Choice

The **Choice** allows you to ask a question in the Moodle course room with predefined answer choices (one or more answer options).
The results can be displayed directly or shown later in the course room. Individuals' voting behavior can be made visible or anonymous.

For the assignment of (office hours) appointments you can alternatively use the Planer (more elaborate but with more possibilities).

Procedure

Create a list of topics and decide how many students may choose the same topic.
Your students choose independently. See the list of students with their respective topics at a glance.

Voting: Distribute topics or dates

1. Switch on the edit mode in the upper right corner: Click cogwheel and „**Turn on edit**".
2. go to „**Add material or activity**", the dialog box opens.
3. select the „**Choice**" option.

(You may see these buttons in your course room). You can change the view here: Click personal settings (profile picture top right), Settings > Course settings > Activate activity selection by checking the box.

4. set the following **settings**:

General

- **Choice name** (mandatory field)

Is the name that will be displayed on the course page and is mandatory to fill in.

- **Description**

Here you explain the purpose of your choice. The description should include the question you want the course participants to vote on. Furthermore, you can state as information:

- whether choice will be anonymous or by name
- whether results will be published
- whether indicated choices may be withdrawn

- **Display mode**

Options to choose: horizontal or vertical.

Note: For longer lists (many choice options) the vertical display is recommended.

Options

- **Allow selection to be changed**.

Select „Yes" allows participants to change their voting choices. If „No" is selected, only one choice will be allowed.

- **Allow more than one selection**

Select „Yes" participants can select more than one option. If „No" is selected, only one choice is possible.

- **Limit the number of responses in choice options**

The „Limit number of responses in choice options" option allows you to specify how many participants are allowed to vote for a choice option.
Example: A paper topic is to be worked on by two students. Activate „Upper limit" here and set it to 2.

- Option 1: Enter the text for the first selection option here.
- Upper limit 1: Enter here how often „Option 1" may be selected.
- Option 2 (and more…): Enter more options.

You need more selection options? Click on the „Add 3 fields to the form" button.

> ⚠️ If you have group mode enabled for your course, the caps per group will apply. So, if the upper limit is „2", 2 people from each group could choose one option.

Results

- **Publish Results**: Whether and when to show results to students.
- **Show results anonymously**: Only available if results are shown. Either results with or without names.
- **Show participants without answer**: „Yes" shows an additional column with participants who have not yet voted.
- **Include results from inactive/blocked users**: (probably does not apply)

> ⚠️ To edit the choice afterwards, switch to the main course page and click on the screw icon behind the vote.

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View (and save) choice results

Click on the choice, you will see the view that your students also get. With one exception, you will see the number of votes (previously zero). Click on the text „Show X Responses" to see an overview of the votes. Click on the buttons at the bottom of the page to save, for example, an Excel spreadsheet locally with the results of the choice.

Reset choice

The „Reset course" function can be used to reset individual activities (without logging off users).

To do so, select the option „Delete all choices" in the choice section only (only visible if there are choices in the course room). Check again in the overview which elements will be reset.

More on choice

Documentation and explanatory video on moodle.org-choice

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