

Feedback templates

When using the feedback activity a template can be helpful to reduce the workload around commonly used questions by allowing you to reuse previously constructed and saved templates. Templates can either be course specific or site-wide (public). You can also export and import templates making them easy to share and reuse across courses and even sites.

Feedback

Feedback interface showing navigation tabs: OVERVIEW, EDIT QUESTIONS, TEMPLATES, ANALYSIS, SHOW RESPONSES.

Use a template dropdown: Choose...

Save these questions as a new template section: Name, Public checkbox, Save as new template button.

Links: Delete template..., Export questions/ Import questions

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Creating a template

To create a template you will first need to set-up a [feedback activity](#) then add questions to it. This can then be saved as a template for reuse in the future.

1. Go into the feedback activity and click on the **Templates** tab.
2. In the **Save these questions as a new template** section add a name for the template.
3. Click **Save as new template**.

It is advisable to give the template a clear and distinct name as this will make it easier to locate and reuse in future, especially if it is shared across the site.

Site Administrators will have the additional option of making a template available across the site by ticking the **Public** box alongside the template name during creation.

Once a template has been created it cannot be edited. You would need to load the questions by selecting the template, make any edits you want and then save this edited template as a new template.

Using a template

To use a template you will first need to ensure that a template has been [created](#).


1. Go into the feedback activity and click on the **Templates** tab.
2. Select your desired template from the **Use a template** dropdown menu.
3. Decide whether to:
 - **Delete old items:** Replace any existing question in the feedback activity with those in the template only.
 - **Append new items:** Add any questions in the template whilst keeping any existing questions in the feedback activity.
4. Click **Save changes**.

If you wish to use questions from multiple templates then you can do this using the **Append new items** option to keep all previously added questions.

Once you have added questions from a template you are still able to add your own new questions and edit existing or added questions.

Deleting a template

Anyone with editing rights to a course can delete any of the course based templates, however only a Site Administrator can delete a site-wide (public) template.

1. Go into the feedback activity and click on the **Templates** tab.
2. Click the **Delete template...** link.
3. Alongside the template you wish to delete click the cross icon ().
4. Click **Yes** to confirm.

Export questions

1. Go into the feedback activity and click on the **Templates** tab.
2. Click the **Export questions** link.

This will automatically download all questions from the feedback activity as an XML file.

Import questions

1. Go into the feedback activity and click on the **Templates** tab.
2. Click the **Import questions** link.
3. Click **Choose a file...** to browse for the file or drag it into the upload area.
4. Decide whether to:
 - **Delete old items:** Replace any existing questions in the feedback activity with those in the template only.
 - **Append new items:** Add any questions in the template whilst keeping any existing questions in the feedback activity.
5. Click **Yes**.