

Creating a Mid-Semester Survey

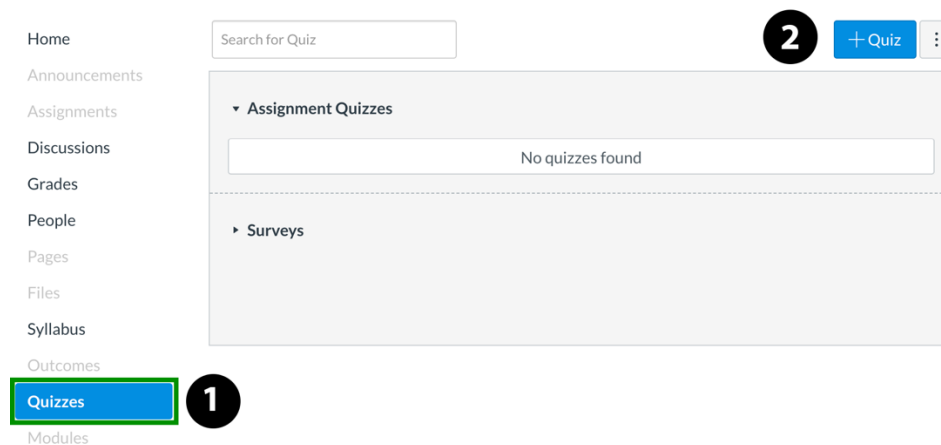
Mid-course feedback enables faculty to fine-tune a course that is already in progress. Gathering this type of feedback sends a message to students that you care about their success in the course.

To get honest feedback from students, make the survey anonymous.

To assist you, the TIDES has created a global question bank that consists of mid-course related questions. You can use all, some, or none of the questions in this question bank.

Step 1: Create a New Quiz

Select **(1)** Quizzes in your left course navigation, then select **(2)** the "+ Quiz" button.



Step 2: Configure Your Quiz as a Survey

(1) The Details tab will open and you can add **(2)** a quiz/survey title, **(3)** directions, **(4)** select your assessment type from the drop-down menu—in this case ungraded survey—and a variety of other quiz/survey settings to configure the administration of your assessment. To make survey submissions anonymous, check **(5)** this box.

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Quiz Instructions: HTML Editor

3

4 Quiz Type Ungraded Survey

Options

Shuffle Answers

Time Limit Minutes

5 Keep Submissions Anonymous

0 words

Please don't forget to save your work! You may have to scroll down to see the "Save" button. **(6)**

+ Add

Notify users this quiz has changed

6

Cancel Save & Publish **Save**

After saving, you will be brought to a page that looks like this. To get back to the new quiz creation area, click the “Edit” button. **(7)**

Publish Preview **Edit** ⋮

This quiz is unpublished
Only teachers can see the quiz until it is published.

7

Mid-Semester Survey

Quiz Type Ungraded Survey
Points
Shuffle Answers No
Time Limit No Time Limit
Multiple Attempts No
View Responses Always
Show Correct Answers Immediately
One Question at a Time No
Anonymous Submissions Yes

Due	For	Available from	Until
-	Everyone	-	-

[Preview](#)

Step 3: Import Mid-Semester Feedback Questions

In the new quiz creation area, select the Questions Tab **(1)** and then the "Find Question" button. **(2)**

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Not Published ⋮

1

Details **Questions**

2

+ New Question + New Question Group Find Questions

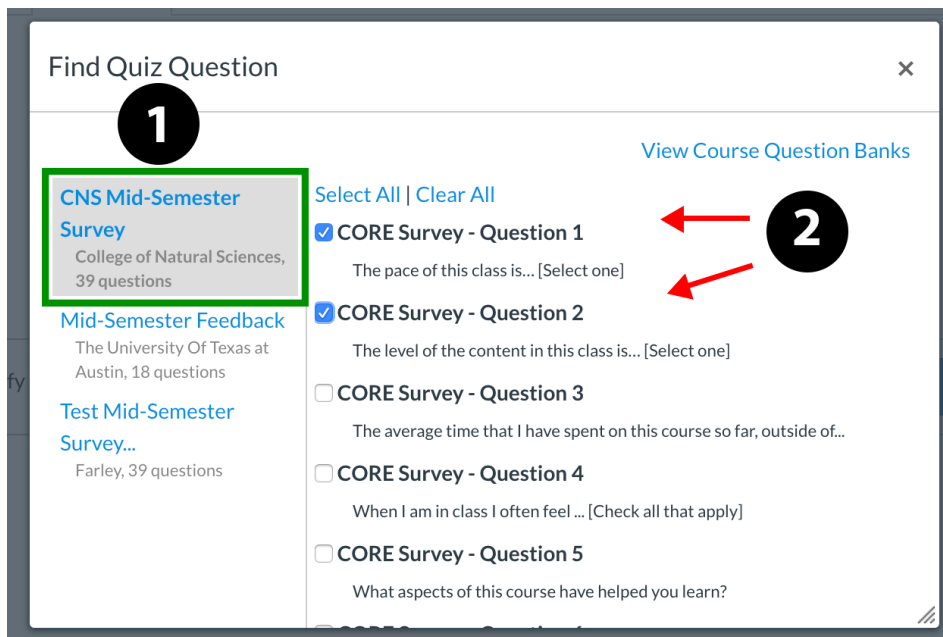
Notify users this quiz has changed

Cancel Save & Publish Save

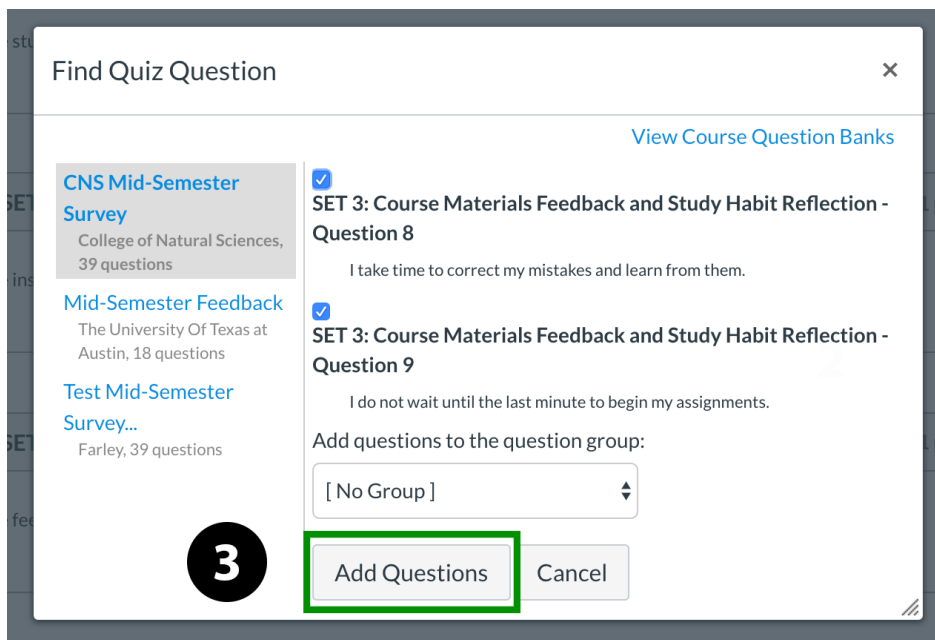
Step 4: Select Questions to Import

The CNS Mid-Semester Survey question bank (1) will appear in the left margin. Select it and check the boxes (2) next to the questions that you would like to import into your survey.

Note: You can edit the questions after you have added them to your survey.



When done selecting the questions that you want to import, scroll down the window and click the “Add Questions” button. (3)



Your survey will then list the selected questions like the example below:

Details Questions

Show Question Details

☰ CORE Survey - Question 1	1 pts
The pace of this class is... [Select one]	

☰ CORE Survey - Question 2	1 pts
The level of the content in this class is... [Select one]	

If you would like to see the questions in detailed form, check the “Show Question Details” box. The window will expand to show the question and answer choices.

Details Questions

→ Show Question Details

☰ CORE Survey - Question 1	1 pts
The pace of this class is... [Select one]	

Much too fast	

A little too fast	

Just about right	

A little too slow	

Much too slow	

☰ CORE Survey - Question 2	1 pts
The level of the content in this class is... [Select one]	

Much too easy	

A little too easy	


Step 4: Edit Questions

Hover over the question that you would like to change and then click the pencil icon.

Details Questions

Show Question Details

☰ CORE Survey - Question 1 1 pts

The pace of this class is... [Select one] 

☰ CORE Survey - Question 2 1 pts

The level of the content in this class is... [Select one]

That will open to this window, where you can edit **(1)** the question and/or **(2)** the answer choices.

Details Questions

Show Question Details

Survey - Question 1 Multiple Choice pts: 1

Enter your question and multiple answers. [HTML Editor](#)

Question:

1

The pace of this class is... [Select one]

8 words

Answers: **2**

Possible Answer: Much too fast

For example, if you wanted to change the wording of a question from “The pace of this class is...” to “This class has been...”, you would simply edit the text **(3)** and click the “Update Question” button **(4)** to implement the change.

Enter your question and multiple answers.

Question: HTML Editor

B **I** **U** **A** **A** **I_x** **≡** **≡** **≡** **≡** **≡** **x²** **x₂** **≡** **≡** **≡** **≡** **12pt** **Paragraph**

3 This class has been... [Select one]

p » em 6 words

Answers:

Possible Answer: Much too fast

Possible Answer: A little too fast

Possible Answer: Just about right ✎ ✕

Possible Answer: A little too slow

Possible Answer: Much too slow

4 + Add Another Answer

Cancel Update Question

That will close that window and you will see that the question has been updated. **(5)**

☰ CORE Survey - Question 1 1 pts

5 This class has been... [Select one]

☰ CORE Survey - Question 2 1 pts

The level of the content in this class is... [Select one]

Moving Questions:

If you want to rearrange the order of the questions, you can click and hold onto the tab located next to the question name **(1)**,

☰ CORE Survey - Question 1	1 pts
This class has been... [Select one]	

☰ CORE Survey - Question 2	1 pts
The level of the content in this class is... [Select one]	



☰ CORE Survey - Question 3	1 pts
The average time that I have spent on this course so far, outside of class/lab time, has been approximately ____ hours per week.	

and drag it to where you want it placed. **(2)**

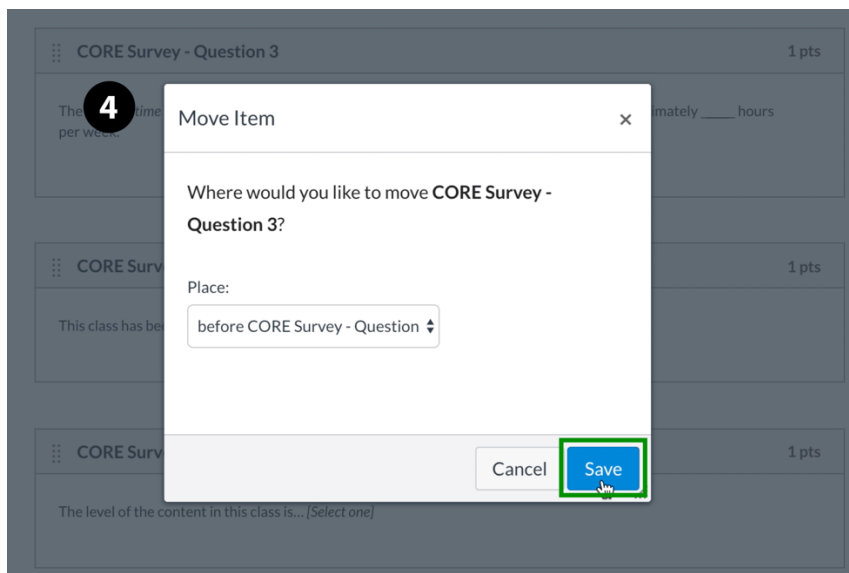
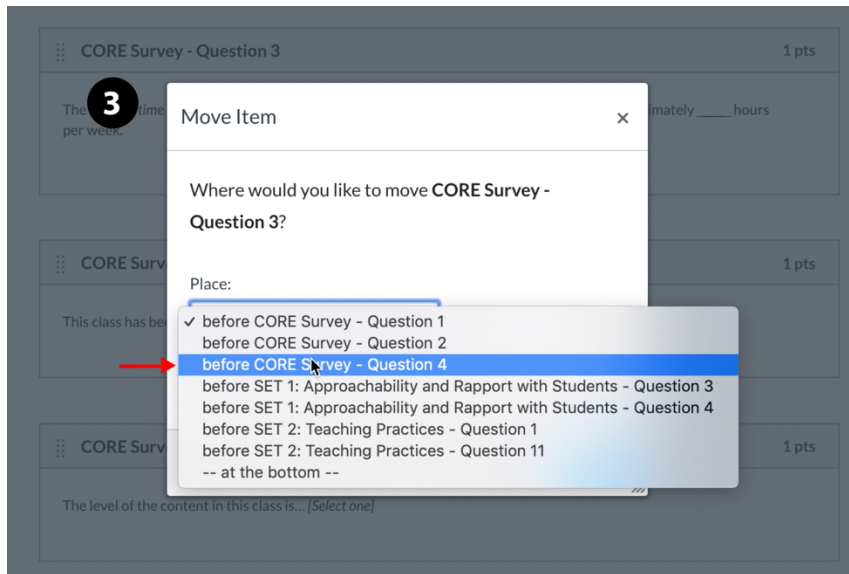
☰ CORE Survey - Question 3	1 p
The average time that I have spent on this course so far, outside of class/lab time, has been approximately ____ hours per week.	

☰ CORE Survey - Question 1	1 pts
This class has been... [Select one]	

☰ CORE Survey - Question 2	1 pts
The level of the content in this class is... [Select one]	

Another way you can move a question is to double click on the tab next to it. **(1)** The “Move Item” window **(2)** will open and from the “Place” dropdown list you can select where you want to place the question. **(3)** Press the “Save” button **(4)**. The question will now be where you moved it. **(5)**

The image shows a survey editor interface with three questions listed vertically. The top question is 'CORE Survey - Question 3' with a score of 1 pt. A green box highlights the three-dot menu icon next to it, and a black circle with the number '1' is next to it. Below this is a question text: 'The average time that I have spent on this course so far, outside of class/lab time, has been approximately ____ hours per week.' The middle question is 'CORE Survey - Question 1' with a score of 1 pt, and the bottom question is 'CORE Survey - Question 2' with a score of 1 pt. Below the questions, a 'Move Item' dialog box is open. A black circle with the number '2' is next to the dialog box. The dialog box has a title bar 'Move Item' and a close button 'x'. The main text asks 'Where would you like to move CORE Survey - Question 3?'. Below this is a 'Place:' label and a dropdown menu showing 'before CORE Survey - Question 3'. A green box highlights the dropdown menu. At the bottom of the dialog box are 'Cancel' and 'Save' buttons.



☰ CORE Survey - Question 1 1 pts

This class has been... [Select one]

☰ CORE Survey - Question 2 1 pts

The level of the content in this class is... [Select one]

5

☰ CORE Survey - Question 3 1 pts

The average time that I have spent on this course so far, outside of class/lab time, has been approximately ___ hours per week. ✎ ✕

Adding Questions:

You may also want add your own questions to the survey. At the bottom of the Questions tab, select the "+ New Question" button. **(1)** After you have made all of the updates you want to the survey, please save. **(2)**

1 + New Question + New Question Group Find Questions 2

Notify users this quiz has changed Cancel Save & Publish Save

Note: If you wanted to add more questions from the same question bank, you will be able to see which questions you already have included. The question will be grayed out and also state that “this question is already on the quiz”. You can however still add a question that is already in your survey.

Find Quiz Question

[View Course Question Banks](#)

CNS Mid-Semester Survey
College of Natural Sciences, 39 questions

Mid-Semester Feedback
The University Of Texas at Austin, 18 questions

Test Mid-Semester Survey...
Farley, 39 questions

CORE Survey - Question 4
this question is already on the quiz
When I am in class I often feel ... [Check all that apply]

CORE Survey - Question 5
What aspects of this course have helped you learn?

CORE Survey - Question 6
What has caused you the most difficulty in this class so far?

CORE Survey - Question 7
What changes could the instructor make that would help you learn better?

CORE Survey - Question 8
What could you do to improve your own learning?

Step 6: Preview the Survey

After adding questions and arranging the survey you can preview it by clicking either “Preview” button. **(1)**

Published Preview Edit ⋮

This quiz is unpublished
Only teachers can see the quiz until it is published.

Mid-Semester Survey

Quiz Type Ungraded Survey
Points
Shuffle Answers No
Time Limit No Time Limit
Multiple Attempts No
View Responses Always
Show Correct Answers Immediately
One Question at a Time No
Anonymous Submissions Yes

Due	For	Available from	Until
-	Everyone	-	-

Preview

The survey questions and answer choices will be displayed as students will see them. **(2)**

Question 2 1 pts

The level of the content in this class is... [Select one]

Much too easy

A little too easy

Just about right

A little too hard

Much too hard

Question 3 1 pts

The average time that I have spent on this course so far, outside of class/lab time, has been approximately ____ hours per week.

Question 4 1 pts

When I am in class I often feel ... [Check all that apply]


Interested

Confused

To get out of Preview mode, you can click the “Keep Editing This Survey” button. (3)

Mid-Semester Survey

3 →

 Keep Editing This Survey

⚠ This is a preview of the draft version of the quiz

Started: Sep 10 at 2:53pm

Quiz Instructions

◻	Question 1	1 pts
<p>This class has been... <i>[Select one]</i></p> <p><input type="radio"/> Much too fast</p> <p><input type="radio"/> A little too fast</p> <p><input type="radio"/> Just about right</p> <p><input type="radio"/> A little too slow</p>		

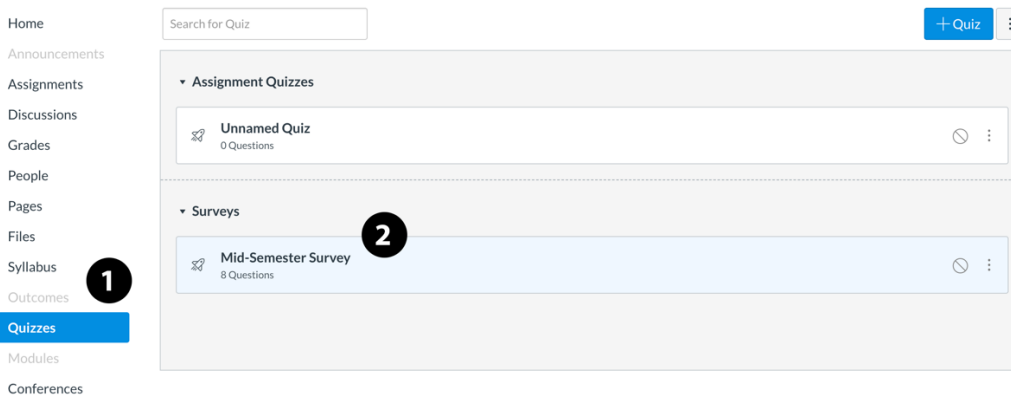
Questions

- [? Question 1](#)
- [? Question 2](#)
- [? Question 3](#)
- [? Question 4](#)
- [? Question 5](#)
- [? Question 6](#)
- [? Question 7](#)
- [? Question 8](#)

Time Elapsed: [Hide](#)
0 Minutes, 12 Seconds

Step 7: Publish the Survey

When you are done putting together the survey, you can publish it to make it available to students. To do so, select Quizzes **(1)** in your left course navigation and then locate the survey. **(2)**



Open it and you will be taken to this window. You can publish the survey by clicking the “Publish” button. **(3)**

The screenshot shows the configuration page for the 'Mid-Semester Survey'. At the top, there are buttons for 'Publish', 'Preview', and 'Edit'. The 'Publish' button is highlighted with a green box and a circled '3'. Below the buttons is a warning message: 'This quiz is unpublished. Only teachers can see the quiz until it is published.' The main title is 'Mid-Semester Survey'. Below the title are various settings for the survey, including Quiz Type, Points, Shuffle Answers, Time Limit, Multiple Attempts, View Responses, Show Correct Answers, One Question at a Time, and Anonymous Submissions. At the bottom, there is a table with columns for Due, For, Available from, and Until. The 'For' column is set to 'Everyone'. Below the table is a 'Preview' button.

Due	For	Available from	Until
-	Everyone	-	-

You will know that it has been published successfully by the button turning green with a check mark and the button text changing to “Published”. **(4)**

4 Published Preview Edit ⋮

Mid-Semester Survey

Quiz Type Ungraded Survey
Points
Shuffle Answers No
Time Limit No Time Limit
Multiple Attempts No
View Responses Always
Show Correct Answers Immediately
One Question at a Time No
Anonymous Submissions Yes

Due	For	Available from	Until
-	Everyone	-	-

Preview

You can also publish a survey by selecting Quizzes **(1)** in your left course navigation, locating the survey **(2)** and clicking the “Publish” button to the right of the survey name. **(3)**

Home Search for Quiz + Quiz ⋮

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

1 Quizzes

Modules

▼ Assignment Quizzes

Unnamed Quiz 0 Questions

▼ Surveys

2 Mid-Semester Survey 8 Questions **3** Publish

You will know that it has been published by the button turning green with a checkmark.
(4)

The screenshot displays a course management interface. On the left is a vertical navigation menu with items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes (highlighted in blue), and Modules. The main content area features a search bar labeled 'Search for Quiz' and a '+ Quiz' button. Below this, there are two sections: 'Assignment Quizzes' containing an 'Unnamed Quiz' with 0 questions, and 'Surveys' containing a 'Mid-Semester Survey' with 8 questions. The 'Mid-Semester Survey' entry is marked as 'Published' with a green checkmark icon and a black circle containing the number '4'.