Instructor: Student Course Survey in Canvas

Starting in fall 2019, CSU will use the SmartEvals survey tool to deliver the student course survey online via Canvas. The course survey will include the Learning Environment questions approved by faculty council in spring 2018.

Additional course survey information: https://coursesurvey.colostate.edu/

Suggestions to help increase the return rate of online surveys:

Survey Availability: ................................................................. 1
OPTIONAL: Add Course Survey to Course Module......................... 2
Course Survey Support ........................................................... 3

Suggestions to help increase the return rate of online surveys:

- Post an announcement in your Canvas course.
- Discuss the purpose and the value of the survey with your students.
- Give students some time in class to start their survey on their mobile device.
- Monitor the return rate in SmartEvals and nudge your students accordingly.
- SmartEvals email reminders to students can currently be sent every 4 days.
- Add the Course Survey link to a course module.

Survey Availability:
Course surveys will automatically appear to students on the left menu in their Published Canvas courses during these times. View survey schedule for current semester.

Spring / Fall Semesters:
- Courses that run for 8 weeks, surveys available in early March / mid-October.
- Courses that run for 16 weeks, surveys available early December / early May.
  Early/late exception time periods available.

Summer:
- Mid-June through early August.
Students click on the **Course Survey** link on left course menu.

Students will see a survey for each instructor for their courses that semester.

**OPTIONAL: Add Course Survey to Course Module**

Some instructors prefer to have the course survey item listed under one of their Canvas course modules.

On the **left course menu** click **Modules**.

At the **top right of a module** click “+”.

Under the **drop down menu** select **External Tool**.
Under the external tool list click SmartEvals.

At the bottom click Add Item.

The SmartEval link will appear. 

Edit the link and change the Title to Course Survey.

Click Update.

Make sure that both the module and the course survey link are Published / visible to students.

Course Survey Support

Course Survey website: https://coursesurvey.colostate.edu/

University Testing Center Email: cosurvey@colostate.edu

Canvas Support Email: canvashelp@colostate.edu