Add Student Course Survey Link To A Canvas Course

Instructors can add a link to the online ASCSU course survey for their class in their Canvas course. Instructors will copy a customized web link from the CSU Course Survey web site that they can add as a URL/ web page location to their Canvas course. This allows quick and easy access to the online survey for your students from your Canvas course.

If there are multiple instructors for a course, an individualized course survey link can be added for each instructor.

If you have multiple course sections which have been combined / crosslisted in Canvas, you can create a separate survey link for each section in your Canvas course. Label it clearly so students can easily identify their section’s survey.

Steps:
1) Go to: https://coursesurvey.colostate.edu/
2) Click on Search Course Information.
3) Log in with your CSU eID.
4) Enter your course subject, number, year and term.
5) Click Search.
6) Find your course section and click View Online Survey Info.
7) Copy the unique web address for your survey.
8) Paste your unique survey link into a Canvas Module or Page.

More detailed steps are shown on the following pages.

NOTE: If you used a course survey link in a previous semester’s Canvas section and then copied your content into a new Canvas section, you will need to DELETE the old course survey link. Then add the current semester’s course survey link to your Canvas course.
Table of Contents:

I. Find and Copy the Appropriate Course Survey URL / Web link ........................................ 2
II. Add A Course Survey Link to your Canvas Course .......................................................... 4
   A. Add Course Survey Link to a Module ............................................................................. 4
   B. Add a Course Survey Link to a Canvas Page ............................................................... 5
   C. Test Your Survey Link ..................................................................................................... 6
III. Course Survey Support ..................................................................................................... 7

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

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

b) Click Course Information

c) Log in with your CSU eID.

d) Towards the bottom under Options, fill out your course, year and term information.

e) 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.

f) 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.

![View Online Survey Info]

Courses for Fall 2018

Your search found 14 courses. The search results are listed below.

HIST151 U.S. History Since 1876 (GT-H11), Section 001  
College and Department: Liberal Arts, History  
Day(s) and Time: Monday Wednesday Friday 1100-1150  
Location: Clark A 202  
Enrollment: 110  
Course Reference Number: 61513  
Instructor Codes:

A. Clara Keyt

HIST151 U.S. History Since 1876 (GT-H11), Section 002  
College and Department: Liberal Arts, History  
Day(s) and Time: Monday Wednesday Friday 1100-1150  
Location: Clark A 203  
Enrollment: 93  
Course Reference Number: 61518  
Instructor Codes:

A. Tracy Brady

View Online Survey Info

Use your mouse to select the entire web address that begins with “https://wsnet2.colostate.edu…

Canvas Survey URL: The following URL may be used to create a link to the

https://wsnet2.colostate.edu/cwis262/survey/default.aspx?crm=61513&ci=4

Close Window

h) 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.

i) 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 link for your specific course survey 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 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. Dr. Indiana Jones 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.

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**B. Add a Course Survey Link to a Canvas Page**

a) 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*.

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

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

d) *Click Insert Link*.

e) *Highlight* the **Link item** on the page.
f) *Rename* the link.  
E.g. Take course survey

![Click to take course survey](image)


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

![Save button](image)


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

![Published](image)


C. **Test Your Survey Link**

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

![Survey link](image)


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

![Enter eID](image)


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!

III. 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:  
proctor@colostate.edu

Phone:  
491-6498

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  
https://canvas.colostate.edu/

College Canvas Coordinators  
https://canvas.colostate.edu/canvas-coordinators/

Email Central Canvas Support  
canvashelp@colostate.edu