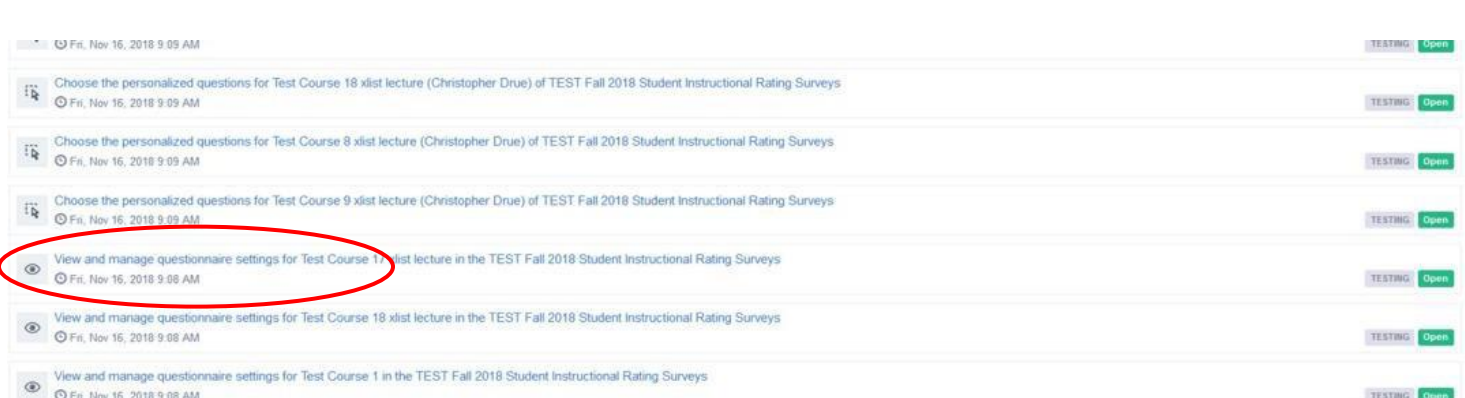# KSU Faculty Student Survey of Instruction – Quick Reference to Change Survey SSI Start Date

Please refer to the 'full' instruction guide for more detail on any section/topic.
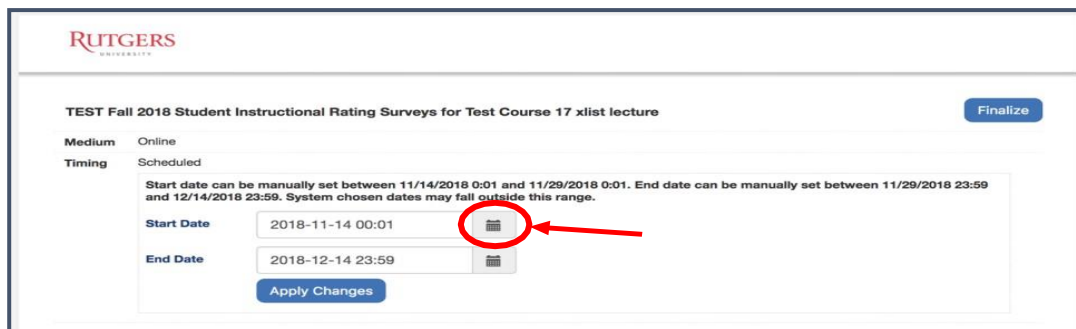
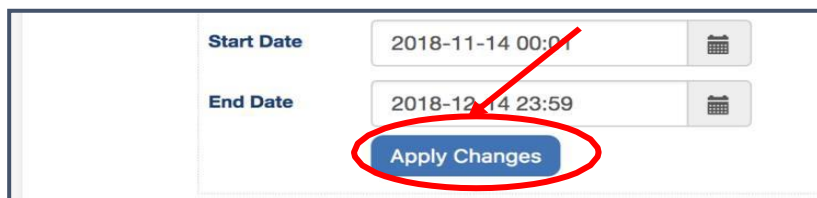Log in to your Faculty Dashboard using the link provided when your survey opened or go directly to https://flashsurvey.kent.edu

- Click on the task link "***View and manage questionnaire settings for*** …" in your Dashboard.

- Click the calendar next to the Start date.
- Select the date and time you would like the survey to run/open.

   - We recommend setting the time to 00:01 in the start date to avoid confusing the students unless you specifically want the time based on your course time.
   - Students get emails when a course survey is open so if you do change your date/time, the student could potentially get separate emails for each course in which they are enrolled.
   - NOTE: Displayed dates are the default open/start and end dates for all surveys that will be used if no changes are made by faculty during their task time.
- Click "Apply Changes" to save.