Subject View Management Customization Video: Changing Your Course’s Survey Start Date

* Hello and welcome to the second video covering the customization features available to instructors within Flash Survey.
* This session will cover changing the survey start date from the default generated date.
* After you sign in to Flash Survey by either using the link provided in the invitation email that is sent for each course or by using the URL flashsurvey.kent.edu, you will see a list of your pending tasks, just as you did in the previous video.
* This time, we are going to click on one of the tasks that specifies “View and Manage Questionnaire Settings”.
* Very easy from here, simply click into the Start Date field and type in the date that you would like the survey to open to students on or click on the calendar icon to pick a day instead of typing it out.
* You can also use the section at the bottom of the calendar to choose the hour and minute the survey will send to the students.
* Remember, you can only choose a date between the listed date above. The survey must take place within the automatically generated dates, not before or after.
* After you are done, click outside of the selection window and the new date will override the old.
* Click the apply changes button at the bottom, and then the Finalize button at the top.
* The task is now complete, and you can close the window. That’s it, very easy! Thank you for watching. If you have any questions, please email flashsurvey@kent.edu.