

WAGNER COLLEGE

INFORMATION TECHNOLOGY

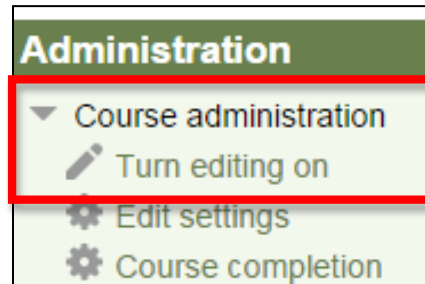
Moodle Survival Guide #14- Creating a Choice

Introduction: This guide will inform the user how create a choice activity in Moodle 2.5. A good way to use the choice activity would be if you wanted your students to participate in a poll and get their feedback on a particular topic.

I. Turn Editing On

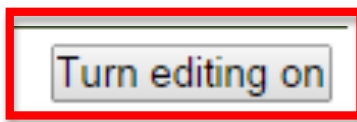
In order to edit your Moodle course page, the first thing you have to do is turn the editing on, which can be done in two ways.

- a. The first way to turn the editing button on is by navigating over to the **Administration Block** on the left hand side of the page, and clicking **Turn editing on**



- b. The second method that will turn editing on can be found in the top right hand corner of your screen. Press the **Turn editing on** button to enable it.

Note: If you turn editing on in the Administration Block, it will also adjust the editing setting to "ON" in the top right hand corner and vice versa.

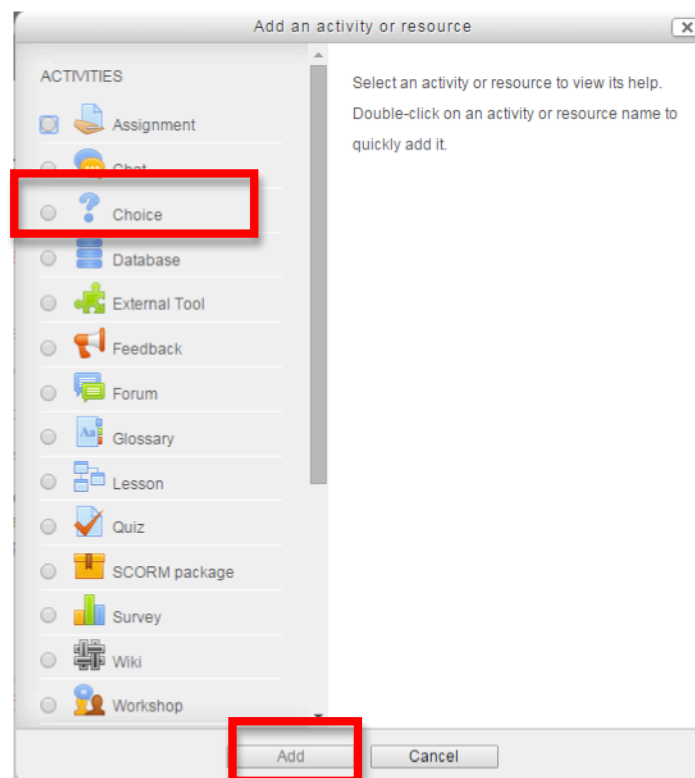


II. Add Activity or Resource

- a. Then click **Add activity or resource** under the week or topic where you would like to add the choice.

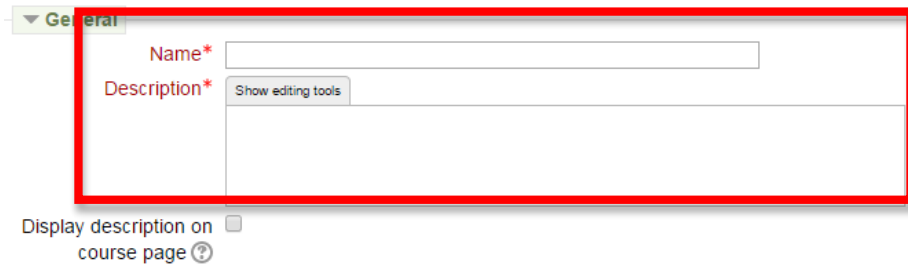


- b. Once you click **Add activity or resource**, this will bring up a grey box that contains both Activities and Resources. In the Activities section, select **Choice** and then click **Add**, which will bring you to the **Adding a new choice** page.



III. Adding a New Choice

- a. Once in the **Adding a new Choice** page, you will be prompted to create a **Name** and a **Description** for your Choice. **Both of these are mandatory to move forward.**



▼ General

Name*

Description*

Show editing tools

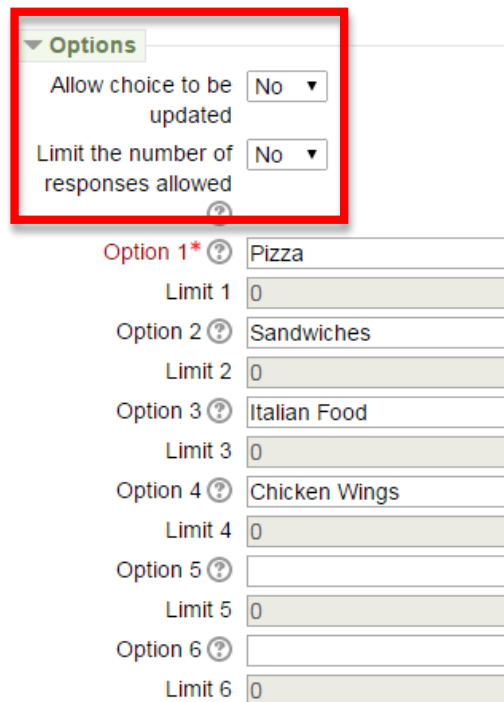
Display description on ☐ course page ?

IV. Setting Up the Options for Choice

- a. Scroll down to the **Options** section. Next to **Allow choices to be updated**, you can set up the option to allow students to change their choices after they have already submitted their answer.

Next to **Limit the number of responses allowed**, you can put a limit on the amount of times you want the students to submit their responses.

NOTE: If you select “Yes” next to the Limit number of responses allowed option, notice how you can now enter the numbers next to each Limit box.



▼ Options

Allow choice to be updated

Limit the number of responses allowed

Option 1* ?

Limit 1

Option 2 ?

Limit 2

Option 3 ?

Limit 3

Option 4 ?

Limit 4

Option 5 ?

Limit 5

Option 6 ?

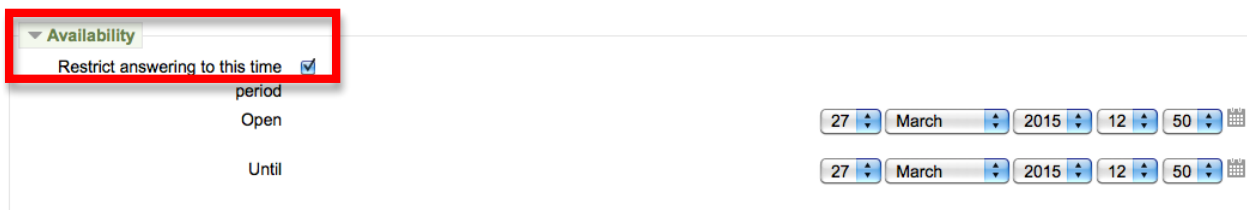
Limit 6

- b. Enter each choice in **Option 1, Option 2, Option 3, etc.** Once you reach the maximum amount of options, you can add more choices by clicking **Add 3 fields to form.**

Add 3 field(s) to form

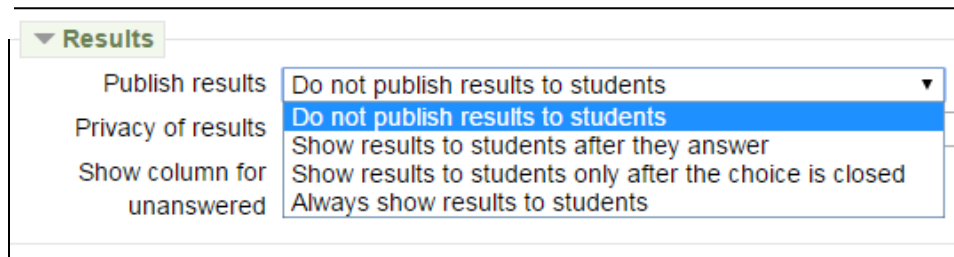
V. Adjusting the Availability

- a. Scroll down to **Availability**. In this section you can restrict the amount of times that you want the students to have to take the poll by checking the box next to **Restrict answering to this time period** and set a desired date.



VI. Setting Up the Results

- a. Scroll down to **Results**. In this section, you have four options on how you want to display, or not display, the results to the students.



NOTE: The user can also set up the Restrict Access feature (Moodle Survival Guide #7) and Activity Completion (Moodle Survival Guide #6).

VII. Save Changes

- a. When you are finished, scroll to the bottom and click **Save and return to course.** This will bring you back to your course page where you will see the Choice that you have just created.