

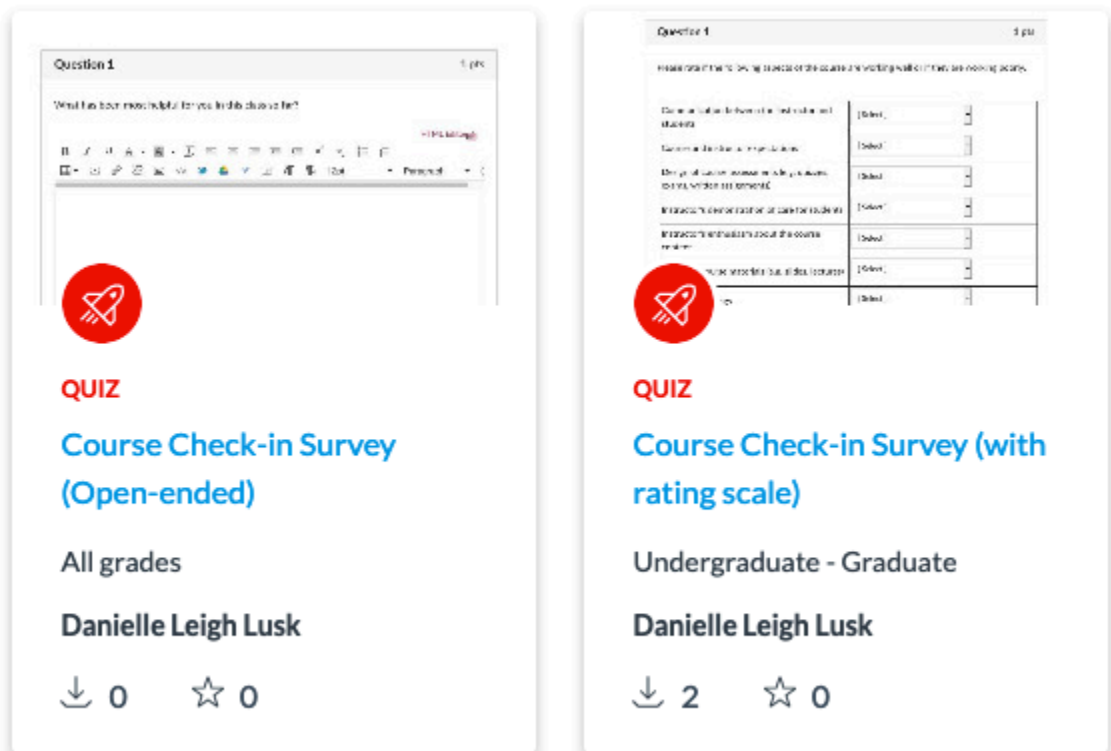
How to Import a Course Check-in Survey from Canvas Commons

Without the Direct Link to the Survey

1. Log in to your Virginia Tech Canvas account
2. On the left-hand side menu, find the Commons button.




3. In the search bar, type "Course Check-in Survey"




4. Click on the resource you want to import (either the open-ended or the rating scale version) and then select Import/Download on the right-hand side of the screen

[Back to Search](#)

 ☆ 0 Favorites
 ↓ 1 Downloads
 📅 9/22/20
 🌐 Public Domain


Course Check-in Survey
QUIZ


[Preview](#)
[Details](#)
[Version notes](#)


Course Check-in Survey
 Max attempts: 1


Questions


1. Please rate if the following aspects of the course are working well or if they are working poorly.

Question 1	1 (Poor)	2	3	4	5 (Good)
How well do you think the following aspects of the course are working well or if they are working poorly.					
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 Import/Download

8.1 kB - IMS Common Cartridge File (.imsc)

 Add to Favorites

 Copy Resource Link

5. Select the course(s) you want to import the survey into

✕ Import/Download

Import into Canvas

Search for a course

courses

- All
- Active Learning: Theories, Tips, and Tools
- Adjunct Training
- Assignment Design Clinic
- Biological Science GTA Teaching Certificate
- Checklist for Preparing Online Courses

6. Click import into course at the bottom of your course list when you are ready to import

 Import into Course

 Download

7. Go into the course(s) you have imported the survey into and make any necessary edits.

With the Direct Link to the Survey

1. Log in to your Virginia Tech Canvas account
2. Click on the link for the survey you want to import

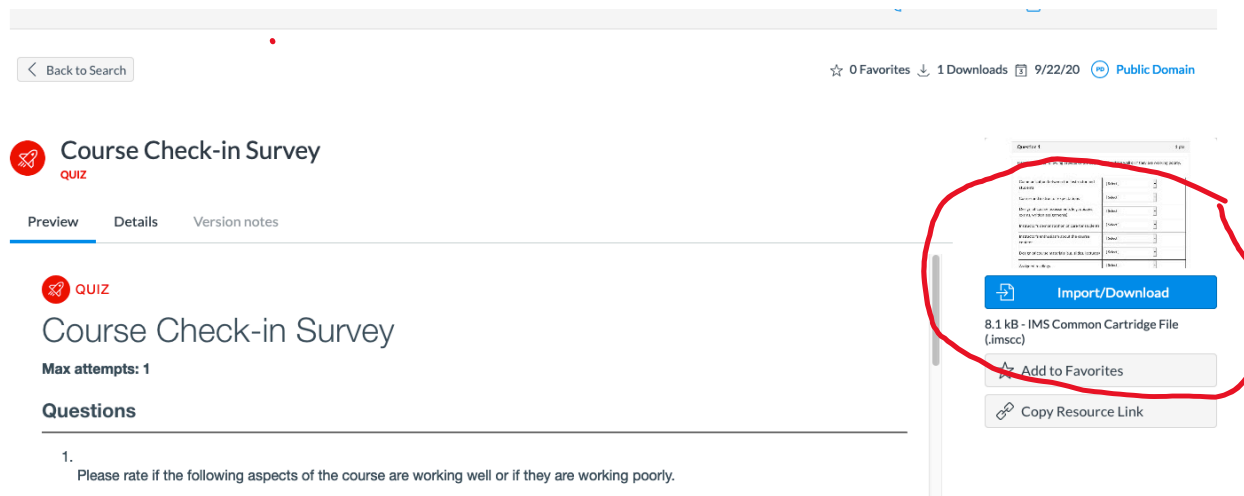
Open-ended version:

<https://lor.instructure.com/resources/17ae264561ff4c45aca35bb0aee42b43?shared>

Rating scale version:

<https://lor.instructure.com/resources/feda56f9a1d54ad0955fbedda5c27a0a?shared>

3. Select Import/Download on the right-hand side of the screen



The screenshot displays the Canvas LMS interface for a resource titled "Course Check-in Survey". The page includes a navigation bar with "Back to Search", "0 Favorites", "1 Downloads", "9/22/20", and "Public Domain". The resource is categorized as a "QUIZ" and has tabs for "Preview", "Details", and "Version notes". The main content area shows the quiz title, "Max attempts: 1", and a section for "Questions". The first question is: "1. Please rate if the following aspects of the course are working well or if they are working poorly." On the right-hand side, a preview of the survey questions is visible, and a red circle highlights the "Import/Download" button, which is labeled "8.1 kB - IMS Common Cartridge File (.imsc)". Below this button are "Add to Favorites" and "Copy Resource Link" options.

4. Select the course(s) you want to import the survey into

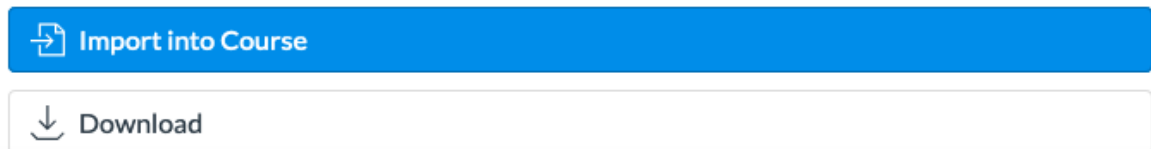


Import into Canvas

courses

- All
- Active Learning: Theories, Tips, and Tools
- Adjunct Training
- Assignment Design Clinic
- Biological Science GTA Teaching Certificate
- Checklist for Preparing Online Courses

5. Click import into course at the bottom of your course list when you are ready to import



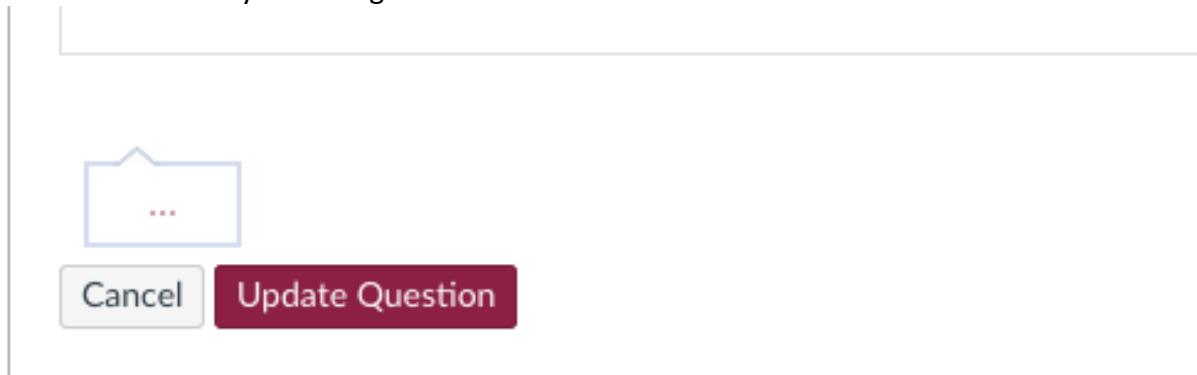
6. Go into the course(s) you have imported the survey into and make any necessary edits.

Notes: If you are using the rating scale version and want to edit the options in the list, you will see a table format. Use the table controls to remove or add rows. If you add a new statement, you will need to provide a short descriptor in the next column. This article provides some more details on how to edit Multiple Dropdowns if you want to make more extensive changes: <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-Likert-scale-quiz-questions/ta-p/942>

Please rate if the following aspects of the course are working well or if they are working poorly.

Communication between the instructor and students	[communication]
Course and instructor expectations	[expectations]
Design of course assessments (e.g. quizzes, exams, written assignments)	[assessment-design]
Instructor's demonstration of care for students	[care]

5. **IMPORTANT:** Make sure to click on the **Update Question** button at the bottom of your screen to save your changes.



6. When completed, make sure to **Save** your changes.

