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## Adding a QPA questionnaire

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

























Scroll down and select **QPA questionnaire**.

Add an activity or resource



Search 

All **Activities** Resources

 Assignment ☆ ⓘ	 Attendance ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ	 Custom certificate ☆ ⓘ
 Database ☆ ⓘ	 External tool ☆ ⓘ	 Feedback ☆ ⓘ	 File ☆ ⓘ	 Folder ☆ ⓘ	 Forum ☆ ⓘ
 Glossary ☆ ⓘ	 Group choice ☆ ⓘ	 H5P ☆ ⓘ	 IMS content package ☆ ⓘ	 Kaltura Video Presentation ☆ ⓘ	 Kaltura Video Resource ☆ ⓘ
 Label ☆ ⓘ	 Lesson ☆ ⓘ	 Page ☆ ⓘ	 QPA questionnaire ☆ ⓘ	 Questionnaire ☆ ⓘ	 Quiz ☆ ⓘ

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

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

Select **Template** "QPA Student Feedback Questionnaire [QPA Templates]"

*(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](#)).*

▼ **General**

Course Name 2021 Test Course

Course Code

Year TC2021

Campus

Semester

Lecturer Chantal Ebrahim ▾

Template QPA Student Feedback Questionnaire [QPA Templates] ▾  
Select...  
QPA Student Feedback Questionnaire [QPA Templates]  
MODULE: Professional Practice Evaluation [QPA Templates]  
SUPERVISOR: Professional Practice Evaluation [QPA Templates]

▶ **Timing**

▶ **Common module settings**

▶ **Restrict access**

▶ **Activity completion**

▶ **Tags**

▶ **Competencies**

Save and return to course

Save and display

Cancel

**Save and return to course**

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

Home > My courses > Miscellaneous > TC2021

+ Announcements	Edit
+ TC2021   ebrahimc   Chantal Ebrahim	Edit

## 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.

### 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 UKZN Student Feedback Questionnaire

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▼ **Timing**

Use Open Date  Use Open Date 6 May 2021 13 40

Use Close Date  Use Close Date 7 May 2021 13 40

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

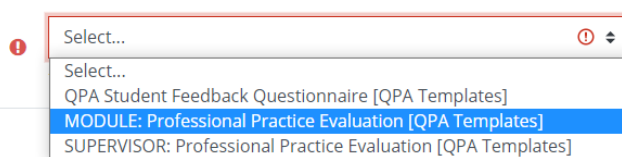
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### Professional Practice questionnaires

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



▶ **Timing**

▶ **Common module settings**

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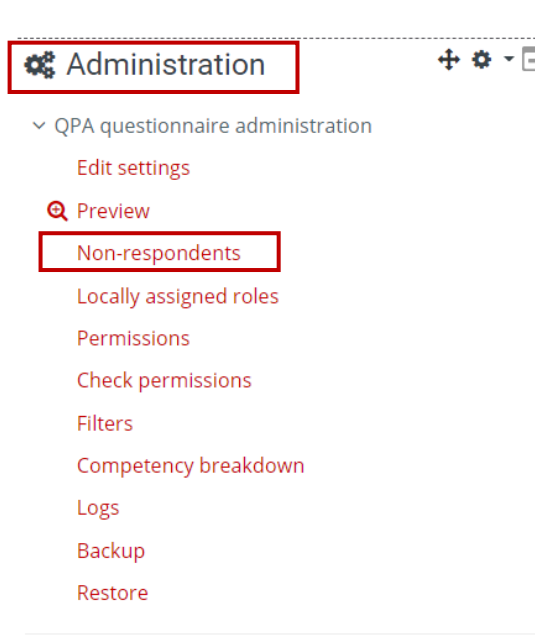
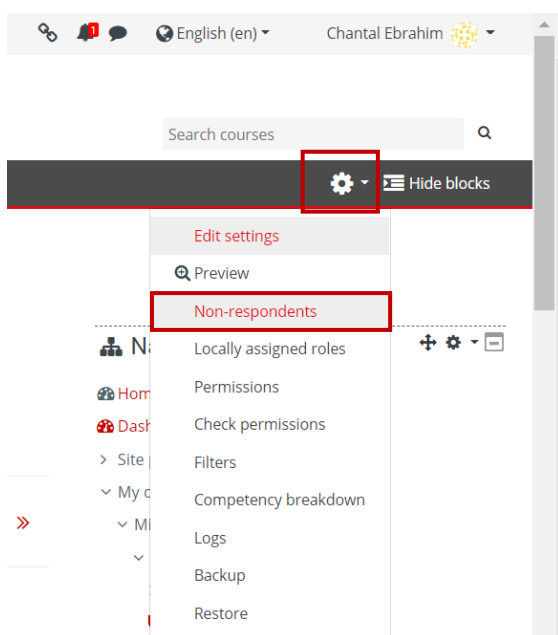
## Respondents

### 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.



## 2021 - ADD A QPA QUESTIONNAIRE TO YOUR COURSE

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 (1) [Anonymous]

Send message to:  
 None  All

Send message to selected users

Subject QPA Questionnaire Reminder

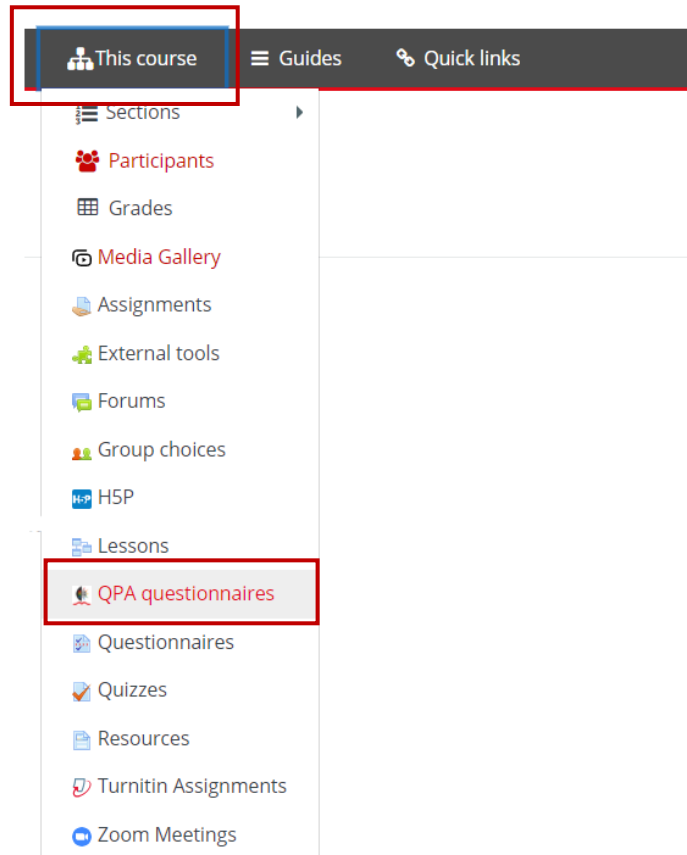
Message body

Message Text Goes Here

Send

### Number of responses

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



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### 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.

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