

Canvas: Create a Survey

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**[www.StatLit.org/pdf/
2022-Canvas-Create-Survey-slides.pdf](http://www.StatLit.org/pdf/2022-Canvas-Create-Survey-slides.pdf)**

Goal: Create a Survey

Two kinds: Graded or Ungraded

- Graded: Awards points when submitted.
- Ungraded: No points in gradebook for submitting

Either survey can allow the respondents to be ...

- identified by name, or
- Anonymous

These slides show how to create a survey that is graded and anonymous.

Three Steps in Creating a Survey

Setup: Slides 4-8. Select the kind of survey, select the desired Assignment Group, select “Keep Anonymous”, enter dates and Save

Create Content: Slides 9-14. Select Edit. Enter title and description. Select “New Question”, “Kind” of question, Enter questions and options. Save.

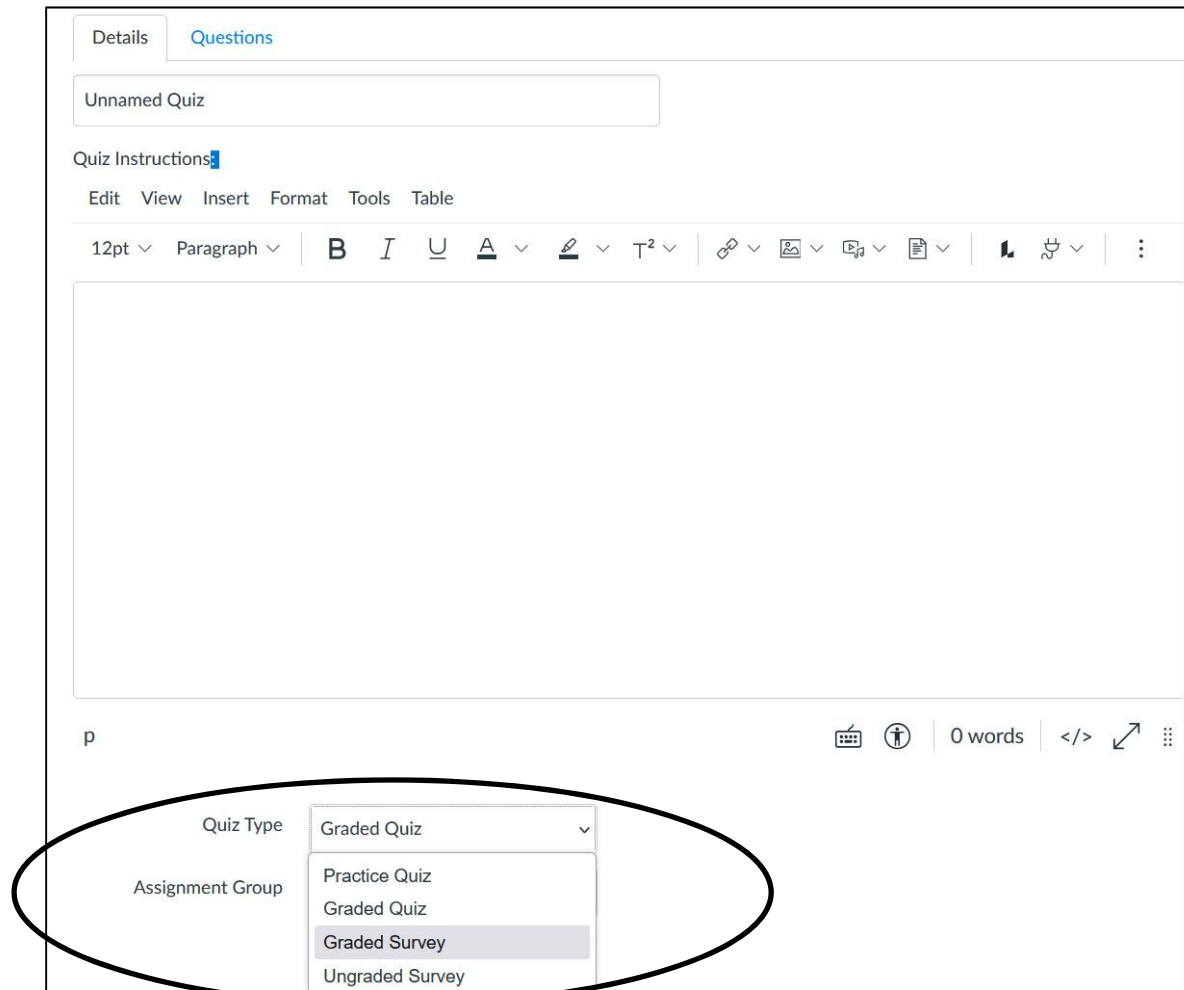
Add Quiz: Slides 15-18. Select “+” sign, select desired ‘quiz’, and press “Add Item”.
View results.

Select “Quizzes” from menu; Select “+ Quiz” button

The screenshot displays the Canvas LMS interface for a course titled 'STAN2720: 86961'. The left sidebar contains a navigation menu with the following items: Home, Announcements, Modules, Attendance, Grades, Syllabus, BigBlueButton, Rubrics, People, Assignments, Collaborations, Discussions, and Quizzes. The 'Quizzes' item is circled in red. The main content area shows a search bar for quizzes and a list of 'Assignment Quizzes'. The '+ Quiz' button is circled in red in the top right corner of the main content area.

Quiz ID	Due Date	Points	Questions	Status
X1-A1	Due Sep 3 at 11:59pm	4 pts	4 Questions	Completed
X1-A2	Due Sep 3 at 11:59pm	6 pts	6 Questions	Completed
X1-AW	Due Sep 3 at 11:59pm	10 pts	2 Questions	Completed
X1-B1	Due Sep 10 at 11:59pm	5 pts	5 Questions	Completed
X1-B2	Due Sep 10 at 11:59pm	9 pts	9 Questions	Completed

From 'Quiz Type' menu, select "Graded Survey"



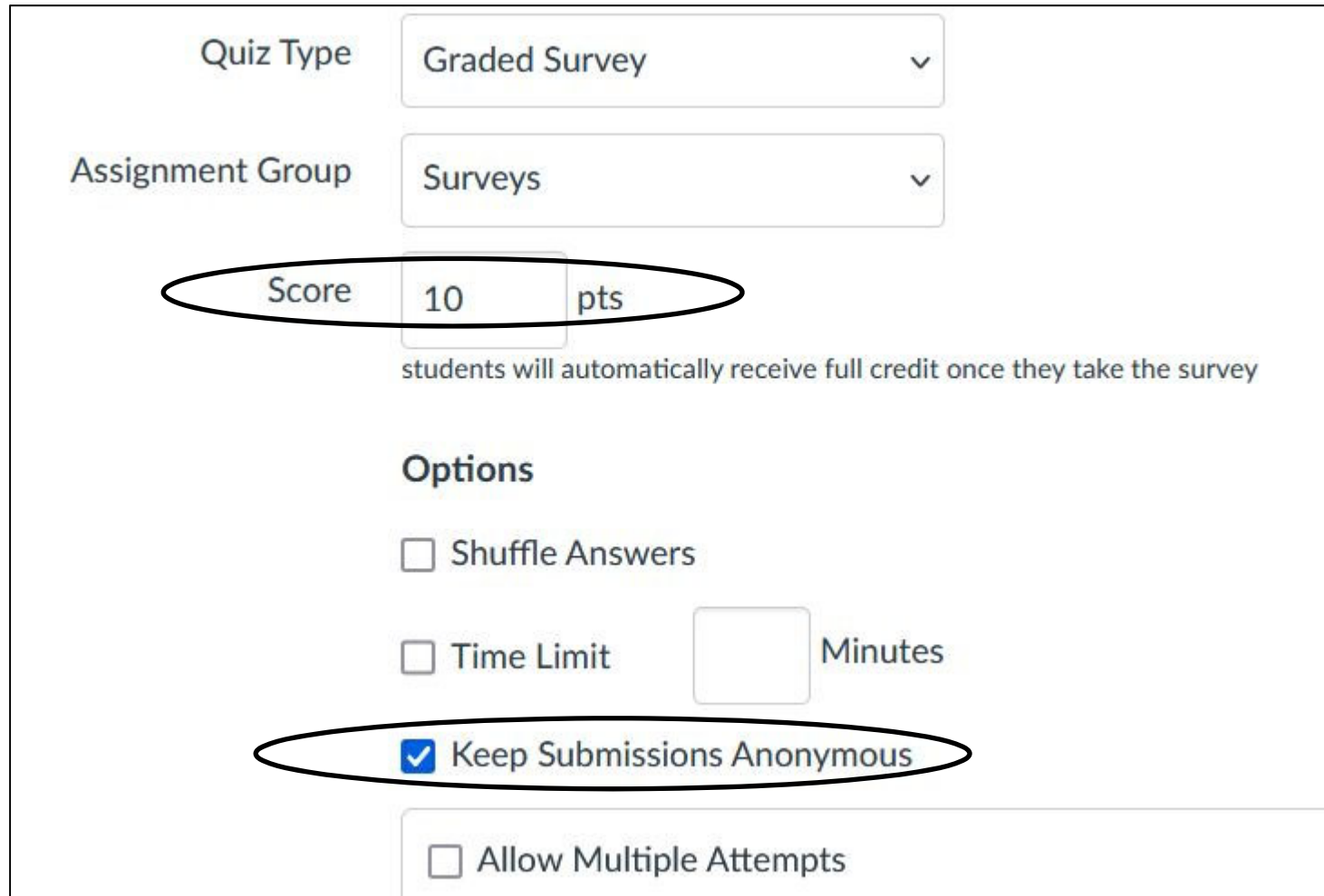
The screenshot displays the 'Create Survey' interface in Canvas LMS. At the top, there are tabs for 'Details' and 'Questions'. Below the tabs is a text input field labeled 'Unnamed Quiz'. Underneath is a 'Quiz Instructions' section with a rich text editor. The editor includes a toolbar with options for 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. The toolbar also features a font size dropdown set to '12pt', a paragraph style dropdown, and various text formatting icons (bold, italic, underline, text color, background color, link, unlink, list, link, unlink, undo, redo). The main text area is currently empty. At the bottom of the editor, there is a 'Quiz Type' dropdown menu. The dropdown is open, showing a list of options: 'Graded Quiz', 'Practice Quiz', 'Graded Quiz', 'Graded Survey', and 'Ungraded Survey'. The 'Graded Survey' option is highlighted in grey and circled in black. To the left of the dropdown is the label 'Assignment Group'. In the bottom right corner of the editor, there are icons for a table, a link, a word count of '0 words', a code editor icon, and a share icon.

From “Assignment Group”, Select Desired Group

The screenshot shows the configuration interface for a survey in Canvas LMS. It includes the following elements:

- Quiz Type:** A dropdown menu set to "Graded Survey".
- Assignment Group:** A dropdown menu set to "Surveys".
- Score:** A list of assignment groups is displayed, including "Writing Challenges", "Ch 1", "W1 Writing", "Ch 2", "W2 Writing", "Ch 3", "Ch 4", "Tests", "Ch 5", "Ch 6", "Ch 7", "Ch 8", "Final", and "Surveys".
- Annotations:** The text "once they take the survey" is positioned to the right of the list. The text "sponses (Incorrect Questions dback)" is positioned to the right of the "Final" and "Surveys" items.
- Selection:** The "Surveys" option at the bottom of the list is highlighted with a grey background and circled in black.

In Score Box, Enter Points; Check “Keep Anonymous”



Quiz Type

Assignment Group

Score pts

students will automatically receive full credit once they take the survey

Options

Shuffle Answers

Time Limit Minutes

Keep Submissions Anonymous

Allow Multiple Attempts

The image shows a screenshot of the Canvas LMS interface for creating a survey. The 'Quiz Type' is set to 'Graded Survey' and the 'Assignment Group' is 'Surveys'. The 'Score' field is set to '10 pts' and is circled in black. Below the score field, there is a note: 'students will automatically receive full credit once they take the survey'. Under the 'Options' section, the 'Keep Submissions Anonymous' checkbox is checked and circled in black. Other options include 'Shuffle Answers', 'Time Limit' (with an empty input field for minutes), and 'Allow Multiple Attempts', all of which are unchecked.

Enter Dates and Times; Press 'Save'

The screenshot shows a quiz configuration window. At the top, there is a section titled "Assign To" with a dropdown menu currently set to "Everyone". Below this are three rows of date and time selection fields:

- Due Date:** A date field containing "Dec 3, 2024" and a time dropdown menu set to "11:59 PM".
- Available from:** A date field containing "Nov 27, 2024" and a time dropdown menu set to "12:00 PM".
- Until:** An empty date field and an empty time dropdown menu.

Each of these three rows has a "Clear" button to its right. Below the date and time fields is a button labeled "+ Assign To". At the bottom of the window, 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 with a blue background and a black oval.

To enter Content, Press "Edit"

STAN2720: 86961 > Quizzes > Unnamed Quiz View as Student

Fall 2024

Home
Announcements
Modules
Attendance
Grades
Syllabus
BigBlueButton
Rubrics
People
Assignments
Collaborations
Discussions
Quizzes
Files
Pages
Outcomes

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

Unnamed Quiz

Quiz Type Graded Survey
Points 10
Assignment Group Surveys
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
Dec 3	Everyone	Nov 28 at 4pm	-

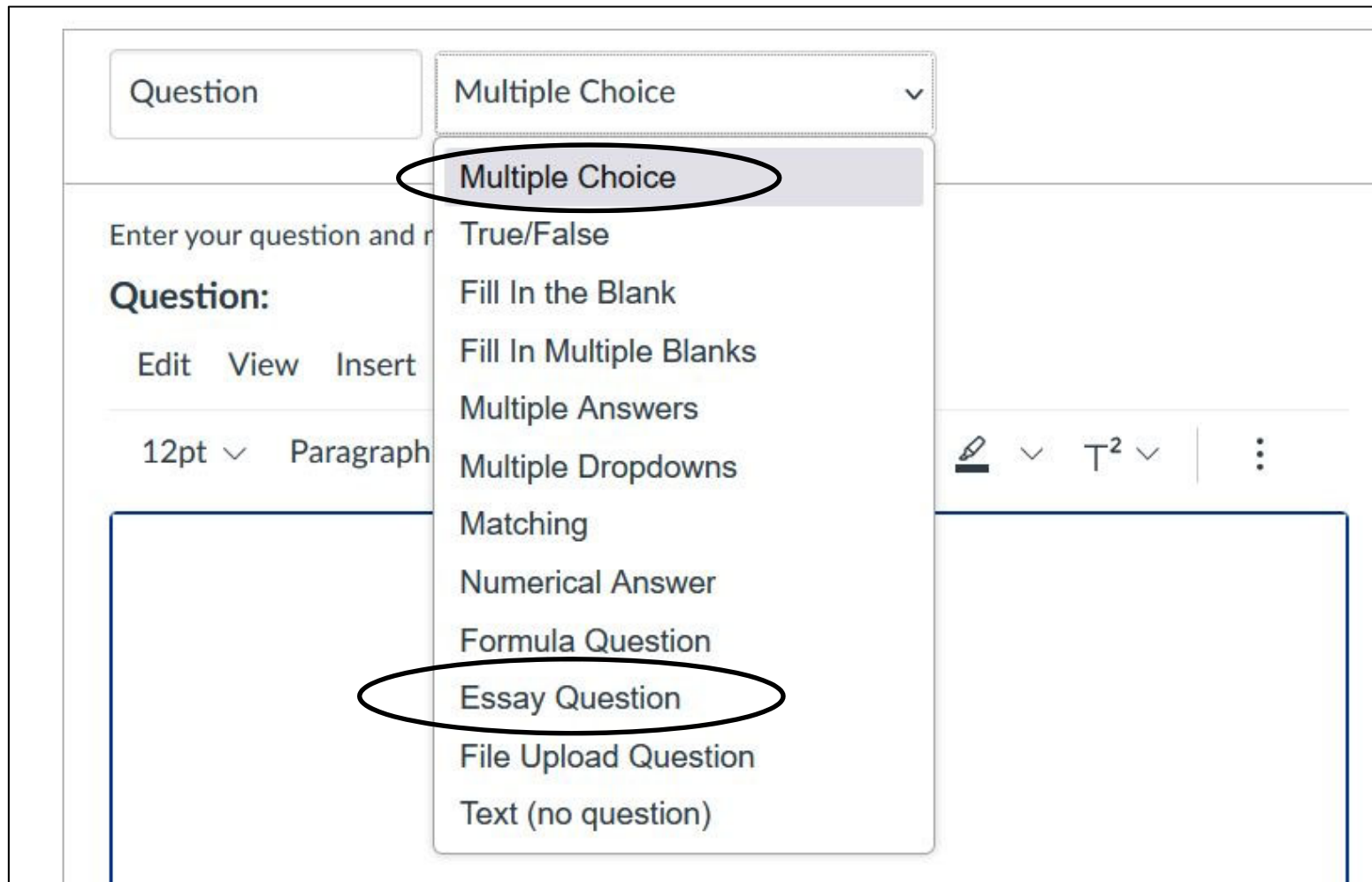
Enter Title of Survey and Survey Instructions

The screenshot shows the 'Questions' tab in the Canvas survey editor. At the top, there are two tabs: 'Details' and 'Questions'. Below the tabs is a text input field containing the text 'S2K', which is circled in black. Underneath the input field is the label 'Quiz Instructions:'. Below this label is a horizontal menu with options: 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. Below the menu is a rich text editor toolbar with various icons for text formatting (font size, paragraph style, bold, italic, underline, text color, background color, subscript) and other functions (link, image). Below the toolbar is a large text area containing the following text, which is circled in black: 'Anonymous survey on the use -- or non-use -- of the textbook. You receive an automatic 10 points for submitting this survey. Canvas does this without revealing which students submitted which survey. Your answers will help form policy for future students taking this course.'

Select “+ New Question”

The screenshot shows the Canvas Create Survey interface. At the top, there are three buttons: "+ New Question", "+ New Question Group", and "Find Questions". The "+ New Question" button is circled in black. Below these buttons, there is a checkbox labeled "Notify users this quiz has changed". At the bottom right, there are three buttons: "Cancel", "Save & Publish", and "Save".

Select the Kind of Question



Enter Survey Question; Enter Possible Answers

Question Multiple Choice

Enter your question and multiple answers.

Question:

Edit View Insert Format Tools Table

12pt ▾ Paragraph ▾ | **B** *I* U **A**

4. If you didn't buy a textbook, why not?

Answers:

Possible Answer 2023 latest paperback too exper

Possible Answer 2023 digital too expensive \$70

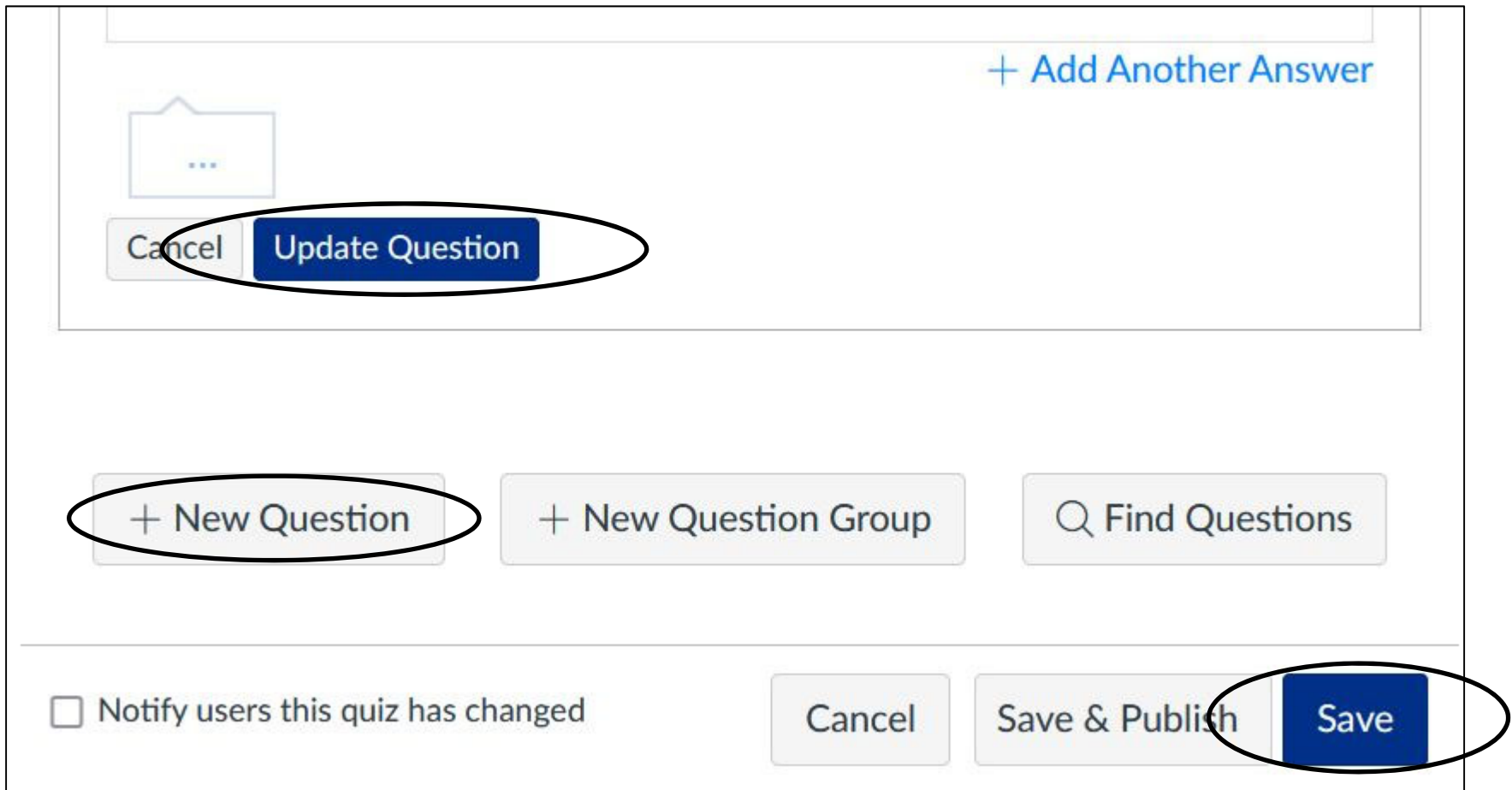
Possible Answer I don't like reading textbooks.

Possible Answer I learned enough from the videos

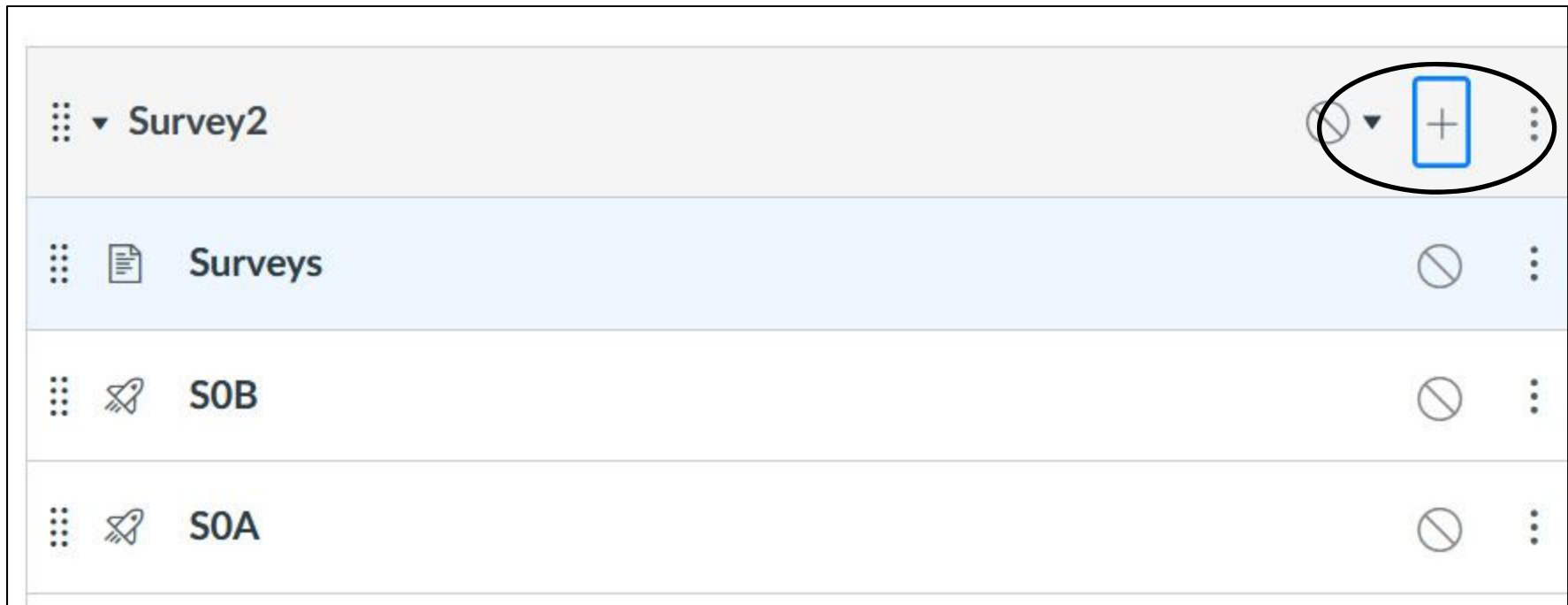
Possible Answer I learned enough from the in-clas

Possible Answer I bought a textbook

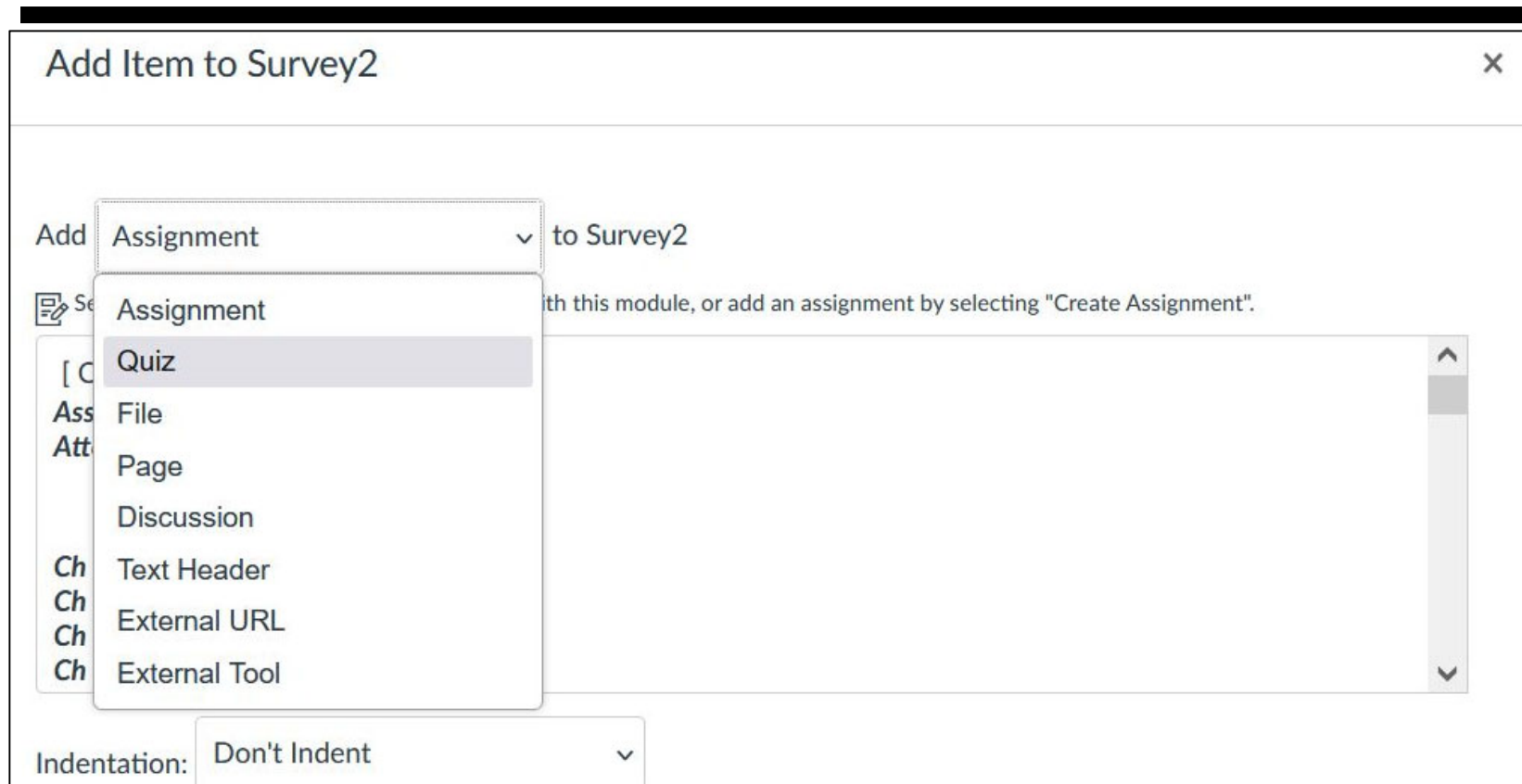
Press “Update Question”; +New Question. Save Survey



To add Survey to Desired Module, Select “+” sign



From 'Add' Menu, Select "Quiz"



Select Desired Quiz; Press "Add Item"

The screenshot shows a dialog box titled "Add Item to Survey2" with a close button (X) in the top right corner. At the top, it says "Add Quiz" in a dropdown menu followed by "to Survey2". Below this is a search icon and the text "Select the quiz you want to associate with this module, or add a new one by selecting 'Create Quiz'". A list of quiz IDs is displayed: S2C-123478, S2D, S2E, S2K (highlighted in blue), SLS2, SLS3, Test-MT-C14-2020, and Test#3A. Below the list is an "Indentation:" dropdown menu set to "Don't Indent". At the bottom right, there are two buttons: "Cancel" and "Add Item", with the "Add Item" button circled in red.

View Result; Publish when Appropriate

The screenshot displays a list of surveys within a Canvas LMS interface. At the top, there is a header for 'Survey2' with a dropdown arrow, a 'View Results' icon (a circle with a diagonal slash), a plus sign, and a vertical ellipsis. Below this header are three survey items:

- S2K**: Dec 3 | 10 pts. This item is circled in black. To its right, the 'View Results' icon is also circled in black.
- S2A**: Dec 3 | 10 pts. To its right is the 'View Results' icon.
- S2B**: Dec 3 | 10 pts. To its right is the 'View Results' icon.

2022 Schield Canvas Create Survey VOA 1

Canvas: Create a Survey

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2022 Schield Canvas Create Survey VOA 2

Goal: Create a Survey

Two kinds: Graded or Ungraded

- Graded: Awards points when submitted.
- Ungraded: No points in gradebook for submitting

Either survey can allow the respondents to be ...

- identified by name, or
- Anonymous

These slides show how to create a survey that is graded and anonymous.

2022 Schield Canvas Create Survey VOA 3

Three Steps in Creating a Survey

Setup: Slides 4-8. Select the kind of survey, select the desired Assignment Group, select “Keep Anonymous”, enter dates and Save

Create Content: Slides 9-14. Select Edit. Enter title and description. Select “New Question”, “Kind” of question, Enter questions and options. Save.

Add Quiz: Slides 15-18. Select “+” sign, select desired ‘quiz’, and press “Add Item”. View results.

Setup 2022 Schield Canvas Create Survey VOA 4

Select “Quizzes” from menu; Select “+Quiz” button

Setup 2022 Schield Canvas Create Survey VOA 5

From ‘Quiz Type’ menu, select “Graded Survey”

Setup 2022 Schield Canvas Create Survey VOA 6

From “Assignment Group”, Select Desired Group

Setup 2022 Schield Canvas Create Survey V0A 7

In Score Box, Enter Points; Check "Keep Anonymous"

Quiz Type: Graded Survey

Assignment Group: Surveys

Score: 10 pts

students will automatically receive full credit once they take the survey

Options

- Shuffle Answers
- Time Limit Minutes
- Keep Submissions Anonymous
- Allow Multiple Attempts

Setup 2022 Schield Canvas Create Survey V0A 8

Enter Dates and Times; Press 'Save'

Assign To: Everyone

Due Date: Dec 3, 2024 Time: 11:59 PM

Available from: Nov 27, 2024 Time: 12:00 PM

Until: [] Time: []

+ Assign To

Notify users this quiz has changed

Cancel Save & Publish Save

Content 2022 Schield Canvas Create Survey V0A 9

To enter Content, Press "Edit"

STANZ/20: 86961 Quizzes - Unnamed Quiz

Home Publish Preview Assign To Edit

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

Unnamed Quiz

Quiz Type: Graded Survey Points: 10

Assignment Group: Surveys 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
Dec 3	Everyone	Nov 28 at 4pm	-

Content 2022 Schield Canvas Create Survey V0A 10

Enter Title of Survey and Survey Instructions

Details Questions

S2K

Quiz Instructions:

Edit View Insert Format Tools Table

12pt Paragraph B I U A

Anonymous survey on the use -- or non-use -- of the textbook. You receive an automatic 10 points for submitting this survey. Canvas does this without revealing which students submitted which survey. Your answers will help form policy for future students taking this course.

Content 2022 Schield Canvas Create Survey V0A 11

Select "+ New Question"

+ New Question + New Question Group Find Questions

Notify users this quiz has changed

Cancel Save & Publish Save

Content 2022 Schield Canvas Create Survey V0A 12

Select the Kind of Question

Question: Multiple Choice

Enter your question and question text here

Question: []

Edit View Insert

12pt Paragraph

- Multiple Choice
- True/False
- Fill In the Blank
- Fill In Multiple Blanks
- Multiple Answers
- Multiple Dropdowns
- Matching
- Numerical Answer
- Formula Question
- Essay Question
- File Upload Question
- Text (no question)

Content 2022 Schield Canvas Create Survey V0A 13

Enter Survey Question; Enter Possible Answers

Question: Multiple Choice

Enter your question and multiple answers.

Question:

4. If you didn't buy a textbook, why not?

Answers:

- Possible Answer: 2023 latest paperback too expensive
- Possible Answer: 2023 digital too expensive \$70
- Possible Answer: I don't like reading textbooks.
- Possible Answer: I learned enough from the videos
- Possible Answer: I learned enough from the in-clas
- Possible Answer: I bought a textbook.

Content 2022 Schield Canvas Create Survey V0A 14

Press "Update Question"; +New Question. Save Survey

+ Add Another Answer

Cancel Update Question

+ New Question + New Question Group Find Questions

Notify users this quiz has changed Cancel Save & Publish Save

Add 2022 Schield Canvas Create Survey V0A 15

To add Survey to Desired Module, Select "+" sign

Survey2

Surveys

S0B

S0A

Add 2022 Schield Canvas Create Survey V0A 16

From 'Add' Menu, Select "Quiz"

Add Item to Survey2

Add Assignment to Survey2

Assignment with this module, or add an assignment by selecting "Create Assignment".

- Quiz
- File
- Page
- Discussion
- Text Header
- External URL
- External Tool

Indentation: Don't Indent

Add 2022 Schield Canvas Create Survey V0A 17

Select Desired Quiz; Press "Add Item"

Add Item to Survey2

Add Quiz to Survey2

Select the quiz you want to associate with this module, or add a new one by selecting "Create Quiz".

- S2C 123478
- S2D
- S2K
- S2L
- SLS3
- Test-MF-C14-2020
- TestQA

Indentation: Don't Indent

Cancel Add Item

Add 2022 Schield Canvas Create Survey V0A 18

View Result; Publish when Appropriate

Survey2

- S2K Dec 3 | 10 pts
- S2A Dec 3 | 10 pts
- S2B Dec 3 | 10 pts