



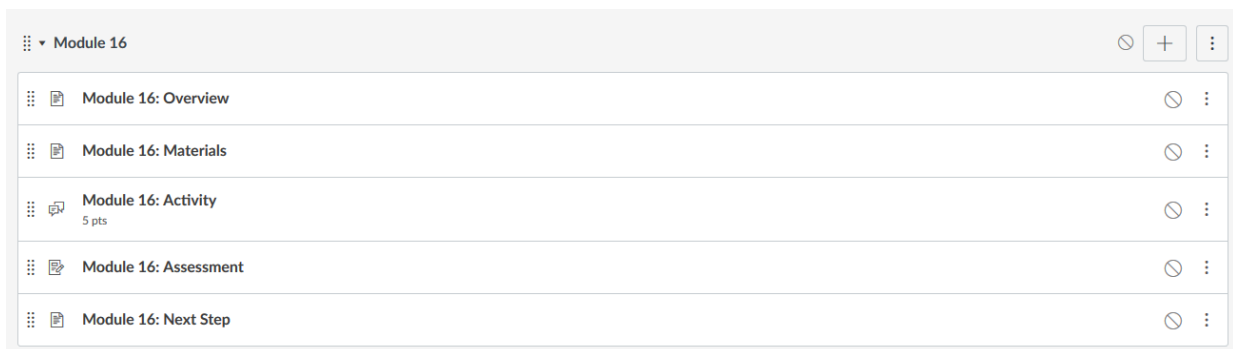
Faculty Tip Sheet

Adding the SPOT Survey to Your Canvas Course

The Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT. This guide provides information on how to add the survey to your course into Canvas. We recommend including the web link in one of your course modules and creating an announcement.

Adding the Survey URL to a Course Module

1. Open the automated email with the unique URL from the IASystem Notification (no-reply@iasystem.org).
2. Copy the survey URL for your course and section.
3. Go into your corresponding Canvas course.
4. Click **Modules** on the course menu.
5. Click the + icon in the Module where the link should appear.



6. Change the option in the drop down menu to **External URL**.
7. Paste the URL you copied from the email into the URL field. Enter a name for the survey (for example, SPOT Survey Link).
8. Click **Add Item**.

Add Item to Start Here

Add to Start Here

Enter a URL and page name to add a link to any website URL to this module.

URL:

Page Name:

Load in a new tab

Indentation:

Create an Announcement for the SPOT Survey

You can also remind students to complete the survey and include the link in an announcement to increase participation.

1. Open the automated email with the unique URL from the IASystem Notification (no-reply@iasystem.org).
2. Copy the survey URL for your course and section.
3. Go into your corresponding Canvas course.
4. Click on the **Announcements** tool in your course menu.
5. Click the green **+Announcement** button in the top right corner.
6. Enter a title in the **Topic Title** field, e.g., “Complete your SPOT Survey – Win an iPad.”
7. Paste the survey URL from the email into the text area of the announcement and add your personalized invitation to your students.
8. Choose which section in the **Post to** drop down menu that should receive the announcement.
9. Click **Save**.

The screenshot shows the Canvas announcement creation interface. At the top, there is a text input field containing the title "Complete your SPOT Survey - Win an iPad". Below this is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, text color, background color), alignment, list creation, link insertion, and media embedding. The editor's content area is currently empty. Below the editor, there is a "Post to" dropdown menu currently set to "All Sections". Underneath, there is an "Attachment" section with a "Browse..." button and the text "No file selected.". The "Options" section includes several checkboxes: "Delay posting" (checked), "Post At" (with a calendar icon), "Allow users to comment" (unchecked), "Users must post before seeing replies" (unchecked), "Enable podcast feed" (unchecked), and "Allow liking" (unchecked).

Special Circumstances

If you have multiple courses that are combined in Canvas but not cross-listed in EIS, please contact Mary Speight (mary.speight@unt.edu) for assistance.