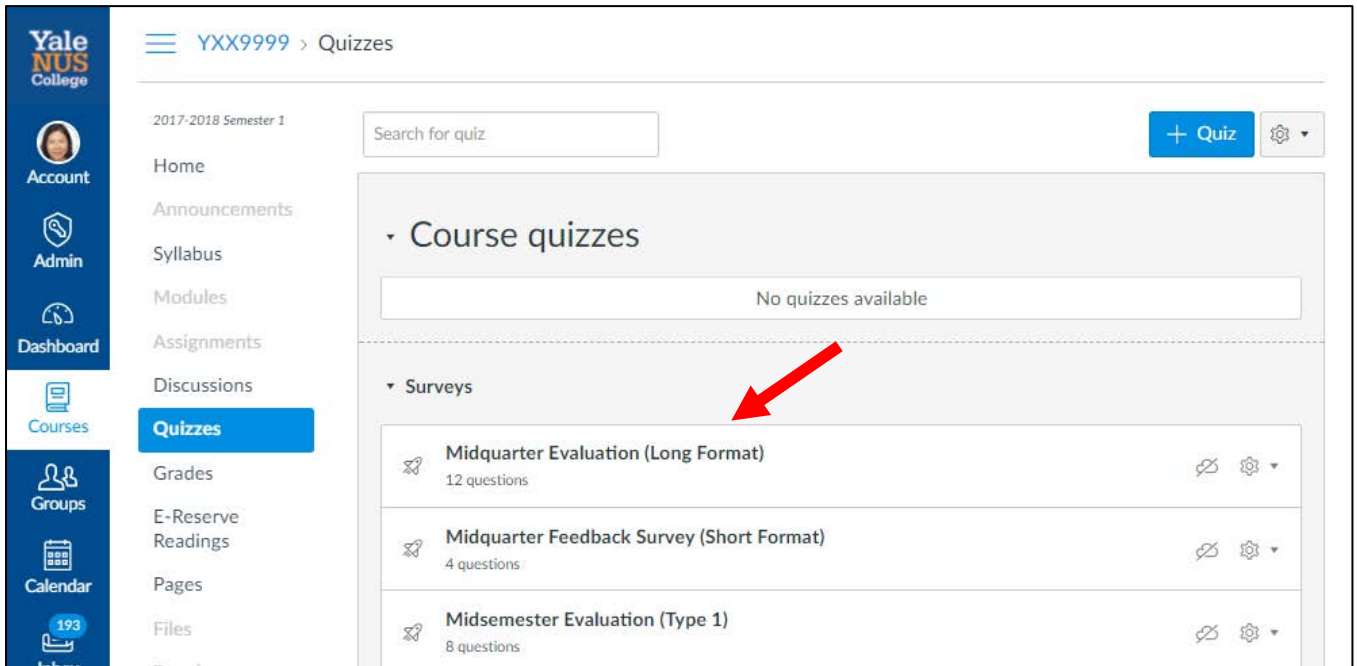


How to publish mid-semester survey & view result in your module

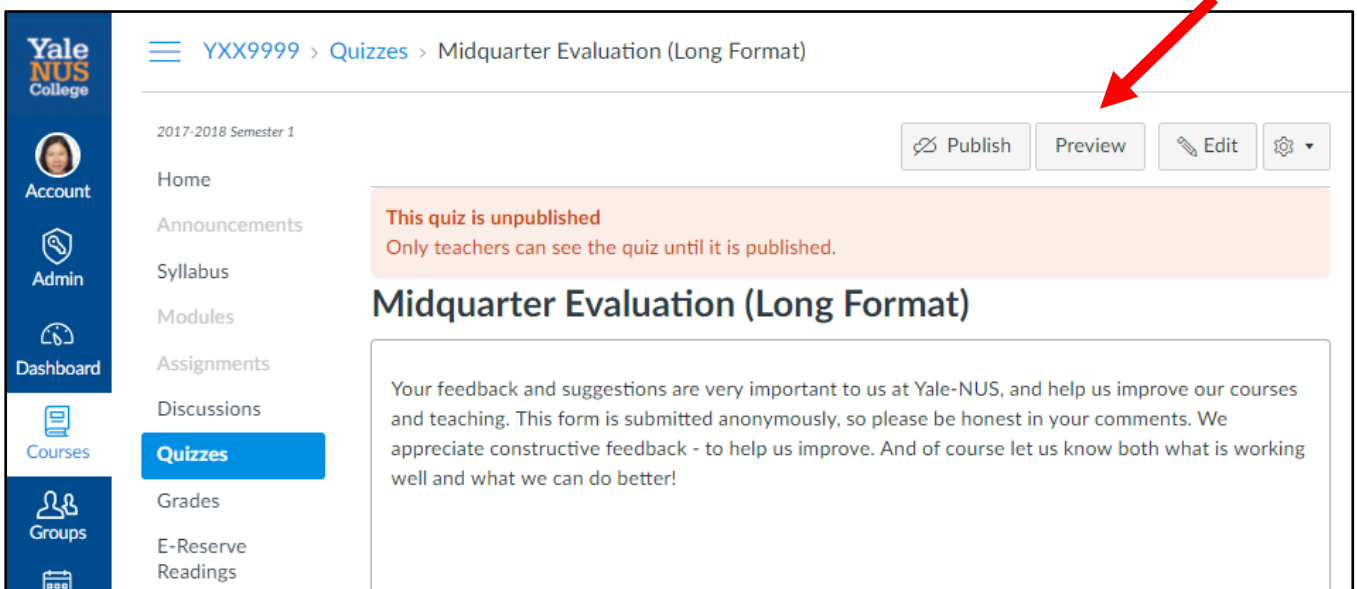
There are 6 surveys imported to your module. You will only need to select one. The surveys are not yet published to your students, so you are still able to view the survey questions and select one survey for your use.

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



The screenshot shows the 'Quizzes' page for course YXX9999. The left sidebar contains navigation options: Account, Admin, Dashboard, Courses, Groups, and Calendar. The main content area is titled '2017-2018 Semester 1' and 'Quizzes'. It features a search bar and a '+ Quiz' button. Under the 'Course quizzes' section, it states 'No quizzes available'. Below this, the 'Surveys' section is expanded, showing three surveys: 'Midquarter Evaluation (Long Format)' (12 questions), 'Midquarter Feedback Survey (Short Format)' (4 questions), and 'Midsemester Evaluation (Type 1)' (8 questions). A red arrow points to the 'Midquarter Evaluation (Long Format)' survey.

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



The screenshot shows the 'Midquarter Evaluation (Long Format)' survey page. The left sidebar is the same as in the previous screenshot. The main content area is titled '2017-2018 Semester 1' and 'Quizzes > Midquarter Evaluation (Long Format)'. It features a 'Publish', 'Preview', and 'Edit' button. A message states: 'This quiz is unpublished. Only teachers can see the quiz until it is published.' Below this, the survey title 'Midquarter Evaluation (Long Format)' is displayed, followed by a text box containing the survey instructions: '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.

3. After viewing all the surveys, if you have decided on one of the survey, you have to edit the survey at the “Preview” page to enter the Due Date and Publish the survey to your students.

This screenshot shows the 'Preview' view of a quiz titled 'Midquarter Evaluation (Long Format)'. The interface includes a left-hand navigation menu with options like Account, Admin, Dashboard, Courses, Groups, and Calendar. The main content area displays the quiz title, a warning message 'This is a preview of the draft version of the quiz', and the start time 'Started: 20 Sep at 18:23'. Below this, there are 'Quiz instructions' and a list of 'Questions' (Question 1 through Question 9). A red arrow points to a button labeled 'Keep editing this survey' in the top right corner. The bottom of the screen shows a table with one row for 'Question 1' and '0 pts'.

4. This is the “Edit” view of the survey, you are able to change the “Settings” and the “Questions”.

This screenshot shows the 'Edit' view of the same quiz. The top right corner indicates the quiz is 'Not published'. The main content area is divided into 'Details' and 'Questions' tabs. The 'Details' tab is active, showing the quiz title 'Midquarter Evaluation (Long Format)' and a rich text editor for 'Quiz instructions'. The instructions text is: '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!'. Below the editor, there are settings for 'Quiz type' (set to 'Ungraded survey'), 'Options' (including 'Shuffle answers', 'Time limit' in minutes, and 'Keep submissions anonymous' which is checked), and an 'HTML Editor' button.

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

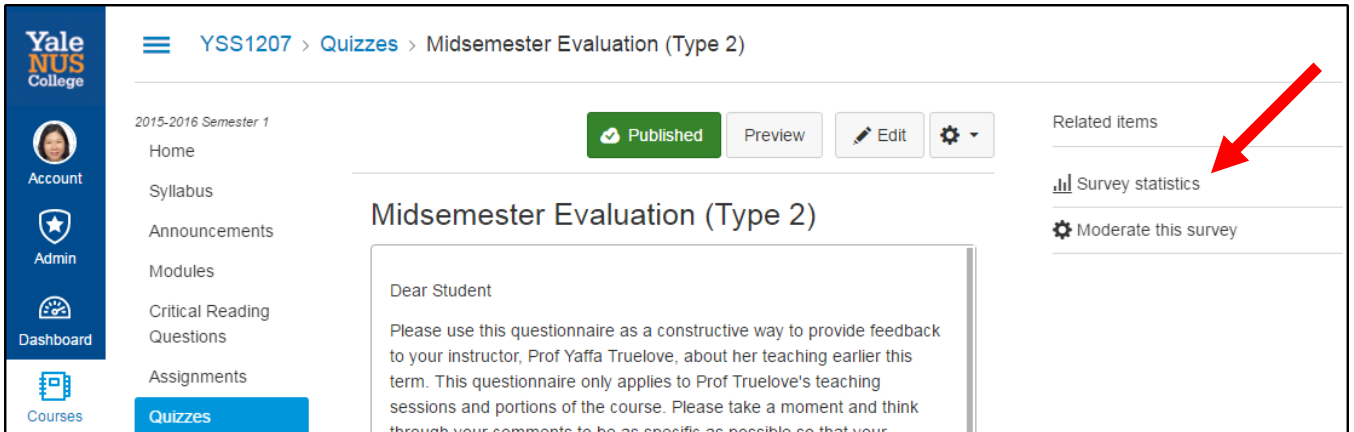
The screenshot shows the 'Assign' configuration window. At the top, the 'Assign to' dropdown is set to 'Everyone'. Below it, the 'Due' field is set to 'Sep 18 at 11:59'. The 'Available from' section shows a start date of 'Sep 14 at 0:00' and an end date of 'Sep 18 at 11:59'. At the bottom right, the 'Save & publish' button is highlighted with a red arrow. A status message at the bottom left indicates 'This quiz has changed'.

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

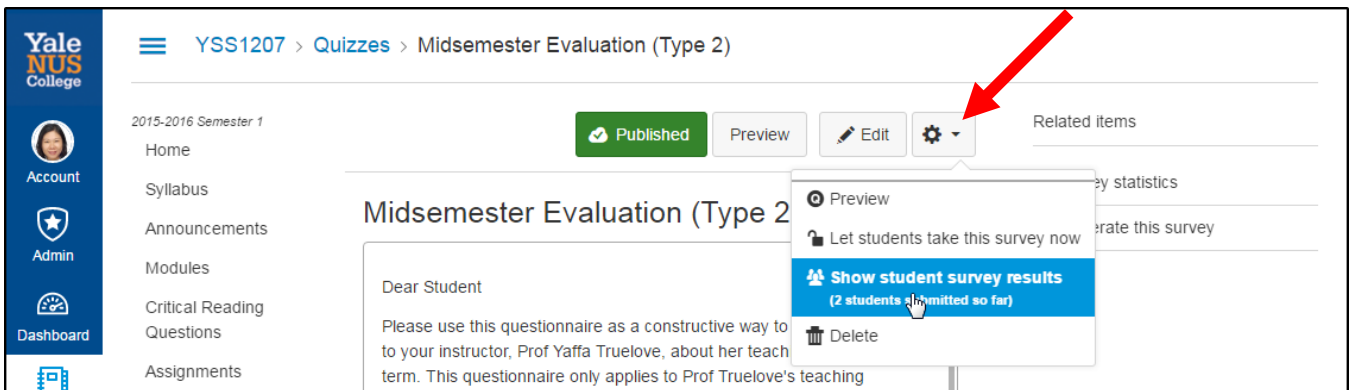
The screenshot displays a list of surveys under the 'Surveys' heading. The first survey, 'Midquarter Evaluation (Long Format)', is highlighted with a green bar on the left and has a green refresh icon on the right, indicating it is published. The other three surveys are not published. A red arrow points to the green refresh icon of the first survey.

8. Next, you can inform your students by creating announcement or email them through Canvas using the Canvas “Inbox” feature.

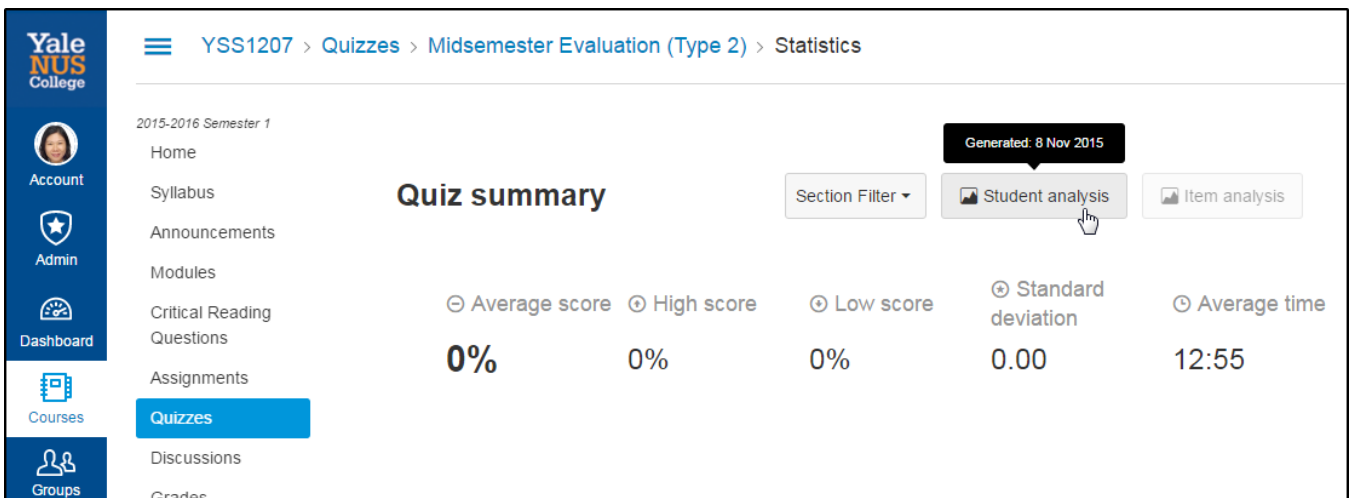
9. To read your survey result, click on the survey link at the “Quizzes”, you can view the “Survey statistics” or “Show student survey results”.



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



11. If you select “Survey statistics”, you will be directed to the “Quiz summary” page, where you can download the “Student analysis” as CSV format or view the Question breakdown.



12. You can view all feedback at the SpeedGrader, as for MCQ question, you can view the statistics.

Attempts: 2 out of 2

What other ideas would you suggest to improve this course (e.g., changes in course structure, assignments or exams)?

Unmarked answers	2 respondents	100 %	
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[View in SpeedGrader](#)

Attempts: 2 out of 2

I find the format of this class (lecture, discussion, problem-solving) helpful to the way that I learn.

-0.00
Discrimination Index ?

Strongly Disagree		0 %	
Disagree		0 %	
Neutral		0 %	
Agree		0 %	
Strongly Agree	2 respondents	100 %	

0% answered correctly