Canvas Early Feedback Forms Instructions

Canvas contains two early-feedback templates available via the Quizzes feature: one for entire courses; one specifically for discussion, lab or studio sections. Each template contains a student-feedback survey which can be customized for your course or section. (Alternatively you may compose your own survey from scratch. For specific instructions see the Canvas doc “How do I create a Survey” at: [http://guides.instructure.com/m/4152/l/68346-how-do-i-create-a-survey](http://guides.instructure.com/m/4152/l/68346-how-do-i-create-a-survey). Results can be viewed online or downloaded. For more information on viewing results see the Canvas doc “How do I view Survey results” at: [http://guides.instructure.com/m/4152/l/68348-how-do-i-view-survey-results](http://guides.instructure.com/m/4152/l/68348-how-do-i-view-survey-results).

A typical sequence for using the early feedback template would be:

1. Click Quizzes on the left navigation bar of your Canvas site, and **choose the desired template** ("Mid-Semester Feedback for Courses" or ".for Sections") under Surveys. Individual TFs may need to ask the course head or Head TF for Canvas Teacher access if they don't have it already.
2. Click the Edit button. On the next page, customize the survey **title**, **instructions**, **settings**, and survey **questions** as fits your course, e.g., to add additional instructors, to ask about specific aspects of the course, to add separate questions for labs and discussion sections, etc. You may wish to peruse our [Gallery of Feedback Questions](http://guides.instructure.com/m/4152/l/68346-how-do-i-create-a-survey) for further ideas. Click "Save".
3. Make sure to **publish** your Quiz when you're ready to deliver the survey to your students. Any quiz or survey you create is unpublished by default.
4. Email your students or otherwise **inform them** that the survey is open for responses. If response rates are low nearing the end of the open period, email them again. You may also ask students to print out, sign, and turn in the confirmation notice they get after submitting their form.