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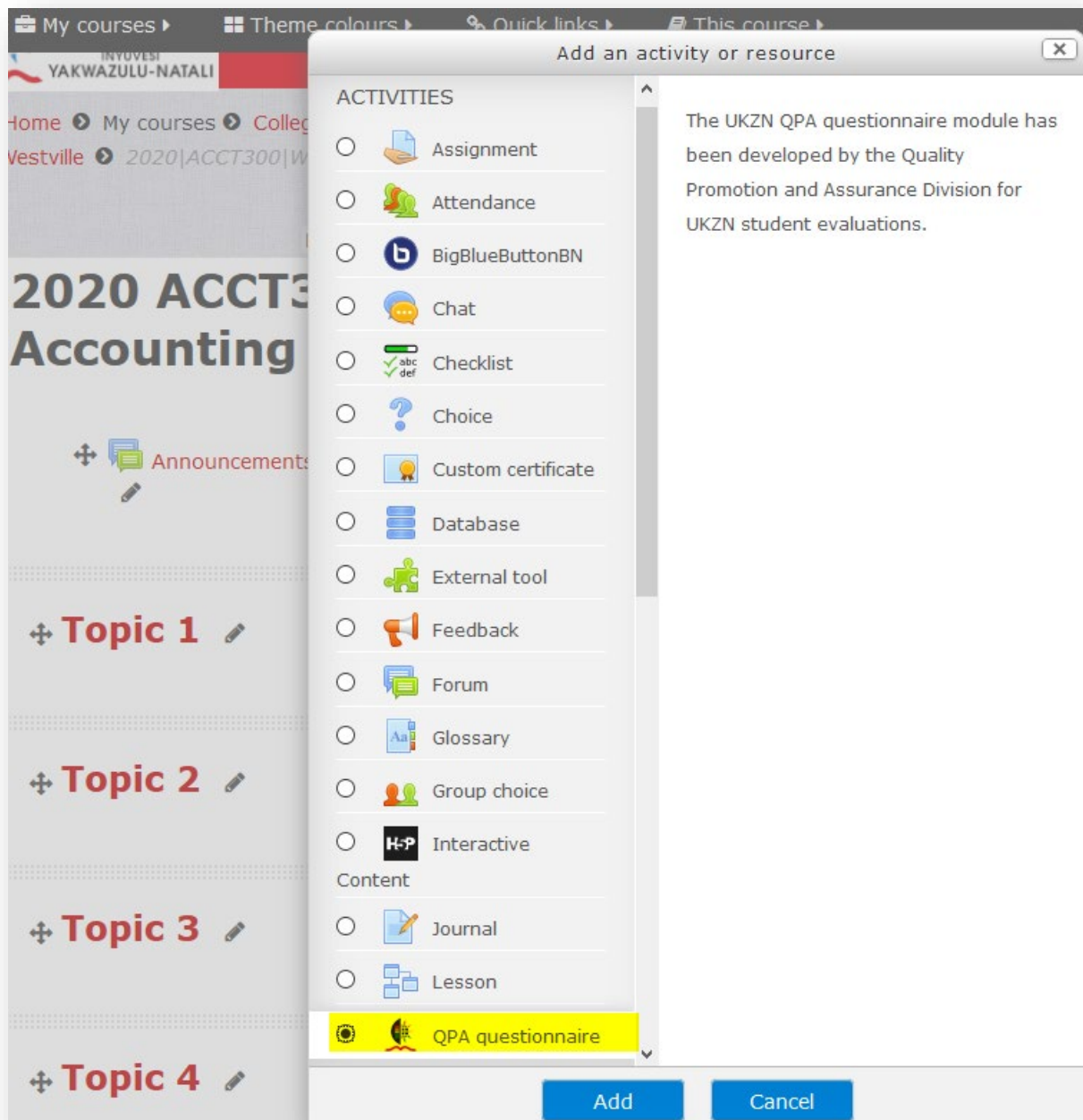
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Adding a QPA questionnaire

Navigate to your course and click on **Add activity or resource**.

Scroll down to **QPA questionnaire**.

Add.



The questionnaire settings page is auto populated with your course details.

Select the **Lecturer** the questionnaire pertains to.

(Note: The Lecturer list includes Teachers enrolled in the course. If the Lecturer you require does not exist in the dropdown you will need to [enrol them as a Teacher](#)).

Adding a new QPA questionnaire ?

▼ General

Course Name 2020 RELG101H1 Introduction to Religion

Course Code RELG101

Year 2020

Campus H

Semester 1

Lecturer ! Select...

Template ! Select... Questionnaire [QPA Questionnaire templates]

► Timing

► Common module settings

Save and return to course

Congratulations! You have successfully added a QPA questionnaire to your course.

Optional settings

Title

If you would like students to see a more user-friendly name, click on the pencil to **Edit title**, type the title of your choice and press the **Enter** key to Save.

+ 🗨️ **Announcements** ✎

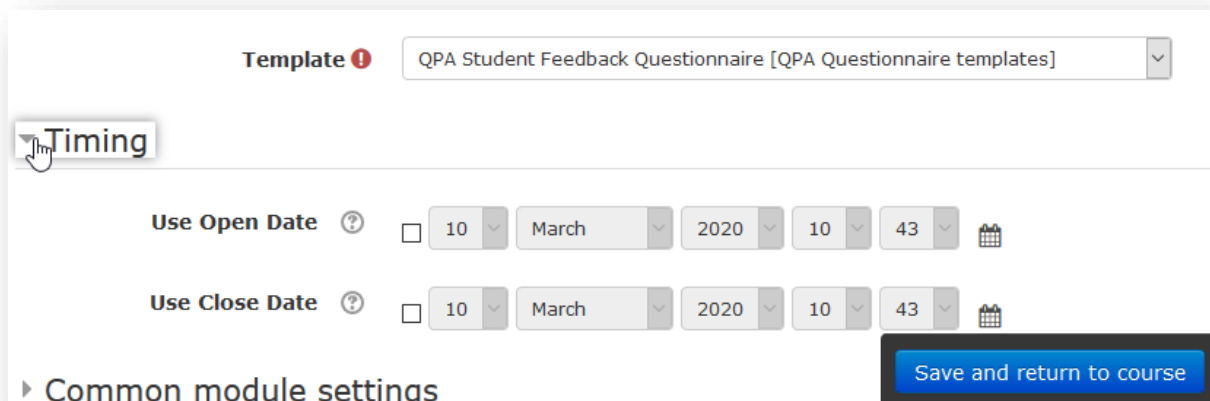
+ 📄 **Course Outline** ✎

+ 📅 **2020 | RELG101 (H1) Introduction to Religion (H1)** ✎

+ 📅 **2020 | RELG101 (H1) Introduction to Religion (H1)** ✎ Edit title

Open and Close Date

If you wish to restrict student responses to a certain time period you can set **Open and Close Date**.



Template ⓘ QPA Student Feedback Questionnaire [QPA Questionnaire templates]

Timing

Use Open Date ⓘ ☐ 10 March 2020 10 43

Use Close Date ⓘ ☐ 10 March 2020 10 43

Common module settings

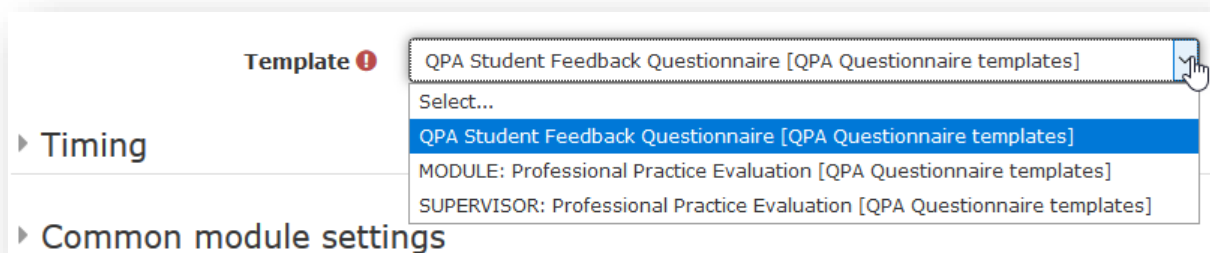
Save and return to course

*(Please Note: The questionnaires do not need to be opened – these settings are disabled by default meaning the questionnaires are **Open by Default**).*

Professional Practice questionnaires

QPA also has some templates they call **Professional Practice** questionnaires. They were developed for modules with a professional practice component (some courses in, for example, Social Work, Education, Clinical Medicine, Health Sciences, Psychology and Dietetics have such a component).

The QPA office has a list of modules that may use these questionnaires. By rule of thumb if you have not heard of these additional templates don't use them, stick to the default generic questionnaire. However, if you know that your module is on QPA's professional practice list, select the questionnaire in the Template drop down. Please direct any queries regarding use of these questionnaires to the QPA office.



Template ⓘ

QPA Student Feedback Questionnaire [QPA Questionnaire templates]

Select...

QPA Student Feedback Questionnaire [QPA Questionnaire templates]

MODULE: Professional Practice Evaluation [QPA Questionnaire templates]

SUPERVISOR: Professional Practice Evaluation [QPA Questionnaire templates]

Timing

Common module settings

Samples of the QPA questionnaire templates can be found in the [QPA Student Feedback Evaluations](#) section of the Moodle Support Course.

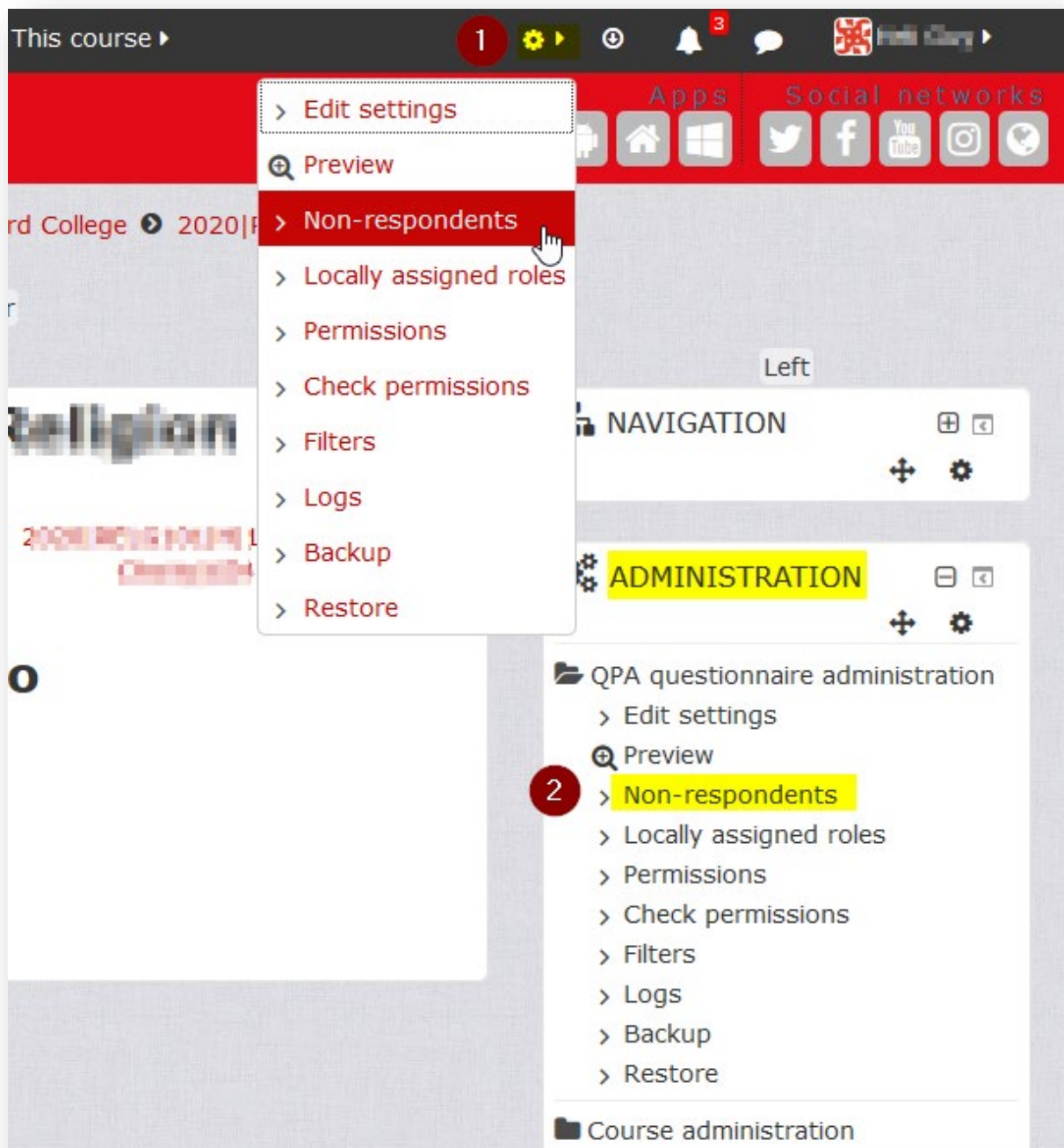
Respondents

Email non-respondents

Once you have added a QPA questionnaire to your course you can email reminders to non-respondents.

Click on the QPA questionnaire Title to open the questionnaire, then either:

1. Click on the cog on the top right of the page to expose the activity administration menu options, or,
2. Go to Non-respondents in the activity Administration block.



Click on the Non-respondents menu item, then,

1. Select to **Send message to All**.
2. Enter a **Subject** and **Message body** of your choice (a link to the activity will be auto generated).
3. **Send**.

Preview

Non-respondents

Users who have not yet submitted their responses to this QPA questionnaire (231) [Anonymous]

Send message to:

1
☐ None ☒ All

Send message to selected users

Subject 2 QPA questionnaire reminder

Message body

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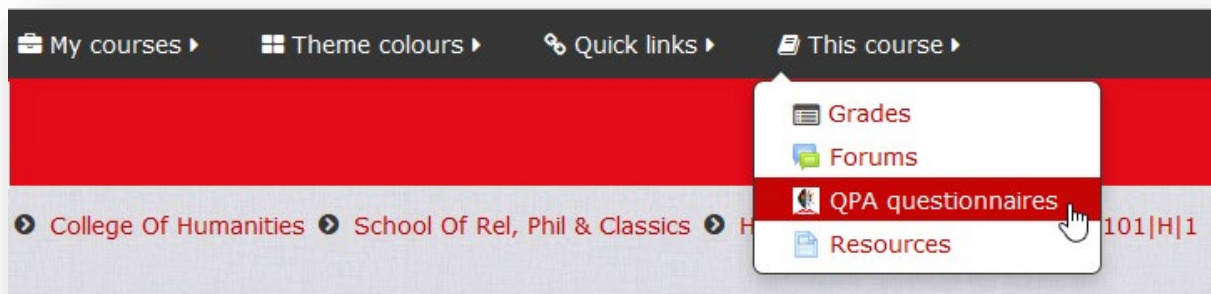
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3
 Send

Number of responses

You can view the number of responses by clicking on QPA questionnaires in the **This course** dropdown menu.



Please note:

Only add QPA questionnaires to courses that exist in ITS.

You will not receive reports from QPA questionnaires in **metacourses** or other courses that have been manually created within Moodle.

Only UKZN staff accounts can retrieve QPA Reports.

QPA Reports will not be generated for UKZN student accounts (even if they are in the Teacher role in Moodle). Reports will also not be generated for visiting Moodle Teachers using non-UKZN accounts.
