

Forward FOCUS Survey—Guidelines for Moodle

Overview

If you are using Moodle as your learning management system, you will need to import the Forward FOCUS Survey to your course and make it accessible to your students. 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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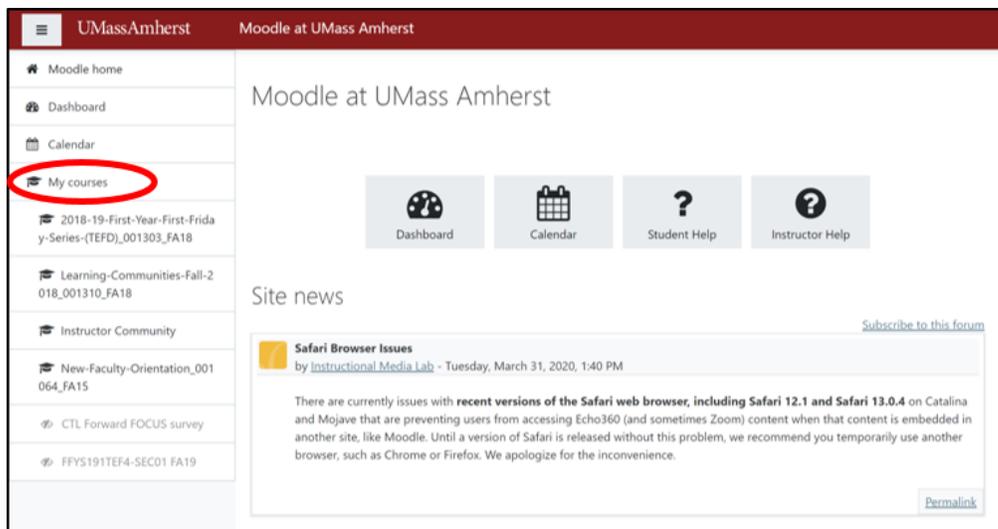
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Import the Forward FOCUS Survey to Your Moodle Course

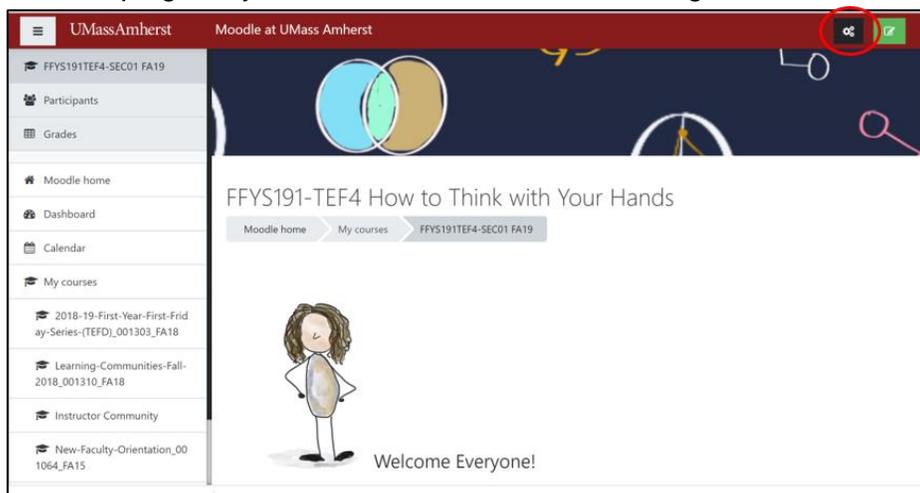
Once you have received an email confirming that the Forward FOCUS Survey is available to you, you can then import it into your existing course.

Note: Your course sections or weekly activities may be temporarily renamed as "Orphaned activities" after you perform the import. Do not fear! There is a fix for that! Skip to the directions for [Troubleshooting Missing Course Sections](#).

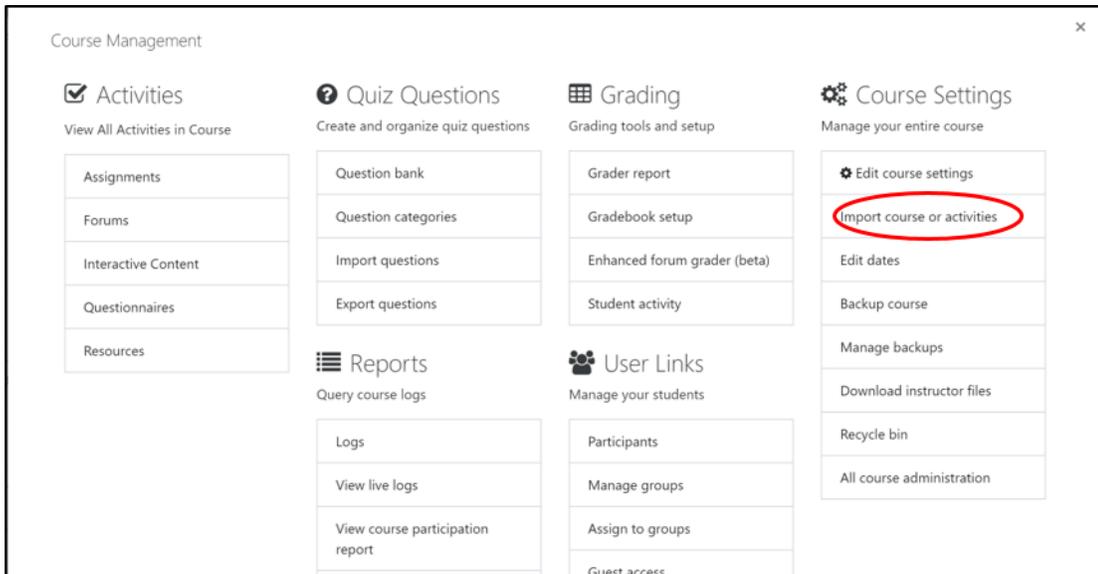
1. Log in to Moodle (moodle.umass.edu) and click the link to the course for which you want to administer the Forward FOCUS survey from the list of options under **My Courses** on the left-hand toolbar. If you don't see the left-hand toolbar on your screen, select the Navigation tray toggle (hamburger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



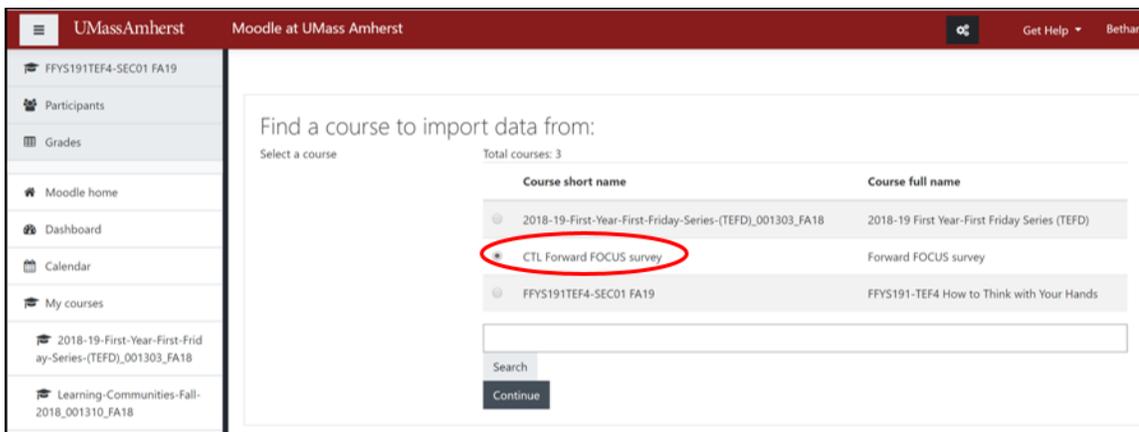
2. Now that you have opened your Moodle course, click the **Course Management** button on the top right of your screen. The button is a black gear icon .



3. On the Course Management panel, under Course Settings, select **Import course or activities**.



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.”

There are too many results, enter a more specific search.

CTL Forward FOCUS survey

Search

Continue

- The *Import Settings* page will open. **Uncheck** every option *except*. Include activities and resources.

Click the **Next** button.

1. [Course selection](#) ▶ 2. [Initial settings](#) ▶ 3. [Schema settings](#) ▶ 4. [Confirmation and review](#) ▶ 5. [Perform import](#) ▶ 6. [Complete](#)

Import settings

Warning: If you wish to import **manual grade items** from a previous course, do not uncheck any options on this page.

Note: **External tool activities** cannot be exported or imported and will need to be recreated in each course.

- Include activities and resources
- Include blocks
- Include filters
- Include calendar events
- Include question bank

[Jump to final step](#) [Cancel](#) [Next](#)

- On the Include page, **uncheck** “Announcements”, leaving both “General” and “Forward Focus Survey” selected.

Click the **Next** button.

1. [Course selection](#) ▶ 2. [Initial settings](#) ▶ 3. [Schema settings](#) ▶ 4. [Confirmation and review](#) ▶ 5. [Perform import](#) ▶ 6. [Complete](#)

Include:

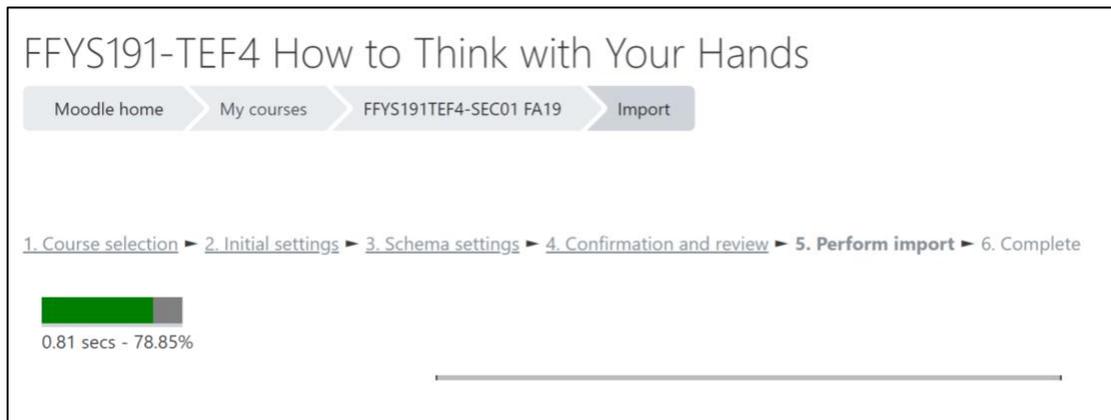
Select
[All / None \(Show type options\)](#)

- General**
- Announcements
- Forward FOCUS survey
- Backup Quickmail Block Level Configuration Settings (Such as [Allow Students to use Quickmail])
- Backup Quickmail Block Level Configuration Settings (Such as [Allow Students to use Quickmail])

[Previous](#) [Cancel](#) [Next](#)

- Scroll to the bottom of the page and click the **Perform Import** button.

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



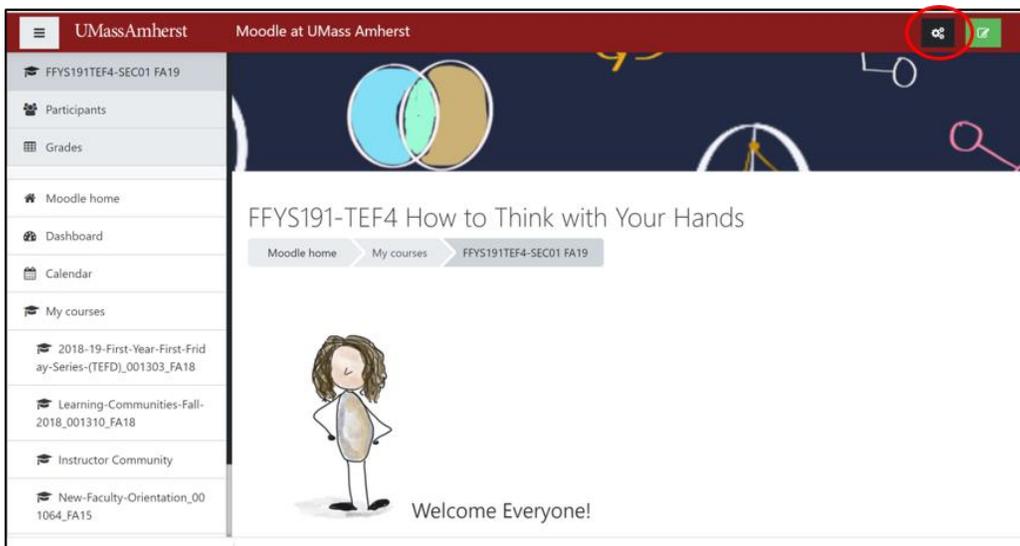
- The Forward FOCUS survey will now appear on your Moodle course home page.

Note: Your course sections may be renamed as "Orphaned activities" after you perform the import. Do not fear! There is a fix for that! Continue reading:

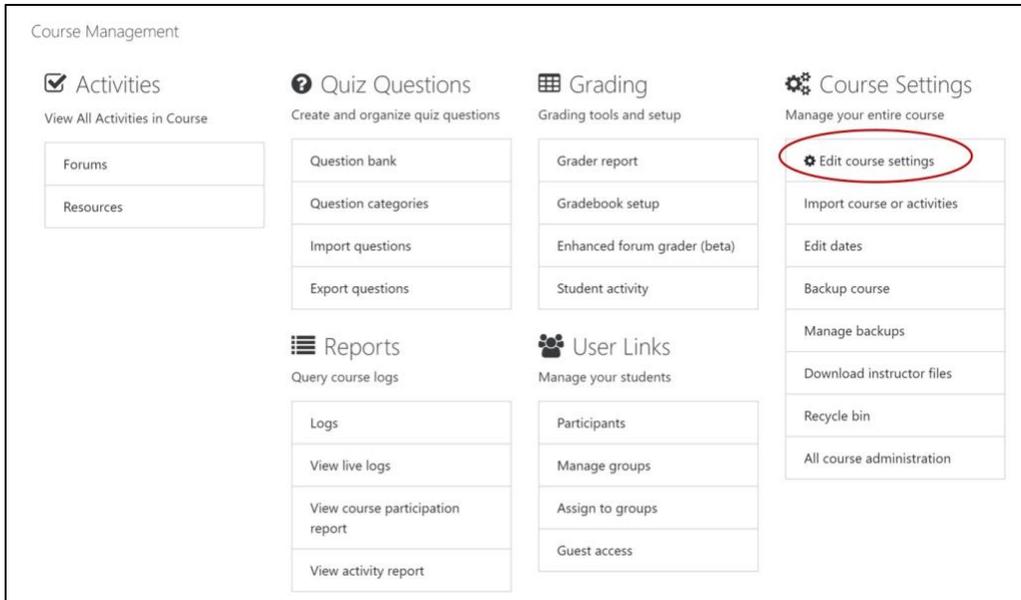
Troubleshooting Missing Course Sections

If, after importing the survey, you do not see your course sections, please follow these steps:

- On your course page, select the **Course Management** button on the top right of your screen. The button is a black gear icon .

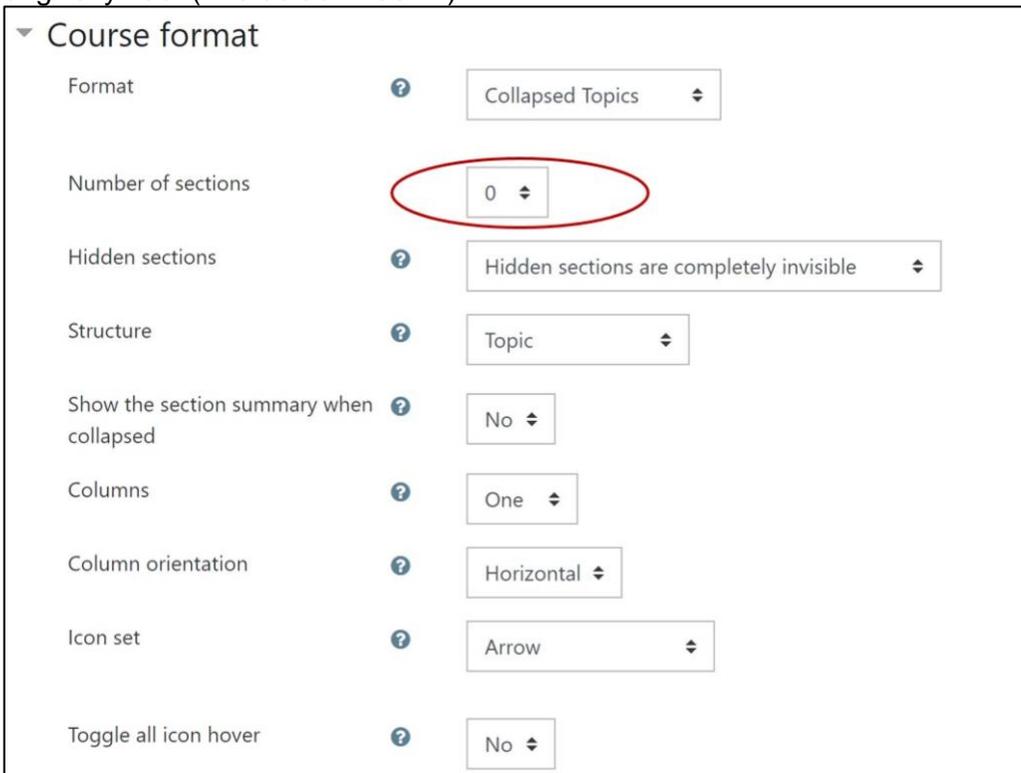


- On the Course Management panel, under Course Settings, select **Edit course settings**.



The screenshot shows the 'Course Management' dashboard with four main sections: Activities, Quiz Questions, Grading, and Course Settings. The 'Course Settings' section is highlighted with a red circle around the 'Edit course settings' link. Other options in the 'Course Settings' section include 'Import course or activities', 'Edit dates', 'Backup course', 'Manage backups', 'Download instructor files', 'Recycle bin', and 'All course administration'.

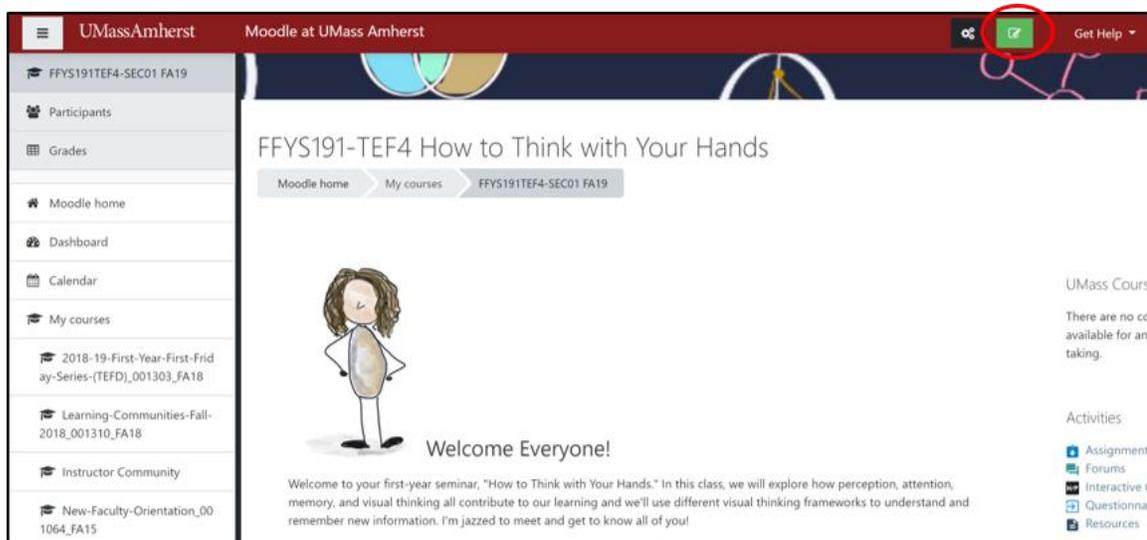
12. On the Edit course settings page, you will see a list of options for your course. Scroll down to **Course Format** heading.
13. From the “Number of sections” setting, select the correct number of sections your course originally had. (The default was 14).



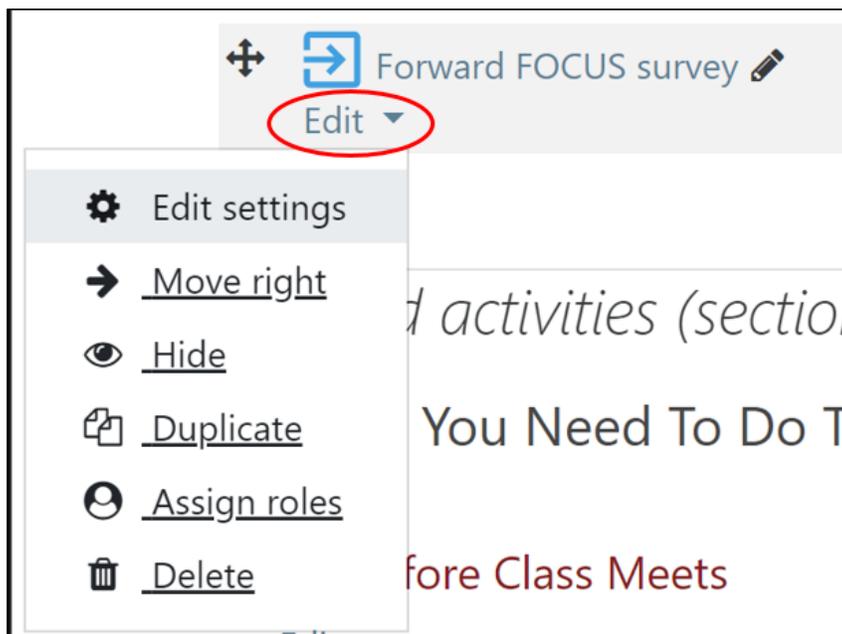
The screenshot shows the 'Course format' settings page. The 'Number of sections' setting is set to 0 and is circled in red. Other settings include: Format (Collapsed Topics), Hidden sections (Hidden sections are completely invisible), Structure (Topic), Show the section summary when collapsed (No), Columns (One), Column orientation (Horizontal), Icon set (Arrow), and Toggle all icon hover (No).

Setting survey start and end date

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



15. Locate the Forward FOCUS survey on your Moodle course home page. Click **Edit** under the survey name and select **Edit Settings**.



16. You will be taken to the *Updating Questionnaire* screen.

Skip the *General* section.

Under the *Timing* section:

- Change the **Open Date** to: 12 | Apr | 2021 | 08 | 00
- Change to **Close Date** to: 23 | Apr | 2021 | 23 | 59

* *These are suggested dates for opening and closing*

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

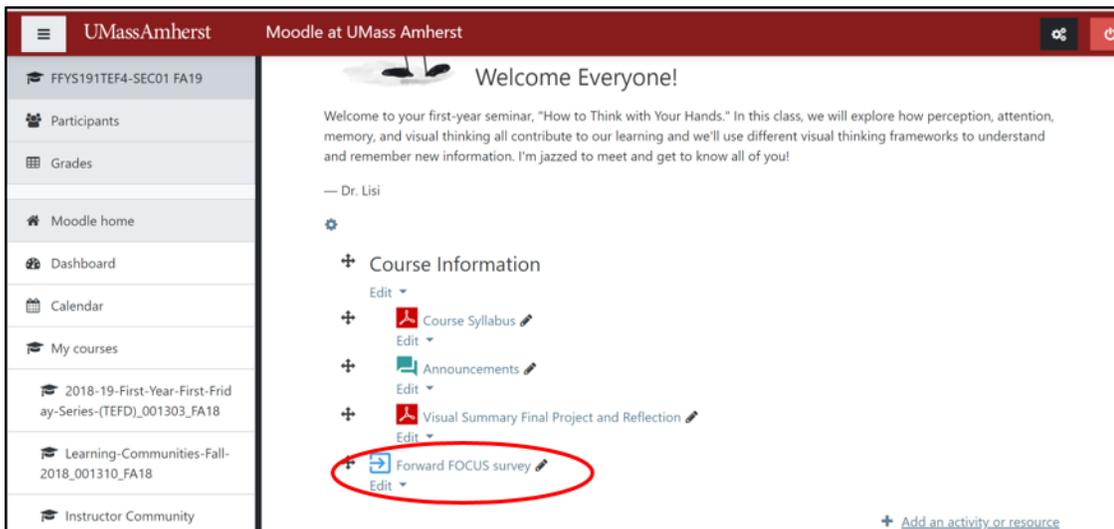
Skip the *Common module settings* and *Restrict access* sections.

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

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

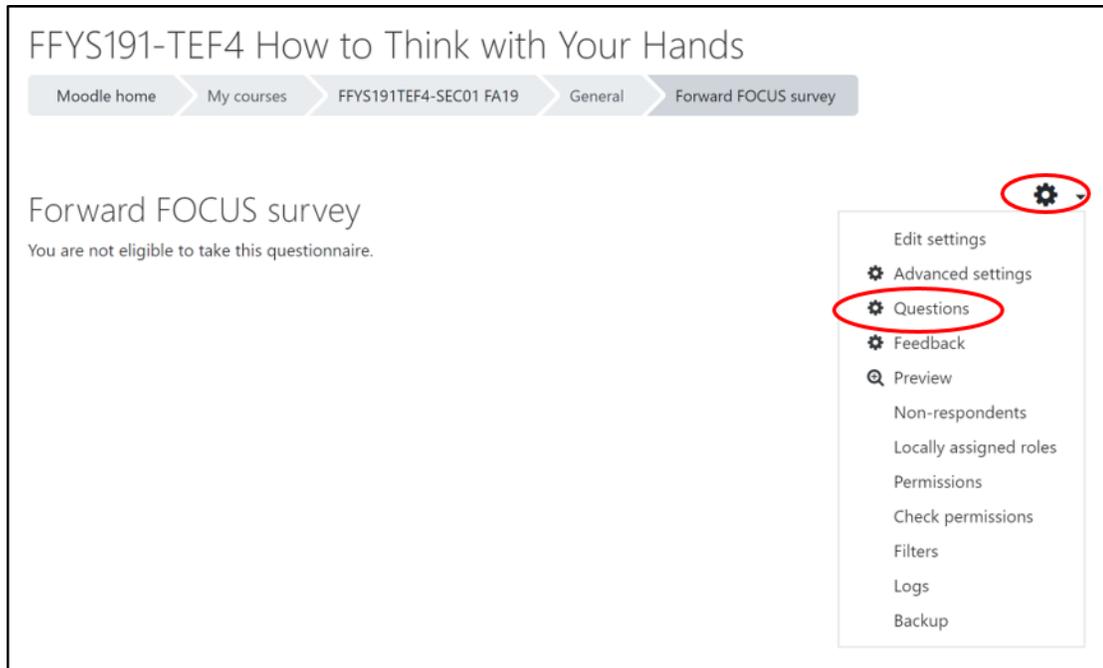
View the Survey

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 .)



The screenshot shows the Moodle interface for a course. The top navigation bar includes the UMassAmherst logo and the text 'Moodle at UMass Amherst'. The left sidebar contains a menu with items like 'Participants', 'Grades', 'Moodle home', 'Dashboard', 'Calendar', 'My courses', and 'Instructor Community'. The main content area displays a 'Welcome Everyone!' message from Dr. Lisi, followed by a 'Course Information' section. This section lists several activities: 'Course Syllabus', 'Announcements', 'Visual Summary Final Project and Reflection', and 'Forward FOCUS survey'. The 'Forward FOCUS survey' activity is circled in red, and its 'Edit' link is also circled in red. A green pencil icon is visible next to the 'Forward FOCUS survey' activity name.

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



The screenshot shows a Moodle course page for 'FFYS191-TEF4 How to Think with Your Hands'. The breadcrumb trail is: Moodle home > My courses > FFYS191TEF4-SEC01 FA19 > General > Forward FOCUS survey. The main heading is 'Forward FOCUS survey' with the message 'You are not eligible to take this questionnaire.' To the right, an Actions menu is open, listing various options. The 'Questions' option is circled in red, and the gear icon for the Actions menu is also circled in red.

FFYS191-TEF4 How to Think with Your Hands

Moodle home > My courses > FFYS191TEF4-SEC01 FA19 > General > Forward FOCUS survey

Forward FOCUS survey

You are not eligible to take this questionnaire.

- Edit settings
- Advanced settings
- Questions**
- Feedback
- Preview
- Non-respondents
- Locally assigned roles
- Permissions
- Check permissions
- Filters
- Logs
- Backup

3. You will now be able to view all of the existing questions in the Forward FOCUS survey.

Add, Delete, or Modify Questions

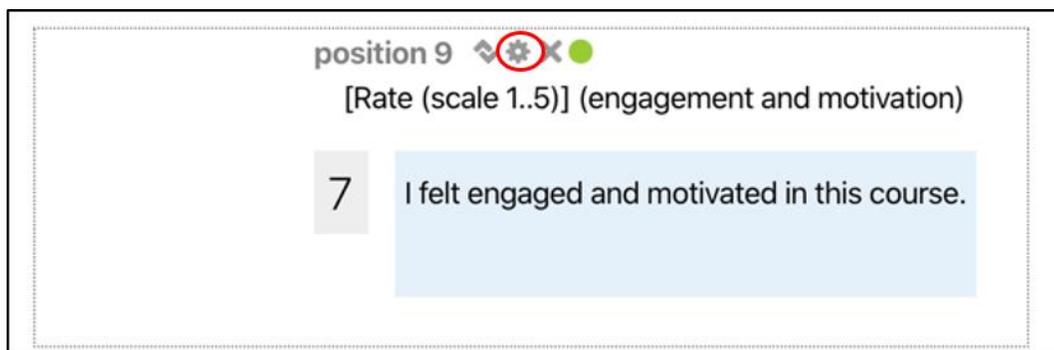
To customize the survey for your own instructional needs, you can add additional questions, delete questions, or modify existing questions. We recommend replacing questions, rather than adding additional questions, in order to encourage that students complete the survey.

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 to edit. In the screenshot below, we are choosing to start with Question 9, “*I felt engaged and motivated in this course.*” Click on the gear button (⚙️) to begin the editing process.



- On the next screen, change the **Question Text**. For example, perhaps you want to ask students more about communication. As Forward FOCUS questions are written from the student perspective, you might write, *“I felt my questions were answered when I reached out to the instructor or TA.”*

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.

The screenshot shows the Moodle question editor interface. The 'Question Name' field contains the text 'engagement and motivation'. A blue arrow points to this field with the annotation: 'Optional: Change the question name. Only you see this.' The 'Question Text' field contains the text 'I felt engaged and motivated in this course.' A red arrow points to this field with the annotation: 'Change the question: This is what students will see.' The interface includes a rich text editor toolbar and various form controls.

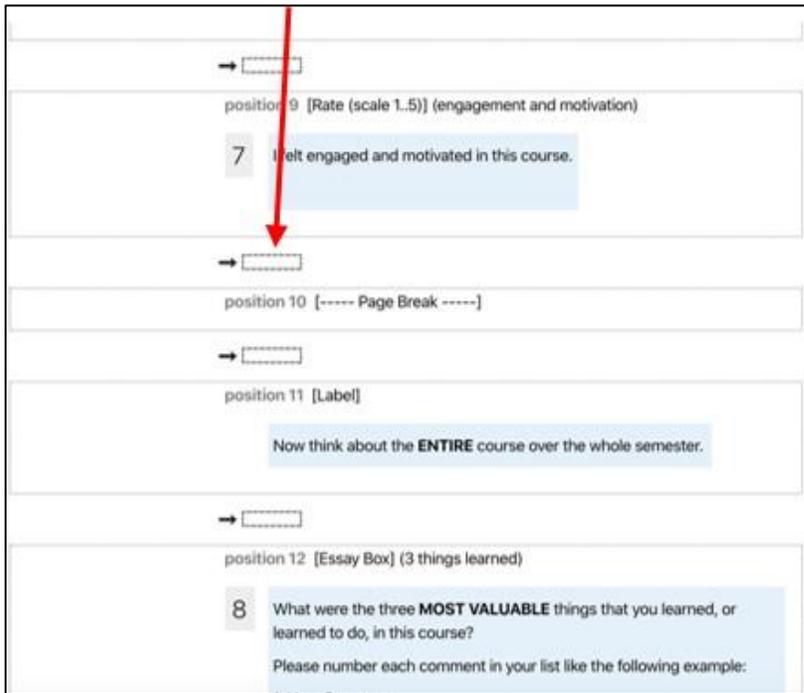
Click **Save as New Question** button.

This screenshot shows a closer view of the Moodle question editor. The 'Question Text' field contains the text 'I felt my questions were answered when I reached out to the instructor or TA.' Below the text field, the 'Possible answers' section is visible, showing a list with '5=Almost Always' and '4=Frequently'. At the bottom of the editor, three buttons are present: 'Save changes', 'Save as New Question', and 'Cancel'. The 'Save as New Question' button is circled in red.

3. 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.

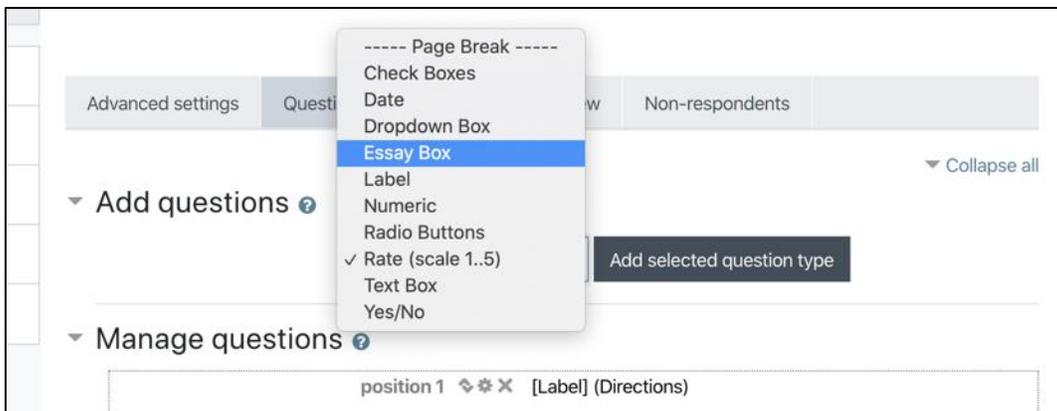
position 13	↕ ✖ ✖ ●	[Essay Box] (helpful aspects)
9	What aspects of this course and/or the instructor's teaching of it (e.g., activities, assignments, expectations, tools, etc.) were particularly HELPFUL FOR YOUR LEARNING ?	
position 14	↕ ✖ ✖ ●	[Essay Box] (suggested changes)
10	What CHANGES to this course and/or the instructor's teaching of it would you suggest to enhance your learning?	
position 15	↕ ✖ ✖ ●	[Rate (scale 1..5)] (communication)
11	I felt my questions were answered when I reached out to the instructor or TA.	

- 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.



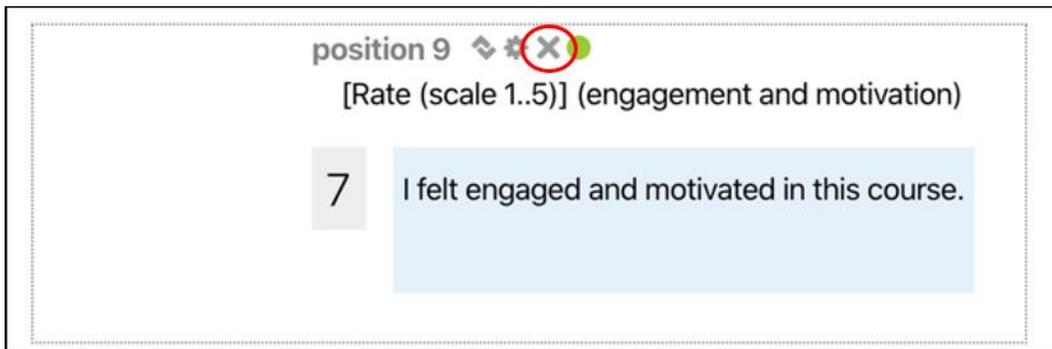
Add an Open-Ended Question (Qualitative)

- Follow [these Moodle instructions](#) to add an “Essay Box” question, as shown in the screenshot below.
- Do NOT require a response for this or any question.



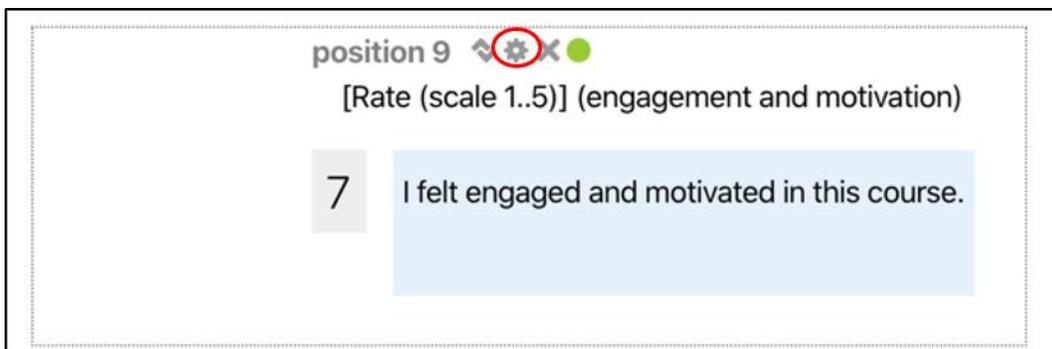
Delete a Question

1. To delete an entire question from the survey, click on the x button.



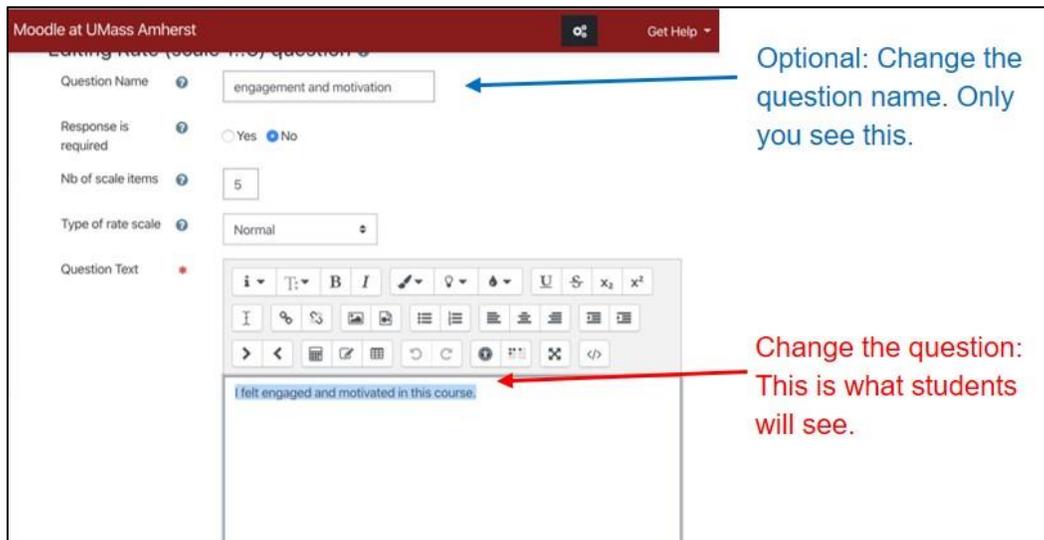
Modify a Question

1. Choose an existing question to modify. In the screenshot below, we are choosing to modify with Question 9, "I felt engaged and motivated in this course." Click on the gear button (⚙️) to begin the editing process.



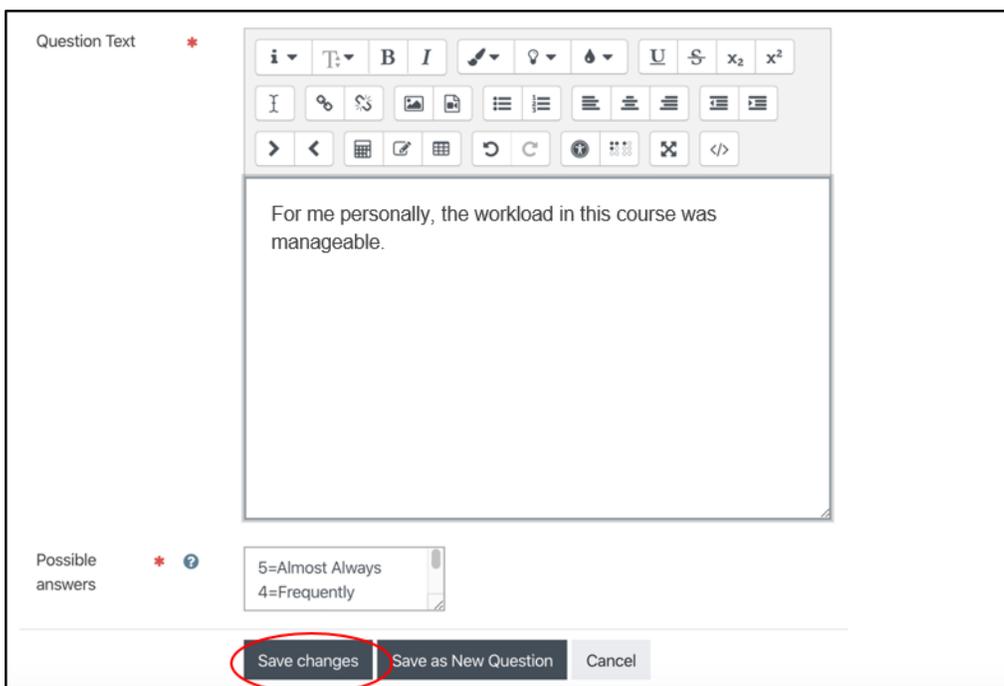
2. On the next screen, change the **Question Text**. For example, perhaps you want to ask students about the workload in the course. As Forward FOCUS questions are written from the student perspective, you might write, *“For me personally, the workload in this course was manageable.”*

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.



The screenshot shows the Moodle question editor interface. The 'Question Name' field contains 'engagement and motivation'. A blue arrow points to this field with the text: 'Optional: Change the question name. Only you see this.' The 'Question Text' field contains 'I felt engaged and motivated in this course.' A red arrow points to this field with the text: 'Change the question: This is what students will see.'

Click **Save Changes** button.



The screenshot shows the Moodle question editor interface. The 'Question Text' field contains 'For me personally, the workload in this course was manageable.' The 'Possible answers' field contains '5=Almost Always' and '4=Frequently'. The 'Save changes' button is highlighted with a red circle.

3. 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 of the Forward FOCUS](#) in order to increase the student response rate.
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.

View Your Feedback

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 course page, click to the link to the Forward FOCUS survey. The survey will open.
2. If student 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](#).