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# Using Choices in the VLE

TUTOR GUIDE

v2.0

User Services  
IT Services



L-Università  
ta' Malta

**User Services  
IT Services  
University of Malta  
Msida MSD 2080  
Malta**

Web: [www.um.edu.mt/itservices/vle](http://www.um.edu.mt/itservices/vle)  
Help: [www.um.edu.mt/itservices/help](http://www.um.edu.mt/itservices/help)  
Tel: +356 2340 4113

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## A. Introduction

The **Choice** activity allows you, as tutor, to present a single question to your students with multiple responses as possible answers. Students can choose one or more options from the given choices and may also update their selection if you allow them to.

Choice activities are intended for gathering information and are very easy to set up. This activity can be useful as a quick survey of your study-unit, for example to poll students on which readings they want to discuss further in class. It can also be used as a “sign-up sheet” for group selection or tutorial sessions, by limiting the number of students who are allowed to select each option.

## B. Accessing the VLE Area

1. Select **VLE** from the *Staff* drop-down menu at the upper left-hand corner of the [University of Malta home page](#).



2. If you are already signed in, you will immediately be directed to your VLE Dashboard ([UM VLE / JC VLE](#)).

If you are not signed in, the UM IT Account authentication screen will be displayed. Type in your **Email address or Username** and **Password** in the respective fields, and click the **Sign in** button.

**Sign in to UM IT Account**

**Email address or Username**

**Password**

**Sign in**

[Sign in Problems?](#)

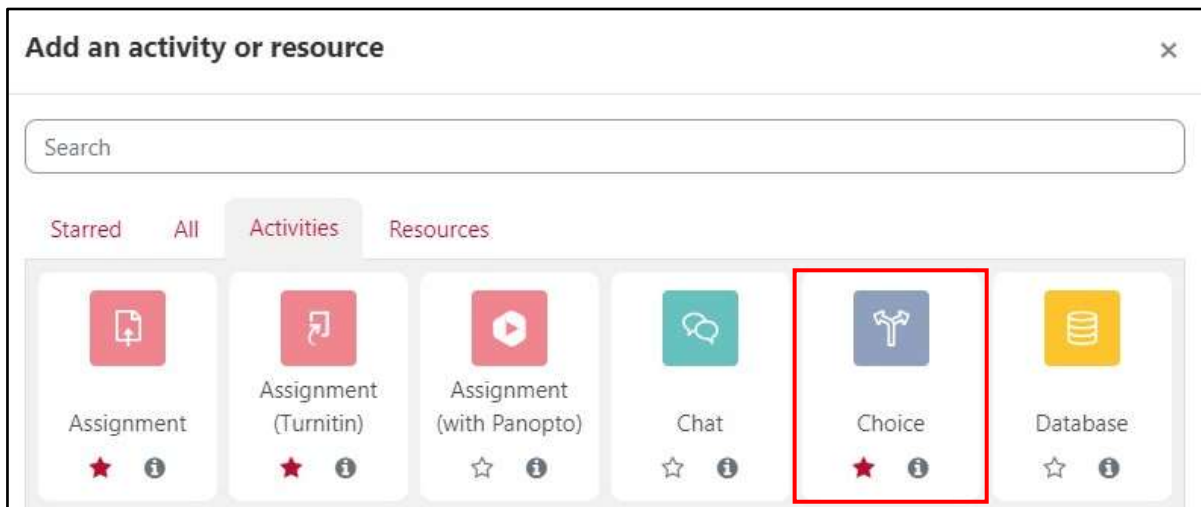
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UM IT Account password is only requested at <https://accounts.um.edu.mt/>  
Make sure to sign out (top right) when done.

3. From the **My VLE areas** block, click on the desired VLE area.

### C. Setting up a Choice activity

1. Click on the **Start editing** toggle button (top right-corner of the VLE area).
2. In the section where you want the Choice activity, click the **Add an activity or resource** button.
3. From the **Activities** tab, choose **Choice**.



4. The *Adding a new choice* window, which is broken down into a number of sections, will be displayed. By default, the following sections are automatically expanded:

- *General* \*
- *Options* \*

The following sections are collapsed by default:

- *Availability* \*
- *Results* \*
- *Common module settings* – allows the use of groups in a Choice activity. More information is available in the [Using Groups & Groupings in the VLE](#) user guide, with special reference to section E, namely, *Making use of Groups*.
- *Restrict access* – not required, however more information is available in the [Using Conditional Activities in the VLE](#) user guide.
- *Activity completion* - not required, however more information is available in the [Using Activity Completion in the VLE](#) user guide.

**\* These sections must be completed**

5. Under the *General* section:
  - a) In the **Choice name** field, enter a meaningful name for the choice activity, for example, *Tutorial Date – October 2023*.
  - b) In the **Description** field, enter a description which describes the choice activity. Tick the option **Display description on course page** if you would like to display the description on the VLE area homepage.
  - c) For the **Display mode for the options** setting, choose whether you would like to display the options vertically or horizontally.

**General**

Choice name !

Description

Edit View Insert Format Tools Table Help

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Select one or more dates for the tutorial to be held in October 2023.

p 14 words

Display description on course page ?

Display mode for the options

6. Under the *Options* section:

- a) **Allow choice to be updated** – If you want students to be able to update their choice after their submission, set this as **Yes**. Otherwise leave this as **No**.
- b) **Allow more than one choice to be selected** – Set this to **Yes** if you want students to be able to select more than one option.
- c) **Limit the number of responses allowed** – This option allows you to limit the number of participants that can select each option. When the limit is reached, no one else can select that option. If limits are disabled, then any number of participants can select each of the options.
- d) In the **Option** text fields, enter the different options that participants can choose from, for example the dates for the tutorial to be held.

**Options**

Allow choice to be updated

Allow more than one choice to be selected

Limit the number of responses allowed ?

Option 1 ! ?


Option 2 ?


Option 3 ?


Option 4 ?

7. Under the *Availability* section, if all is left as default, students can start voting as soon as the choice activity is set up. Otherwise, you can restrict availability as follows:
- Allow responses from** - allows the students to submit their choices from a specific day you specify in this field.
  - Allow responses until** - allows the students to submit their choices till a specific day you specify in this field.
  - Show preview** - allows the students to preview the available options before the choice activity is open for submission.

**▼ Availability**

Allow responses from        Enable

Allow responses until        Enable

Show preview 

8. Under the *Results* section:

- Publish results**
    - Do not publish results to students** – Select this option if you do not want to publish results to students.
    - Show results to students after they answer** - Select this option if you want the students to see the results after they vote for their choice.
    - Show results to students only after the choice is closed** - Select this option if you only want the students to see the results after the choice period is closed.
    - Always show results to students** - Select this option if you do not mind students seeing results even before casting their own vote.
  - Privacy of results** – If you would like to keep the results anonymous from students, choose **Publish anonymous results, do not show students names**. Otherwise, you can choose **Publish full results, showing names and their choices**.
- Note:** This setting is available only if you choose to publish the results to students.
- Show column for unanswered** – Select **Yes** if you want to see who has not answered the choice question yet. Otherwise select **No**.
  - Include responses from inactive/suspended users** – It is recommended to leave this option as **No**.

**▼ Results**

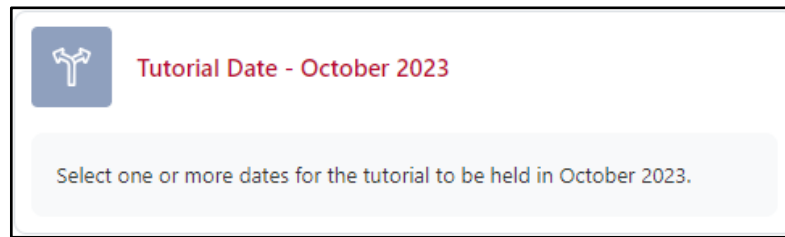
Publish results

Privacy of results

Show column for unanswered

Include responses from inactive/suspended users


9. Click the **Save and return to course** button. The Choice activity will be displayed in the respective section.



#### D. Editing or deleting a Choice activity


While it is possible to edit the settings of an existing Choice activity, it is recommended to do so carefully, particularly if it is already accessible to students, and students have already started submitting their answers.

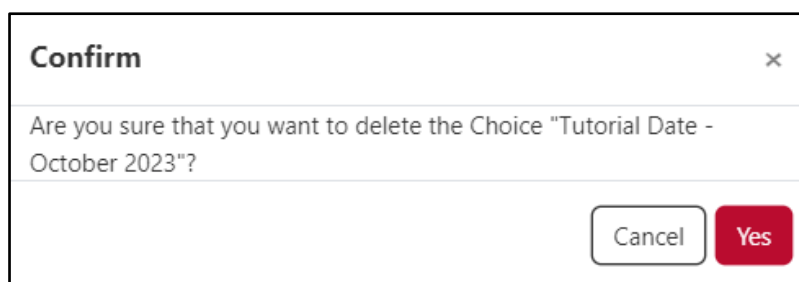
To edit the Choice activity's settings:

1. Click the **Start editing** toggle button.
2. Click the **Edit** (3-dot)  icon adjacent to the activity and select **Edit settings** from the drop-down menu. The *Updating Choice* settings page is displayed. Apply the necessary changes.
3. Scroll down to the bottom of the page and click the **Save and return to course** button.



To delete a Choice activity:

1. Click the **Start editing** button (top-right corner of the VLE area).
2. Click the **Edit** (3-dots)  icon adjacent to the activity and select **Delete** from the drop-down menu. The confirmation dialog box is displayed:



3. Click **Yes** to proceed with deleting the choice activity.

#### Note:

- The deleted **Choice** activity will first be sent to the recycle bin for fifteen (15) days, allowing time to restore it if this has been deleted in error.



## E. Accessing students' Choice results

To view the Choice activity results:

1. In your VLE area homepage, click on the **Choice** activity link.
2. From the tabular navigation, click the **Responses** tab.

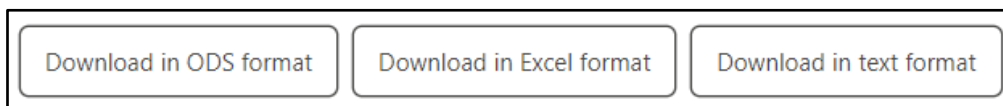


In the **Responses** page, you will have a clear image of all the students who have voted and the most popular choice.

Choice options	Not answered yet	Monday 23rd October	Tuesday 24th October	Wednesday 25th October	Thursday 26th October
Number of responses	0	4	4	3	4
Users who chose this option	<input type="checkbox"/> Dummy Student 10 <input type="checkbox"/> Dummy Student 3 <input type="checkbox"/> Dummy Student 6 <input type="checkbox"/> Dummy Student 7 <input type="checkbox"/> Dummy Tutor	<input type="checkbox"/> Dummy Student <input type="checkbox"/> Dummy Student 2 <input type="checkbox"/> Dummy Student 4 <input type="checkbox"/> Dummy Student 5	<input type="checkbox"/> Dummy Student 2 <input type="checkbox"/> Dummy Student 4 <input type="checkbox"/> Dummy Student 6 <input type="checkbox"/> Dummy Student 9	<input type="checkbox"/> Dummy Student <input type="checkbox"/> Dummy Student 2 <input type="checkbox"/> Dummy Student 8	<input type="checkbox"/> Dummy Student <input type="checkbox"/> Dummy Student 2 <input type="checkbox"/> Dummy Student 5 <input type="checkbox"/> Dummy Student 9

### Note:

- You can also download the results in different file formats by clicking on the respective button/s available under the *Responses* tab.



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