## **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 <a href="mailto:tep@uoregon.edu">tep@uoregon.edu</a> if you have any questions.

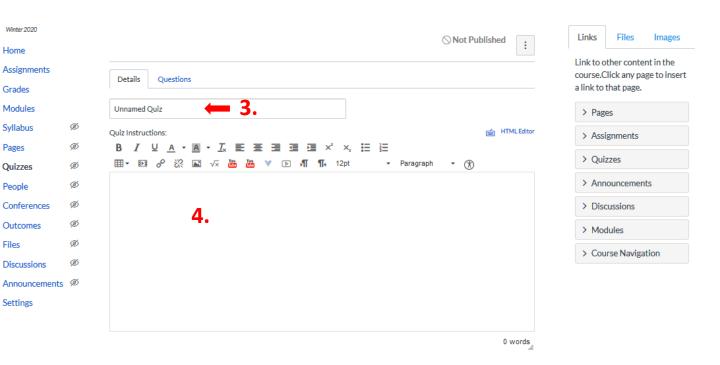
## **Instructions for Creating a Student Survey in Canvas**

(for non-anonymous surveys)

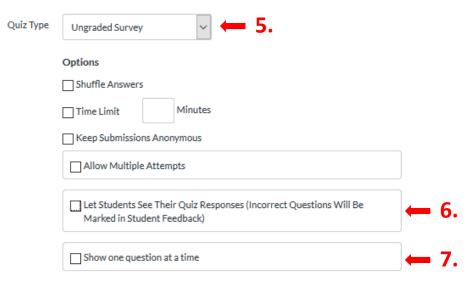
- 1. Open "Quizzes."
- 2. Choose the blue "+Quiz" button.



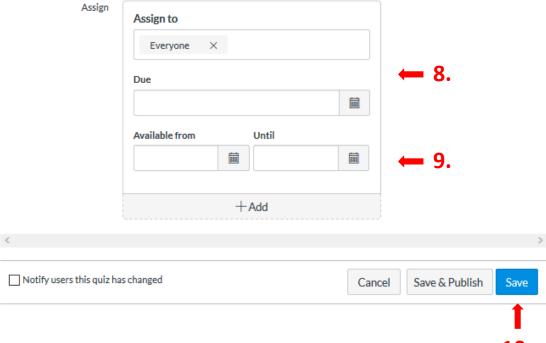
- 3. Under the "Details" tab, give your survey a name (e.g. "Introductory Survey for ENVS 201").
- 4. In the "Quiz Instructions" area you can indicate any instructions, due date, and the anticipated time it will take to complete the survey.



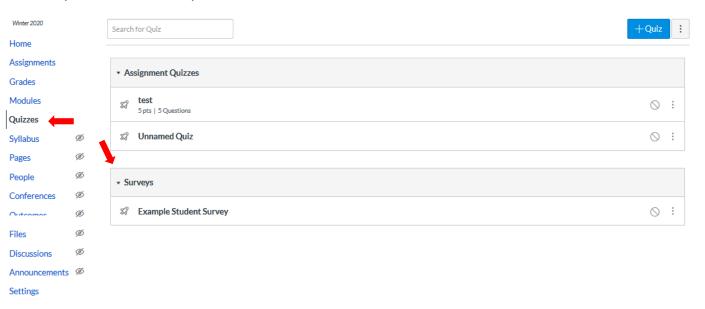
- 5. Look for "Quiz Type" and choose "Ungraded Survey." If you want to award points for taking the survey, choose "Graded Survey" and assign a point value.
- 6. Below this unmark "Let Students See Their Quiz Responses..." part.
- 7. You can choose the "Show one question at a time" option if you want,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



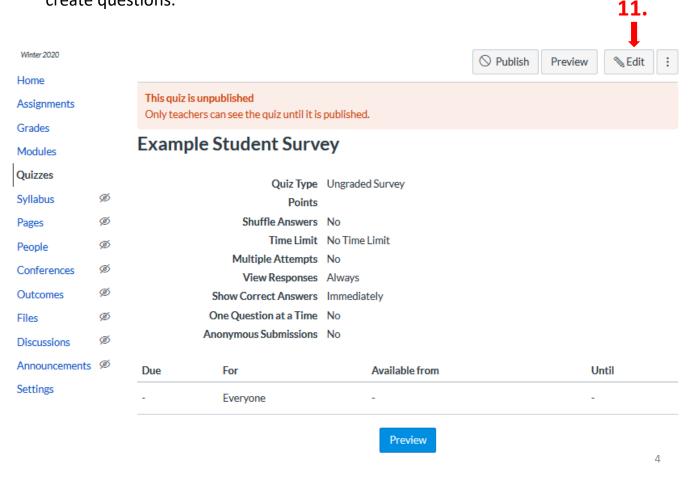
- 8. Assign to "everyone" and set a due date for when students should have it completed.
- 9. Choose the date/time when you want the survey available and indicate the available "until" date (in this case, the same as the due date).
- 10. Go ahead and "Save" your survey.



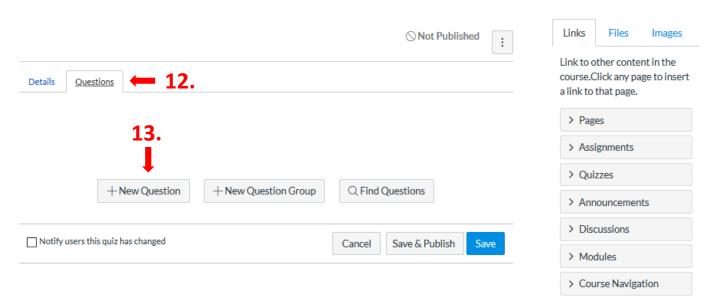
<u>Special Note</u>: At this point, the next step is to create questions (see step 11). However, if you are not ready to create questions, you can return to your survey at any time to edit it. Simply open "Quizzes" and then choose your survey. You can then proceed with step 11.



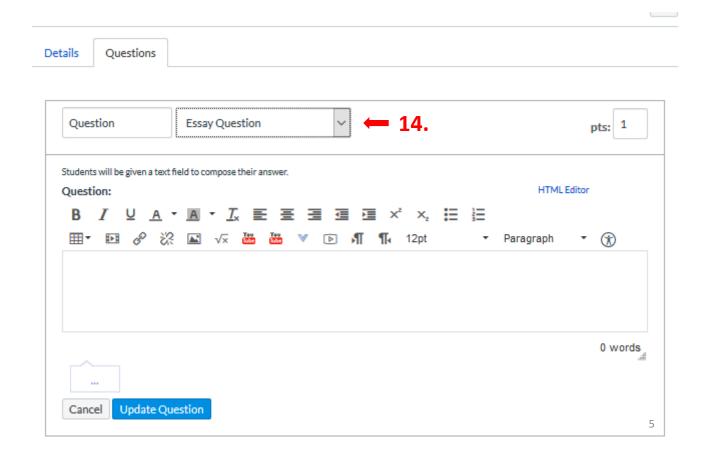
11. Choose "Edit" to open your survey again so that you can begin to create questions.



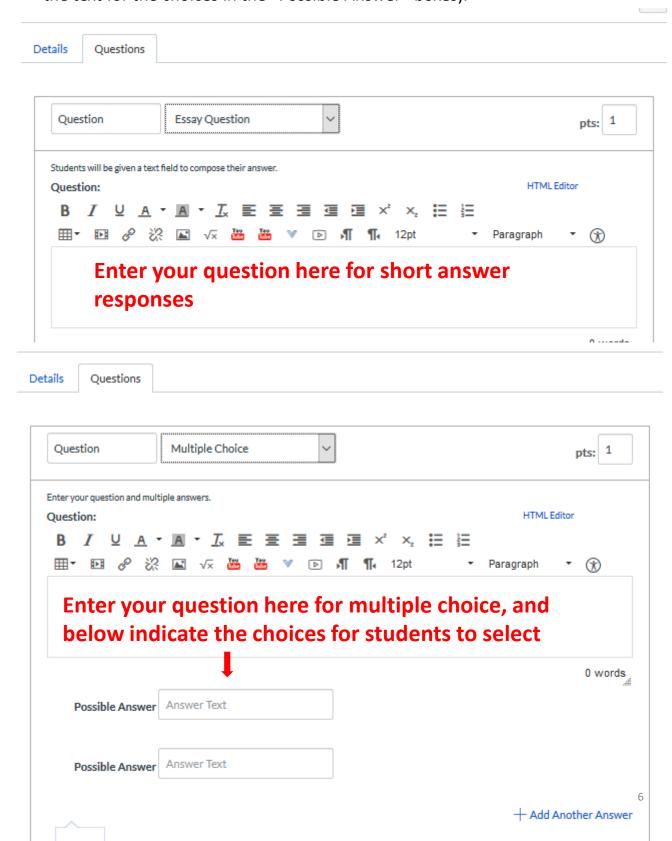
- 12. Now go to "Questions" tab at top and click it (this is next to the "Details" tab).
- 13. Choose "+New Question" to create a question.



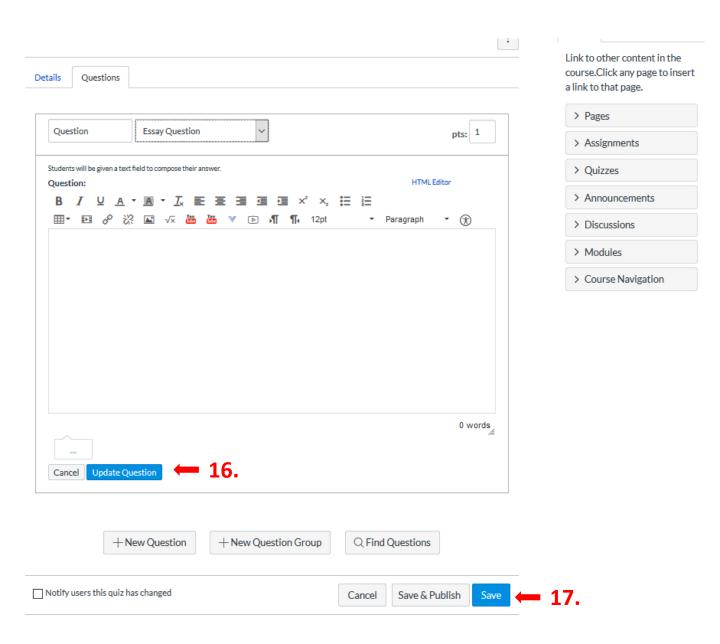
14. Choose the appropriate question type (most surveys will use the "Essay Question" and "Multiple Choice" options, though other options are available).



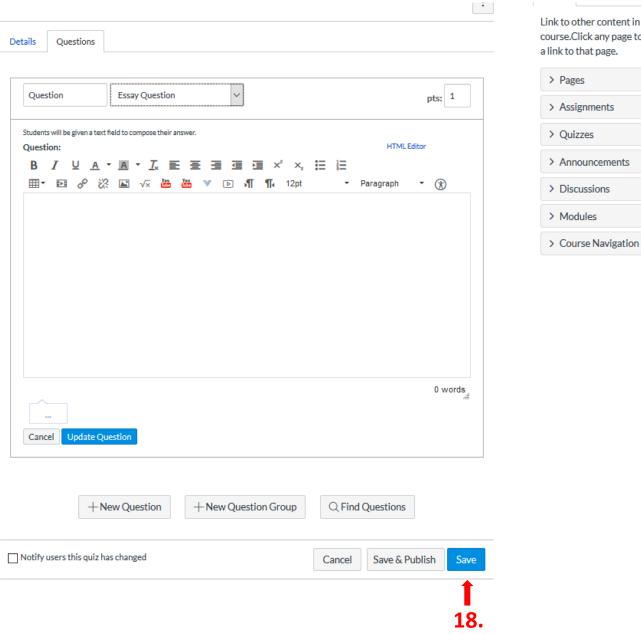
15. Enter your question (you can copy and paste from another file, such as Word). For a multiple choice question, you will be prompted to enter possible responses (no need to put "1" or "A" before them - just input the text for the choices in the "Possible Answer" boxes).



- **16. VERY IMPORTANT** <u>be certain to choose the blue "Update Question" box</u> 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).

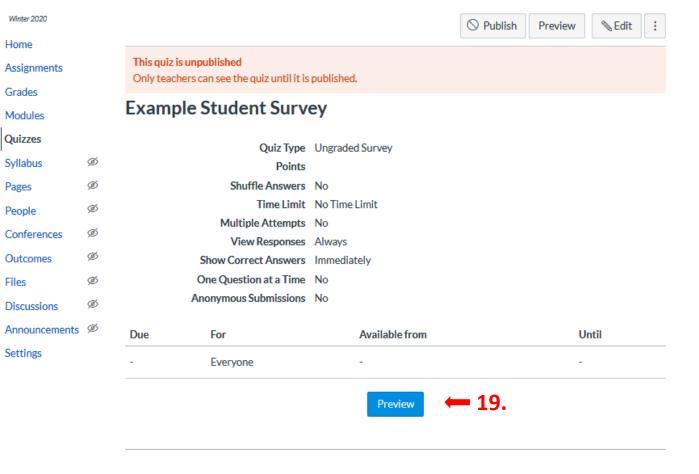


18. Once you have your survey details and questions all ready, "Save" it one last time.

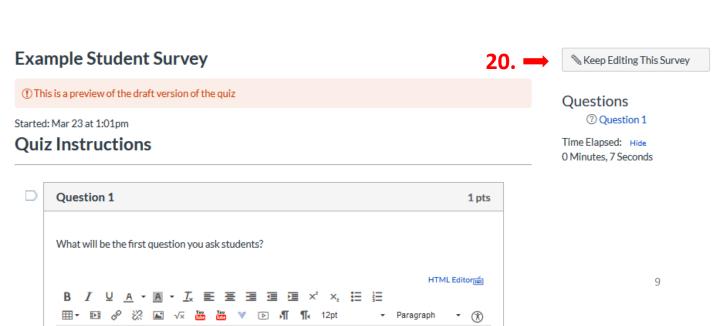


Link to other content in the course.Click any page to insert a link to that page. > Announcements

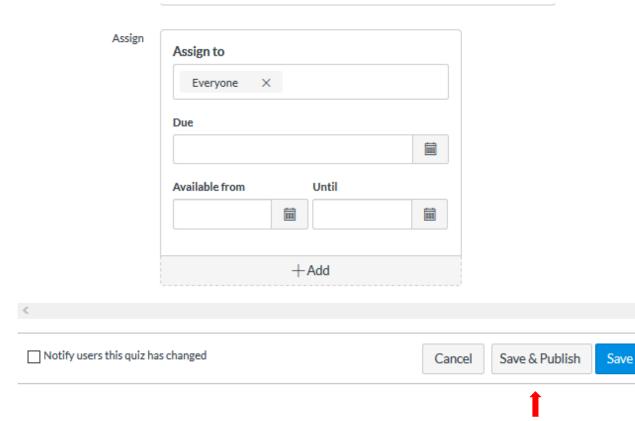
19. To "Preview" your survey to ensure it looks the way you want, choose the "Preview" button.



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



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).



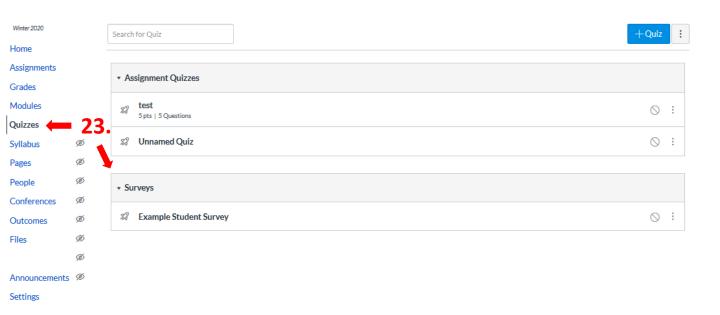
22. However, after previewing, if you want to make any edits, you can choose the Questions tab and then make changes to a question by hovering yourpointer over it and choosing the pencil edit icon that appears (remember to "Update Question" for any changes you make – see steps 16-17); you can delete 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

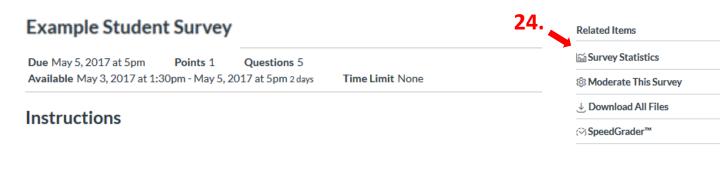
Questions



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.



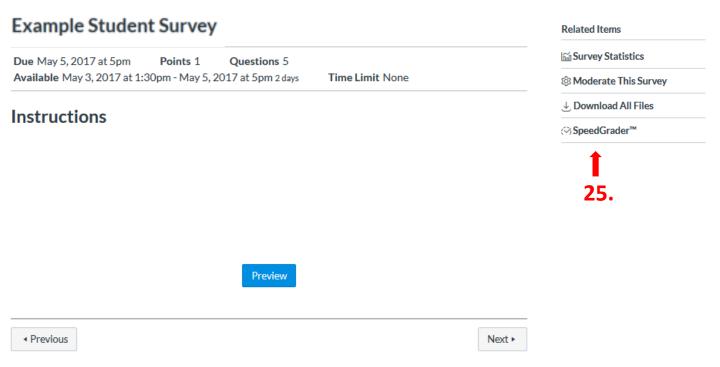
24. If you want to view results <u>question-by-question</u>, open "Survey Statistics" and then view results for each question (in that view, you can open individual questions in SpeedGrader, too, if you want to see individual student responses for a particular question).



Preview

◆ Previous

25. If you want to view results <u>student-by-student</u>, 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.



That's it! If you have questions or would like assistance, please contact TEP at <a href="tep@uoregon.edu">tep@uoregon.edu</a>. We are happy to help.