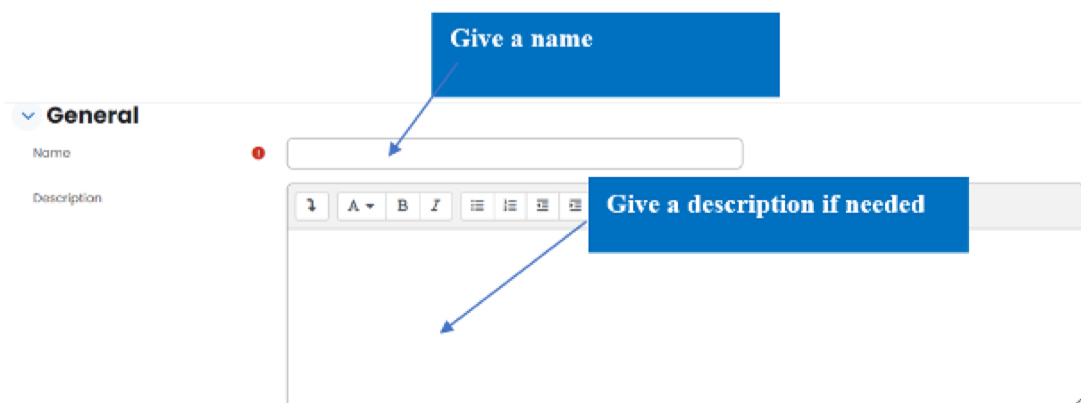
- For course evaluations, helping improve the content for later participants • To enable participants to sign up for course modules, events etc.
- For guest surveys of course choices, school policies etc.
- For anti-bullying surveys in which students can report incidents anonymously

1. Enable Feedback

OpenKGUMSB   Home Dashboard My courses Site administ

In a course, turn on Edit Mode.   Edit mode ⬤

2. Create and Configure Feedback

Note: Check the boxes below in each toggle to view the respective content.

Click here to choose an activity or resource → + Add an activity or resource

| All | Activities | Resources | Recommended |

Assignment	Book	Chat	Checklist	Choice	certificate
Custom certificate	Database	Feedback	File	Folder	Forum
Glossary	H5P	IMS content package	Lesson	Page	Quiz
SCORM package	Survey	Text and media area	URL	Wiki	Workshop

Choose Feedback

Give a name

∨ General

Name ❗ [   ]

Description **Give a description if needed**

☐ Display description on course page ⊘

⌄ Availability

Allow answers from   ☑ Enable   14 ⇅   August ⇅   2024 ⇅   13 ⇅   16 ⇅   📅

Allow answers to   ☑ Enable   14 ⇅   August ⇅   2024 ⇅   13 ⇅   16 ⇅   📅

⌄ Question and submission settings

Record user names   Anonymous

     Anonymous
     User's name will be logged and shown with answers

Allow multiple submissions   ❓

Enable notification of submissions   ❓   No ⇅

Auto number questions   ❓   No ⇅

⌄ After submission

Show analysis page   No ⇅

Completion message

| ↴ | A ▾ | B | I | ☰ | ☰ | ☲ | ☲ | 🔗 | ⧷ | ☺ | 🖼 | 🖹 | 🎤 | 🎥 | 🗐 | H₅P |

› Common module settings

⌄ Restrict access

Access restrictions

     None

     Add restriction...

› Completion conditions

› Tags

› Competencies

☐ Send content change notification ❓

Save and return to course   **Save and display**   Cancel

3. **Configure Feedback Questionnaires**

Feedback Questionnaire Question Type

1. Information

   This allows you to display the information on the location of the course feedback.

2. Longer Text Answer

   This option is for creating a text box (you specify how big it will appear in rows and columns) which people can write a long answer into

and columns) which people can write a long answer into.

3. Multiple choice

Selecting this then offers you three alternatives:

☐ *Multiple choice : single answer:*

This will give you a series of radio buttons, which starts on 'Not selected' and then has your options afterwards. Only one can be chosen and 'Not selected' is a valid answer if the question is not set to 'required'.

☐ *Multiple choice : multiple answers*

☐ *Multiple choice : single answer allowed (dropdown list)*

This type will give you a dropdown list from which only one answer can be selected.

☐ *Multiple choice : Dropdownlist (rated)*

This is similar to the dropdownlist option, except that each option has a numerical value associated with it. This means that if asking a question like:

How much do you enjoy being in class?

- *I love it*
- *I like it*

- *I like it*
- *It's OK*
- *I don't like it*
- *I hate*

It isn't possible to (easily) get out an "average" score - particularly if you're asking the same question before and after an event or course.

If the Dropdownlist (rated) option is used, then numerical values are associated with each option, allowing an average or other measurement of any responses. The above question might look like:

How much do you enjoy being in class?

- *[5] I love it*
- *[4] I like it*
- *[3] It's OK*
- *[2] I don't like it*
- *[1] I hate it*

4. Numeric answer

   Here, you ask a question which must have a number as an answer and specify the acceptable range e.g. "How many arms would you like, if more than 2 were possible? (please specify 010)" with a range of 0-10 set in the options. It helps if you specify the acceptable range in the question text.

5. Multiple Choice (Rated)

This is similar to the other multiple-choice options, except that each option has a numerical value associated with it. You have the choice of using radio buttons or a drop-down list to display the answers.

Example: How much do you enjoy being in class?

- *[5] I love it*

- *[4] I like it*

- *[3] Its OK*

- *[2] I don't like it*

- *[1] I hate it*

6. Short Text Answer

This option lets you specify a single line answer, with an input box which is a set number of characters long (you choose). You also specify the maximum number of characters you will accept, so that the answer is not too long and/or does not run over the length of the box on screen.

Sample Feedback Questionnaire Sample

1. *Adding Multiple Choice Question*

Type the multiple choice option values here

Low: Topic is unfamiliar to me
Moderate: I am aware of the topic and knowledgeable but will benefit from additional education on the topic
High: I am highly knowledgeable on the topic and may be able to provide additional insight during the coaching

Use one line for each answer!

Position   1 ⇕

Save changes   Cancel

2. Adding Long/Short Answer (Comments, suggestion, recommendation)

⌄ **Longer text answer**

☐ Required

Add the question here

Question	Give your comments if any
Label	2
Width	30 ⇕
Number of lines	5 ⇕
Dependence item ❶	Choose ⇕
Position	2 ⇕

Save changes   Cancel

3. Editing Questions

With the Edit option, the user can "Edit question", "Set as required or not" and "Delete question"

Back   Add question ⇕   Choose... ⇕

(1) List the common cause of Neonatal Deaths ❗ Edit ⌄

⚙ Edit question
❶ Set as not required
🗑 Delete question

(2) Give your comments if a

You can save the feedback templete so that you can use the same question for other course modules.

Save as new template

List the common cause of Neonatal Deaths 🛈

(0) Low: Topic is unfamiliar to me
(1) Moderate: I am aware of the topic and knowledgeable but will benefit from additional education on the topic
(2) High: I am highly knowledgeable on the topic and may be able to provide additional insight during the coaching

🛈 Required

Submit your answers   Cancel

4. **Adding Page Break**

Page break can be added if you want the feedback questionnaire to be shown in different pages