

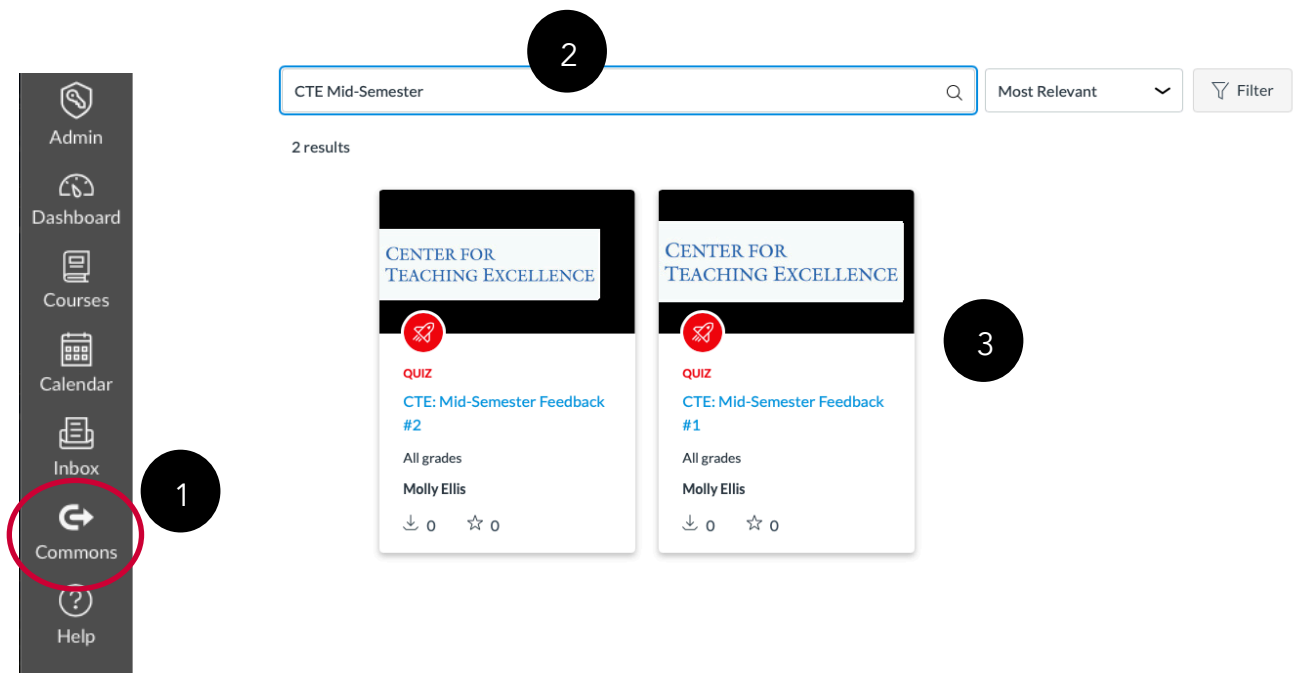
Creating a Mid-Semester Feedback Survey

Mid-Semester 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 assist you, the Center for Teaching Excellence has created two editable mid-semester feedback instruments in the form of Canvas quizzes which consists of mid-semester related questions. Below are the instructions for importing these quizzes into your own Canvas course.

Step 1: Locate the Mid-Semester Feedback Quizzes in Canvas Commons

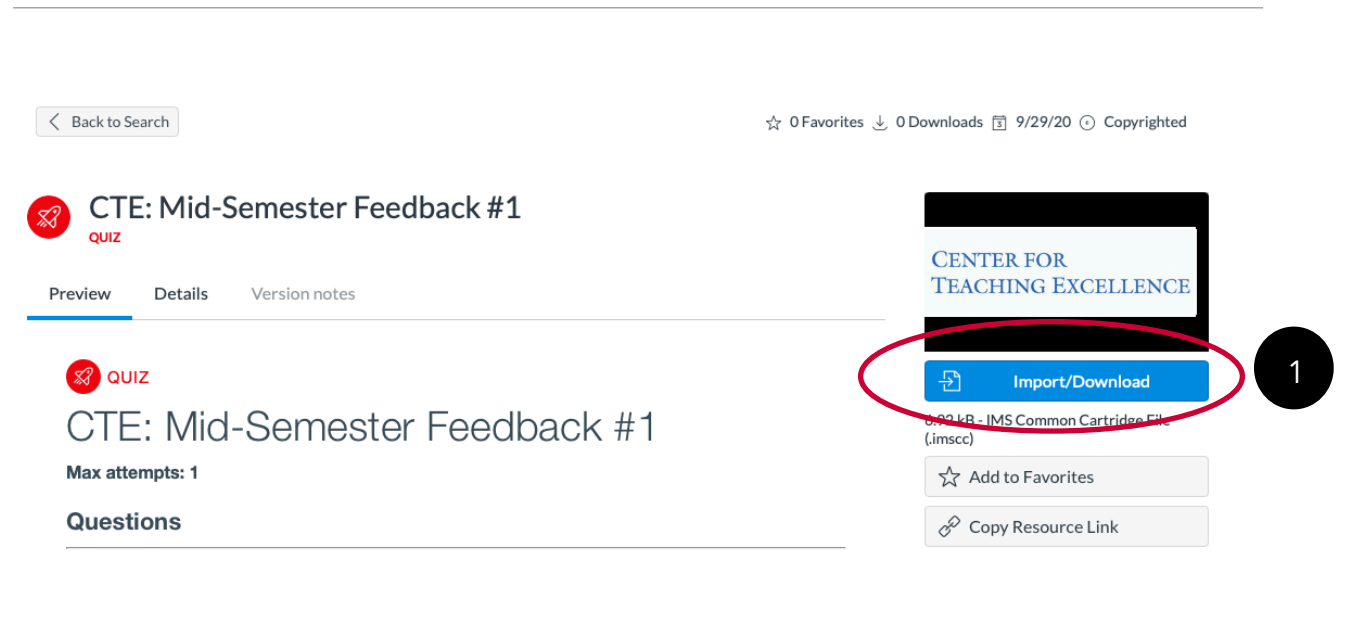
Once in Canvas, navigate to Commons (1), Search in Commons for “CTE Mid-Semester” (2), and the following two options (3) should return in your search.



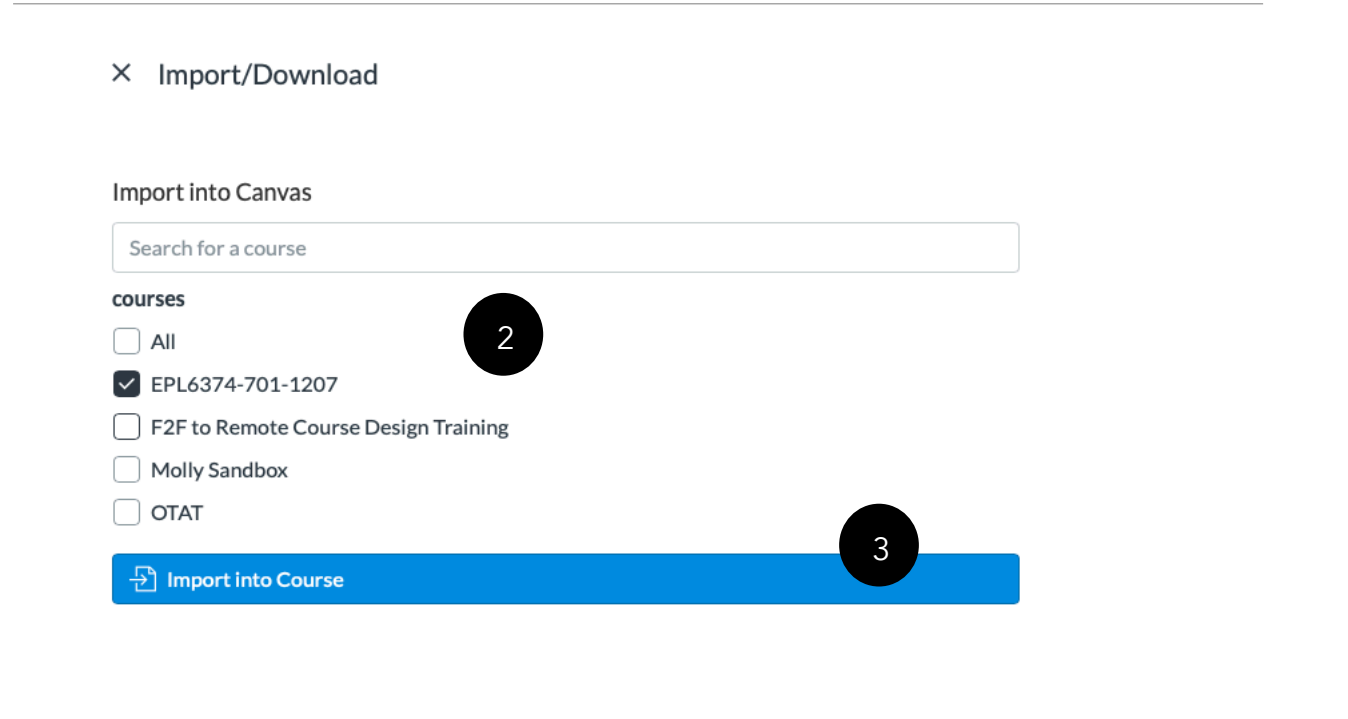
Step 2: Select the Survey you Want and Import into Your Course

CTE Mid-Semester Feedback #1 is one is a 3-question survey instrument, and *#2* is a 12-question survey. You can click into each quiz to preview the questions of each while in Commons.

Once you have decided which Mid-Semester Feedback survey you want to use, click Import/Download (1), select the course(s) into which you want to import the instrument (you can select multiple courses if desired) (2), click Import into Course (3). You will then see a green bar letting you know your import is successful (4).



This screenshot shows the Canvas LMS interface for a resource titled "CTE: Mid-Semester Feedback #1". At the top, there is a navigation bar with a "Back to Search" button and metadata: "0 Favorites", "0 Downloads", "9/29/20", and "Copyrighted". Below the navigation bar, the resource title "CTE: Mid-Semester Feedback #1" is displayed with a "QUIZ" icon. Underneath the title, there are tabs for "Preview", "Details", and "Version notes". To the right of the resource information, there is a preview image of the survey document. Below the preview image, there are three buttons: "Import/Download" (highlighted with a red circle and labeled with a "1" in a black circle), "Add to Favorites", and "Copy Resource Link".



This screenshot shows the "Import/Download" dialog box in Canvas LMS. The dialog has a close button (X) and the title "Import/Download". Under the heading "Import into Canvas", there is a search bar labeled "Search for a course". Below the search bar, there is a section titled "courses" with a list of checkboxes. The "EPL6374-701-1207" course is selected, indicated by a checkmark and a black circle labeled "2". Other courses listed are "All", "F2F to Remote Course Design Training", "Molly Sandbox", and "OTAT". At the bottom of the dialog, there is a blue button labeled "Import into Course" with a black circle labeled "3" next to it.

4 You have successfully started the import! It may take a little while to see changes in your course.

Step 3: Confirm Import into Course, Make Desired Edits, and Publish

Navigate to the course into which you imported the Mid-Semester Feedback Survey of your choice and go-to the Quizzes section (1). Under Surveys, you should see the survey you imported (2).

If you would like to make any changes, click on the name of the survey to open it, and select Edit (3). Once in Edit, you can make changes to the instructions for the survey under Details (4) and the individual questions under Questions (5). ***Don't forget to hit save if you decide to make any changes.***

After you save, and you are ready for students to take your Mid-Semester Feedback Survey, you need to publish it before students can see it. To do so, select Publish (6) and it will turn green when it has been successful published (7).

The screenshot displays a course management interface. On the left is a vertical navigation sidebar with icons and labels for Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. To the right of the sidebar is a list of course items: Syllabus, Modules, Zoom, Grades, People, Attendance, Library Help, Panopto, Assignments, Rubrics, Files, Discussions, Outcomes, Pages, and Quizzes. A black circle with the number '1' is placed over the 'Quizzes' item. To the right of this list is a 'COURSE QUIZZES' section with a message 'No quizzes available'. Below that is a 'Surveys' section, also with a black circle and the number '2' over it. Under 'Surveys', there is one survey entry: 'CTE: Mid-Semester Feedback #1' with '3 Questions' listed below it. To the right of the survey entry are icons for a lock and a menu.

- Home
- Announcements
- Syllabus
- Modules
- Zoom
- Grades
- People
- Attendance
- Library Help
- Panopto
- Assignments

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

3

CTE: Mid-Semester Feedback #1

Your feedback will help improve this course as we move forward with the semester. Please give thoughtful consideration to each question. Your responses are anonymous.

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- Details
- Questions
- Mastery Paths

CTE: Mid-Semester Feedback #1

Quiz Instructions:

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- Home
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CTE: Mid-Semester Feedback #1


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7

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Step 4: Distribute and/or Announce the Mid-Semester Feedback Survey

If you are using a template provided by CTE or OIT for your course, Quizzes are likely hidden from students . Therefore, to make sure students are able to access your Mid-Semester Survey, you can either add it to one of your modules (if you are using modules) or copy the link to the Feedback Survey and share in an announcement with a request for completion. The benefit if sharing it via an announcement, is that students will receive an email notification like they do with all announcements, thus increasing their awareness of the request for Feedback.