*How to Do:*

Creation of a short evaluation in Moodle

Quick Reference Guide:

For a short evaluation, the Moodle activity "Feedback" can be used. First, the activity is created and saved. After that, you can either design questions yourself with different question types or use templates provided by the faculty. For this you have to navigate to the tab "Templates". Note that the template can also be customized to your liking, for example, all questions can be marked as 'required' so that participants must answer all questions to complete the activity. The evaluation can be viewed directly under the 'Evaluation' tab or also downloaded as a table.
Note: The screenshots provided are in German, this was done on purpose as the Moodle Page translations are not complete. We hope that the description and the screenshots will help you in any case!

Detailed help: creation and settings of a short evaluation (at the end there are optional steps concerning the evaluation and a sample text for the description)
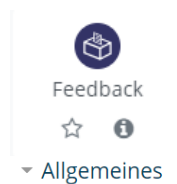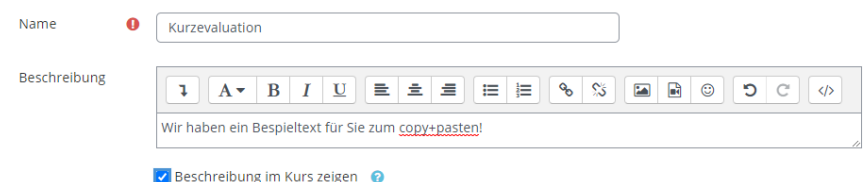
1. Click on "Turn on editing"
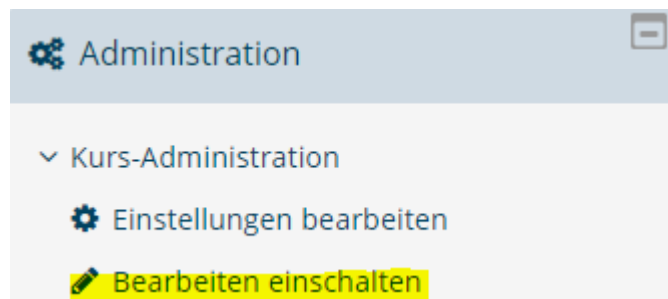
2. Click "Create activity or material" in the section where you want to insert the short evaluation
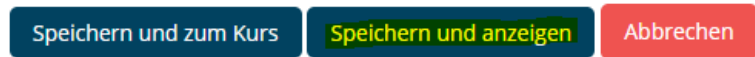
3. elect the Feedback activity and click Add

4. Fill in the general settings of the feedback, like the name and a short description (example text see below). Check the box "Show description in

course".

5. Click "Save and view" to be able to edit the content

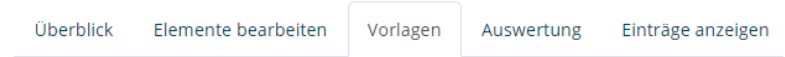Speichern und zum Kurs Speichern und anzeigen Abbrechen

6. You can now select a "Template" and/or "Edit elements". Note that elements of the template can also be edited.
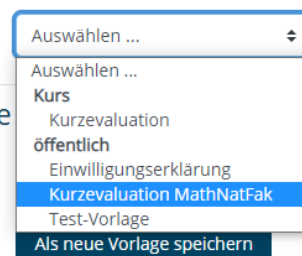
Kurzevaluation

Überblick **Elemente bearbeiten** **Vorlagen** Auswertung Einträge anzeigen
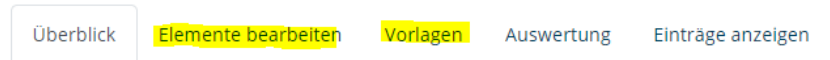
7. (optional) Select Template and choose the template "Short Evaluation MathNatFak" under Public.

Kurzevaluation

Überblick Elemente bearbeiten Vorlagen Auswertung Einträge anzeigen

▾ Vorlage verwenden

Auswählen ... ⬍

Auswählen ...
Kurs
    Kurzevaluation
öffentlich
    Einwilligungserklärung
    Kurzevaluation MathNatFak
    Test-Vorlage
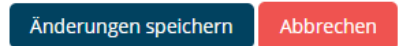**Als neue Vorlage speichern**

▾ Diese Fragen als neue

Name

8. (optional) You will now see an overview of the questions included in the template. Keep the preselection and click Save changes.
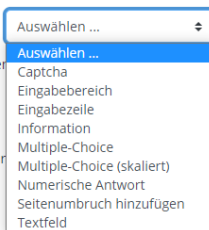If you do not want to make any further changes, the creation is completed here.

Kurzevaluation

Möchten Sie diese Vorlage wirklich verwenden?

◉ Alte Elemente löschen

◯ Neue Elemente anfügen

Änderungen speichern Abbrechen

9. Select the "Edit elements" tab. In the top drop-down menu you can select a question type.

Auswählen ... ⬍

Auswählen ...
Captcha
Eingabebereich
Eingabezeile
Information
Multiple-Choice
Multiple-Choice (skaliert)
Numerische Antwort
Seitenumbruch hinzufügen
Textfeld

10. Clicking on a question type - opens the editing options. The Feedback activity can now be filled as desired. If you do not want to make any further changes, the creation is completed here.

▾ Multiple-Choice

☑ Erforderlich

Frage

Noch Fragen?

Detailed help: Evaluating a short evaluation and displaying individual entries

1. Click on the "Evaluation" tab

    ### Kurzevaluation

    | Überblick | Elemente bearbeiten | Vorlagen | <mark>Auswertung</mark> | Einträge anzeigen |

2. You will now see an evaluation of the completed feedbacks. With a click on "Export to Excel" you can save the results as Excel file

    Nach Excel exportieren

3. In the window that opens, click "Save file" and confirm your selection by clicking "OK". (The view shown here may differ as it is browser specific).

    | Dateiname: | feedback_Kurzevaluation.xlsx | ⌄ |
    | Dateityp: | Microsoft Excel Worksheet (*.xlsx) | ⌄ |

    Speichern | Abbrechen

4. (optional) By clicking on the tab "Show entries" you can view individual responses / feedback - these are anonymous and cannot be assigned to any participant.

    | Überblick | Elemente bearbeiten | Vorlagen | Auswertung | <mark>Einträge anzeigen</mark> |

Appendix: Example text for description

Dear students, please leave me a short evaluation about the course via this feedback. The evaluation consists of five short questions that take about three minutes to answer. The results will be collected anonymously and will help to further improve the course. I will then discuss the results of the evaluation with you in the course. Thank you for your feedback.