

## Creating & Editing a Public Template (Questionnaire)

---

A public template is the foundation to building a questionnaire. Public templates are created by Learning Pool. Existing public templates and questionnaires can be edited by course administrators. In order to be able to create reports of relevant and up-to-date statistics, questionnaires can be attached to courses to continuously collate data.

A questionnaire will only collect data in relation to the course that it is attached to. These questionnaires can be used prior, during, and after a course e.g. pre-briefing form, evaluations (Initial Feedback Form).

If you wish to create a public template, please contact [support@learningpool.com](mailto:support@learningpool.com)

### To edit a public template document

- Log into WILMa.
- Type 'evaluation' in the 'search courses' box.

 

- Click on the 'Evaluation Questionnaire Templates – Do Not Delete'.

 **Evaluation Questionnaire Templates - Do Not Delete**

- Click on the required template that you wish to edit, within the '**Public Templates**' category.

### To edit an existing question

- Click on 'Questions' in the 'Questionnaire Administration' block on the left hand side of the screen.
- To edit, navigate to the required question and click on the 'edit' icon .
- Click on 'Save changes'.

### To add a new question

- Use the drop down box at the top of the screen to specify the type of question you wish to add and click 'Add selected question type'.

▼ **Add questions** 

----- Page Break ----- ▼ **Add selected question type**

The type of question you pick will be based on the type of answer you require back e.g. Yes/No, Check Boxes, Numerical, Date.

- The new question will be added to the bottom of the questionnaire. In order to navigate the order of the questions click on the move icon  next to the question and then click in the 'move to here' box  .
- Click on 'Save changes'.