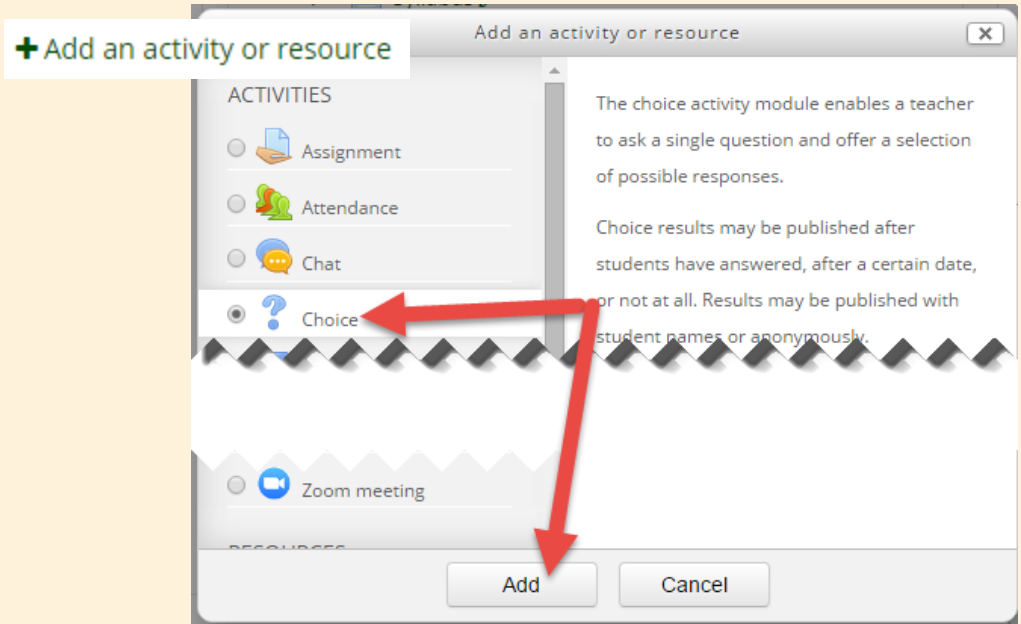


The choice activity is used to present students with a single question, and offer a selection of possible responses either with or without limits. Some of the ways the choice activity may be used include:

- As a quick poll to stimulate thought or discussion on a particular topic.
- To gather opinions on a topic
- For students to select groups, paper topics, or observation sites

1. To begin, login to EduCat, enter your course, and **Turn editing on**. Scroll down to the section where you want to add the Choice activity and click **Add an activity or resource**. Select **Choice** and click the **Add** button.



2. Enter a **name** for the choice activity. A **description** is optional, but it is usually a good idea to provide some instructions regarding what students will select.

Choice name\*

Description

I would like to meet with everyone individually to discuss your final project. Please select one of the times available below:

3. Decide whether you want your choices to be displayed **horizontally** across the screen, or **vertically**. If you have many choices, you will likely want to have them displayed vertically as in the example to the right. You can see that one of the options is already full, and is no longer available for other students.

Display mode for the options

Display vertically

## Final Project Meeting Times - Select One

View 1 responses

I would like to meet with everyone individually to discuss your final project. Please select one of the times available below:

- Tuesday, 10/27 - 5:00 pm
- Tuesday, 10/27 - 5:15 pm
- Tuesday, 10/27 - 5:30 pm
- Tuesday, 10/27 - 5:45 pm
- Tuesday, 10/27 - 6:00 pm (Full)
- Tuesday, 10/27 - 6:15pm
- Tuesday, 10/27 - 6:30pm
- Wednesday, 10/28 - 6:00pm
- Wednesday, 10/28 - 6:15pm

Save my choice

4. Before typing your options, there are three **Yes/No** decisions to be made.

- Do you want to allow students to **update** their selection as long as the choice activity is available?
- Can students select **more than one choice**? (most often this will be set to **No**)
- Will you **limit the number of responses** for each option? In the case of a poll, this will be set to **No**. When used to select meeting times, groups, topics, observation sites, etc., this will typically be set to **Yes**.

## Options

Allow choice to be updated

Yes ▾

Allow more than one choice to be selected

No ▾

Limit the number of responses allowed ?

Yes ▾

5. Specify the **options** from which participants will be able to choose by typing in the available fields. Any options left blank will not be displayed.

If you have limited the number of responses allowed, you will be able to enter that **limit** in the field below each option. Otherwise, the limit field will be left blank.

You may enter different limits for each option if desired. This is useful for students selecting observation / participation sites when each site can accommodate a different number of students.

Option 1\* ?

Tuesday, 10/27 - 5:00 pm

Limit 1

1

Option 2 ?

Tuesday, 10/27 - 5:15 pm

Limit 2

1

Option 3 ?

Tuesday, 10/27 - 5:30 pm

Limit 3

1

6. Click the **Add 3 field(s) to form** button if you would like to type more than 8 options. You can use this button to add as many fields as you need. Any empty fields will not be displayed.

Add 3 field(s) to form


7. If you would like students to make their choice by a certain date and time, check the box to **Restrict answering**, and set the availability as desired using dropdown menus and / or the calendar icon.

If you have set a later **Open** date, but would like students to be able to see the possible choices in advance (even though they won't be able to make a selection until the open date), place a check in the **Show preview** box.


▼ Availability


Restrict answering to this time period

Open

15 ▼ October ▼ 2016 ▼ 08 ▼ 00 ▼ 

Until

23 ▼ October ▼ 2016 ▼ 23 ▼ 55 ▼ 

Show preview 

8. You have several options regarding sharing results of the choice activity.

- If the information will only be used by you, you might select **Do not publish results to students**.
- If you want students to be able to see what others have selected before they make their choice, select **Always show results to students**.
- If not, you will need to decide if you want to display the results to students **after they answer**, or not until **the choice is closed** and the availability period has ended.

Publish results

Show results to students after they answer ▼

Do not publish results to students

Show results to students after they answer

Show results to students only after the choice is closed

Always show results to students

9. If you would like the results to display numbers only, select **Publish anonymous results, do not show student names**. Otherwise, select **Publish full results, showing names and their choices**.

### Privacy of results

- Publish full results, showing names and their choices
- Publish anonymous results, do not show student names
- Publish full results, showing names and their choices

10. If you would like to see the number of students who did not respond to the choice activity set the **Show column for unanswered** drop-down menu to **Yes**.

### Show column for unanswered

Yes

11. If you wish to include responses from students who drop the course after having completed a choice activity, set the **Include responses from inactive / suspended users** drop-down menu to **Yes**.

### Include responses from inactive/suspended users

Yes

12. You can always tell how many responses you have by the number in the **View x responses** link. Simply click on that link to view those responses.

## Final Project Meeting Times - Select One

 [View 1 responses](#)

I would like to meet with everyone individually to discuss your final project. Please select one of the times available below:

- Tuesday, 10/27 - 5:00 pm
- Tuesday, 10/27 - 5:15 pm
- Tuesday, 10/27 - 5:30 pm
- Tuesday, 10/27 - 5:45 pm
- Tuesday, 10/27 - 6:00 pm (Full)

13. From the **Responses** page, you can also **download responses** in one of three possible formats by clicking on the corresponding button:

[Download in ODS format](#)

[Download in Excel format](#)

[Download in text format](#)

- ODS
- Excel
- Text