Forward FOCUS Survey—Guidelines for Moodle in the Cloud

Overview
If you are using Moodle as your learning management system ([https://umass.moonami.com/](https://umass.moonami.com/)), you will need to import the Forward FOCUS Survey to your course, make it accessible to your students, and send to them. You will also have the option to add additional questions to the survey. In this guide, we will show you how to import the Forward FOCUS Survey to your course, add additional questions, provide you with some best practices on how to administer the survey, and show you how to view your feedback.

After reading this guide, if you have further questions about importing activities into your course, creating or modifying survey questions in Moodle, or viewing results, please email instruct@umass.edu. For general questions about the Forward FOCUS, please email ffocus@umass.edu.

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Import the Forward FOCUS Survey to Your Moodle Course

Starting in Fall 2021, all instructors of record have access to the Forward FOCUS and do not need to request access from the CTL.

1. Log in to Moodle (umass.moonami.com) and click the link to the course for which you want to administer the Forward FOCUS survey from the list of options under My Courses on the left-hand toolbar. If you don’t see the left-hand toolbar on your screen, select the Navigation tray toggle (hamburger menu, top left).

2. Now that you have opened your Moodle course, click the Course Management button on the top middle of your screen. The button is a silver and black gear icon.
3. On the Course Management panel, under Course Settings, select **Import**.

4. The **Find a Course to Import Data From** page will open. Select **CTL Forward FOCUS survey** and click the **Continue** button.

If you have more than 10 courses listed, you may need to search for "CTL Forward FOCUS survey."
5. The Import Settings page will open. **Uncheck** every option except: Include activities and resources.

   Click the **Jump to final step** button.

6. The Perform Import page will open showing the progress of the import. When the import is complete, click the **Continue** button.

7. The Forward FOCUS survey will now appear on your Moodle course home page.
Setting survey start and end date

8. Click the Turn Editing On button, if you haven’t done so already. The button is a green pencil icon.

9. Locate the Forward FOCUS survey on your Moodle course home page. Click Edit to the right of the survey name and select Edit Settings.

10. You will be taken to the Updating Questionnaire screen.

Skip the General section. Under the Availability section, click on “Enable” next to “Allow responses from” and “Allow responses until.” Choose dates that make sense for your course. We suggest not overlapping FOCUS and SRTI (if applicable).
Under the *Response options* section:
1. Confirm that **Type** is set to: response once
2. **Confirm that Respondent Type** is set to: anonymous – IMPORTANT
3. Confirm that **Students can view ALL responses** is set to: Never
4. Confirm that **Send submission notification** is set to: No
5. Confirm that **Save/Resume answers** is set to: Yes
6. Confirm that **Allow branching question** is set to: No
7. Confirm that **Auto numbering** is set to: Auto number pages and questions
8. Confirm that **Submission grade** is set to: No grade

Skip the *Common module settings* and *Restrict access* sections.

Click the **Save and return to course** button.

11. If you desire to add the Forward FOCUS survey to another Moodle course, repeat Steps 1-16.

**View the Survey**

1. To view the existing Forward FOCUS questions, click the link to the Forward FOCUS survey on your Moodle course page. Make sure Editing is turned on. (The green pencil icon located at the top of the screen.)

2. In order to view the questions, click the **Actions menu** button to the right and select **Questions**.

3. You will now be able to view all of the existing questions in the Forward FOCUS survey.
Add, Delete, or Modify Questions
To customize the survey for your own instructional needs, you can add additional questions, delete questions, or modify existing questions. We recommend replacing questions, rather than adding additional questions, in order to encourage that students complete the survey.

Add a Likert Scale Question (Quantitative)
It will be easiest for students if you use the same response scale that already exists on the survey, which is a 1-5 response scale with 1=Almost Never and 5=Almost Always.

To do so, you can easily “copy” an existing Forward FOCUS question by following this basic process:

• Editing an existing Forward FOCUS Likert Scale Question; and
• Using the “Save as New Question” function.

1. Choose an existing Likert scale-type question that you want to copy.
   a. In the screenshot below, we are choosing to start with Question 2, which asks about how valuable different activities in the course were for student learning. This is a matrix-style question allowing students to answer the same question (i.e., how valuable) for many different activities (i.e., homework, lecture, and discussions). It uses a 1-5 rating scale with an additional “N/A” option.
   b. In the following example, we want to keep this question and create a similar question that asks “How HELPFUL did you find the following materials in studying for exams? Chose N/A if you did not use the material to study for exams.”

2. Click on the gear button (⚙️) to begin the editing process.

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<table>
<thead>
<tr>
<th>position -2</th>
<th>[Rate (scale 1-5)] (Value of course activities_mod)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>How VALUABLE were the following activities for your learning?</td>
</tr>
</tbody>
</table>
3. On the next screen, change the **Question Text**. For example, we are going to write, “How HELPFUL did you find the following materials in studying for exams? Chose N/A if you did not use the material to study for exams.”

**Optional:** You can change the question name to reflect your new question. Only you see this when you download the responses to help differentiate questions.

4. If needed, change the **Possible Answers**. You can expand the box to see all answers by dragging the lower right corner of the box down. In our example, we decide to keep the same materials listed: lectures, discussions, readings, and homework.

5. If needed, change the **Named Degrees**. These are the response options that student will choose. In our example which asks students “How often” they used materials, it makes sense to rename the named degrees to “1=Almost Never” “2=Rarely” etc …
6. Click **Save as New Question** button.

7. Your new question will appear at the end of the survey. To move it, click on the arrow button (📌) above the question you want to move.
8. Navigate to where you want the question to be. Click on the box in that location. Here, we want to move the question after #7.

Add an Open-Ended Question (Qualitative)

1. Follow these Moodle instructions to add an “Essay Box” question, as shown in the screenshot below.
2. Do NOT require a response for this or any question.
Delete a Question
1. To delete an entire question from the survey, click on the x button.

Modify a Question
1. Choose an existing question to modify. In the screenshot below, we are choosing to modify with Question 2, “How valuable were the following activities for your learning?” to be more specific to our course. Click on the gear button (⚙️) to begin the editing process.
2. On the next screen, change the **Question Text or Possible Answer**. For example, since we want to modify the names of the activities, we are going to change “Possible Answers” and keep the Question Text the same.

**Optional:** You can change the question name to reflect your new question. Only you see this when you download the responses to help differentiate questions.
3. Click **Save Changes** button.

4. When you are done editing your survey, you may leave the page using the Navigation Bar at the top of the screen. Your edits have already been saved.

**Best Practices for Survey Administration**

1. Create a course announcement to let students know the Forward FOCUS survey is open.

2. Send a separate email to your students and communicate the purposes and audiences of the Forward FOCUS in order to increase the student response rate. Do not overlap administration with SRTI, if applicable.

3. After you send that initial email, send another email a week later to your students reminding them to complete the survey if they have not yet done so. Continue to send weekly reminders until the survey closes.

4. Consider offering extra credit to students who complete the survey, emphasizing that the Forward FOCUS is also a tool for them to reflect on their learning. For assistance with the gradebook function and awarding extra credit, email **instruct@umass.edu**.
View Your Feedback: Fall 2021 and after
** For courses taught in Fall 2021 and after, visit Moodle in the Cloud (https://umass.moonami.com/) to see and download responses to the Forward FOCUS. **

You can view the aggregate responses to each question in your survey, as well as the distribution of student responses for each question.

1. On your Moodle in the Cloud (https://umass.moonami.com/) course page, click to the link to the Forward FOCUS survey. The survey will open.
2. If students have submitted responses, you will see a link titled View All Responses if students have submitted responses. Click View All Responses to open the page.
3. By default, responses will be grouped by question, with all the responses submitted for that question.
4. View more information on viewing and downloading responses on the Moodle support site.

View Your Feedback: Spring 2021 and before
** For courses taught in Spring 2021 and before, you must visit the Legacy Moodle site (https://moodle.umass.edu/) to see and download student responses to the Forward FOCUS. **

You can view the aggregate responses to each question in your survey, as well as the distribution of student responses for each question.

1. On your Legacy Moodle (https://moodle.umass.edu/) course page, click to the link to the Forward FOCUS survey. The survey will open.
2. If students have submitted responses, you will see a link titled View All Responses. Click View All Responses to open the page.
3. By default, responses will be grouped by question, with all the responses submitted for that question.
4. View more information on viewing and downloading responses on the Moodle support site.