

# Answering Questionnaires and Polls

## **Table of Contents**

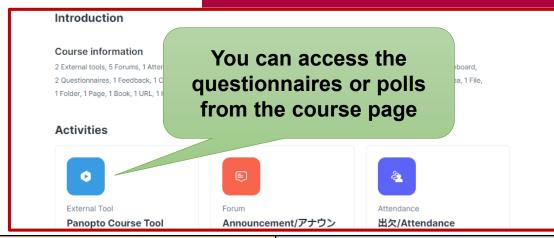


Item	Content	Page
1	About Questionnaires and Polls	3
2	Responding to Questionnaires	4 - 5
3	Submitting Polls	6
4	Checking Results	7

## **Questionnaires and Polls**



- Questionnaires and Polls
  - There are 4 types of questionnaires and polls.
  - Your instructor will use the most appropriate type for their goals. Please choose the right answer based on the question type.



Function	Questionnaire	Feedback	Poll	Live Poll
		a⊄,	Sp.	
Features	Create advanced questionnaires combining various question formats	Set simple questions and create questionnaires	Create simple questionnaires with only one question	Set questions and display responses in real time
Approx. Time to Answer	Approx. 5 to 30 minutes	Approx. 5 to 30 minutes	Approx. 1 to 5 minutes	Immediately
Example of Use	Conduct a questionnaire about students' academic history and overseas experience before the start of English courses to gauge their English proficiency	Conduct questionnaires to survey students on various topics, including comprehension of class or course content and professor evaluations	Ask students how well they understood the content after each lecture on a 5-point scale from "understood well" to "did not understand at all"	Encourage students' participation in class by setting simple multiple-choice quizzes and questionnaires during class
Question Type	Multiple choice / Essay	Multiple choice / Essay	Multiple choice only	Multiple choice only

## **Answering Questionnaires**





#### Questionnaire

Function for giving advanced surveys

Question Types	Description
Yes/No	Answer with Yes/No
Check Boxes	Can select multiple answers from a list of checkboxes with different options
Dropdown Box	Choose an option from a dropdown list
Radio Buttons	Choose one of the radio button options
Numeric	Answer by inputting a numerical value
Date	Enter "year/month/day"
Rate (scale 15)	Assign numbers to the items being rated
Text Box	Single-line free text answer
Essay Box	Multiple-line free text answer. HTML editor can be used to answer depending on settings
Slider	Select a value using the slider



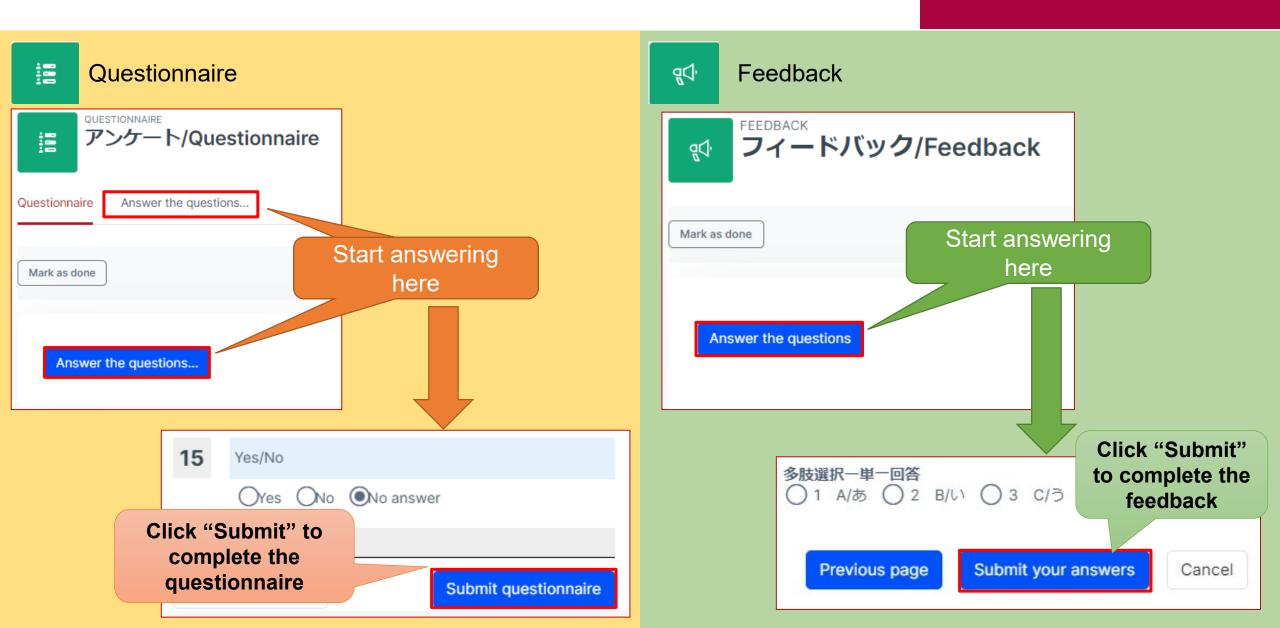
#### Feedback

Function for giving simple surveys

Question Type	Description		
Multiple choice	Select an answer from multiple options. Can also enable selecting multiple answers in settings		
Multiple choice (rated)	Similar to above, but you can show the average mark for the results. Cannot select multiple answers		
Numeric answer	Input a numerical value within a set range		
Short text answer	Single-line free text answer		
Longer text answer	Multiple-line free text answer. HTML editor can be used to answer depending on settings		

## **Answering Questionnaires**





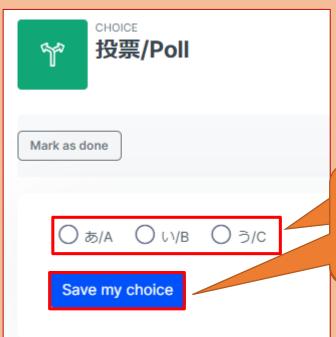
## Submitting Polls





#### Poll

Can only answer one question

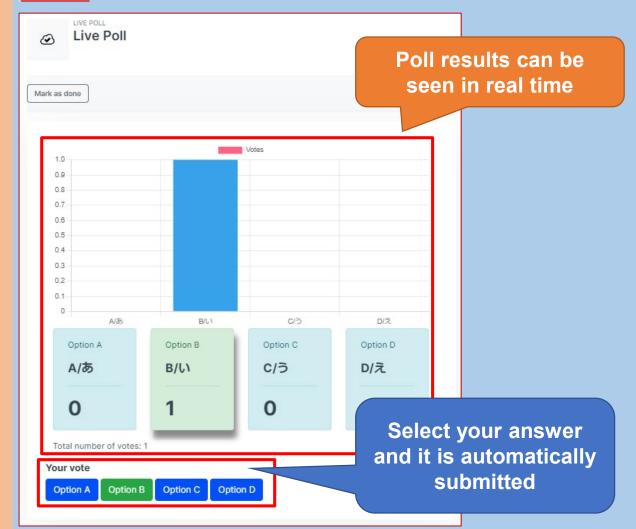


Select your answer then click "Save my choice" to submit the poll



#### Live Poll

Can show results in real time



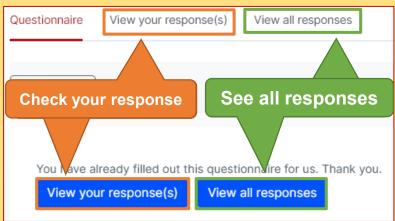
# Checking results





#### Questionnaire

 If the instructor has not enabled the setting, you may not be able to check the results.





#### Feedback

If the instructor has not enabled the setting, you may not be able to check the results.

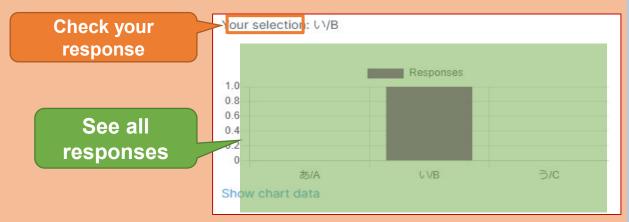


See detailed responses in the table



#### Poll

 If the instructor has not enabled the setting, you may not be able to see others' responses





#### Live Poll

- You can see results in real time as they continuously update.
- The graph styles may differ based on the instructors' settings.
- The answer you chose will be highlighted, such as by being shown in a different color.

