

How to publish the mid-semester survey within your module

There are 4 surveys imported to your module. You will only need to select one. The surveys are not yet published to your students, so you are still able to view the survey questions and select one survey for your use.

1. The surveys are at the “Quizzes”. To view the survey question, click on the survey link.

The screenshot shows the YaleNUS College interface. The top navigation bar includes the user name 'Cindy Seah', 'Inbox', 'Settings', 'Logout', and 'Help'. Below this are 'Courses', 'Grades', and 'Calendar' tabs. The left sidebar lists various navigation options, with 'Quizzes' highlighted in blue and a red arrow pointing to it. The main content area shows the 'Quizzes' page for course 'YXX9999'. It features a search bar, a '+ Quiz' button, and a 'Course quizzes' section with 'No quizzes available'. Below this is a 'Surveys' section containing a table of surveys:

Survey Name	Number of Questions	Actions
Midquarter Evaluation (Long Format)	12 questions	Cloud icon, Gear icon, Down arrow
Midquarter Feedback Survey (Short Format)	4 questions	Cloud icon, Gear icon, Down arrow
Midsemester Evaluation (Type 1)	8 questions	Cloud icon, Gear icon, Down arrow
Midsemester Evaluation (Type 2)	12 questions	Cloud icon, Gear icon, Down arrow

A red arrow points to the 'Midquarter Feedback Survey (Short Format)' row, which is highlighted in light blue.

2. Click on the “Preview” to view the draft version of the quiz. To view the next survey, click on the “Quizzes”, it will direct you back to the “Quizzes” page and then you can select the next survey to view.

The screenshot shows the YaleNUS College interface for the 'Midquarter Feedback Survey (Short Format)'. The top navigation bar includes the user name 'Cindy Seah', 'Inbox', and 'Settings'. Below this are 'Courses', 'Grades', and 'Calendar' tabs. The left sidebar lists various navigation options, with 'Quizzes' highlighted in blue. The main content area shows the 'Preview' page for the survey. It features a 'Publish', 'Preview', 'Edit', and a settings gear icon. A yellow warning box states: 'This quiz is unpublished. Only teachers can see the quiz until it is published.' Below this is the survey title 'Midquarter Feedback Survey (Short Format)' and the survey text:

Your feedback and suggestions are very important to us at Yale-NUS, and help us improve our courses and teaching. This form is submitted anonymously, so please be honest in your comments. We appreciate constructive feedback - to help us improve. And of course let us know both what is working well and what we can do better!

A red arrow points to the 'Preview' button, which is highlighted in light grey.

- At the “Edit” page, there is a section on “Assign”, provide the date for the Due Date and availability of the survey to allow your students to complete the survey.
- When you are done with the settings, click on “Save & publish”. Your students may receive notification that their faculty have created a survey in their modules.

Assign

Assign to

Everyone ×

Due

Sep 18 at 11:59

Fri Sep 18, 2015 11:59

Available from

Sep 14 at 0:00 until Sep 18 at 11:59

Mon Sep 14, 2015 Fri Sep 18, 2015 11:59

+ Add

Quiz has changed

Cancel Save & publish Save

- Once you have click on “Save & publish”, the survey is change to “Green”.

Surveys					
Midquarter Feedback Survey (Short Format)	Available until Sep 18	Due Sep 18 at 11:59	4 questions	✓	⚙
Midquarter Evaluation (Long Format)			12 questions	☁	⚙
Midsemester Evaluation (Berkeley)			8 questions	☁	⚙
Midsemester Evaluation (Princeton Unive...			12 questions	☁	⚙

- Next, you can inform your students by sending email thru Canvas.

9. To read your survey result, click on the survey link at the “Quizzes”, you can view the “Survey statistics”, “Show student survey results”.

YaleNUSCollege

Courses Grades Calendar

Cindy Seah Inbox Settings Logout Help

MY1.1

Home

Announcements

AY2015-16 Semester 1

AY2015-16 Semester 2

Assignments

Modules

Grades

Quizzes

Discussions

Published Preview Edit

Midquarter Feedback Survey (Short Format)

Your feedback and suggestions are very important to us at Yale-NUS, and help us improve. Your feedback form is submitted anonymously, so please be honest in your comments. We appreciate your input and help us improve. And of course let us know both what is working well and what we can do better!

Preview

Lock this survey now

Show student survey results (1 student submitted so far)

Delete

Related items

Survey statistics

Moderate this survey

10. If you select “Show student survey results”, you are able to view individual feedback, but you will not know their name.

Midquarter Feedback Survey (Short Format)

Published Preview Edit

Midquarter Feedback Survey (Short Format)

Students who have taken the survey (1)

Students who haven't taken the survey

Student 1

Preview

Lock this survey now

Hide Student Survey Results (1 student submitted so far)

Delete

11. If you select “Survey” statistics”, you can view the all feedback at the SpeedGrader

Attempts: 1 out of 0

View in SpeedGrader

Are there ways that you - and the other students - could make this course more effective?

Correct answer

0%

0% of your students received full credit for this question.

12. For MCQ question, you can click the bar to view the statistics.

