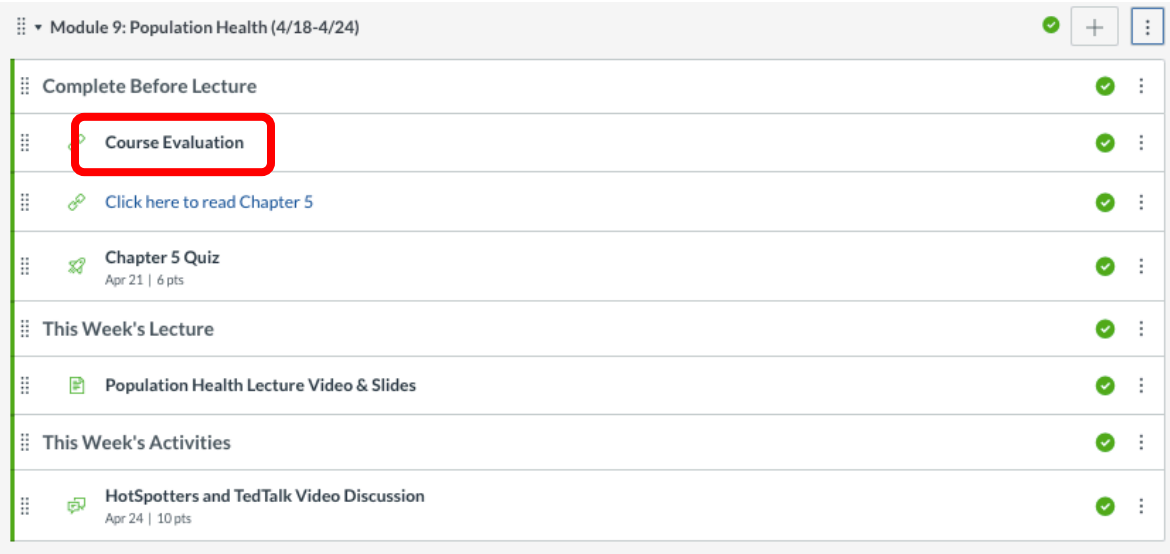


Implementing SEF with the Canvas Module for Online Classes

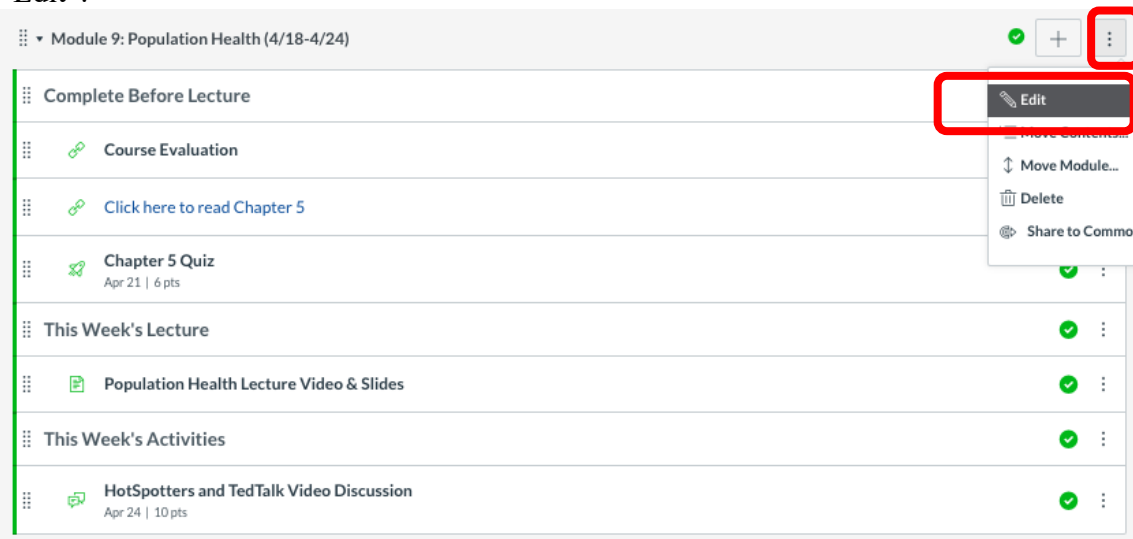
This is a guide on how to implement the SEF process to online classes with Canvas. By adding it as a listed class activity, this will serve as a reminder to your students to complete your course evaluation.

Here is an example of an online class that included Course Evaluations into their Canvas. When students click on the link it will direct them to <http://www.csun.edu/sef>



Instructions on how to add a Course Evaluation link in Canvas:

1. Click on the options icon (three vertical dots) on the right-hand side of the Module and select "Edit".



2. A menu will pop up and you will select “Add requirement”

Edit Module Settings ×

Module 9: Population Health (4/18-4/24)

Lock until

Prerequisites

+ Add prerequisite

Requirements

+ Add requirement

Cancel Update Module

3. Select “Students must complete all of these requirements” and then check “Students must move through requirements in sequential order.” You will be able to select which of the items in the module students must view, submit, etc. in the next step.

Requirements

Students must complete all of these requirements

Students must move through requirements in sequential order

Student must complete one of these requirements

4. Please notice that the first item in your module is pulled up below (in this case that is the Course Evaluation). Select “view the item” in the column next to the item to indicate that students must go to the course evaluation to consider that item complete. All the students have to do is click and view the item and it will be considered completed.

Requirements

Students must complete all of these requirements

Students must move through requirements in sequential order

Student must complete one of these requirements

Course Evaluation	view the item
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+ Add requirement

✕

5. Select “Update Module”

Module 9: Population Health (4/18-4/24)

Lock until

Prerequisites
[+ Add prerequisite](#)

Requirements

Students must complete all of these requirements

Students must move through requirements in sequential order

Student must complete one of these requirements

Course Evaluation

[+ Add requirement](#)

6. You will know that a requirement is set because “View” will show under the item that you made a requirement and “Complete All Items” will display at the top right of the module.


Module 9: Population Health (4/18-4/24) Complete All Items +

Complete Before Lecture	✓	⋮
Course Evaluation View	✓	⋮
Click here to read Chapter 5	✓	⋮
Chapter 5 Quiz Apr 21 6 pts	✓	⋮
This Week's Lecture	✓	⋮
Population Health Lecture Video & Slides	✓	⋮
This Week's Activities	✓	⋮
HotSpotters and TedTalk Video Discussion Apr 24 10 pts	✓	⋮

- From the students view, other requirements following Course Evaluation will be greyed out until they have completed the Course Evaluation requirement.

▼ Module 9: Population Health (4/18-4/24) Complete All Items


Complete Before Lecture

-  **Course Evaluation**
View ○
-  [Click here to read Chapter 5](#)
-  **Chapter 5 Quiz**
Apr 21 | 6 pts ⊖

This Week's Lecture

-  Population Health Lecture Video & Slides

This Week's Activities

-  HotSpotters and TedTalk Video Discussion
Apr 24 | 10 pts ⊖

*This tip was shared with us by Grishma Bhavsar, faculty in Health Sciences.