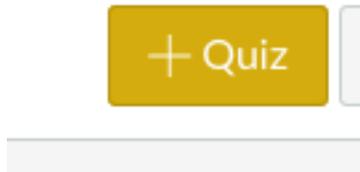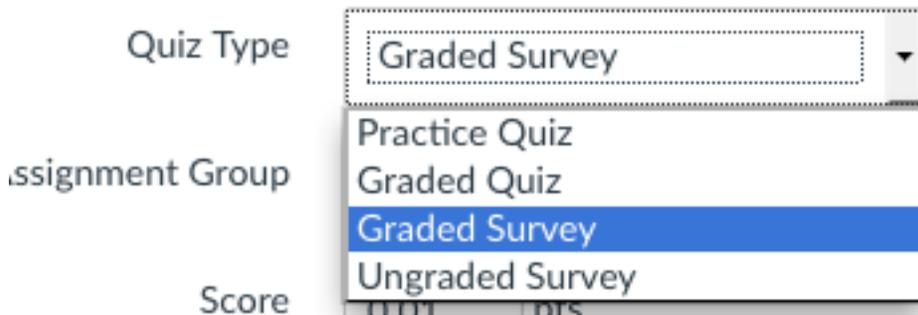# Canvas Quick Tip #2 – How to Set up a Graded Survey and Give Extra Credit!

Go to Quizzes and hit

Set up the survey directions and title just like a quiz.

Under Quiz Type, choose GRADED survey.

Under **Score**, choose less than a point (much like you did in Etudes to set up extra credit assignments).
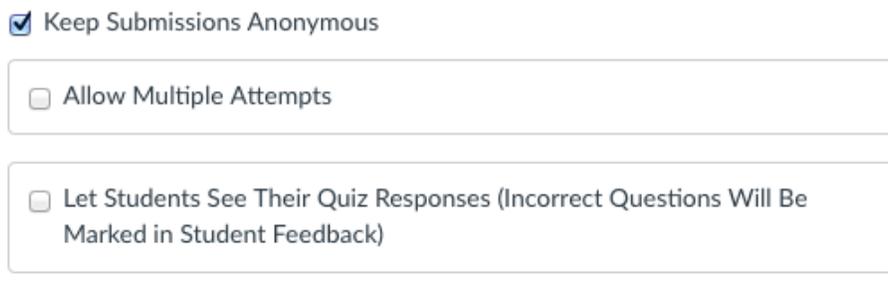
Score   [0.01]   pts

students will automatically receive full credit once they take the survey

Once students complete the survey and submit it, that .01 points will appear in the Gradebook.

Click on **"Keep Submissions Anonymous"** but don't click on "Let Students See Their Quiz Responses". Because it is a graded survey, when you are creating questions, Canvas will insist that you choose an answer for each question. Annoying. What that means is that some students will have their responses marked as "incorrect" which doesn't make sense when you are asking them for feedback. They aren't going to go back to look at their responses anyway!

☑ Keep Submissions Anonymous

☐ Allow Multiple Attempts

☐ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

Set up the rest of the survey as you would any quiz. I recommend "muting" the assignment as well – when the students complete the survey, it will immediately show the very small amount attached to the assignment in the Gradebook. Then you will get the student messages about "where are my extra credit points!!" Mute the survey until you have time to get into the Gradebook and change the grades.

Once the survey is set up, you will see this in the upper right hand corner of the assignment page:

If you go into Speedgrader, for the students who have submitted this is what you will see:

You cannot override the grade in Speedgrader – won't let you do it. You have to override the grade in the Gradebook.

If you click on Survey Statistics, it will break down the numbers for you for the overall survey and for the individual questions. This works best with true/false or multiple choice questions. Written responses will not be shown in this report.

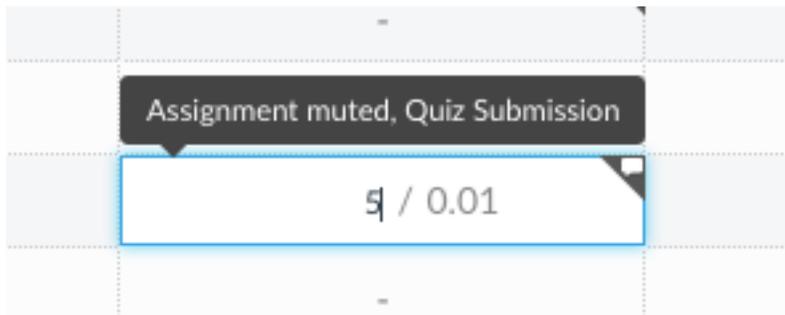Here's a sample from one question on a recent survey:

One Way to Give Extra Credit in Canvas

Go to Gradebook. For each student who has submitted the extra credit assignment, the low point value will appear. Click on the low point score and type in the number of extra credit points.

You will get a bright orange warning, "This student was just awarded an unusually high grade". You will get that warning every time you override the low point value in the Gradebook.

Once you have updated the scores, then unmute the assignment.