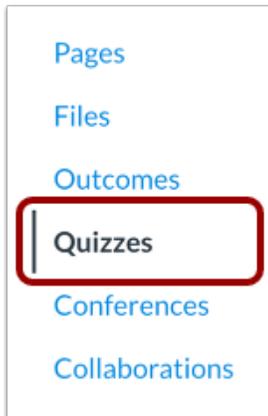# How to create a survey in Courseworks/Canvas

Quiz creation and options
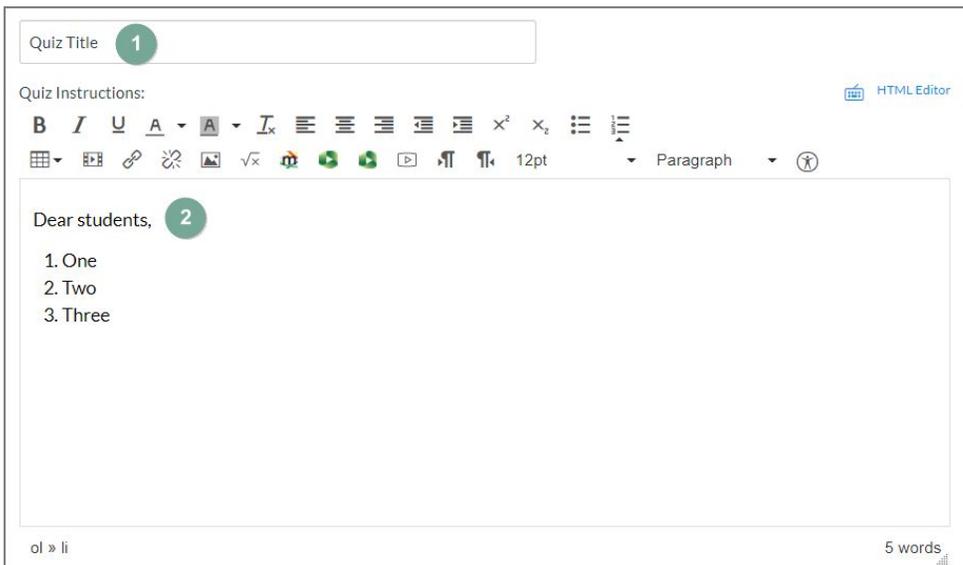
1. Go to your course page in Courseworks/Canvas and open the **Quizzes** link:
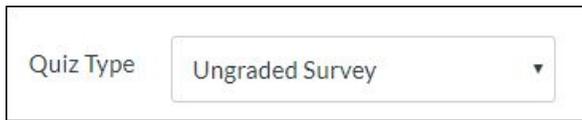
   Pages
   Files
   Outcomes
   Quizzes
   Conferences
   Collaborations

2. Click the **+ Quiz** button in the top-right corner:

   + Quiz

3. Provide the **title** (1) and **description/instructions** (2):

   Quiz Title 1

   Quiz Instructions: HTML Editor

   B I U A ▾ A ▾ I× ≡ ≡ ≡ ≡ ≡ x² x₂ ≔ ≔
   ⊞▾ ▣ 🔗 ✂ 🖼 √x ⚙ 🔶 🔶 ▶ ¶I ¶◂ 12pt   ▾ Paragraph ▾ ⊛

   Dear students, 2

   1. One
   2. Two
   3. Three

   ol » li   5 words

4. Select **Ungraded Survey** under Quiz Type:

Quiz Type | Ungraded Survey ▼

5. Under **Options**, select **Keep Submissions Anonymous**, and deselect **Let Students See Their Quiz Responses**. The options should look like below:
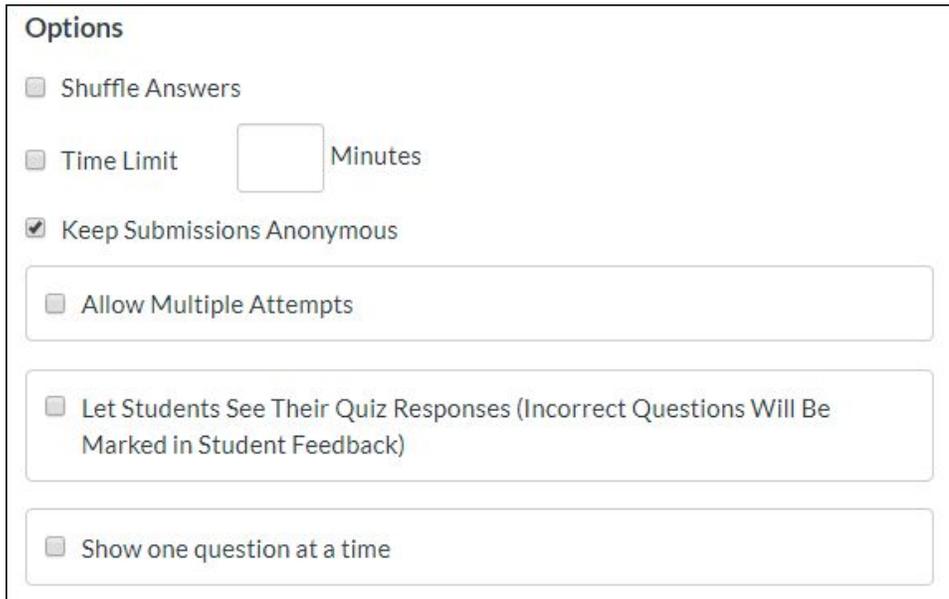
Options

☐ Shuffle Answers
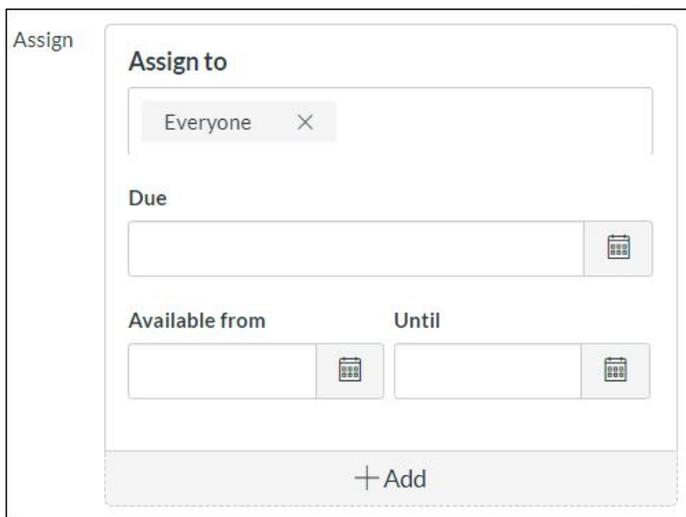
☐ Time Limit [ ] Minutes

☑ Keep Submissions Anonymous

☐ Allow Multiple Attempts

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

☐ Show one question at a time

6. Under **Assign**, select the due date and availability as needed:
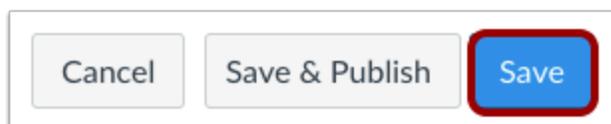
Assign

Assign to

Everyone ✕

Due

[ ] 🗓

Available from | **Until**

[ ] 🗓 | [ ] 🗓

+ Add

7. Click **Save**:

Cancel | Save & Publish | Save

Adding questions

1. At the top of the page, switch to the **Questions** tab:

Details	Questions

2. Click on **New Question**:
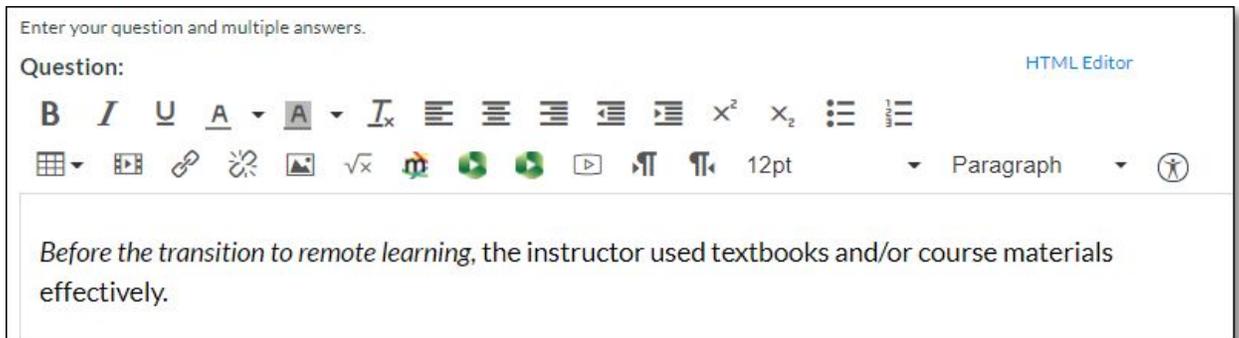
   + New Question

3. Scale questions can be implemented as a **Multiple Choice** question (Open text questions can be implemented as an **Essay Question**):

Question	Multiple Choice ▾
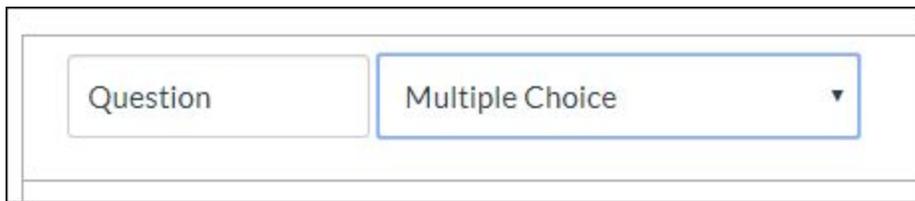
4. Enter the question text:

   Enter your question and multiple answers.

   Question: HTML Editor

   B *I* U A ▾ A ▾ I̶ₓ ≡ ≡ ≡ ≡ ≡ x² x₂ ⋮☰ ⋮☰

   ⊞▾ ▣ �🔗 ✂ 🖼 √x̄ 🐾 ▶ ▶ ▷ ¶ ¶◂ 12pt ▾ Paragraph ▾ ⓧ

   Before the transition to remote learning, the instructor used textbooks and/or course materials effectively.

5. Enter the answers:

Answers:

Possible Answer Agree

Possible Answer Neither agree nor disagree

Possible Answer Disagree

Possible Answer N/A

6. Click **Update Question**:

Cancel   Update Question

7. The question will now appear in the list of all survey questions:

⸬ Question   1 pts

Before the transition to remote learning, the instructor used textbooks and/or course materials effectively.

8. Add any other questions that you wish to ask.
9. **Save** the survey. Don't click Save & Publish if you're not ready for students to see the quiz.

Cancel   Save & Publish   Save

10. Click **Preview** to see how the quiz will appear to students:

11. Once you are ready to make the quiz available, click on **Publish**: