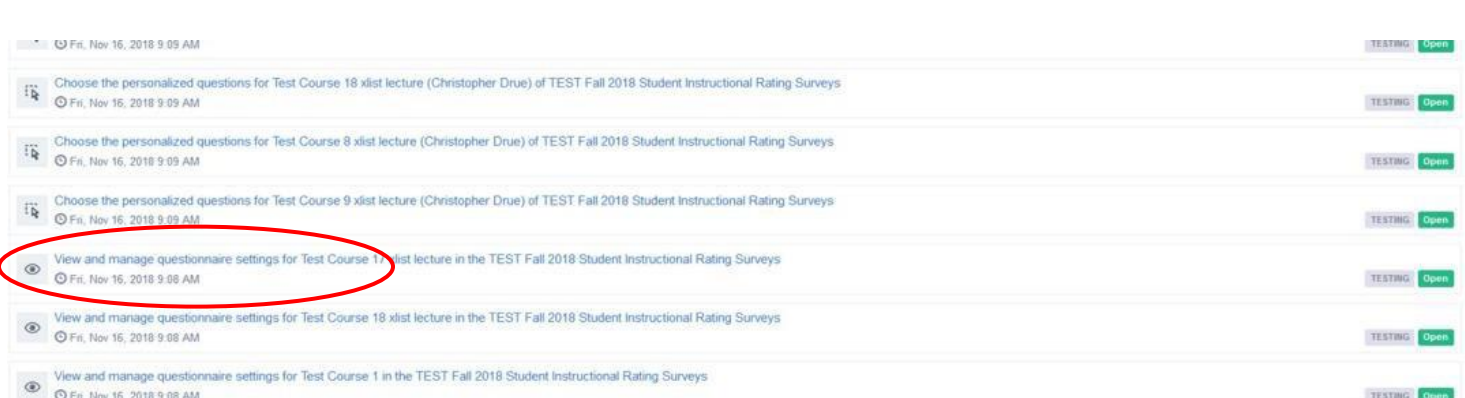


KSU Faculty Student Survey of Instruction – Quick Reference to Change Survey SSI Start Date

Please refer to the ‘full’ instruction guide for more detail on any section/topic.

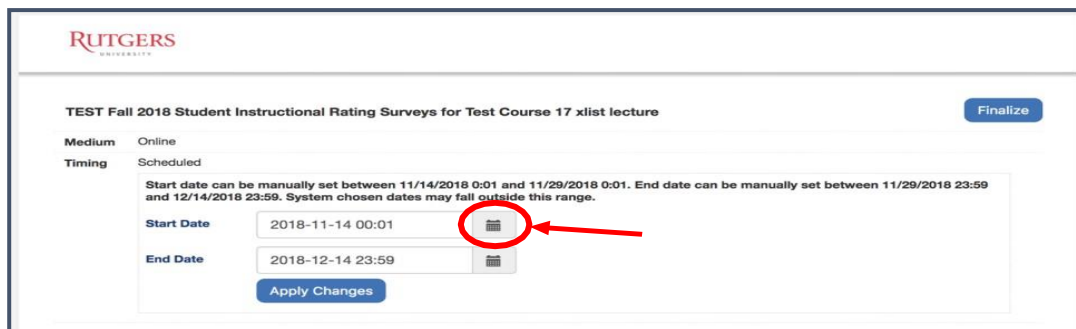
Log in to your Faculty Dashboard using the link provided when your survey opened or go directly to

<https://flashsurvey.kent.edu>



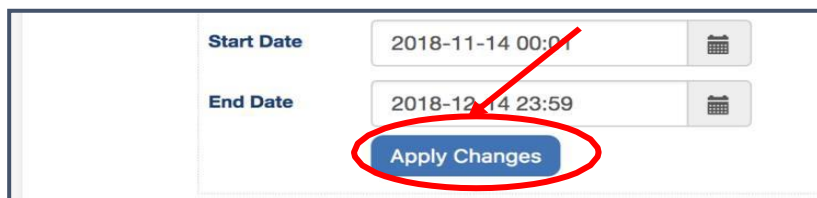
The screenshot shows a list of tasks in a dashboard. The task "View and manage questionnaire settings for Test Course 17 xlist lecture in the TEST Fall 2018 Student Instructional Rating Surveys" is circled in red. Other tasks include "Choose the personalized questions for Test Course 18 xlist lecture (Christopher Drue) of TEST Fall 2018 Student Instructional Rating Surveys" and "View and manage questionnaire settings for Test Course 18 xlist lecture in the TEST Fall 2018 Student Instructional Rating Surveys".

- 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.



The screenshot shows the "TEST Fall 2018 Student Instructional Rating Surveys for Test Course 17 xlist lecture" settings page. The "Start Date" is set to "2018-11-14 00:01" and the "End Date" is set to "2018-12-14 23:59". A red arrow points to the calendar icon next to the Start Date field. The "Apply Changes" button is visible at the bottom.

- 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.



The close-up screenshot shows the "Start Date" field set to "2018-11-14 00:01" and the "End Date" field set to "2018-12-14 23:59". The "Apply Changes" button is circled in red.