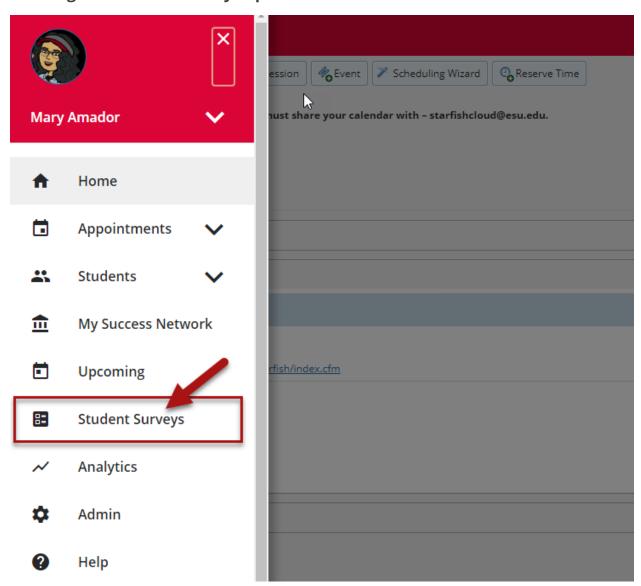
How to Complete the Student Survey

When a survey is available for students, they can access the survey(s) by clicking on the drop-down menu beside the student's name.



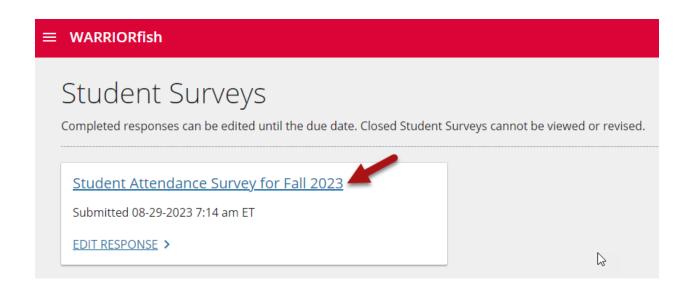
Next selecting the Student Surveys option



Student Surveys landing page

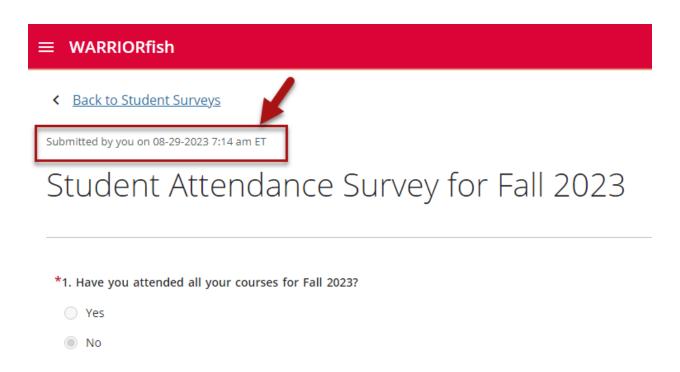
Note: Completed responses can be edited until the due date. Closed Student Surveys cannot be viewed or revised.

- Only open and closed Student Surveys display on the landing page.
- Students cannot review their responses to a closed survey.
- Surveys are ordered by:
- Survey cards displays the Survey Title, Status, Open Dates and Response Last Updated information.



To Open Student Surveys

You can see at the top of the page the timestamp of the last person who submitted the survey. If the student's advisor opens the survey and makes an update, the advisor's name displays with the timestamp.



You can click on the Edit icon at the top right of the page to make changes to open surveys.

