# 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.
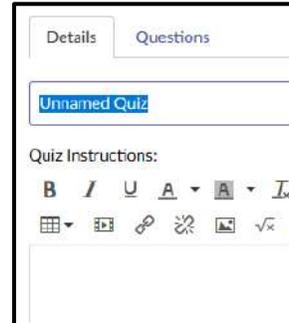
  - Click the drop-down arrow to select if this is a graded or ungraded survey.
    - A graded survey will award points and appear in the gradebook while an ungraded survey will not.
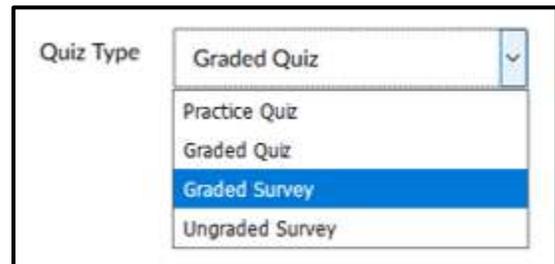
  - If using Assignment Groups, click the drop-down arrow to select a group.

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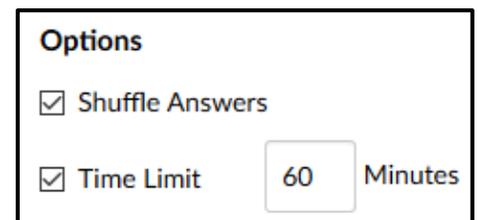
o To keep answers anonymous, check the **Keep Submissions Anonymous** box.

**Options**

☐ Shuffle Answers

☐ Time Limit [ ] Minutes

☑ Keep Submissions Anonymous

o Check the boxes to allow students to see their survey responses and any automatic feedback generated by the survey.

☑ 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

o Uncheck the **Let Students See The Correct Answers** box.

o 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

**Quiz Restrictions**

o To password protect the survey, click **Require an access code** and enter a password.

☑ Require an access code

ex: Password85

o Click **Filter IP Addresses** and enter computer ip addresses to limit what computers students may use to take the survey.

☑ Filter IP Addresses

ex: 192.168.217.1

o 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.

o Click the calendar icon and select a due date.

o To limit the time a survey is available, click the calendar icons and select **Available from** and **Until** dates.

o Click **+ Add** to add different due date and availability options for other students or groups.

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

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

o If desired, type a custom name for the survey question to help identify the questions more easily.

o Add the survey questions in the same way you make a quiz.

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

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

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

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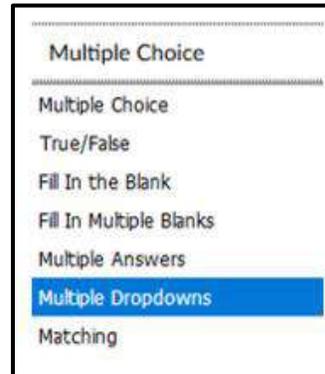
- Type the question using square brackets to frame the answer choice box.

- Enter a key word in the brackets.

**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.
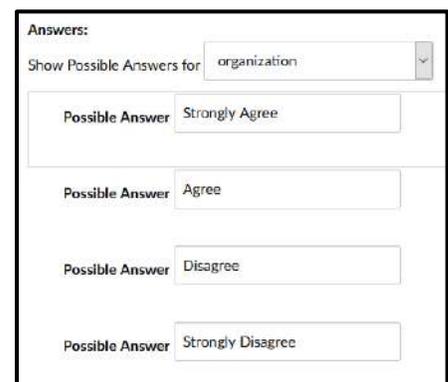
- Click **Update Question**.

- Repeat the process for the additional questions.

To View Survey Results

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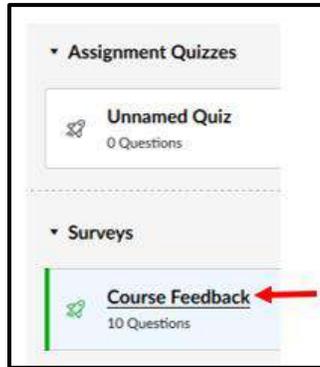
- Click the survey title.

- 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.
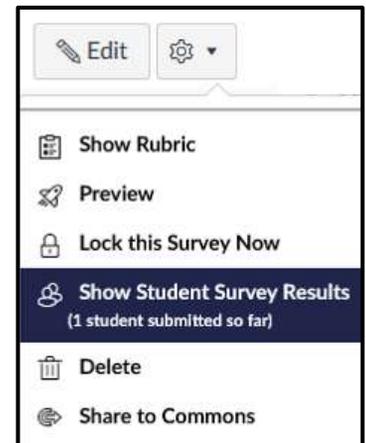
- To view the question responses, click **Survey Statistics** under Related Items.
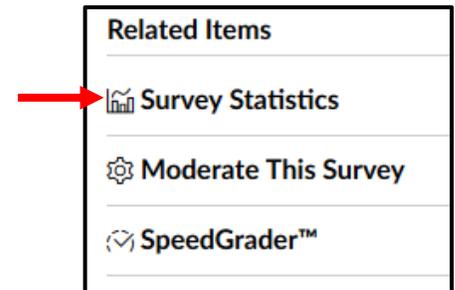
- The question breakdown section shows each question and the responses chosen.

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