

ADDING A FEEDBACK ACTIVITY ON LEARN 2024

1. Go to <https://learn2024.ukzn.ac.za/>. Click on login at the top right of the homepage.



2. Enter your UKZN LAN credentials and click log in.



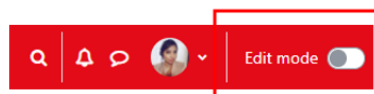
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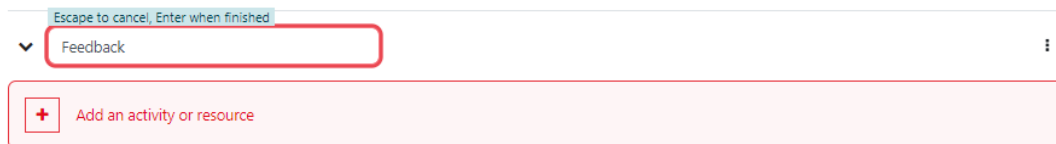
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Log in

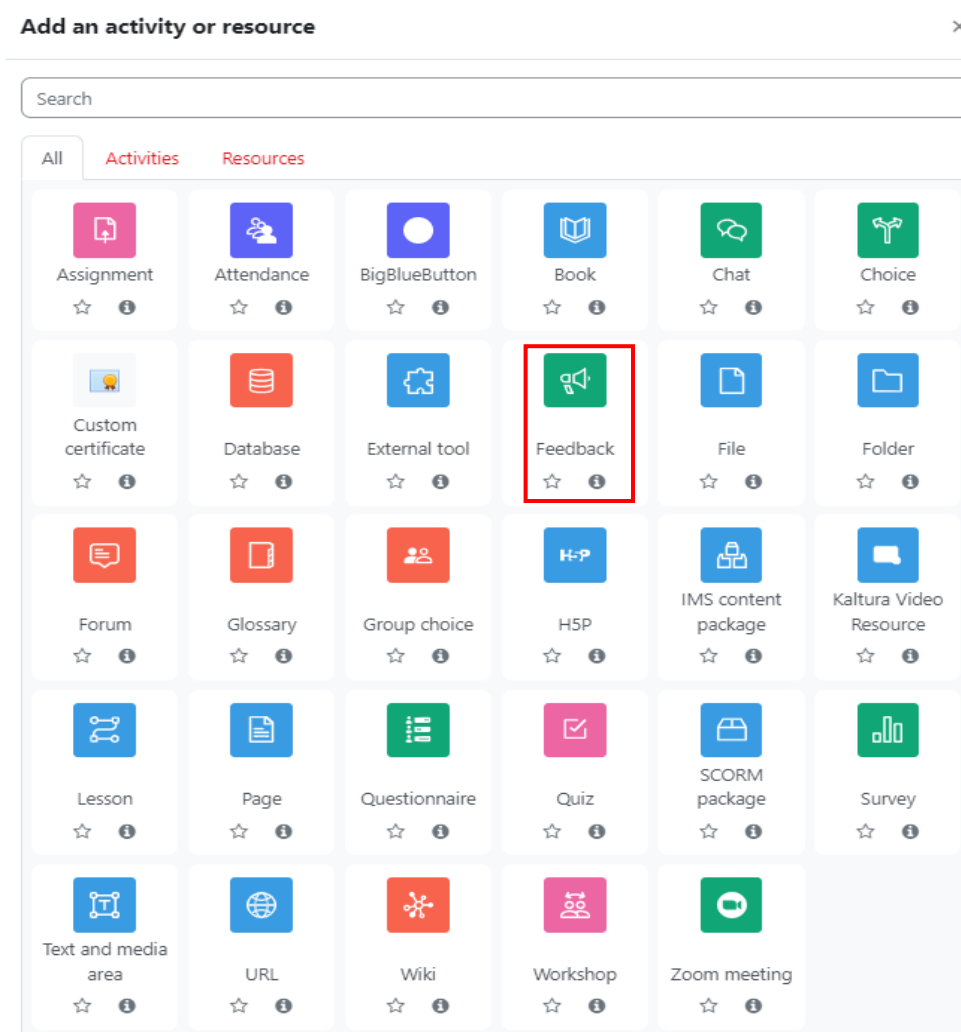
3. At the top right of your course page, switch edit mode on. Editing icons and links will appear. You can now edit your page accordingly.



4. Locate the Section where you want to add the Feedback activity.



5. At the bottom left of the Section, click + Add an activity or resource.
The Add an activity or resource window will open.



6. On the Adding a new Feedback activity, enter an informative name in the name of this feedback field. The name of the Feedback is mandatory. Enter a description that lets your students know the purpose of the Feedback and your expectations for their participation.

Note: It is generally advisable to leave the Display description on the course page unchecked, to avoid clutter on the main course page.

Course Settings Participants Grades Reports More ▾

Adding a new Feedback to Feedback

Expand all

▼ General

Name

Description

Feedback

Create and Conduct Surveys to collect [feedback](#)

☐ Display description on course page ?

7. Availability

Here, you can choose when users can complete Feedback.

▼ Availability

Allow answers from	☐ Enable	12 ▾	December ▾	2023 ▾	17 ▾	27 ▾	
Allow answers to	☐ Enable	12 ▾	December ▾	2023 ▾	17 ▾	27 ▾	

8. Question and Submission Settings

Record user names

Choose here whether to show the names of users who completed the Feedback.

Allow multiple submissions

Choose here whether or not to allow users to complete the Feedback more than once. This is important when using Feedback for anonymous surveys on the front page as it will allow non-logged-in users to complete the Feedback.

Enable notification of submissions.

If set to 'Yes', then teachers will receive notifications when users submit Feedback.

Auto-number questions

If set to 'Yes', then the questions will be automatically numbered.

▼ Question and submission settings

Record user names		Anonymous ▾
Allow multiple submissions		No ▾
Enable notification of submissions		No ▾
Auto number questions		No ▾

9. After submission

Show analysis page

Choose whether to show students the analysis page or only show it to teachers.

Completion message

Type a personalised message here that students will read after completing the Feedback.

Link to next activity

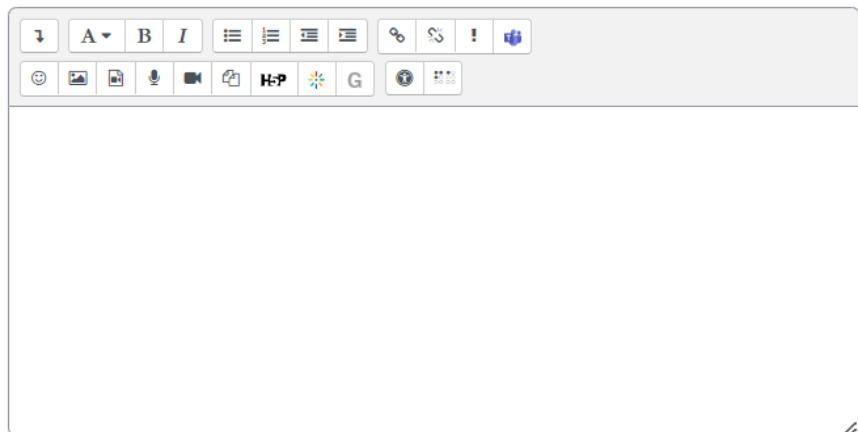
This allows you to add a URL to another activity or webpage which you would like them to go to once they have answered the questions.

▼ After submission

Show analysis page

No ▾

Completion message



A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link, unlink, and help. Below the toolbar is a large, empty text area for entering the completion message.

Link to next activity



10. Availability

The Available setting has up to 3 possible options (depending on whether 'Allow stealth activities' is enabled by an administrator in the Site administration).

Show on the course page.

The activity or resource is available to students (subject to any access restrictions which may be set).

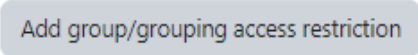
Hide from students

The activity or resource is only available to users with permission to view hidden activities (by default, users with the role of teacher or non-editing teacher).

Make available but not shown on the course page.

To simplify the course page. A link to the activity or resource must be provided from elsewhere, such as from a page resource. The activity is still listed in the gradebook and other reports.

▼ Common module settings

Availability	 Show on course page 
ID number	
Force language	 Do not force 
Include in course content download	 Yes 
Group mode	 Visible groups 
Grouping	 None 
	

11. Restrict access

The restrict access feature enables teachers to restrict the availability of any activity or even a course section according to certain conditions such as dates, grades obtained, and group or activity completion.

▼ Restrict access

Access restrictions

None

Add restriction...

12. Activity completion

Activity completion allows the teacher to set completion criteria in a specific activity's settings. The criteria might be viewing, receiving a certain score or a student marking it as complete.

▼ Activity completion

Completion tracking



Students can manually mark the activity as completed ▾

Expect completed on



☐ Enable

12 ▾

December ▾

2023 ▾

17 ▾

27 ▾



13. Save Feedback

Click on save and display

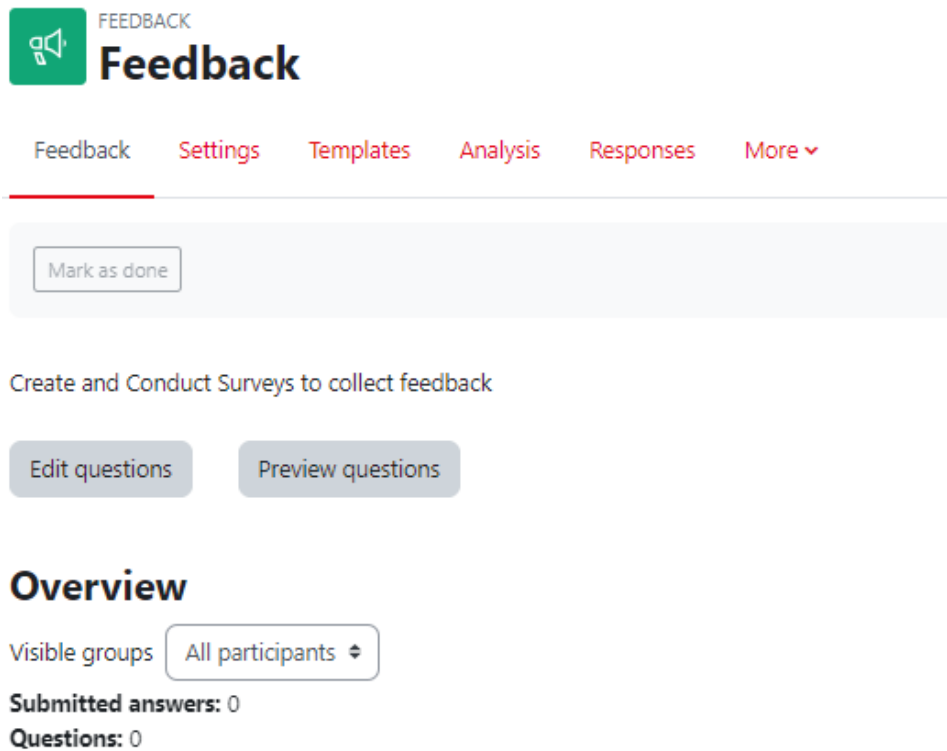
Save and return to course

Save and display

Cancel

14. Feedback

The following screen will be displayed. You will be able to change the questions or preview the questions.



The screenshot shows the 'Feedback' section of a software interface. At the top, there is a green icon of a megaphone with the word 'FEEDBACK' next to it, followed by a large 'Feedback' title. Below this is a horizontal navigation bar with links: 'Feedback' (underlined), 'Settings', 'Templates', 'Analysis', 'Responses', and 'More' with a dropdown arrow. A light gray bar contains a 'Mark as done' button. Below this bar, the text 'Create and Conduct Surveys to collect feedback' is displayed. Two buttons, 'Edit questions' and 'Preview questions', are shown. The 'Overview' section follows, featuring a 'Visible groups' label and a dropdown menu currently set to 'All participants'. Below the dropdown, it shows 'Submitted answers: 0' and 'Questions: 0'.

Feedback

Feedback Settings Templates Analysis Responses More ▾

Mark as done

Create and Conduct Surveys to collect feedback

Edit questions Preview questions

Overview

Visible groups All participants ▾

Submitted answers: 0

Questions: 0