

Adding a QPA Student Feedback Questionnaire to your Moodle course

Getting Started:

1) **The Lecturer being evaluated MUST be a Teacher in the Moodle course.**

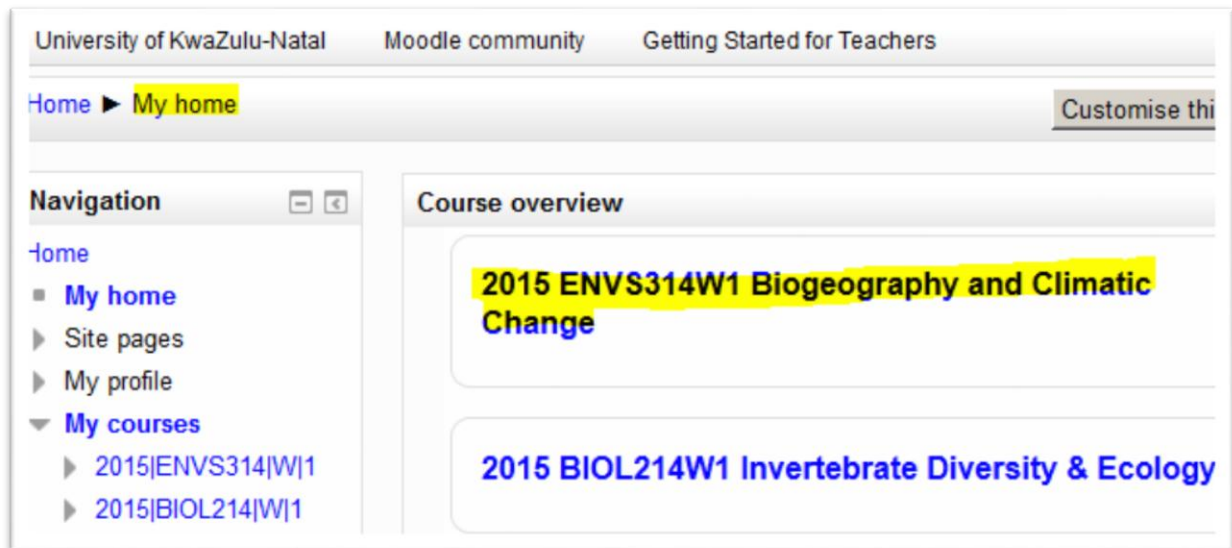
(For assistance with this, please refer to [HOWTO become a Teacher in Official UKZN courses](#) / [Adding new Teachers to your course](#) or contact learning@ukzn.ac.za for an introduction to using Moodle).

2) You need to **arrange a UKZN LAN account for Lecturers** who are to be evaluated.

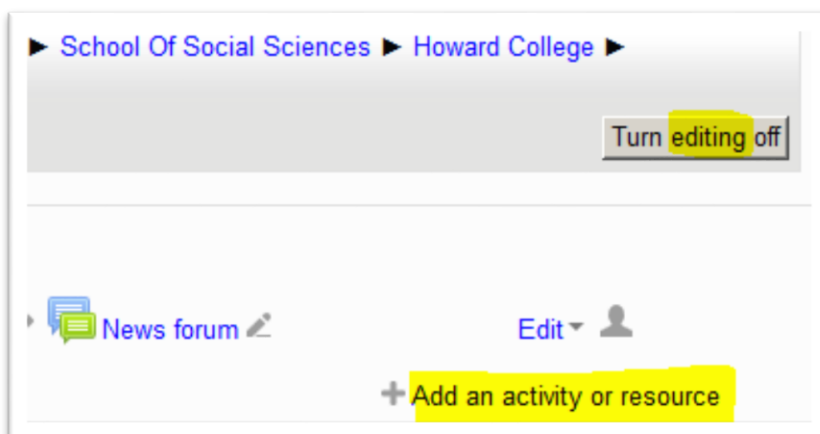
3) For data integrity **the QPA Student Evaluation questionnaire should be added to OFFICIAL UKZN courses** (i.e. modules that exist in ITS - if your Moodle course is a metacourse the QPA Questionnaire should be added to the child courses).

HOWTO:

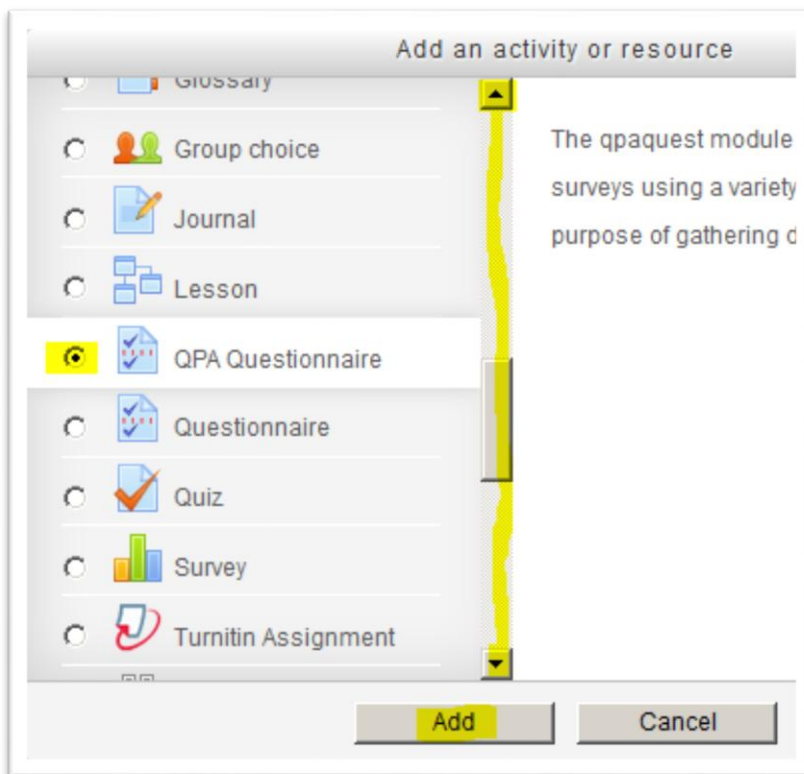
1) Go to <http://learn.ukzn.ac.za/my>, **login** and click on your **course name** to enter your course.



2) Turn editing on (page top, right) and click on **Add an activity or resource**.



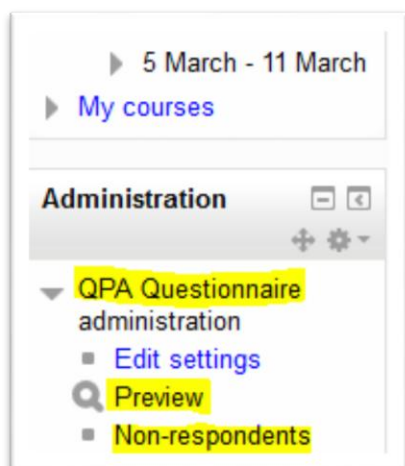
3) Scroll down, Select then **Add** the **QPA Questionnaire** activity.



4) Select the Lecturer and QPA template from the dropdown menu, **Save and return to course**.

The screenshot shows the configuration page for the QPA Questionnaire activity. The 'General' section contains fields for Course Name (2015 HIST101H1 Change,revolution & the global world), Course Code (HIST101), Year (2015), Campus (H), Semester (1), Lecturer* (Select...), and Template* (Select...). The 'Common module settings' section includes Visible (Show), ID number (empty), Group mode (No groups), and Grouping (None). The 'Save and return to course' button is highlighted in yellow.

5) And you're done!



Note:

The QPA Questionnaire is only available for Student completion. However, you can **Preview** the questions and send reminder emails to **Non-respondents**. These options are available in the Administration block (left sidebar) after you click on the activity.

* Currently you cannot edit the **settings** of the QPA Questionnaire. If you made a mistake selecting the lecturer you will need to delete the questionnaire and start again.

Additional information

- 1) The QPA Questionnaire responses are anonymous.
- 2) Teachers cannot see results from within Moodle.
- 3) Lecturers' feedback will be available on the [Institutional Intelligence Reports](#) website (date of availability to be confirmed).
Lecturers will be able to login to this site, download their reports and forward them to their relevant line managers.