Instructors can add a link to the online ASCSU course survey for their class to their Canvas course. Instructors will copy a customized web link from the CSU Survey web site that they can add as a URL/ web page location to their Canvas course.

An individualized course survey link can be created for each instructor of a course/section.

If you have multiple course sections which have been combined or crosslisted in Canvas, you can create a separate survey link for each section in your Canvas course, and label it clearly so students can easily identify which one to select. Also, if more than one instructor will be evaluated, a link is needed for each instructor in each section.

This allows quick and easy access to the online survey for your students from your Canvas course. When a student accesses the survey link via Canvas, they will enter their eID and be able to take the course survey.

**NOTE:** If you used a course survey link in a previous Canvas section and then copied your content into a new Canvas section, you will need to DELETE the old course survey link.

I. Find and Copy the Appropriate Course Survey URL / Web Address ..................... 2
II. Add A Course Survey Link to your Canvas Course.................................................. 4
   A. Add Course Survey Link to a Module ..................................................................... 4
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III. Test Your Survey Link.................................................................................................. 6
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V. Canvas Support ........................................................................................................... 7
I. Find and Copy the Appropriate Course Survey URL / Web Address

a) Login to the Course Survey Information web page at:
   http://coursesurvey.colostate.edu/info/

b) If you see the General Regulations page, read the information and then click on the “I Agree” at the bottom of the page.

c) On the Course Information page, make the Online Survey Links visible by clicking on the Change item.

   Online Survey Links: Hidden (Change)

   Note: Courses offered online may use the online survey tool offered through the University course management system.

   The value will change from Hidden to Visible.

d) Search for the courses you teach this term to find the correct URL / web address to add to your Canvas section.

   You can search by: Course Name, Course Title, Instructor Name or the 5 digit Reference Number for your course/section.

e) Type in your course/section information for one of the criteria listed on the page. In our example, we are going to use a course reference number to look up our course/section information.

   I entered the Course Reference Number.
   I selected the correct term and year.

f) Click Search.
The results for the courses that you teach will appear on the bottom of the page.

A separate Course Survey can be created for every instructor in a class. Be sure to identify the specific instructor for which you are creating a course survey.

g) Click on the View Online Survey Info link associated with the name of a specific instructor to see the appropriate survey URL / web address for that corresponding Canvas section.

Courses for Spring 2011

Your search found 1 course. The search results are listed below.

ACT205 Fundamentals of Accounting, Section 810
College and Department: Business, Accounting
Day(s) and Time: 
Location: 
Enrollment: 34
Course Reference Number: 18660
Instructor Codes:

A. William Mister
B. Melanie Middlemist

h) Use your mouse to select the entire web address that begins with “https://wsnet.colostate.edu..."

Example:

The following URL may be used to create a link to the Online Course Survey from a RamCT class:

https://wsnet.colostate.edu/cwis262/survey/default.aspx?cm=18660&ci=A

Close Window

i) Copy the web address by doing the following:

On a Windows PC, the shortcut to Copy an item is to press the Control key and the “c” key at the same time.

On a Macintosh, the shortcut to Copy an item is to press the Command key and the “c” key at the same time.

j) Click Close Window.
II. **Add A Course Survey Link to your Canvas Course.**

Having followed the steps in section I of these instructions, you will add the URL / web address for your specific course into the appropriate Canvas course in a module or on a page.

**A. Add Course Survey Link to a Module**

a) From a Module in your Canvas course, in the top right click on the “+” symbol.

b) Under the **Add drop down menu select External URL.**

c) In **URL box paste** the survey **web address** that you copied in step I.

On a Windows PC, the shortcut to Paste an item is to press the Control key and the “v” key at the same time.

On a Macintosh, the shortcut to Paste an item is to press the Command key and the “v” key at the same time.

d) **Page name:** *type a name* for the link. E.g. Online Course Survey

e) At the **bottom right click Add Item.**
f) When you are ready for students to take the survey, make sure to *click* on and **publish** this link.

B. Add a Course Survey Link to a Canvas Page

a) **Open or create** a page in your Canvas course.

b) On the left course navigation menu *click* Pages.

   To create a **new page**, *click* on the “+” **page** button.

   To **edit** an **existing page** *click* **Edit**

c) On the **text editor tool bar** *click* on the “link” icon.

d) **Paste** the **survey URL** from step I into the box.

e) **Click** **Insert Link**.

f) **Highlight** the **Link item** on the page.

g) **Rename** the **link**.
   E.g. Take course survey
h) At the bottom of the page *click* **Save**.

i) *Publish* the page when you want your students to see the link to the survey.

### III. Test Your Survey Link

a) *Click* on the **survey link** you created.

b) *Enter* your **eID**.

c) *Click* **Continue**.

The Course Survey page should open to the survey that is specific for that instructor’s name and course/section.

To avoid confusion, please make sure that **instructors and TA’s do NOT submit a course survey!**
Error Message?

If you receive an error message when you click on the course survey link you created, we recommend repeating the steps in section II to be sure you copied and pasted the entire, correct survey web address into your Canvas course.

IV. Course Survey Support – University Testing Center (UTC)

If you have any questions regarding the use of Course Survey@CSU, you can contact UTC:

Website: 
http://coursesurvey.colostate.edu/index.cfm

Email: 
cosurvey@colostate.edu

Phone: 
491-6498

V. Canvas Support

If you have questions about how to add a course survey link to a Canvas section, you can obtain support from:

Canvas Help Web Site
http://info.canvas.colostate.edu

College Canvas Coordinators
http://info.canvas.colostate.edu/coordinators.aspx’

Central Canvas Support
canvashelp@colostate.edu