

Import the Remote Learning Survey to a Canvas Course

The Instructional Design team has created a sample survey for assessing students' readiness for remote learning, available on Canvas Commons for importing to your courses.

Instructions

After logging into [Canvas](#), select the **Commons** link from the left navigation menu. Type “**Sample Survey**” into the search bar at the top of the page. Select the **Sample Survey: Preparing for Remote Learning** quiz.

The screenshot shows the Canvas Commons interface. On the left is a green navigation sidebar with icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, Commons (highlighted with a yellow box), Help, Teaching Effectiveness Surveys, and Early Alerts. The main content area is titled 'Commons' and has tabs for Search, Shared, Imported, Updates (0), and Favorites. A search bar at the top contains the text 'Sample Survey' and shows '6 results'. Below the search bar, there are six result cards. The second card, 'Sample Survey: Preparing for Remote Learning' by Andy Chan, is highlighted with a yellow border. Other cards include '[QUIZZES] Sample Survey' by Leslie Stark, 'SAMPLE: COVID-19 WEEK 1 SURVEY (Hist of Motion)' by Rene Bruckner, 'End of Course Survey (Sample - Graded)' by Gary Pollitt, 'Star Color' (an assignment), and 'Dichotomous Key' (a page).

Commons will provide a preview of the structure and layout of the quiz. Click the **Import/Download** button on the right sidebar.

The screenshot shows the Commons interface for a quiz titled "Sample Survey: Preparing for Remote Learning". The quiz is marked as "QUIZ" and has a "Max attempts: 1" setting. The "Questions" section lists two questions: "1. Access to Internet: Do you have access to wifi, and if so is it a reliable connection?" (Multiple Choice) and "2. Access to Technology: What device(s) will you use to participate in class and complete assignments? Select all that apply." (Multiple Response). On the right sidebar, the "Import/Download" button is highlighted with a yellow box. Below it, the file size is listed as "8.25 KB - IMS Common Cartridge File (.imscc)". Other buttons include "Add to Favorites" and "Copy Resource Link".

On the **Import into Canvas** popup, search for and select the Canvas course(s) the survey will be added to.

The screenshot shows the "Import into Canvas" popup interface. It displays a search bar with "USF Dons" entered. Below the search bar, there are three checkboxes under the heading "courses": "USF Dons ONLINE Template (Online Courses)", "USF Dons ONLINE Template (Remote Courses)", and "USF Dons F2F Template". The "Import into Course" button is highlighted with a yellow box. Below it is a "Download" button. The background shows the same Commons interface as the previous screenshot.

You will get a message indicating the quiz import is in progress.

The screenshot shows a success message in a green box: "You have successfully started the import! It may take a little while to see changes in your course." Above the message, there is a "Back to Search" button and a status bar showing "4 Favorites", "45 Downloads", "5/11/20", and "Attribution".

Using the **Dashboard** or **Courses** button on the left navigation bar, select the course that the template was applied to. You should now see the survey in your course's quizzes.

The screenshot shows the course interface for 'USF Dons ONLINE Template (Remote Courses)'. The left navigation bar has 'Quizzes' highlighted. The main content area displays a 'Sample Survey: Preparing for Remote Learning' which is 'Published'. The survey text asks for information about internet access, location, and accessibility. Below the survey, a table lists various settings for the quiz.

Setting	Value
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
Require Respondus LockDown	No
Browser	
Required to View Quiz Results	No

Click **Edit** to customize the quiz and add questions that are pertinent to your class.

Please Note: Ungraded Survey Functionality

- As the Course Instructor, please note you will not see survey results appear in your course “to-dos” because it is an ungraded survey.
- If a due date is assigned to the survey, your students will see it in their course “to-dos”.