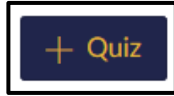


Canvas Surveys

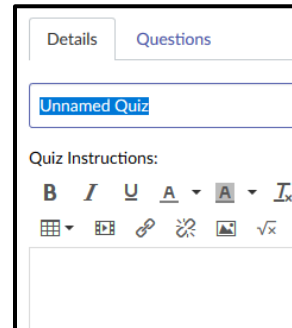
To Create a Survey

- Click **Quizzes** in the Course Navigation pane.

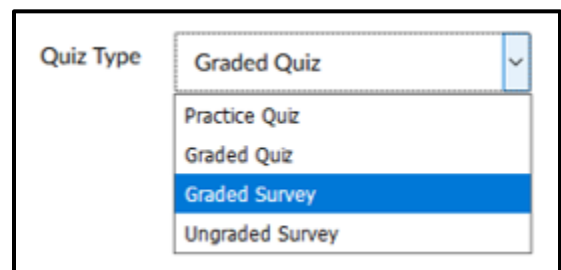
- Click **+ Quiz**.



- On the Details tab, edit the quiz details:
 - Enter a name for the survey.
 - Enter directions or any other pertinent information.



- Click the drop-down arrow to select if this is a graded or ungraded survey.
 - A graded survey will award points and appear in the gradebook while an ungraded survey will not.

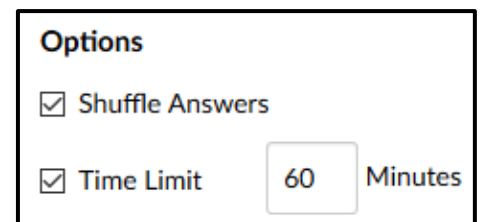


- If using Assignment Groups, click the drop-down arrow to select a group.

- Check the **Shuffle Answers** box to randomize the question answer choices.

- To limit how long the students have to take the survey, check the Time Limit box and enter the number of minutes.

- Time starts when a student begins the survey and will not be paused if he/she navigates away from it.
- An unfinished timed survey is automatically submitted when the time limit expires.



- To keep answers anonymous, check the **Keep Submissions Anonymous** box.

Options

☐ Shuffle Answers

☐ Time Limit Minutes

☒ Keep Submissions Anonymous

- Check the boxes to allow students to see their survey responses and any automatic feedback generated by the survey.
- Uncheck the **Let Students See The Correct Answers** box.

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

☐ Only Once After Each Attempt

☐ Let Students See The Correct Answers

- Check **Show one question at a time** to show one question per page instead of all questions on one page; select the **Lock questions after answering** box to keep students from going back to a question and changing the answer.

☒ Show one question at a time

☐ Lock questions after answering

- To password protect the survey, click **Require an access code** and enter a password.
- Click **Filter IP Addresses** and enter computer ip addresses to limit what computers students may use to take the survey.

Quiz Restrictions

☒ Require an access code

ex: Password85

☒ Filter IP Addresses

ex: 192.168.217.1

- By default, the survey is assigned to every student. To assign it to only certain students or groups, click the X next to **Everyone** and select the section or individual student name.
- Click the calendar icon and select a due date.
- To limit the time a survey is available, click the calendar icons and select **Available from** and **Until** dates.
- Click **+ Add** to add different due date and availability options for other students or groups.

Assign to

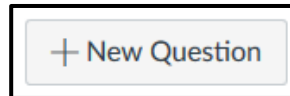
Due

Available from **Until**

+ Add

- Scroll back up to the top of the page and click the **Questions** tab.

- Click the **+ New Question** button.



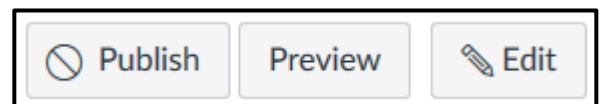
- If desired, type a custom name for the survey question to help identify the questions more easily.
- Add the survey questions in the same way you make a quiz.

- When all questions have been added, click **Save**.

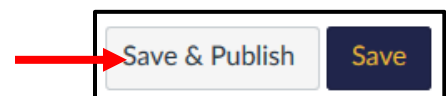


- Click the **Preview** button to view the survey as students see it.

- If the preview shows the survey the way you want it and you're ready for student to take it, click the **Publish** button.



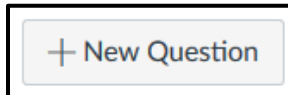
- Click the **Edit** button to edit the survey if necessary; then click **Save & Publish** to make the survey available to students or **Save** to save your work and publish it later.



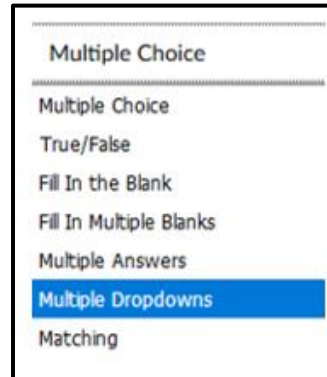
To Create Likert Scale Questions

A Likert scale question is a question using a point scale to rate the level of agreement or disagreement.

- Click the **+ New Question** button.



- Select **Multiple Dropdowns** for the question type.



- Type the question using square brackets to frame the answer choice box.

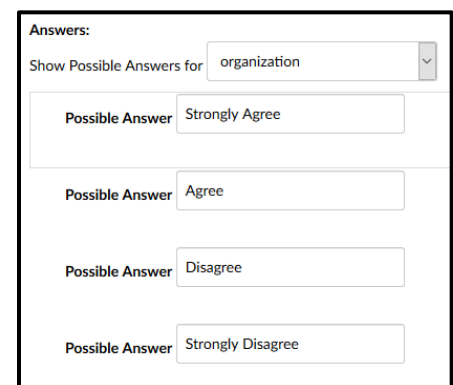
The course and subject matter were well organized. []

- Enter a key word in the brackets.

The course and subject matter were well organized. [organization]

Note: Likert items cannot contain spaces. You can separate multiple word Likert items with hyphens, i.e. answered-questions.

- Make sure the key word is showing in the **Show Possible Answers for** box and add the answer choices.

A form titled 'Answers:' with a dark border. It contains a 'Show Possible Answers for' label followed by a dropdown menu showing 'organization'. Below this are four 'Possible Answer' labels, each followed by a text input field containing 'Strongly Agree', 'Agree', 'Disagree', and 'Strongly Disagree' respectively.

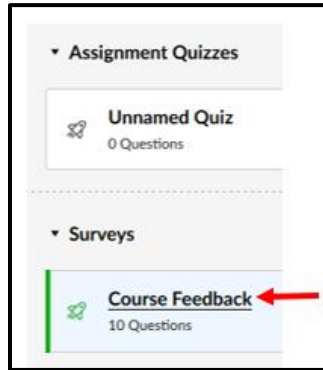
- Click **Update Question**.



- Repeat the process for the additional questions.

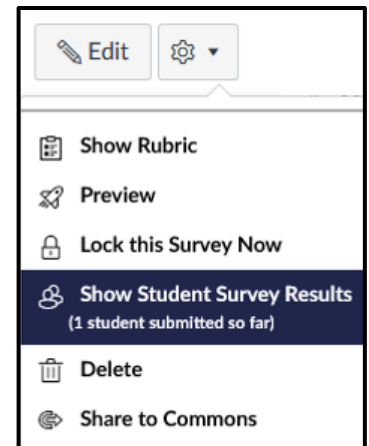
To View Survey Results

- Click **Quizzes** in the Course Navigation pane.

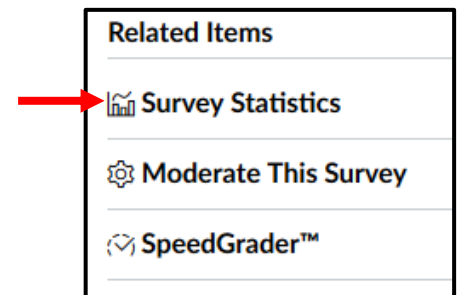


- Click the survey title.

- To view individual submissions, click the settings icon and select **Show Student Survey Results**; select a student from the list to see the individual responses.



- To view the question responses, click **Survey Statistics** under Related Items.



- The question breakdown section shows each question and the responses chosen.

The teacher was enthusiastic about teaching. [choices]		
choices		
Strongly Agree	1 respondents	100 %
Agree		0 %
Disagree		0 %
Strongly Disagree		0 %

- Click the **Student Analysis** button to generate a report (Excel CSV format) and view additional results.

