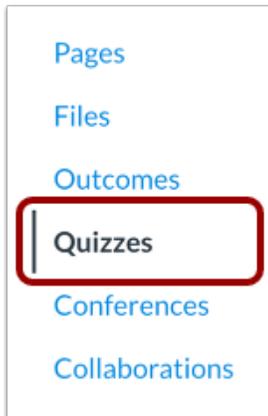


# How to create a survey in Courseworks/Canvas

## Quiz creation and options

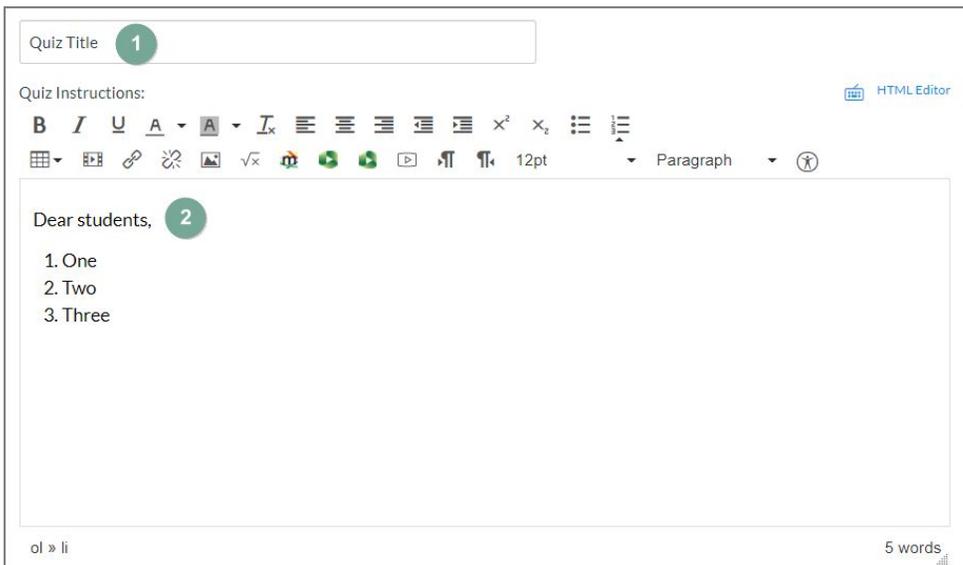
1. Go to your course page in Courseworks/Canvas and open the **Quizzes** link:



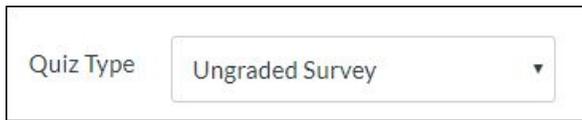
2. Click the **+ Quiz** button in the top-right corner:



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

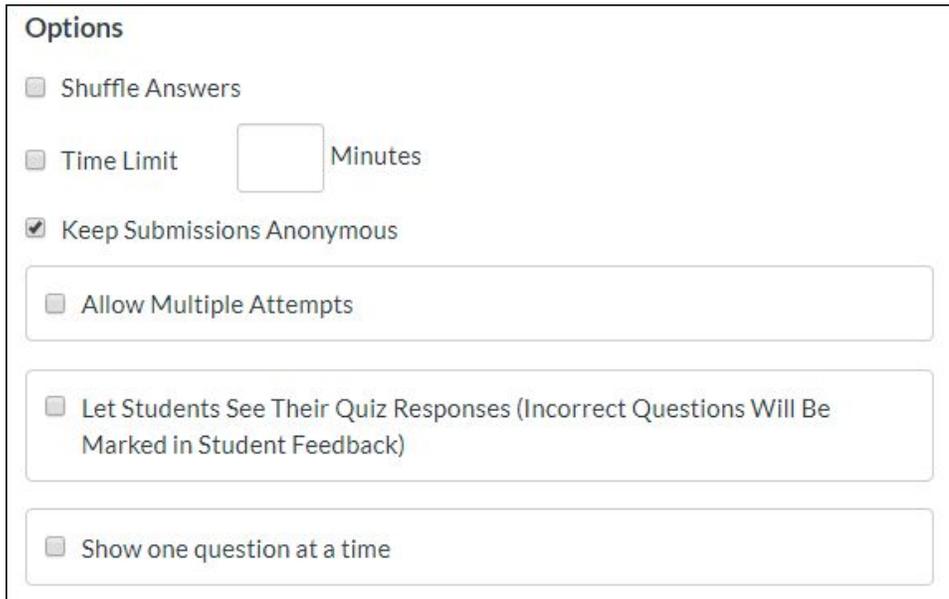
A screenshot of the Canvas Quiz creation form. The form has a 'Quiz Title' field with a green circle containing the number '1' next to it. Below the title field is the 'Quiz Instructions' section, which includes a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The text area contains the text 'Dear students,' followed by a green circle containing the number '2', and a numbered list: '1. One', '2. Two', and '3. Three'. At the bottom left of the text area, it says 'ol » li'. At the bottom right, it says '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

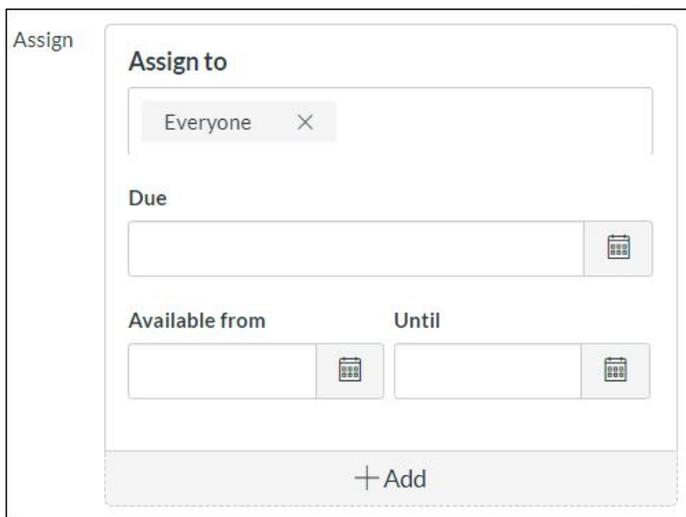
Keep Submissions Anonymous

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 ×

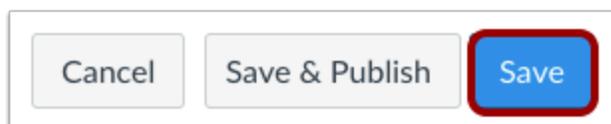
**Due**



**Available from**   **Until**  

+ Add

7. Click **Save**:



Cancel Save & Publish **Save**

# Adding questions

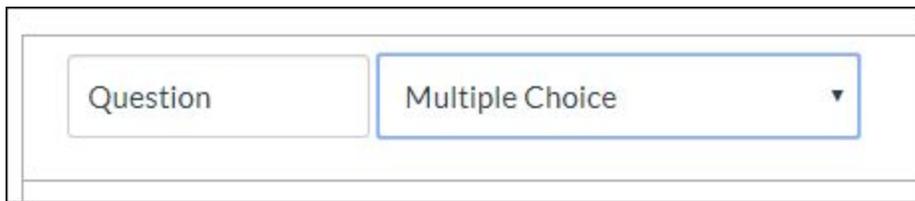
1. At the top of the page, switch to the **Questions** tab:



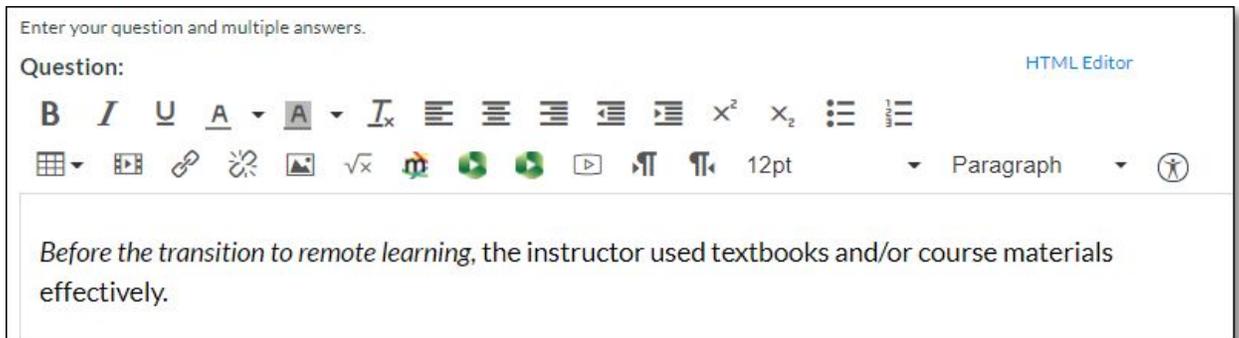
2. Click on **New Question**:



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



4. Enter the question text:



5. Enter the answers:

Answers:

Possible Answer

Possible Answer

Possible Answer

Possible Answer

6. Click **Update Question**:

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

⋮ Question	1 pts
<i>Before the transition to remote learning, the instructor used textbooks and/or course materials effectively.</i>	

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.

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



The screenshot shows a toolbar with four buttons: 'Publish' (with a lock icon), 'Preview' (highlighted with a red box), 'Edit' (with a pencil icon), and a three-dot menu icon. Below the toolbar is a light orange notification box containing the text: 'This quiz is unpublished' and 'Only teachers can see the quiz until it is published.'

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



The screenshot shows the same toolbar as in the previous image, but now the 'Publish' button (with a lock icon) is highlighted with a red box. The notification box below remains the same, displaying: 'This quiz is unpublished' and 'Only teachers can see the quiz until it is published.'