

How to Create a Student Survey in Canvas

Student surveys are a good way to learn from your students – where they are at in their learning, what they might need or hope to accomplish, their preferences and interests, and anything else you would like to know to help you shape your instruction for their learning in the course.

This guide provides step-by-step instructions for creating a student survey in Canvas and accessing the results.

Although Canvas includes an option for making student survey responses anonymous, it will nonetheless still indicate which students completed the survey. If you want to create a truly anonymous survey, you might consider using Qualtrics (visit oregon.qualtrics.com).

The Teaching Engagement Program is happy to assist you with the creation of a student survey and ways to use surveys. Please contact us at tep@uoregon.edu if you have any questions.

Instructions for Creating a Student Survey in Canvas

(for non-anonymous surveys)

1. Open “Quizzes.”
2. Choose the blue “+Quiz” button.

Winter 2020

Search for Quiz

2. → **+Quiz**

Home

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← 1. Quizzes

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Assignment Quizzes

- test
5 pts | 5 Questions
- Unnamed Quiz

3. Under the “Details” tab, give your survey a name (e.g. “Introductory Survey for ENVS 201”).
4. In the “Quiz Instructions” area you can indicate any instructions, due date, and the anticipated time it will take to complete the survey.

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Not Published

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

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Details Questions


Unnamed Quiz **← 3.**

Quiz Instructions: [HTML Editor](#)

4.

0 words

5. Look for “Quiz Type” and choose “Ungraded Survey.” If you want to award points for taking the survey, choose “Graded Survey” and assign a point value.
6. Below this unmark “Let Students See Their Quiz Responses...” part.
7. You can choose the “Show one question at a time” option if you want, but it may be easier to allow students to view all questions.

Quiz Type  ← 5.

Options

Shuffle Answers

Time Limit Minutes

Keep Submissions Anonymous

Allow Multiple Attempts

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback) ← 6.

Show one question at a time ← 7.


8. Assign to “everyone” and set a due date for when students should have it completed.
9. Choose the date/time when you want the survey available and indicate the available “until” date (in this case, the same as the due date).
10. Go ahead and “Save” your survey.

Assign



Assign to

×

Due ← 8.



Available from **Until**

  ← 9.

+ Add

< >

Notify users this quiz has changed

↑
10.

Special Note: At this point, the next step is to create questions (see step 11). However, if you are not ready to create questions, you can return to your survey at any time to edit it. Simply open “Quizzes” and then choose your survey. You can then proceed with step 11.

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Search for Quiz + Quiz

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- 🔗 Example Student Survey

11. Choose “Edit” to open your survey again so that you can begin to create questions.

Winter 2020

Publish Preview **11.** Edit

This quiz is unpublished
Only teachers can see the quiz until it is published.

Example Student Survey

	Quiz Type	Ungraded Survey
	Points	
	Shuffle Answers	No
	Time Limit	No Time Limit
	Multiple Attempts	No
	View Responses	Always
	Show Correct Answers	Immediately
	One Question at a Time	No
	Anonymous Submissions	No

Due	For	Available from	Until
-	Everyone	-	-

[Preview](#)

- Now go to “Questions” tab at top and click it (this is next to the “Details” tab).
- Choose “+New Question” to create a question.

The screenshot shows the top navigation bar with 'Details' and 'Questions' tabs. A red arrow points to the 'Questions' tab with the number '12.'. Below the tabs, there are three buttons: '+ New Question', '+ New Question Group', and 'Find Questions'. A red arrow points to the '+ New Question' button with the number '13.'. At the bottom, there are buttons for 'Cancel', 'Save & Publish', and 'Save'. On the right side, there is a sidebar with 'Links', 'Files', and 'Images' tabs, and a list of content types: Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation.

- Choose the appropriate question type (most surveys will use the “Essay Question” and "Multiple Choice" options, though other options are available).

The screenshot shows the question editor interface. At the top, there is a 'Question' dropdown menu and a 'pts: 1' field. A red arrow points to the 'Essay Question' dropdown menu with the number '14.'. Below the dropdown, there is a text area for the question. The text area is empty and has a '0 words' counter at the bottom right. At the bottom, there are buttons for 'Cancel' and 'Update Question'. The interface also includes a rich text editor toolbar with various formatting options like bold, italic, underline, and link.

- Enter your question (you can copy and paste from another file, such as Word). For a multiple choice question, you will be prompted to enter possible responses (no need to put "1" or "A" before them - just input the text for the choices in the "Possible Answer" boxes).

Details

Questions

Question pts: 1

Students will be given a text field to compose their answer.

Question: HTML Editor

B *I* U **A** **A** *I* **B** **B** **B** **B** **B** x^2 x_2 **B** **B**

\sqrt{x} 12pt **Paragraph**

Enter your question here for short answer responses

0 words

Details

Questions

Question pts: 1

Enter your question and multiple answers.

Question: HTML Editor

B *I* U **A** **A** *I* **B** **B** **B** **B** **B** x^2 x_2 **B** **B**

\sqrt{x} 12pt **Paragraph**

Enter your question here for multiple choice, and below indicate the choices for students to select

0 words

Possible Answer

Possible Answer

[+ Add Another Answer](#)

16. **VERY IMPORTANT** - be certain to choose the blue “Update Question” box when you have finished creating a question – if you don’t click this, your question won’t be saved. You must do this for each question.
17. Periodically “Save” your quiz as you are creating questions. If you save, you will need to reopen the quiz for editing to add more questions (see steps 11-17).

The screenshot displays a quiz creation interface. At the top, there are tabs for 'Details' and 'Questions'. Below the tabs, a question type is selected as 'Essay Question' with a point value of '1'. The question text area is empty, and a rich text editor toolbar is visible above it. At the bottom of the question editor, there are 'Cancel' and 'Update Question' buttons. A red arrow points to the 'Update Question' button, labeled '16.'. Below the question editor, there are three buttons: '+ New Question', '+ New Question Group', and 'Find Questions'. At the bottom of the interface, there is a checkbox for 'Notify users this quiz has changed' and three buttons: 'Cancel', 'Save & Publish', and 'Save'. A red arrow points to the 'Save' button, labeled '17.'. On the right side of the interface, there is a section titled 'Link to other content in the course. Click any page to insert a link to that page.' with a list of content types: Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation.

18. Once you have your survey details and questions all ready, “Save” it one last time.

The screenshot shows a quiz editor interface. At the top, there are two tabs: "Details" and "Questions". The "Questions" tab is active. Below the tabs, there is a question editor box. The question type is set to "Essay Question" and the points are set to "1". The question text is "Students will be given a text field to compose their answer." The editor includes a rich text toolbar with various formatting options like bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, link icon, and video icon. The text area is currently empty, and the word count is "0 words". At the bottom of the editor box, there are "Cancel" and "Update Question" buttons. Below the editor box, there are three buttons: "+ New Question", "+ New Question Group", and "Find Questions". At the bottom of the page, there is a checkbox labeled "Notify users this quiz has changed" which is currently unchecked. To the right of the checkbox are three buttons: "Cancel", "Save & Publish", and "Save". The "Save" button is highlighted in blue and has a red arrow pointing to it with the number "18." below it.

Link to other content in the course. Click any page to insert a link to that page.

- > Pages
- > Assignments
- > Quizzes
- > Announcements
- > Discussions
- > Modules
- > Course Navigation

+ New Question + New Question Group Find Questions

Notify users this quiz has changed Cancel Save & Publish **Save**

↑
18.

19. To “Preview” your survey to ensure it looks the way you want, choose the “Preview” button.

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This quiz is unpublished
Only teachers can see the quiz until it is published.

Example Student Survey

	Quiz Type	Ungraded Survey
	Points	
	Shuffle Answers	No
	Time Limit	No Time Limit
	Multiple Attempts	No
	View Responses	Always
	Show Correct Answers	Immediately
	One Question at a Time	No
	Anonymous Submissions	No

Due	For	Available from	Until
-	Everyone	-	-

← 19.

20. When you are finished previewing your survey, choose “Keep Editing This Survey.”

Example Student Survey

20. →

ⓘ This is a preview of the draft version of the quiz

Started: Mar 23 at 1:01pm

Quiz Instructions

Question 1 1 pts

What will be the first question you ask students?

HTML Editor

B I U A A I [List Icons] x² x [List Icons]
 [Table Icon] [Image Icon] [Link Icon] [Unlink Icon] [Video Icon] [GIF Icon] [YouTube Icon] [Globe Icon] 12pt Paragraph

Questions

🔍 Question 1

Time Elapsed: [Hide](#)
0 Minutes, 7 Seconds

21. If your survey is ready, go ahead and scroll down and choose “Save & Publish.” Once published, your survey is ready for students to complete it during the time it is available (as you set up in step 9).

Assign

Assign to

Everyone X

Due

Available from Until

+ Add

Notify users this quiz has changed

Cancel

Save & Publish

Save

↑
21.

22. However, after previewing, if you want to make any edits, you can choose the Questions tab and then make changes to a question by hovering your pointer over it and choosing the pencil edit icon that appears (remember to “Update Question” for any changes you make – see steps 16-17); you can delete a question by choosing the “X” icon. After making any changes, remember to “Save” your survey. You can preview again (steps 20-21) and, once ready, “Save & Publish” (step 22).

Details

Questions

⋮ Question	1 pts
What will be the first question you ask students?	 

22.

23. To access your survey results after the due date has passed (as set in steps 8 and 9), open Quizzes and click on your survey.

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Search for Quiz

+ Quiz

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Surveys

- Example Student Survey

24. If you want to view results question-by-question, open “Survey Statistics” and then view results for each question (in that view, you can open individual questions in SpeedGrader, too, if you want to see individual student responses for a particular question).

Example Student Survey

Due May 5, 2017 at 5pm Points 1 Questions 5 Time Limit None
Available May 3, 2017 at 1:30pm - May 5, 2017 at 5pm 2 days

Instructions

24.

Related Items

- Survey Statistics
- Moderate This Survey
- Download All Files
- SpeedGrader™

Preview





25. If you want to view results student-by-student, open “SpeedGrader” and wait for it to load. You can then go through students’ responses. You can also access results with the “Download All Files” option, which provides an Excel spreadsheet of results.

Example Student Survey

Due May 5, 2017 at 5pm Points 1 Questions 5
Available May 3, 2017 at 1:30pm - May 5, 2017 at 5pm 2 days Time Limit None

Instructions

Related Items

-  Survey Statistics
-  Moderate This Survey
-  Download All Files
-  SpeedGrader™


25.

Preview

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That’s it! If you have questions or would like assistance, please contact TEP at tep@uoregon.edu. We are happy to help.