Hi there! Welcome to Tech Tips for Teachers #2015-05: Using Canvas to Gather Anonymous Student Feedback. I’m Kurt Guner, and I work for the University of Utah’s Center for Teaching & Learning Excellence, CTLE for short. Today, I’m going to teach you how to create a place for your students to submit anonymous feedback within a Canvas course.

To start with, go to “Quizzes” on the left side of your screen. My class survey is down below, titled “Class Survey,” but let’s make a new one together. You can title it whatever you want, you can say “Anonymous Class Survey” or “Anonymous Class Feedback,” whatever you’d like, I’m just going to stick with “Class Survey 2” for now.

In the Description, make sure to tell students this is anonymous and ungraded, because they will definitely assume it is graded unless you tell them otherwise. How about this: Hi Everyone! This is an UNGRADED area for feedback, comments, and concerns. A more extensive description is below.

Change the Quiz Type from “Graded Quiz” to “Ungraded Survey.” Select “Keep Submission Anonymous” and “Allow Multiple Attempts” And down below, change the due date. Leave it set for “everyone,” due, how about Christmas Eve, and available all semester. So we’ll change it to before the semester begins and after it’s over.

For the questions, I build off of the CTLE feedback forms, which ask about the instructor and the course specifically. Change the question to an Essay Question. Question 1: “How do you feel about the course? What would you like to see changed, and what would you like to see more of?” Easy enough! For Question 2, I’m going to ask about the instructor. Question 2: “What do you like and dislike about the instructor? Would you prefer they change their teaching style and what would you like to see more of?” So we have the course, the instructor, and this last question is sort of a catch-all for any other comments or concerns. Question 3: “Any additional comments, complaints, or concerns?” There we go! More detailed sample questions are below.

Now we hit “Save and Publish” and this what they see when they click into it. Once they start submitting answers, on the right side of your screen you just click on “Moderate this Survey.” And you have this screen pop up which will have their attempts and submissions down below, of course with no names attached to it. And there you go! You should be all set to create your own “Anonymous Course Feedback Center.”
Description:
This is a "Class Survey" quiz that is completely anonymous and can be taken whenever you'd like throughout the semester. It does not show up in your grade book and there is no way for me to know who submitted what. The questions are open-ended and are designed so that you can find a way to submit complaints (or compliments) in a safe space.

I want to improve as an instructor, and that requires feedback from students that is positive and negative. So, if you have any issues that you want to bring up anonymously, this is the place. This quiz is NOT for credit (I would have no way of knowing who took it, after all).

Questions:
1. What do you like and dislike about the course? What would you like to see changed, and how? What parts do you think could be improved, and what parts are perfect as is?
2. What do you like and dislike about the instructor? What do they do that helps you learn? What could they do better to improve learning opportunities in this class?
3. Feel free to add any additional comments or concerns here.

If you have any trouble putting this Tech Tip to work for you, please don’t hesitate to contact CTLE or TLT. Here’s the contact info:

Center for Teaching and Learning Excellence (CTLE)
Email: info@ctle.utah.edu
Phone: 801-581-7597
Website: ctle.utah.edu

Teaching & Learning Technologies (TLT)
Email: classhelp@utah.edu
Phone: 801-581-6112
Website: tlt.utah.edu
Canvas help drop-in hours: M/T 9:00 am – 4:00 pm | Faculty Center (MLIB 1705)