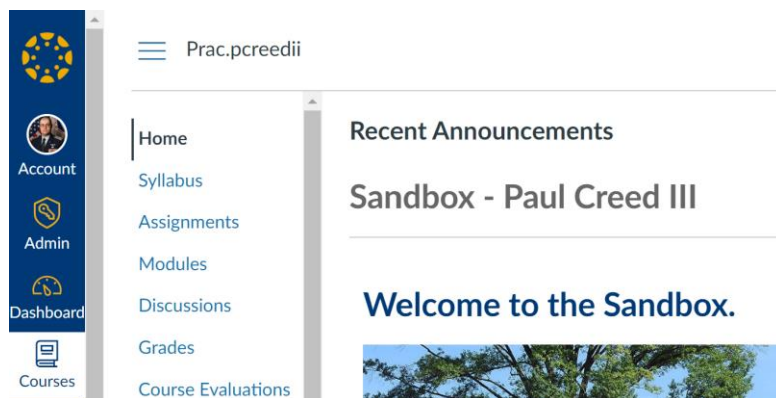# Course Evaluations ("Flash Survey" or the Student Survey of Instruction) in Canvas

Default Menu Placement

The "Course Evaluations" menu item in Canvas provides students a complete list of all available Flash Surveys (aka the Student Survey of Instruction), regardless of which course they are viewing at the time when clicking on "Course Evaluations." Instructors can also find their own survey tasks in this same location when the tasks are available to be completed.

By default, every course in Canvas has the "Course Evaluations" item located in the course menu. As long as "Course Evaluations" is visible in the course menu, nothing is required of the faculty to provide the surveys to students and the students will also receive automated emails when their surveys open plus a pop-up window immediately upon logging into Canvas whenever there are open surveys. In the screenshot below, "Course Evaluations" is placed immediately under "Grades" but the placement within the menu may vary with the items that may have been added to the course menu.
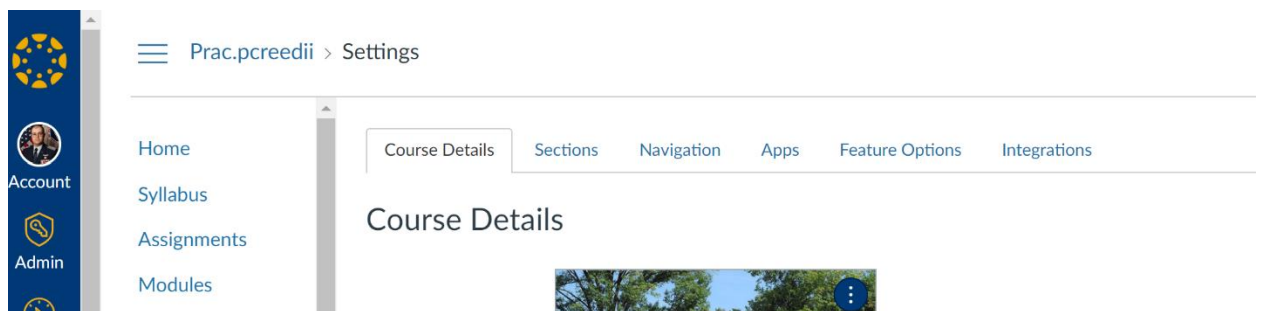

Adding the Flash Survey Course Evaluations to Canvas

If "Course Evaluations" is not visible in the course menu, follow these steps to add it.

1) In the course in question, scroll the course menu to the very bottom to locate "Settings":
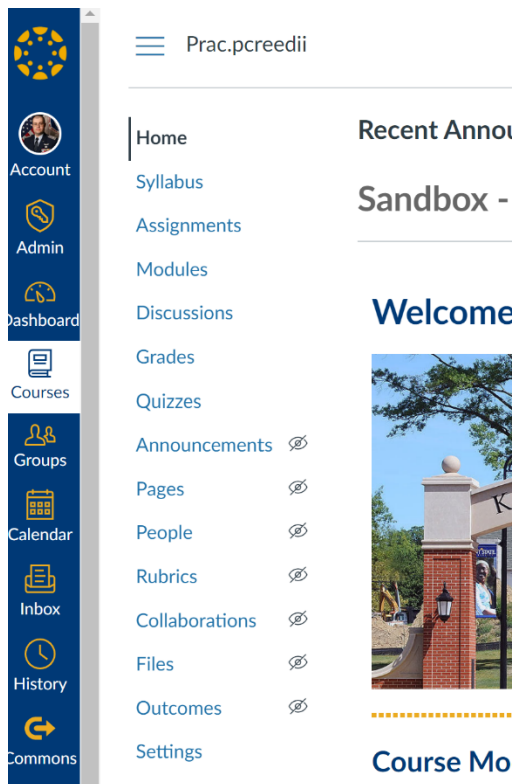
2) After clicking on "Settings" from the very bottom of the course menu, the Course Details page will be displayed:

3) Click on the "Navigation" tab of the Course Details page:

4) As shown above, "Course Evaluations" is not located in the top list of items but is shown in the "Drag items here to hide them from students." section of the page. Note that the actual position of "Course Evaluations" may be further down the hidden list of items. To make "Course Evaluations" visible to students, click and hold the mouse button on "Course Evaluations", and then drag "Course Evaluations" to wherever it should be displayed in the list of items at the top – the actual position does not matter as long as it is somewhere within the course navigation.

5) After placing "Course Evaluations" in the desired location, the menu changes must be saved by scrolling to the very bottom of the page to locate the "Save" button. Click "Save" to apply the changes to the course menu.
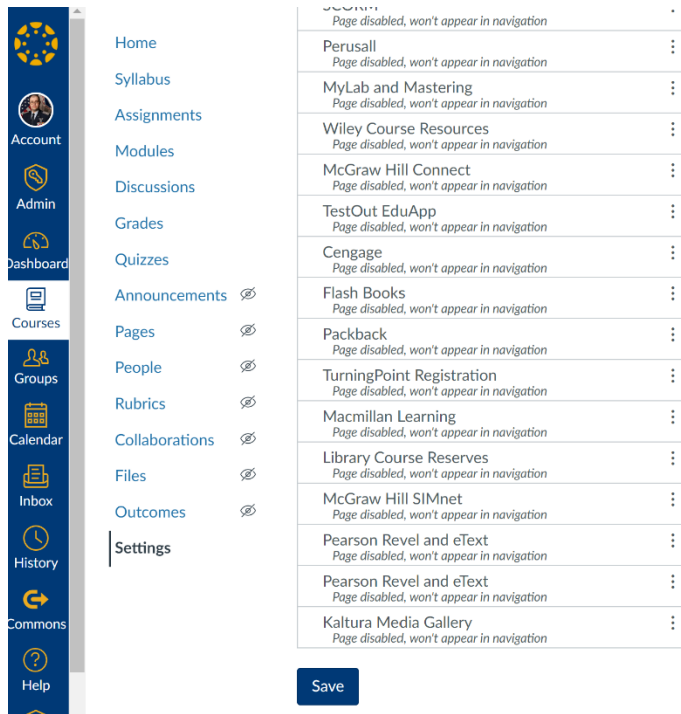
6) After clicking "Save" as above, "Course Evaluations" will appear in the course menu: