The University of Zambia

QUALITY ASSURANCE DIRECTORATE

MOODLE@UNZA

ADDING THE STUDENT EVALUATION OF TEACHING QUESTIONNAIRE TO COURSES

1.0   LOG IN TO YOUR ACCOUNT

1.1   Enter your *Username* and *Password*
1.2   Click "*Log in*"

### 2.0   GET TO THE COURSE WHERE YOU WANT TO ADD THE QUESTIONNAIRE

2.1   Once you are logged in, you should see the **Dashboard** with the courses where you are involved as a lecturer.
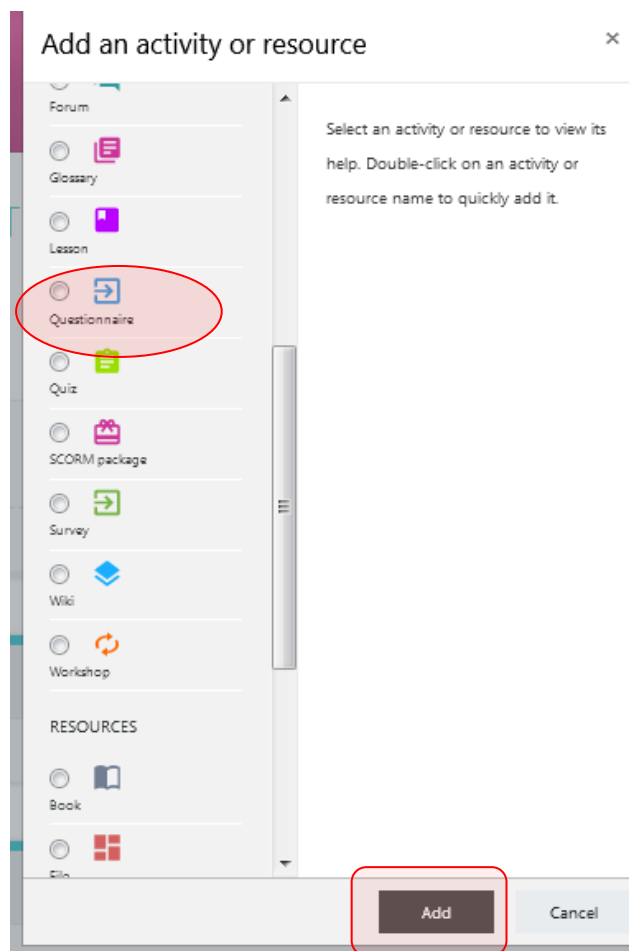2.2   Click on the *Course* where you want to add the questionnaire.
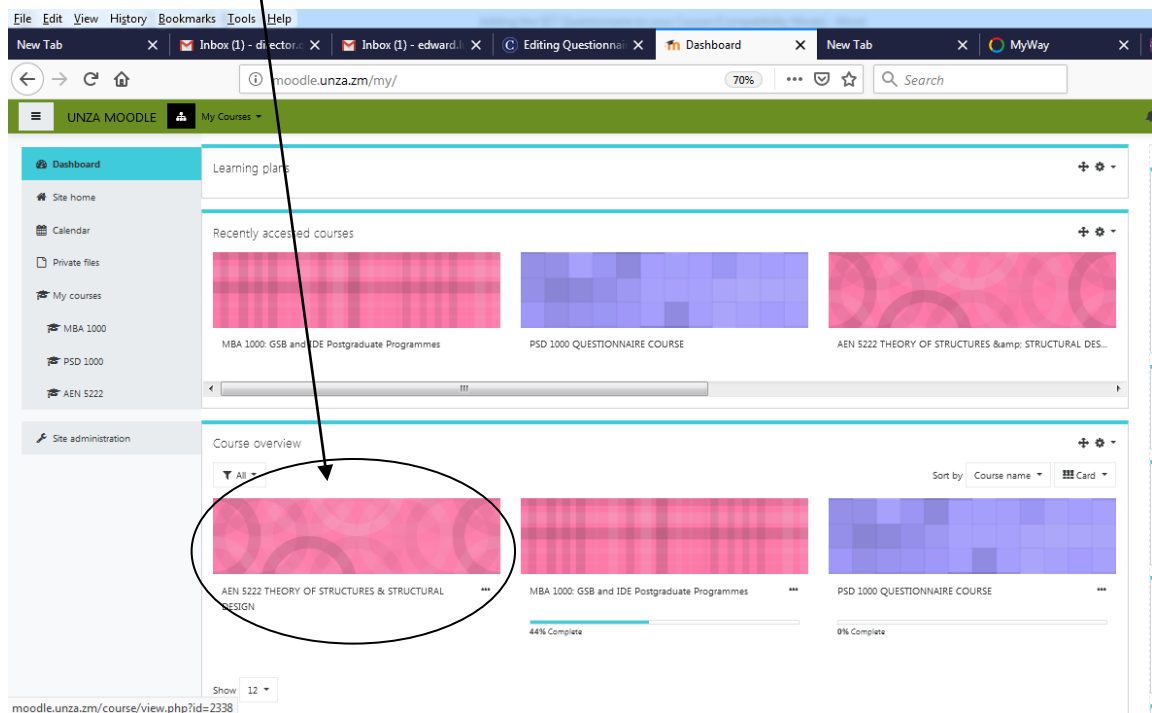
3.0   ADDING THE QUESTIONNAIRE

3.1   Click *Turn editing on*. It changes to *Turn editing off*.

3.2   Click *Add an activity or resource* at the appropriate Week or Topic. I suggest the very top.
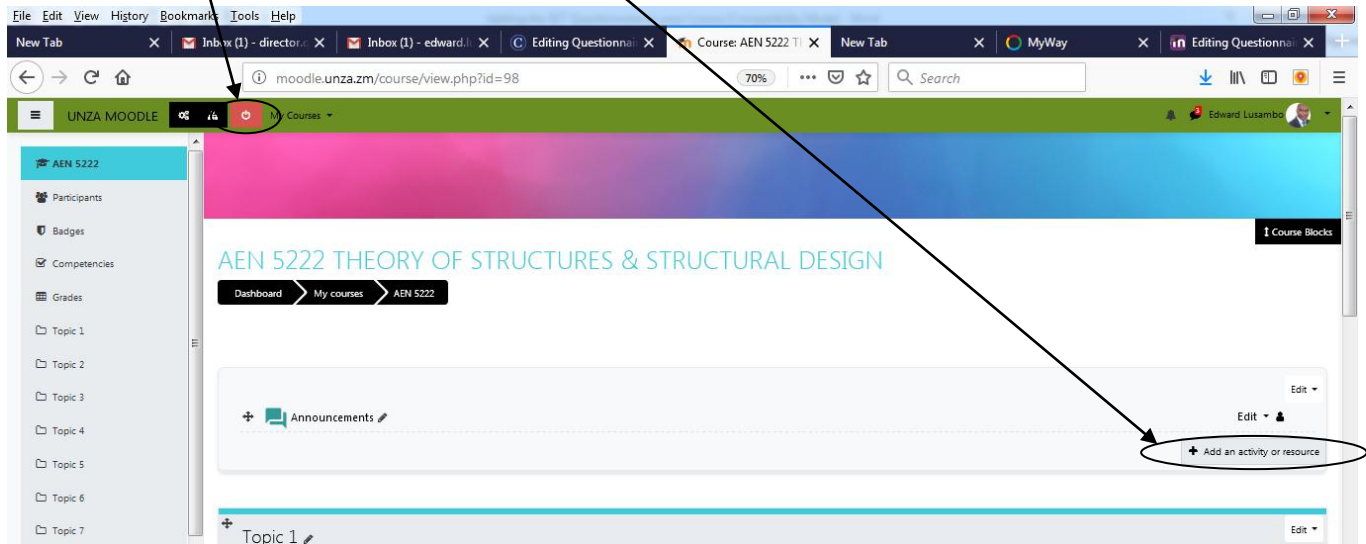
3.3   Select *Questionnaire*, then click "*Add*" at the bottom.

3.4   Give the questionnaire a **Name** e.g. "*Evaluation of Dr. Edward Lusambo in AEN 5222"*

3.5   Give it a **Description** e.g. "*The deadline for answering this questionnaire is 17:00 hours on 30th June, 2019"*

3.6   Check the box for "*Display description on course page*" in order for the description to show on the course page.

3.7   **Timing Settings** - check *Use Open Date* and *Use Close Date* to provide the start and end dates and the associated time. Give students at least **a week before the examination** of the course.

In the **Response options** tab:

3.8   For Type - Select "***Respond Once***"

3.9   For Respondent Type - Select "***Anonymous"***.

3.10   For Students can view ALL responses - Select "***After the questionnaire is closed***".
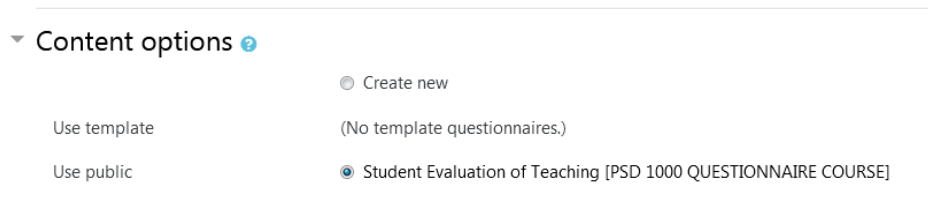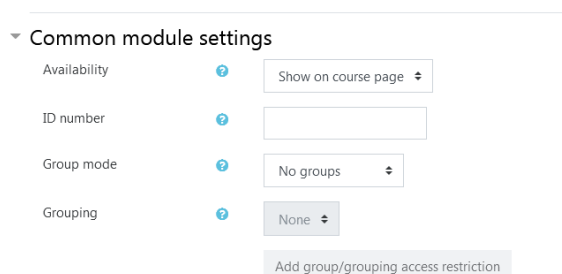
3.11   For Save/Resume Answers - Select "***Yes***". This allows students to save the responses they would have made up to a certain point and resume at a later stage.

3.12 **Content Options** – Select "*Use public*" and choose the public Questionnaire: "*Student Evaluation of Teaching (PSD 1000 QUESTIONNAIRE COURSE)*".

Content options

Create new

Use template   (No template questionnaires.)

Use public   ● Student Evaluation of Teaching [PSD 1000 QUESTIONNAIRE COURSE]

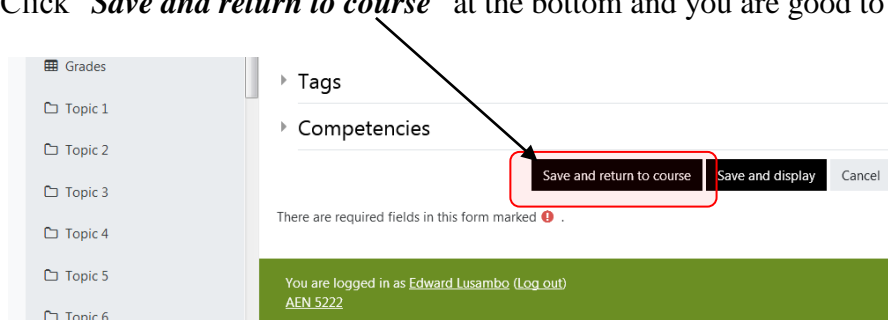3.13 Under **Common module** settings, Availability – Select "*Show on course page*" so that the questionnaire is visible in the course profile.

Common module settings

Availability   Show on course page

ID number

Group mode   No groups

Grouping   None

Add group/grouping access restriction

3.14 Click "*Save and return to course*" at the bottom and you are good to go.

Grades

Topic 1   Tags

Topic 2   Competencies

Topic 3   Save and return to course   Save and display   Cancel

Topic 4   There are required fields in this form marked ❶ .

Topic 5   You are logged in as Edward Lusambo (Log out)
                AEN 5222
Topic 6

4.0   TO IMPROVE THE RESPONSE RATE

4.1   Inform your students that the questionnaire is available (with the dates you set) and the importance of participating.

4.2   It is recommended that you either book a computer room or allow your students time *before the examination* to find a computer room or use their laptop, smartphone, tablet or other gadget to complete the questionnaire. Completing the questionnaire should not take more than 10 minutes.

Dr. Edward Lusambo
Director, Quality Assurance

ENJOY MOODLE@UNZA!