Class Survey Guide

The CourseWorks survey tool can be used to solicit and compile anonymous feedback from students about lectures, guest speakers, exams, and lab sessions. Surveys can be used to gauge comprehension can help you determine how students are responding to course material.¹

Within CourseWorks, surveys differ from tests and quizzes because they are anonymous and ungraded. However, when you set up a new survey you may add it to the grade book in order to track which students have (or have not) responded. This is especially useful if you wish to provide some sort of incentive (like extra-credit points) to students who take the survey.

To create a survey, click "Create Test" and enter the information in the "Create a New Test" form. This is the same as creating a test with a few exceptions.

Please follow along using the Test and Quiz QuickStart guide for additional guidance.

- Part 1 - Enter a title and a short description for your survey
- Part 2 - Select "Survey"
- Part 3 - Optional: Select "Yes" to add the survey to the Grade Book. Since surveys are not graded, this option will allow you to see who has completed the survey (a "survey results" button will appear in your grade book after students start completing the survey).
- Part 4 - Optional: Enter a password to protect the survey
- Part 5 - If you wish, select "Hide Test" when you create the survey. You can manually activate it when you are ready.
- Part 6 and 7 – These options are usually not relevant for surveys.

Create a single section for a simple survey that is made up of a few multiple-choice questions and some short answer questions. Your questions will be presented with the multiple choice questions first, followed by short answers.

¹ Please note: This document describes section evaluation techniques using the Test & Quiz tool. Your department may conduct program- or department-level evaluations that are different from the surveys you conduct within your course.