



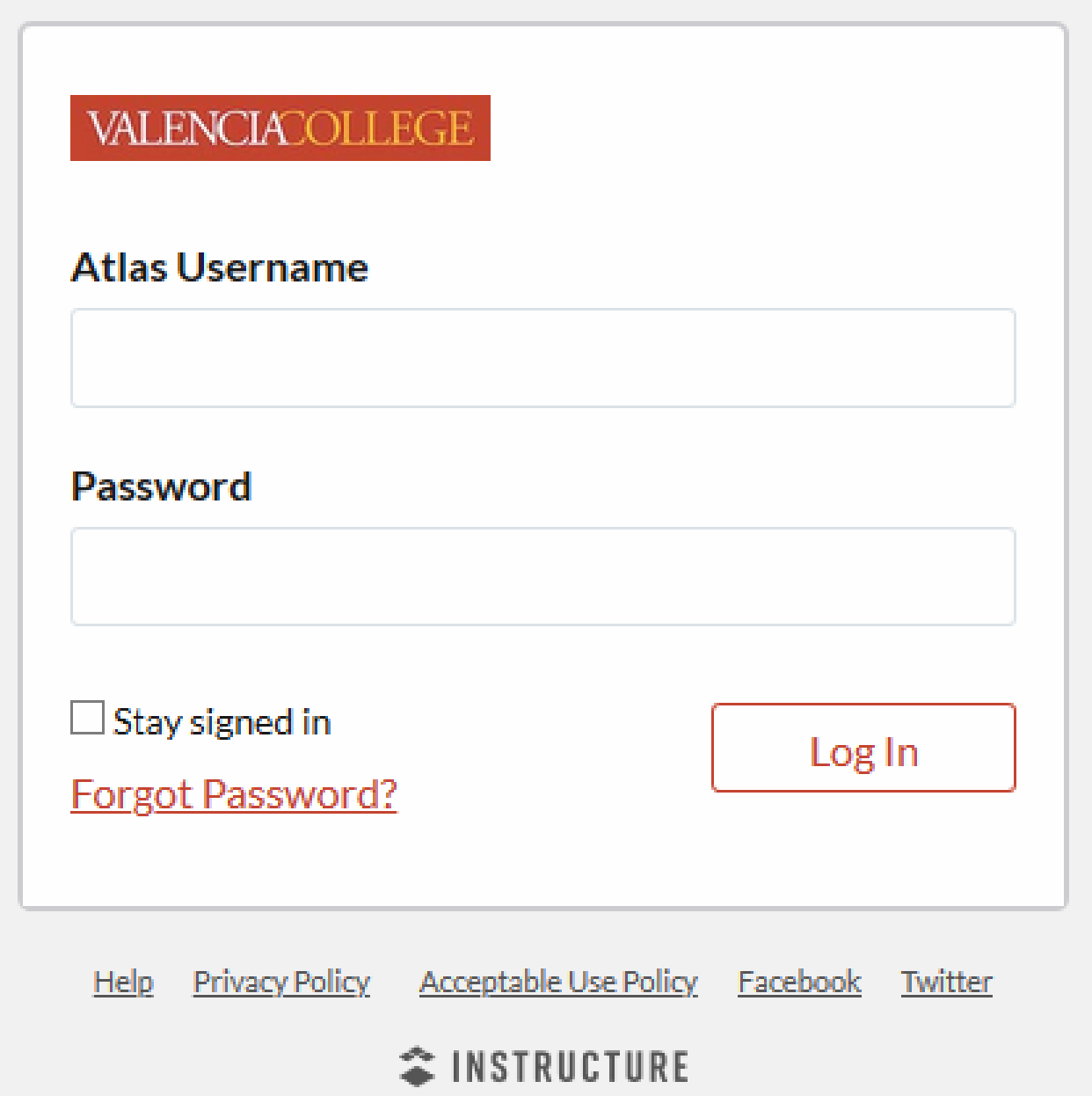
# CANVAS & QUALTRICS

**Integrating a Qualtrics Survey  
as a Module in Canvas**

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# GETTING STARTED

1. Navigate to the [Canvas Login Page](#).
2. Enter your Username and Password.
3. Click *Login*.



The screenshot shows the Valencia College Canvas login interface. At the top left is the Valencia College logo. Below it are two input fields: 'Atlas Username' and 'Password'. There is a checkbox for 'Stay signed in' and a 'Log In' button. A link for 'Forgot Password?' is located below the password field. At the bottom, there are links for 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter', along with the 'INSTRUCTURE' logo.

**VALENCIA COLLEGE**

**Atlas Username**


**Password**

Stay signed in

[Forgot Password?](#)

**Log In**

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

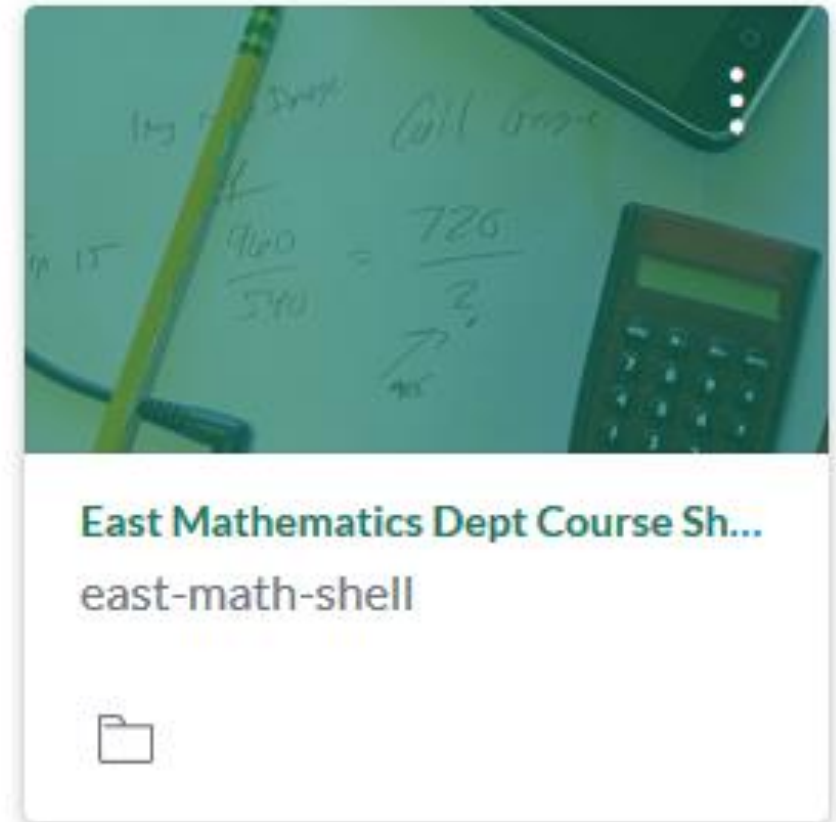
 **INSTRUCTURE**

# FIND YOUR CANVAS COURSE

1. Visit your Canvas Dashboard.
2. Select your Canvas Course.



## Dashboard

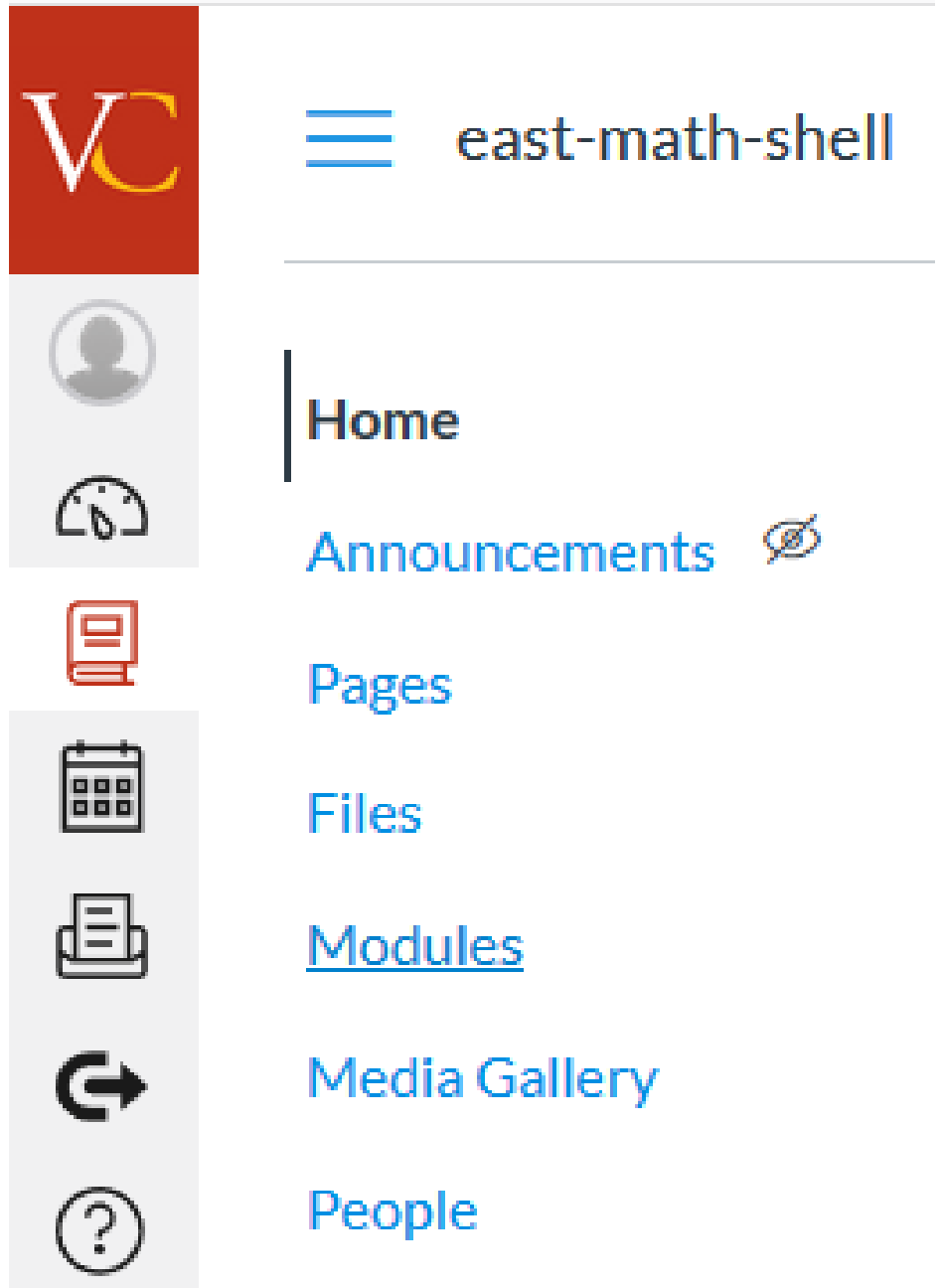


East Mathematics Dept Course Sh...  
east-math-shell

Folder icon

# GO TO MODULES

Locate the Modules on the sidebar. Click once to enter this section of your course.




The image shows a vertical sidebar navigation menu. At the top is a red square with the white letters 'VC'. Below this is a grey vertical bar containing seven icons: a person silhouette, a clock, a book, a calendar, a printer, a refresh arrow, and a question mark. To the right of the sidebar is a white area with a blue hamburger menu icon and the text 'east-math-shell'. Below this is a list of navigation items: 'Home', 'Announcements' (with an eye icon), 'Pages', 'Files', 'Modules' (underlined), 'Media Gallery', and 'People'.

VC

east-math-shell

Home

Announcements 

Pages

Files

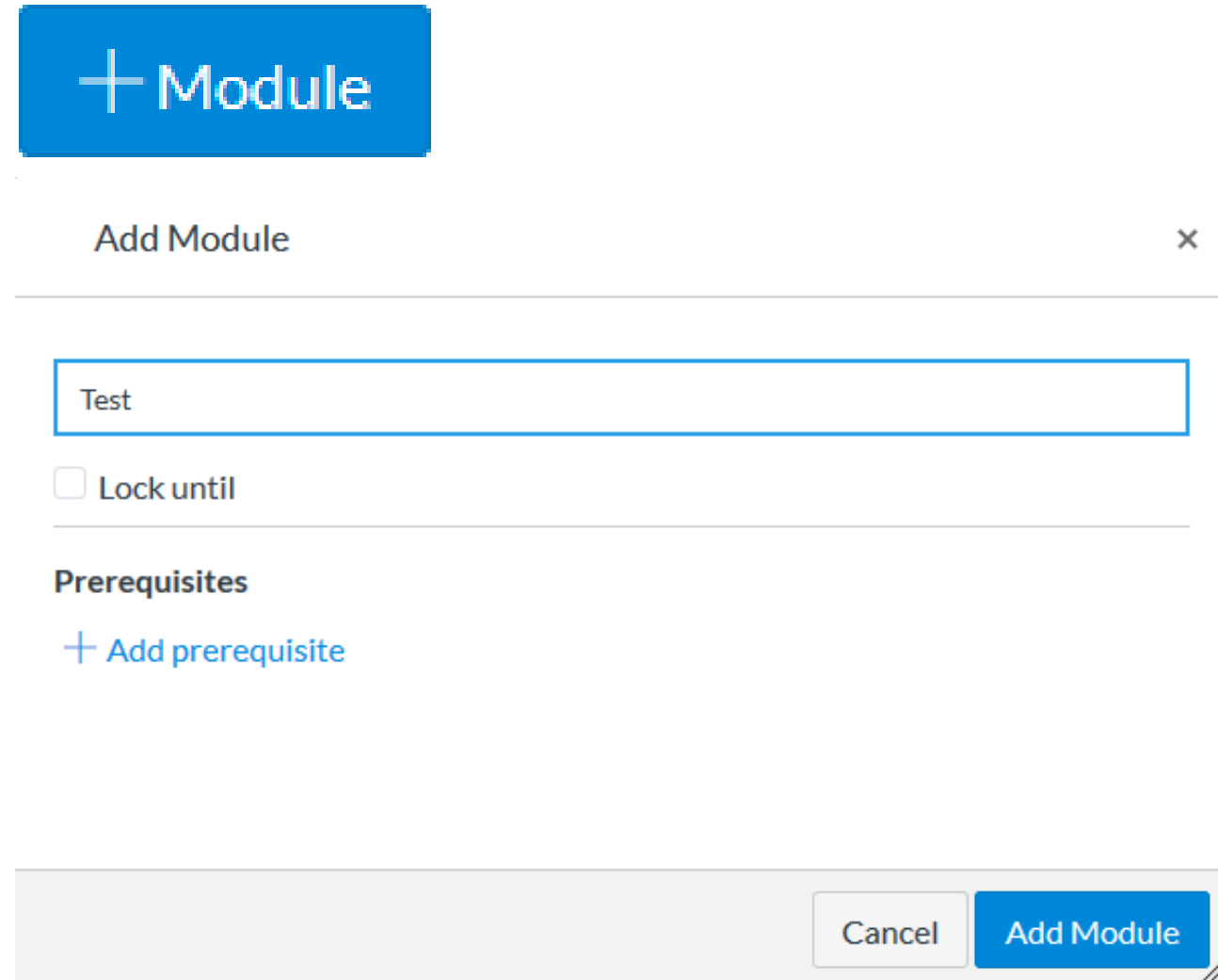
Modules

Media Gallery

People

# CREATE A MODULE

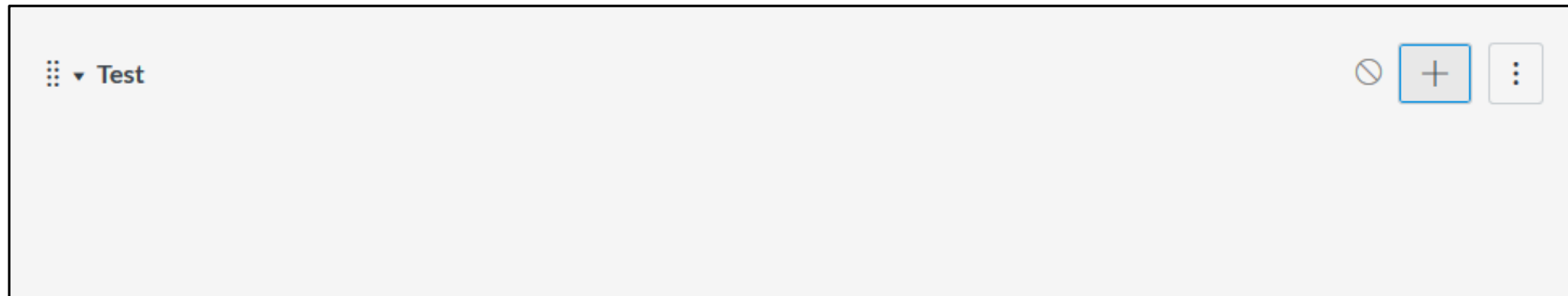
1. Find the *+Module* button at the top right hand side of your screen.
2. Click on the *+Module* button to create a new *Module*.
3. Name your *Module* and finish by selecting *Add Module*.



The screenshot shows a blue button with a white plus sign and the text '+ Module'. Below it is a modal dialog box titled 'Add Module' with a close button (x) in the top right corner. The dialog contains a text input field with the word 'Test' entered. Below the input field is a checkbox labeled 'Lock until'. Underneath is a section titled 'Prerequisites' with a blue plus sign and the text '+ Add prerequisite'. At the bottom of the dialog are two buttons: 'Cancel' and 'Add Module'.

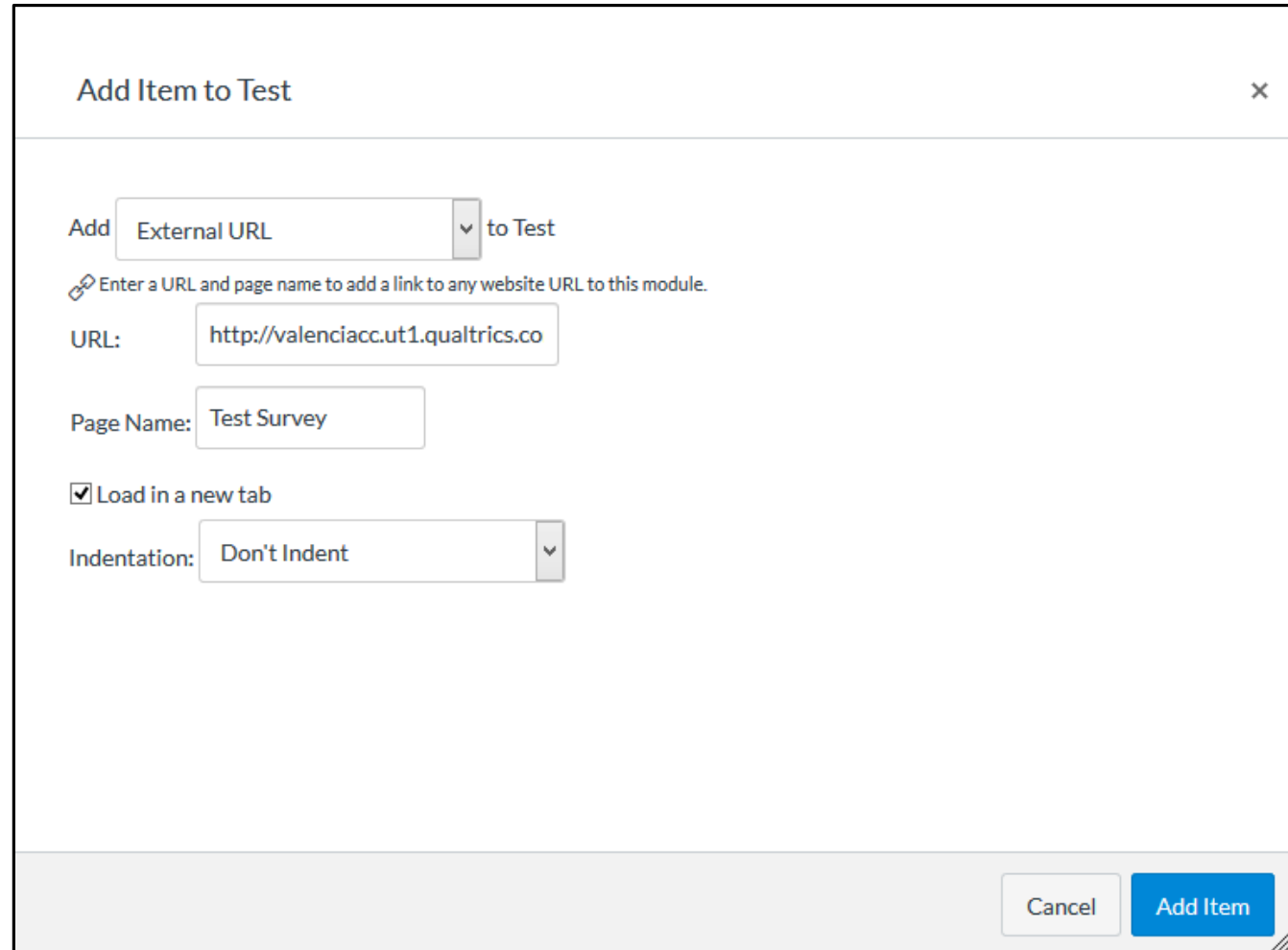
# ADD AN ITEM TO YOUR MODULE

Once your new Module has been created add an item by choosing the + button.



# ADD AN ITEM TO YOUR MODULE

1. Select *External URL* from the Add Menu.
2. Copy and Paste the URL into the link section.
3. Create a new form your new page.
4. Mark the *Load In A New Tab* Checkbox.
5. Finish by choosing Add Item.

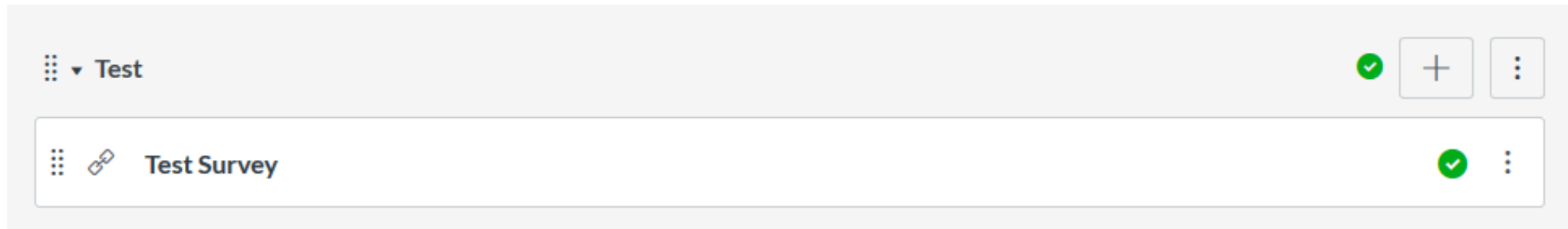


The screenshot shows a dialog box titled "Add Item to Test" with a close button (X) in the top right corner. The dialog contains the following elements:

- A dropdown menu labeled "Add" with "External URL" selected, followed by the text "to Test".
- A link icon and the instruction: "Enter a URL and page name to add a link to any website URL to this module."
- A "URL:" label followed by a text input field containing "http://valenciacc.ut1.qualtrics.co".
- A "Page Name:" label followed by a text input field containing "Test Survey".
- A checked checkbox labeled "Load in a new tab".
- An "Indentation:" label followed by a dropdown menu with "Don't Indent" selected.
- At the bottom right, there are two buttons: "Cancel" and "Add Item".

# PUBLISH YOUR MODULE

Activate your Module by clicking the Publish button. A completely published Module should have a green check mark beside each page.



*Congratulations! Your survey is now integrated with Canvas!*