



canvas
BY INSTRUCTURE

Add Student Course Survey Link To A Canvas Course

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.

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I. Find and Copy the Appropriate Course Survey URL / Web Address

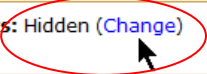
a) *Login* to the **Course Survey Information** web page at:

<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.

I Agree 

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.*

Options: Search by ...

Course Number		Course Title		Instructor Name *		Reference Number	
Prefix	<input type="text" value="ANTH"/>	Title	<input type="text"/>	Last	<input type="text"/>	Number	<input type="text"/>
Number	<input type="text" value="100"/>	Year	<input type="text" value="2017"/>	First	<input type="text"/>	Year	<input type="text" value="2017"/>
Year	<input type="text" value="2017"/>	Term	<input type="text" value="Summer"/>	Year	<input type="text" value="2017"/>	Term	<input type="text" value="Summer"/>
Term	<input type="text" value="Summer"/>	<input type="button" value="Search"/>		Term	<input type="text" value="Summer"/>	<input type="button" value="Search"/>	
<input type="button" value="Search"/>				<input type="button" value="Search"/>			

* Instructor searches may use partial names or

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 Summer 2017

Your search found 2 courses. The search results are listed below.

ANTH100 Introductory Cultural Anthropology (GT-SS3), Section 401

College and Department: Liberal Arts, Anthropology

Day(s) and Time: -

Location: Online

Enrollment: 11

Course Reference Number: 55570

Instructor Codes:

A. Barbara Hawthorne [View Online Survey Info](#)

ANTH100 Introductory Cultural Anthropology (GT-SS3), Section 801

- h) Use your mouse to *select* the **entire web address** that begins with “https://wsnet2.colostate.edu...”


Example:

<https://wsnet2.colostate.edu/cwis262/survey/default.asp>

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.

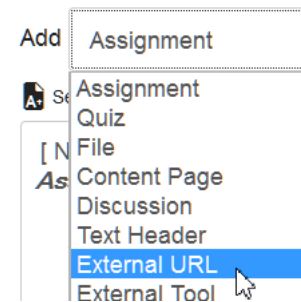
Having followed the steps in section I of these instructions, you will add the URL / web address for your specific course into the appropriate Canvas course in a module or on a page.

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.

Add External URL to Week 1

Enter a URL and page name to add a link to any website URL

URL:

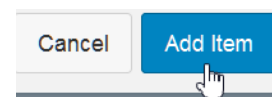
Page Name:

Load in a new tab

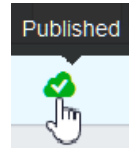
Indentation:

- 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

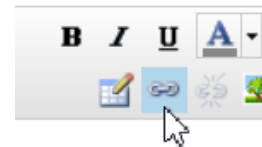
- a) **Open or create** a page in your Canvas course.
 b) On the left course navigation menu *click* **Pages**.

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**.

Link to Website URL

This will make the selected text a link, or insert a new link is selected.

Paste or type a url or wiki page in the box below:

<https://wsnet2.colostate.edu/cwis>

Insert Link

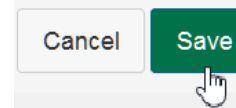
- f) *Highlight* the **Link** item on the page.

Link

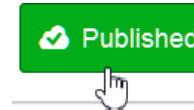
- g) *Rename* the **link**.
 E.g. Take course survey

[Click to take course survey.](#)

h) At the bottom of the page *click Save*.

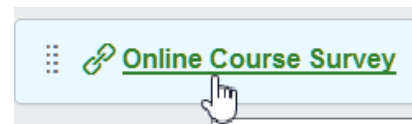


i) *Publish* the **page** when you want your students to see the link to the survey.



III. Test Your Survey Link

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



b) *Enter* you **eID**.

eName:

ePassword:

[I forgot my ePassword](#)

c) *Click Continue*.

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

STUDENT COURSE SURVEY

COURSE NUMBER: ACT205

SECTION NUMBER: 810

COURSE TITLE: FUNDAMENTALS OF ACCOUNTING

INSTRUCTOR: WILLIAM MISTER

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